

Invitation of quotation
for
Rate Contract for Refilling & maintenance of
Printer Cartridges
At
All India Institute of Medical Sciences, Jodhpur

Inquiry No.: : Admin/Gen/84/2021-AIIMS.JDH
Inquiry Issue Date : 03rd February, 2022
Last Date of Submission : 09th February, 2022 at 03:00 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

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Invitation of quotation for Rate Contract for Refilling & maintenance of Printer Cartridges at AIIMS Jodhpur

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Rate Contract for Refilling & maintenance of Printer Cartridges for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 09.02.2022 03:00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

“QUOTATION FOR RATE CONTRACT FOR REFILLING & MAINTENANCE OF PRINTER CARTRIDGES AGAINST INQUIRY NO. ADMN/GEN/84/2021-AIIMS.JDH” DUE ON 09.02.2022 03:00 PM”

1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in Administration Block of AIIMS, Jodhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Rajasthan / Central Government.
 - The firm shall have valid GST No.
 - **The firm should not be black listed by any Govt. Agency/Dept.**
- J) Quotations qualified by such vague and indefinite expressions such as “subject to prior

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confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

- K) **Contract Period:** The rate contract for Refilling & maintenance of Printer Cartridges initially for a period of (1) one year.
- L) **Payment Terms:** Payment will be done on monthly basis. Bill should be submitted at the end of every month for the number of refilling and other work carried out during the month. The vendor should keep proper record for goods/services duly certified by the concerned unit/user. No payment will be made for poor quality of work.
- M) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- N) AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Jodhpur will be final in this regard.
- O) AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

Deputy Director (Admin)

Special Terms & Conditions:

- A) Bidder must quote the product as per specification provided in Annexure 1.**
- B) The bidder should have experience of Refilling & Maintenance of Printer Cartage in a reputed organization for at least three years suitable documentary evidence to be supported along with the application and the satisfactory performance certificate of the same is to be attached.
- C) Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 3% of tender amount in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized/ Scheduled Bank duly pledged in the name of "All India Institute of Medical Sciences, Jodhpur". Performance Security will be discharged after completion of contractor's performance obligations under the contract including CMC period.
- D) All material, machinery, manpower and consumables etc. required for the refilling & replacement shall be arranged by the vendor. Cost of all the items should be taken into consideration while quoting the charges.
- E) After installing the refilled cartridges at the user location, in case, any problem is reported by the user, it shall be the responsibility of the vendor to check the cartridge at the user location and rectify the problem.
- F) The Vendor should refill the cartage of printer within 24 hours from the receipt of intimation.
- G) In case any complaint about the refilled cartridge, the vendor shall refill the cartridge & replace the accessories free of cost within 8 hours.
- H) Quantities of the work may vary as per actual requirement.
- I) Payment will be done on monthly basis. Bill should be submitted at the end of every month for the Number of refilling and replacement carried out during the month. The vendor should keep proper record for goods/services duly certified by the concern department.
- J) Any damaged caused to the printers on account of leakages of ink/toner shall be borne by the vendor.
- K) The vendor shall obtain the empty cartridges from the respective department in person and install the refilled cartridges in the respective machine with in the time frame mentioned above.
- L) The quality of toner powder must be of finest quality and quantity must of as per standard procedure. Replacement of any accessories should be of same model & make.
- M) The firm should have an Office or a Branch Office located at Jodhpur. Availability of a responsible person on call on all working days between 09.00 Hrs to 18.00 Hrs.
- N) The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person

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should be capable of making arrangement for washing of the desired items even on short notice to AIIMS, Jodhpur.

- O)** The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
- P)** No revision in rate (on higher side) will be accepted during contract period.

Deputy Director (Admin)

Encl.: Annexure 1 (Specification)
Annexure 2 (Format of price bid)

Annexure 1

S. No.	Name of Printer	Particular	Approximate Monthly quantity
1.	HP Laser Jet 1020 plus printer (Q2612A)	12 A Refill	500 Nos.
		12 A Drum	200 Nos.
		12A PCR	100 Nos.
		12A Doctor Blade	100 Nos.
		12 A Wiper Blade	100 Nos.
		12 A Magnet Rod	100 Nos.

➤ **L1 will be decided on composite basis for HP Laser Jet 1020 plus printer (Q2612A).**

Note: -

- ❖ The bidder should have experience of Refilling & Maintenance of Printer Cartage in a reputed organization for at least three years suitable documentary evidence to be supported along with the application and the satisfactory performance certificate of the same is to be attached.

[On the letterhead of firm]

ANNEXURE "2"
PRICE BIDFORM

To,

Deputy Director (Admin),
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR RATE CONTRACT FOR REFILLING & MAINTENANCE OF PRINTER CARTRIDGES AT AIIMS AGAINST THE INQUIRY NO. Admn/Gen/84/2021-AIIMS.JDH" DUE ON 09.02.2022 03:00 PM for Rate Contract for Refilling & maintenance of Printer Cartridges at AIIMS Jodhpur".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

S. No.	Name of Printer	Particular	Approximate Monthly quantity	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)
1.	HP Laser Jet 1020 plus printer (Q2612A)	12 A Refill	500 Nos.				
		12 A Drum	200 Nos.				
		12A PCR	100 Nos.				
		12A Doctor Blade	100 Nos.				
		12 A Wiper Blade	100 Nos.				
		12 A Magnet Rod	100 Nos.				
Total Amount in Figure Rs. _____							
Total Amount in Words Rs. _____							

Note:-

1. The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**.
2. The rate quoted by firm should be final and written in ink or typed against each item and should not be overwritten.
3. No revision in rate (on higher side) will be accepted during contract period

Date _____

(Name) _____

Place _____

Name of Firm/Company/Agency _____

GSTIN No.: _____

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

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Branch Name: _____

Phone No._____

Email:_____

(Signature of Authorized Person) _____

Seal:_____