



CCRT/31014/1/2021

July 08, 2021

**To,**

**M/S**

**Rate Quotation**

**Name of Work: Rate Quotation of refilling of Ink Cartridges/Cartridges/Toners, Drums, Blades and PCR for Printers/Scanners at CCRT, HQ Delhi**

Director, Centre for Cultural Resources and Training, New Delhi invites Rate Quotations for Refilling of Ink Cartridges/Cartridges, Drums, Blades and PCR for Printers/Scanners from the reputed and experienced Vendors/Firms dealing in the items as per Specifications and Schedule of work stated in the General Terms and Conditions.

Last date of submission of quotation : 29<sup>st</sup> July 2021 till 5:00 PM

Date of opening of quotation : 30<sup>th</sup> July 2021 at 11:00 AM

Contact Details : Director  
Centre for Cultural Resources and Training (CCRT),  
Plot 15-A, Sector - 7, Dwarka,  
New Delhi - 110075  
Telephone: (011) 25309300  
E-mail:- [web.ccrt@nic.in](mailto:web.ccrt@nic.in)



### Scope of Work

- There are approximately 51 quantity of items (42 HP Toner, 05 Ink Cartridge and 04 Scanner) in CCRT, HQ, New Delhi as per the given below:

Sl. No.	Name of the Printer/Scanner	No. of Printer/Scanner	Toner No./ Cartridge No. / Scanner No.
1.	HP LaserJet 1005	01	12A
2.	HP LaserJet P 1505	04	36A
3.	HP LaserJet All in one MFP 1319	03	12A
4.	HP Printer 3050	02	12A
5.	HP M403dn	01	28A
6.	HP Printer 3390	01	49A
7.	HP 2015dn LaserJet	04	53A
8.	HP LaserJet P-1007/1008	21	88A
9.	HP M126nw	05	88A
10.	HP Office jet pro 8600 Plus	01	Ink cartridge
11.	HP Color Printer 2320	01	Ink cartridge
12.	HP Color Printer 2025	01	Ink cartridge
13.	Epson L3110	02	Ink Cartridge
14.	HP Scanjet G4050	02	-
15.	HP Scanjet N6310	01	-
16.	HP Scanjet 3770	01	-
<b>Total</b>		<b>51</b>	

- The CCRT prefers a firm quote comprehensive rates in the following format with all taxes inclusive.

Sl. No.	Toner No.	Refilling Unit Price with tax (in Rs.)	Drum Unit Price with tax (in Rs.)	D/Wiper Blade Unit Price with tax (in Rs.)	PCR Unit Price with tax (in Rs.)	Magnet Unit Price with tax (in Rs.)	Ink Cartridge Unit Price with Tax (in Rs.)	Total Amount (incl. GST in Rs.)
1.	12A							
2.	28A							
3.	36A							
4.	49A							
5.	53A							
6.	88A							
7.	HP Office jet pro 8600 Plus							
8.	HP Color Printer 2320 Ink cartridge							
9.	HP Color Printer 2025 Ink cartridge							
10.	Epson L3110 ink cartridge							

Bidder may kindly note that for above-mentioned table every Row/Column has to be filled/ quoted. No column should be kept blank.



## Terms & Conditions

1. Should have minimum 3 years experience and technical expertise in undertaking similar works preferably in Government Departments/Semi-Government Departments/Public Sector Undertakings. Proof to this effect shall be submitted along with the Bid, if any.
2. The quotation submitted by bidder, if found incomplete in any manner shall be liable to be rejected. No dispute or claim of any kind shall be entertained in this regard.
3. The cover containing the quotation should be sealed and super-scribed "**Rate Quotation of refilling of Ink Cartridges/Cartridges/Toners, Drums, Blades and PCR for Printers/Scanners at CCRT, HQ Delhi**" and **should be addressed to Deputy Director (Administration), CCRT, HQ New Delhi.**
4. Quotations received through e-mail will be rejected as only sealed quotation in hard copies required to be submitted to CCRT Dispatch Section or via Indian Postal Services or Courier Services.
5. The successful bidder, on acceptance of his/her quotation by the accepting authority shall have to sign the contract agreement on a non-judicial stamp paper of Rs.100/- within seven days from the date of issue of Letter of Intent.
6. **The bidder shall submit the offer as mentioned in the Scope of work Part and also the Proposal Part mentioned in the document.**
7. The bidder should have GST number.
8. The quotations shall be opened on the date and time that is mentioned in the document. The clarifications, particulars if any required from the bidders, the same will be obtained by addressing the bidders.
9. The taxes and other levies payable by the bidder as per State / Central Government rules shall also be included in the quoted price as on the date of quotation submission and any variation shall be reimbursed/recovered at actual by the CCRT on submission of documentary evidence/bill. The details of the taxes considered shall be clearly mentioned by the bidder in the percentage form.
10. Bidder is required to quote rate for each item as per scope of work.
11. All repair and maintenance services shall be performed by qualified maintenance engineers who are well familiar with the printers. The bidder shall depute qualified maintenance engineers in CCRT as and when required by CCRT.
12. The CCRT may communicate complaint request over telephone / e-mail and bidders will note down the complaints and attend the same properly. The bidder shall depute qualified maintenance engineers to the concerned department in CCRT to refill/repair/rectify the printers and put in working condition. The compliance report for attending the complaints will be signed by the concerned department. The report will be communicated by the qualified maintenance engineers to the Computer Cell, CCRT for making '**Satisfactory Service Report**'.
13. The complaints registered before 11:00 AM on any working day shall be cleared at the earliest on the same working day by 5:30 PM. The complaints registered after 11:00 AM on any working day shall be cleared as far as possible on the same working day but definitely by 12:00 Noon on next working day.
14. **The contract will be valid for one year (Annually) from 01-August-2021 to 30-July-2022.** The contract may be extended on the same terms and conditions with some additions/deletion/modification, for a further specific period mutually agreed upon by successful service providing company/firm/agency and by the Director, CCRT.
15. Warranty Card for the parts replaced must be submitted with the bill.
16. All quotation will be assumed valid for at least one month from the date of opening of quotations.
17. The estimated contract value is of approx. Rs. 15000/- and **the bidder shall submit refundable EMD @ 5% of contract value in the form of DD in favor of Director, CCRT.**



18. After award of contract the successful bidder shall submit performance security @ 5% of contract value in the form of Bank Guarantee/ FD value for 90 days beyond the contract period.

## 2. Quotation Opening

The rate quotations from bidders will be opened by a CCRT nominated Committee by Competent Authority of CCRT as per date and time mentioned in the document.

## 3. Award of Contract

The Director CCRT reserves the right to accept or reject any quotation or all quotations and to cancel the quotation process at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for such action.

## 4. Notification of Award and Signing of Agreement

The bidder whose quotation has been accepted will be notified of the award of the work via "Letter of Intent (LoI)" by the nominated CCRT Committee, prior to expiration of the tender validity period through a letter.

## 5. Proposal Part :

The information related to Firm/Vendor required to be filled/provided is as follows :-

1. Name of Firm/Vendor :
2. Name of Proprietor :
3. Complete Postal Address :
4. Contact Phone Numbers :
5. Mail id :
6. PAN No. :
7. GST Number :
8. Name of the Bank in which Bidder has account :
9. Name of the Branch of the Bank :
10. Account No. of the bidder :
11. IFSC Code of the Branch :
12. Work Experience : Any work experience in Government Departments/ Semi-Government Departments/Public Sector Undertakings. If yes, then Proof to this effect shall be submitted with the Bid along with copies of work order.

Director  
CCRT, New Delhi

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