

CCRT/31014/1/2017
November 1,2018



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

Subject: Quotation for Refilling, changing of drums, pcr doctor blade & wiper blade and magnet of the HP Printers toners.

Sir,

CCRT under the aegis of Ministry of Culture Govt. of India is an autonomous organisation invites sealed quotations for refilling, changing of drums, pcrs doctor blade & wiper blade and magnet for its office situated at Plot No.15 A, Sector 7, Dwarka,, New Delhi 110075 as per the details mentioned attached::

2. The quotation should be addressed to the Director In-charge, CCRT, Plot No.15 A Sector 7,Dwarka, New Delhi. . The quotation is to be submitted in one sealed cover containing two sealed envelopes. One envelope will contain "Technical Bid" and the other envelope will contain "Financial Bid". Both the sealed envelopes should superscribe on the right hand upper side of the format of the envelopes "Technical Bid" or "Financial Bid" (as the case may be). **The firm would have to submit both the envelopes. The last date of submission of sealed quotations is November 22,2018 by 3.00 PM. quotation will be opened on the same day at 04.00 PM**

"Technical Bid" (Envelope I) should contain the following details:

1. The details of company profile and their technical competence, with list of technical persons with their qualifications and experience.
2. The number of the year company has been in the business of Printer refilling, changing of drums,pcr doctor blade & wiper blade and magnet. (the company should have been carrying out the work for at least 3 years)
3. The details of the Company's turnover for the last 3 years.
4. The details of existing clients including Government/Semi-Government organization.
5. The tax clearance details.
6. Periodicity of regular visits of Technicians
7. Reaction time to the complaints lodged.

Financial Bid (Envelope-II) should contain the rates for the refilling, changing of drums, pcrs, doctor blade & wiper blade and magnet as mentioned in the enclosed list.. Also clearly specify the GST applicable.

3. **Envelope I** should be superscribed in Bold letters "Refilling, changing of drums, pcr doctor blade & wiper blade and magnet of the HP Printers toners – Technical Bid"

4. **Envelope II** should be superscribed in Bold Letters "Refilling, changing of drums, pcr doctor blade & wiper blade and magnet of the HP Printers toners - Financial Bid"

Yours faithfully,

(B.K. Verma)
Consultant (G/A)

<u>Toner No.</u>	<u>Refilling</u>	<u>Drum</u>	<u>D&Wiper Blade</u>	<u>PCR</u>	<u>Magnet</u>
Q-2612A					
CB-88A					
36A					
78A					
15A					
24A					
13A					
49A					
53A					
05A					
16A					