

**F.NO 3-2/CESTAT/COMP/Refill/12**  
**CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL**  
**WEST BLOCK-2, R.K.PURAM, NEW DELHI-66**

Date 08/03/2019

**SUB: QUOTATION FOR REFILLING OF PRINTER**  
**TONER CARTRIDGES**

\*\*\*\*\*

Quotations in sealed cover are invited for refilling of computer printer Toner cartridges on yearly basis from the local dealer. The details of the cartridges are as tabulated below.

Sl. No	Printer Model	Toner cartridges Model
1	HP Laser Jet P1005	35A
2	HP Laser Jet P1007	88A
3	HP Laser Jet 1020,1022,3030	12A
4	Samsung ML2161	

The sealed tenders duly superscribed with "**QUOTATION FOR REFILLING OF TONER CARTRIDGES**" must reach this office on or before 25/03/2019. The tenders may be dispatched by registered/speed post or delivered by messenger in person. Tenders shall be opened on next working day at 11.30 AM. Participating tenderers may send an authorized representative to be present at the time of opening of sealed tenders.

Tenderers may meet the under signed for clarifications, if any, on the subject tender process.

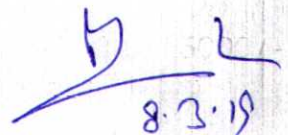
Rate for the purchase/refilling shall be valid for one year from the date of work order.

The tender notice is also available on web site of the office '<https://cestatnew.gov.in>'

**Terms and conditions:**

1. The undertaking enclosed as Annexure A to the notice must be necessarily enclosed along with the quotation duly completed in all respect. Quotation not accompanied with the undertaking is liable for outright rejection.

2. The rates quoted must be in Annexure B and it must be submitted duly affixed with the Companies stamp and signature of the authorized signatory of the company.
3. The rates quoted must be all inclusive.
4. Refilling of toner cartridges includes replacement of defective drum and other parts etc.
5. In case a refilled cartridge is found to have defect during use on the printer, the defective piece will have to be replaced at the expense of the tenderer.
6. It must be ensured that the rates are quoted both in words and figures and there is no typographical error. No request for revision of rates shall be entertained after opening of tenders.
7. Payment will be made only after completion of the job and request for payment in advance will not be acceded to.
8. The tenderer has to deposite a security deposit in any form for Rs. 15000/- with validity of 14 months in favour of Account Officer, CESTAT Delhi
9. Quotation will not be accepted if,
  - It is found unsigned.
  - Rates are not clearly mentioned.
  - Specifications of the items are not mentioned.
10. Refilling of cartridges must be done as per the indents/requisitions placed with the vendors from time to time on annual rate contract basis and the rates shall be valid for one year.
11. Only bidders stationed in Delhi need to apply for expeditious and safe delivery.



8.3.19

**(Mukesh Gupta)**  
**Assistant Registrar(Comp.)**

**UNDERTAKING**

I, the undersigned, fully agree to all the terms and conditions mentioned in the tender notice and undertake to abide by all terms and conditions.

NAME-----

SIGNATURE-----

DATE-----

SEAL-----

**Annexure "B"**

Sr. No	Make/Model of the cartridge	Qty	Unit Rate	Total Amount inclusive of all
1	Samsung ML21	As per indent		
2	88A	do		
3	35A	do		
4	12A	do		
Total Rs				

**Name /Designation/ Signature**

**Date -----**

**----- Seal -----**