

Government of Tripura
Law Department
Secretariat, Capital Complex
Khejurbagan :: Agartala

No.F.1(8)-Law/Estt.I/2021/৭৭১১

Dated, Agartala the 27th May, 2022.

Sealed competitive quotations are invited on behalf of the Law Department, Govt. of Tripura, for supply of refilled and remanufactured toner/cartridges for the Printers, installed in different locations/offices, under the Law Department, Govt. of Tripura.

Quotation Submission details:

Quotation reference Number	: No.F.1(8)-Law/Estt.I/2021 dated 27/05/2022.
Last date & time for receipt of tender offer	: 15 th June, 2022 upto 5:20 pm.
Date of opening of Quotations	: 16 th June, 2022.
Address for Communication	: DLR & Deputy Secretary, Law, Government of Tripura, (Head of Office) 1 st Floor, Secretariat Building, New Capital Complex, Agartala, Ph: 0381-2415495/2418026/2418027, e-mail:glawdepartment@yahoo.com.
Place where quotation to be submitted	: Law Department, 1 st Floor, Room No-1105 Secretariat Building, Capital Complex, Khejurbagan, Agartala.

Terms & Conditions :-

1. The Vendor's involvement is expected to be spread across a period of 12 months from the date of contract.
2. Vendor service support is required during office hours (10:00 AM to 5:20 PM) on working days.
3. The toner/cartridges should be supplied and installed in the printers attached to different locations/offices/chambers/sections under the Law Department, Government of Tripura.
4. The refilled and remanufactured toner/cartridges should be supplied within 12 hours of order through Telephonic message.

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5. A refilled/remanufactured toner cartridge should generate at least 90% of the copies generated by a corresponding new toner cartridge.
6. If the above conditions are violated, payment will not be effected.

Terms & Conditions (regarding submission of quotation):-

1. The Quotation shall be submitted in a sealed cover, super-scribing over the envelope "**Quotation for refilled and remanufactured toner/cartridges**", addressing to the DLR & Deputy Secretary, Law Department, Government of Tripura, Secretariat Building, Agartala, Pin-799010, so as to reach latest before **5.20 P.M of 15th June, 2022**. Belated Quotations will not be entertained.
2. The Quotations will be opened on the fixed date & time, in the Office chamber of the undersigned, in the presence of such quotationers or their authorized representatives who may be present at that time.
3. Intending Quotationers should quote the rate per unit (for one cartridge). Separate rates may be quoted for refilling and manufacturing and for Black Laser Printer Laser Printer, **inclusive of all charges (TDS IT)**, duties, cessess, etc. both in words & figures clearly. The Department reserves all the right to reject any Quotation for violation of any of the conditions or for other tangible reasons.
4. Quotations rate may be furnished as specified in **Annexure-A**.
5. The lowest rate will be accepted, if it is not otherwise barred and the lowest quotationer shall have to execute agreement within a period of five days from the date of acceptance of the quotation.
6. The intending quotationer shall furnish self attested photocopies of their Trade Certificate, Authorization/Dealership certificate of Company, Professional Tax Clearance Certificate and a declaration in prescribed format, as per **Annexure-B**.
7. Withdrawal from the process after it is accepted or failure to execute agreement within the stipulated date will entail cancellation of the order and the department will be at liberty to entrust another quotationer.
8. Any attempt on the part of quotationer or their agents to influence the officers concerned in their favour by personal canvassing will lead to disqualification of the quotationer.

Notes:

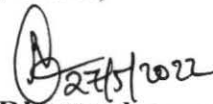
1. Law Department reserves the right to place order either for one year or more years initially.

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2. Bills in triplicate should be raised quarterly or half yearly, at the choice of the successful quotationer. Each Bill should be supported by the satisfaction certificate, from the concerned officers of the locations, where the Printers Cartridges are supplied.
3. Payment will be made after performance evaluation by the Store & Purchase Desk of the Law Department.
4. Special conditions if any, given by the quotationer will not be allowed.
5. For further clarification/details of the requirements and the conditions governing the quotation process/supply can be sought for from the Department, personal visits at the office during all working periods or over telephone No.0381-2418026/2418027.

Enco: As stated.

By order,



(R. S. Bhattacharya)
DLR & Deputy Secretary
Government of Tripura
(Head of Office)

Annexure-A

S. No	Name of the Printer (Model)	Name of the Cartridge	Refilling Rate	Remanufactured Rate
01	Canon Laser 2900B	Canon 303		
02	Hp Laser P1007/ P 1108	Hp 88A		
03	Canon 6230 dn Duplex Printer	Canon-326(Starter)		
04	Canon Printer cum Scanner Machine	Canon-337(Starter)		
05	Hp Laserjet Pro M104a	HP-18A		
		HP-19A		
Total:-				

DECLARATION

To:

The DLR & Deputy Secretary,
Law Department, Govt. of Tripura,
Secretariat, Agartala.

Sir,

I/We, the undersigned quotationer(s) being desirous to the supply of refilled and remanufactured toner/cartridges for the Printers, installed in different locations/offices, under the Law Department, Govt. of Tripura, described in the Notice Inviting Quotations, do hereby undertake that I/We will be bound by the specifications, prices, terms, conditions and proposals stipulated in the NIQ, regarding delivery and execution;

2. I/We, hereby declare that, we are fully acquainted with all the terms & conditions of this process and I/We have no participation in any collusive practices with any other quotationer or any other person regarding this evaluation process;

3. I/We, hereby further declare that, on the occasion of my/our selection as a successful quotationer for supply, the use of my/our refilled and remanufactured toner/cartridges, will not cause any harm to the machine(s) and if any such harm is/are reported, I/We undertake either to repair the concerned machine(s) or to replace the same by a new one of same configuration.

Signed at Agartala, on this the _____ day of June, 2022.

[Signature of Quotationer(s)]

Name in full-

Full address-

& Phone No:-