



CCRT/31014/1/2020
29th July 2020

To,
M/S

Rate Quotation

**Name of Work: Refilling of Cartridges, Drums, Blades and PCR for Printers at
CCRT, HQ Delhi**

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

Last date of submission of quotation:	7 th August 2020 till 5:00 PM
Date of opening of quotation :	10 th August 2020 at 11:00 AM
Contact Details :	Consultant IT, CCRT, 15-A, Sector - 7, Dwarka, New Delhi - 110075 Telephone: (011) 25309300 Extn: 314 E-mail:- itcell.ccrt@gov.in



1. 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. Any quotation submitted by bidder, if found incomplete in any manner shall be rejected straightway. No dispute or claim of any kind shall be entertained in this regard.
3. The cover containing the quotation should be sealed and superscribed "**Quotations for Printers Refilling**" and should be addressed to Director, CCRT Delhi.
4. Quotations received on e-mail will be rejected as only hard copies need to be submitted in person to CCRT Despatch section or via Indian Postal Services or Courier services. It has to be sealed properly in an envelope.
5. The successful vendor, 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 under as mentioned in the **Proposal Part at point 5** in the document
7. The quotations shall be opened at the time and date that is mentioned in the document. The clarifications, particulars if any required from the bidders will be obtained by addressing the bidders.
8. All duties, 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.
9. There are approximately 43 HP Laserjet printers in CCRT Delhi and list of the toners are listed below:

S.No	Laserjet Toner No
1.	12A
2.	88A
3.	36A
4.	49A
5.	53A
6.	28A
7.	16A

Vendor is required to provide rate of each toner in the proposal.

10. All repair and maintenance services described herein shall be performed by qualified maintenance engineers who are well familiar with the printers. The vendor will depute qualified maintenance engineers in CCRT as and when required by CCRT.
11. The CCRT will complaints request over telephone / e-mail and vendor will note down the complaints. The vendor will depute qualified maintenance engineers to the concerned department to refill/repair/rectify the printers and put in working condition. The compliance report of the attending the complaints will be signed by the concerned department, this report will be communicated by the qualified maintenance engineers to the IT Cell. This will form the basis for '**Satisfactory Service Report**' from all CCRT departments.
12. The complaints registered before 11:00 AM on any working day shall be cleared at the earliest but positively 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.
13. The contract will be valid till **31st March 2020** only. The contract may be extended for one year only based on '**Satisfactory Service Report**' from all CCRT departments.

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" 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:-

1. **Name of Firm/Vendor :**
2. **Name of Proprietor :**
3. **Complete Postal Address:**
4. **Contact Phone Numbers :**
5. **Mail id :**
6. **Work Experience :** Any work experience in Government Departments/Semi-Government Departments/Public Sector Undertakings. If yes then Proof to this effect shall be submitted along with the Bid.

The CCRT prefers a firm quote in the following format with **taxes** only:

Toner No	Refilling Unit Price (Rs.)	Drum Unit Price (Rs.)	D/Wiper Blade Unit Price (Rs.)	PCR Unit Price (Rs.)	Magnet Unit Price (Rs.)


Deputy-Director (GA)
CCRT, New Delhi

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