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No.2-52/MGPGIDS/PUR-1/2022-23/ 2572

Date: **25 OCT 2022**

To

Sir.

Sub : MGPGIDS, Puducherry – Quotation for Annual Contract for Refilling
Printer Toner Cartridge and replacement of spares for Cartridge – Reg.

Sealed quotations are invited from reputed firms for Annual Contract of Toner Cartridge Refilling & its Spare Parts as listed in the annexure -1 for a period of one year. "Quotation for Rate Contract of Toner Cartridge Refilling and Spare Parts" should be superscribed on the sealed envelope. Quotations should be submitted before 3.00 p. m. on 7.11.2022.

**TERMS AND CONDITIOS FOR TONER CARTRIDGE REFILLING AND
REPLACEMENT OF ITS SPARE PARTS**

1. The rate contract will be valid for a period 12 months from the date of awarding the contract. This contract is valid for toner cartridge refilling and replacement/repair of parts associated to cartridge refilling. The contract period can be further extended subject to concurrence of both parties, if need arises.
2. First one moth of the contract shall be treated as TRAIL for the refilling of Toner cartridge service. If refilling services is found satisfactory and no complaint is found, the contract will continuc for the next 11 months of the contract.
3. Any change of printer parts (related to cartridges) should be approved by this office before replacement. The cost of parts shall be claimed separately with invoice.
4. Refilling charges and cost of spare parts may be submitted as per annexure- 1
5. The Technician/authorized person shall visit the office as and when required.
6. The Technician/authorized person should be well trained and qualified for this job.
7. This office reserves the right to cancel/terminate the contract at any time if the refilling work is not satisfactory and complaints received regarding the print quality during the contract period.
8. The successful vendor/firm shall sign an agreement fulfilling all the terms & conditions.
9. In case of any dispute the decision of the Dean, MGPGIDS will be final and binding on both the parties.

10. All rates quoted should be inclusive of all taxes, freight, transit, labour, cess and other all taxes etc. The price shall be quoted by the bidder in Indian rupees only a
11. E- Payment will be made monthly after completion of each month on production of bill. This is only a tentative scheduled of payment and does not confer any legal or other right on the firm to proceed against the office in the event of payment gets delayed due to any reason. The payment will be made after proper deduction of TDS as per existing/applicable rates, rules.
12. The competent authority has the right to accept or reject any / all the quotations without assigning any reason.
13. Bidder should not in any case be blacklisted from any Govt. Department.
14. The maintenance should be of top most quality. There should not be any leakage, use of low quality inks, and use of any materials which degrade the quality of printing or reduce the life of printer.
15. The attempt on the part of the vendor to influence the authority to whom the quotation is being submitted or the quotation accepting authority, will make the vendor liable for exclusion from the consideration of his quotation.
16. Vendor must provide all documentary proof as required in quotation form at the time of submission of quotation.
17. Rates quoted should be inclusive of GST & shall not be altered during period of agreement.
18. During the period of rate contract for printer cartridge of printer which is not mentioned in the rate contract, payment will be made after approval of competent authority.


(S. THAMMUGANAPATHY)
REGISTRAR



Annexure -I
Rates of Contract

Rate for						
Sl. No	Refilling	Drum	PCR Roller	Magnet Roller	Blade	Any other item

Rates quoted are inclusive of GST and shall not be altered during period of agreement

Name of Vendor and Seal/Stamp

Authorized Signature

Date:

Annexure - II
Details to be submitted by the Bidder

S. No.	
1	Name of the Firm
2	Address
3	GST Registration No. & Pan. No (copy must be enclosed)
4	Name of the Authorized Signator
5	Contact No.
6	Bank account details for making e-payment
7	Acceptance of Terms and Conditions (Yes or No)

I have read the terms and conditions and fully agree to comply.

Name & Signature with date Seal of the firm