

I/490/2020(11)

24/01/2020

Punjab Urban Planning and Development Authority

(Room No 218, IT & C Branch, Puda Bhawan Sector- 62, SAS NAGAR, Punjab-160062)

To

PUDA WEBSITE

Subject: Quotation for replacement of parts of Tonners/Cartridges and refilling of Tonners/Cartridges.

Sealed Quotations are hereby invited from authorized/ reputed firms to quote the rates for replacement of parts of Tonners/Cartridges and refilling of Tonners/Cartridges of printers as per performa attached herewith.

The quotation with detailed terms and conditions should reach in the IT & C Branch, Room No. 218, 2nd floor, PUDA Bhawan, Sector-62, Sahibzada Ajit Singh Nagar within 10 days from the issue of this letter.

Terms & Conditions:-

1. The rate/price to be quoted shall be inclusive of all taxes.
2. The sealed quotations shall be in conformity with the specifications.
3. Conditional and incomplete quotations shall not be accepted.
4. Bidder will be responsible to ensure that the quotations reach the above address on or before the stipulated period.
5. The number of items shall be as per actual basis.
6. There shall be 100% replacement of defective items. All expenses towards replacement of such items shall be borne by the bidder.
7. Any parts damage during the refill should be replaced by the bidder.
8. All the prices, Technical specification & other terms and conditions proposed by the bidder should be valid for a minimum period of 3 months from the date of offering of the bid and same should be clearly mentioned in the quotation.
9. The bidder should have exclusive support infrastructure for supply and service of these items at SAS Nagar/Chandigarh and above to deliver (service the goods within the stipulated period).
10. Bidder who will quote maximum reduction in % (Percentage) from the rates mentioned in table will be selected.
11. Selected bidder will have to replace/repair parts of Tonners/Cartridges and refilling of Tonners/Cartridges of printers on same day within four working hours after reporting of such replacement/refilling/repair, failing which penalty of Rs 20/- per day shall be levied.
12. Payment will be release after satisfactory refilling and repair of tonner/printer.
13. No advance payment will be made. Payment will be made on monthly basis on the actual quantity.
14. The selected vendor will be required to furnish bank guarantee for a period of

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15 months of a scheduled bank for Rs. 20,000/- against the work order.

Payment will be released after submission of bank guarantee. In case bank guarantee is not submitted, this amount will be adjusted against the bills and will be released at the end of the contract period.

15. Bidder must quote item wise rate for all the items in Annexure "A".

16. Items quoted must be from original manufacturer. Compatible items shall not be accepted.

17. If the last date of receiving/opening of quotations will be Saturday, Sunday or declared as public holiday, then the quotations will be received and opened on the next working day on the same time & venue.

18. Initially work will be allotted upto 31/03/2021 which may be suitably extended.

19. Work order may be terminated by PUDA any time on its convenience.

20. Successful bidder will maintain record of Spares replaced or repair and tonner / cartridge / ribbon refilling in each machine (machine serial number also must) with signature of authorized person of user department.

21. Rate/price quoted shall be inclusive of all charges including service/installation.

22. PUDA reserves the right to reject any or all quotations without assigning any reason.

RUPINDER KAUR, SUPDT.
(RK)-IT&C Branch, IT&C BRANCH-
GMADA
Superintendent G-2
23/01/2020

Punjab Urban Planning and Development Authority

(Room No 218, IT & C Branch, Puda Bhawan Sector- 62, SAS NAGAR, Punjab-160062)

Annexure "A"

Name of the Firm/Company: _____

Address: _____

Contact Person Name /Mobile No. _____

Commercial bid format for replacement of parts of tonner/cartridges and refilling of tonners/cartridges.

SN	Printer Description	Item	Ink/ powder refilled per unit in gram (single time)	Maximum unit rate in Rs. (Incl. of all taxes)
1	HP Color Laserjet 1515N	Refilling	40	332.50
		Drum		237.50
		Blade		95.00

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		PC Roller		95.00
		Mag Rod		95.00
		Chip		95.00
2	HP Color Laserjet 2600N	Refilling	80	332.50
		Drum		237.50
		Blade		95.00
		PC Roller		95.00
		Mag Rod		95.00
		Chip		95.00
3	HP Color Laserjet MFP177FW	Refilling	40	332.50
		Drum		237.50
		Blade		95.00
		PC Roller		95.00
		Mag Rod		95.00
		Chip		95.00
4	HP Color Laser Jet Pro -200-(M251N)	Refilling	40	332.50
		Drum		237.50
		Blade		95.00
		PC Roller		95.00
		Mag Rod		95.00
		Chip		95.00
5	HP Laserjet 1005(Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
6	HP Laserjet 1007 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
7	HP Laserjet 1020 (Monochrome)	Refilling	120	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		0.00

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		Printer Sleeve		332.50
8	HP Laserjet 1022(Monochrome)	Refilling	120	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		0.00
		Printer Sleeve		332.50
9	HP Laserjet 1106 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
10	HP Laserjet 1108 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
11	HP Laserjet 1200 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Printer Sleeve		332.50
12	HP Laserjet 1505 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
13	HP Laserjet 1606 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50

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		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
14	HP Laserjet MFP 1536DN (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
15	HP Laserjet MFP 2727NF (Monochrome)	Refilling	120	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
16	HP Laserjet MFP 3390 (Monochrome))	Refilling	120	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
17	HP Laserjet MFP 226DN (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
18	HP Laserjet 2055 (Monochrome)	Refilling	120	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00

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		Printer Sleeve		332.50
19	HP Laserjet MFP Pro 400 (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
20	HP Laserjet M 403d (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
21	HP Laserjet P 3015 (Monochrome)	Refilling	360	380.00
		Drum		285.00
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		47.50
		Printer Sleeve		475.00
22	Lexmark MS/MX 310/410/510/610 (Monochrome)	Refilling	450	570.00
		Drum		522.50
		Blade		285.00
		PC Roller		95.00
		Mag Rod		95.00
		Chip		807.50
		Printer Sleeve		0.00
23	HP MFP M1218 NFS (Monochrome)	Refilling	80	161.50
		Drum		142.50
		Blade		66.50
		PC Roller		66.50
		Mag Rod		66.50
		Chip		38.00
		Printer Sleeve		332.50
		Total		22306

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Reduction in % (Percentage) from the above rates	
Note: It is understood that the %age reduction in prices will be applicable to the unit rates of all the items described in the table.	

It is to undertake that, I have read & understand all the requirements & terms and conditions and in case the work is allotted to me, these shall be complied with meticulously.

Date:

(Sign

with seal)