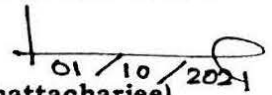


**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING**  
**AGARTALA, TRIPURA.**

NO.F.658/D-ESMP/Store/82/Part-IV <sup>4280-87</sup> Dated. Agartala 01<sup>st</sup> October, 2021.

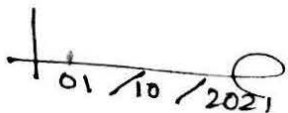
**NOTICE INVITING TENDER**

Sealed tender in plain paper are hereby invited by the undersigned from the suppliers/authorized dealers/ firms for providing **service of refilling with fitting and fixing of printer cartridges of various types of computer Printers etc.** for the Office of the Directorate of Employment Services & Manpower Planning, Agartala Tripura. The last date of submission of bid is **25.10.2021** upto. Detail terms & conditions of the aforesaid quotation are also available in our website [www.employment.tripura.gov.in](http://www.employment.tripura.gov.in). Interested bidders are requested to visit the website or contact to the Store Section of this office.

  
(A.R. Bhattacharjee)  
Senior Research Officer  
Employment Services & Manpower  
Planning, Tripura

Copy to:-

1. The Director, Directorate of Employment Services & Manpower Planning, Agartala for kind information.
2. The Director, Information, Cultural Affairs, Tripura, Agartala. He is requested to arrange for publication of the above noted Notification in the local dailies for information of the intending bidders. 7 nos. of Spare copies of the Notification are sent herewith for the purpose.
3. All H.O.Os under this Directorate for information and display the notice in the office Notice Board.

  
(A.R. Bhattacharjee)  
Senior Research Officer  
Employment Services & Manpower  
Planning, Tripura

**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING**  
**AGARTALA, TRIPURA.**

NO.F.658/D-ESMP/Store/82/Part-IV <sup>4280-87</sup> Dated. Agartala 01<sup>st</sup> October, 2021.

**NOTICE INVITING TENDER**

Sealed tenders in plain paper are hereby invited from the reputed suppliers/authorized dealers/firms for providing **service of refilling with fitting and fixing of printer cartridges of various types of Computer printers etc.** for the Office of the Directorate of Employment Services & Manpower Planning Tripura as per list enclosed at Annexure-"A".

The earnest money and all necessary documents like GST Registration/Income Tax Clearance Certificate, Professional Tax Certificate, and Firm Registration Certificate etc. are to be submitted along with the Quotations.

**2. CONDITIONS FOR VALIDITY OF THE TENDERS:**

The bid should be accompanied by:-

- i) GST Registration Certificate, Professional Tax Clearance.
- ii) Firms Registration Certificate and PAN Card.
- iii) Income Tax return for last three years.
- iv) Earnest money of **Rs, 1000/-**(Rupees one thousand) only in the shape of Demand Draft, issued by Nationalized Bank, having branches in Agartala in favour of the Director, Directorate of Employment Services & Manpower Planning Tripura to be deposited along with the quotation, failing which, quotations will not be considered to be valid.
- v) The participating bidders have to pay an amount of **Rs. 500/-** (Rupees five hundred only) as Tender Fee. The Tender Fee that will be paid is Non-Refundable.
- vi) Rate should be quoted both in words and figures including GST, and only one rate should be quoted for each category of printer; otherwise bid will not be accepted.
- vii) Parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations mentioned in the Notice Inviting Quotations.

**3. PROCEDURE FOR SUBMISSION OF QUOTATION.**

- i) Quotations should be sent by Registered Post /Speed post /Courier/by hand so as to reach the office of the undersigned on or before **25.10.2021 up to 3.00 p.m.** Envelope containing the quotation should be sealed and super scribed on the top as "**TENDER FOR REFILEING OF CARTRIDGES FOR COMPUTER PRINTERS**".
- ii) The quotations, which are not valid in all respect and are submitted otherwise than the mode specified above, are liable to be rejected summarily.

**Cont. next page**

#### **4. OPENING OF QUOTATIONS**

- i) The quotations will be **opened on 25.10.2021 at 3.30 p.m.** if possible, in the office of the undersigned in presence of such parties who may like to remain present.
- ii) The undersigned reserves the right to reject or accept any quotation including the lowest one without assigning any reason whatsoever.

#### **5. RESPONSIBILITY OF THE SUCCESSFUL QUOTATIONER.**

- i) The accepted rate shall remain valid at least for 12(twelve) months from the date of acceptance of rates by the concerned Purchase Committee. The rates may be renewed for another 12(twelve) months if the successful bidder is agreed to render service in the same rate. The successful bidder shall have to re-fill the empty cartridges of computer printer on receipt of supply order within 5(five) days from the date of receipt of order. The print quality of the re-filling cartridges of the printers should be clear; otherwise the bidder shall have to take back the refilled cartridges for further refilling to make the print quality good and clear.

#### **6. Liability:**

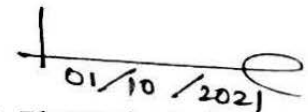
- (i) Damage of refilled cartridge, if any, caused during filling up, should be replaced by the bidder of his own.

#### **7. PENALTIES:**

- i) Earnest Money of the unsuccessful bidders shall be refunded after finalization of the quotation while earnest money for the successful bidder shall be refunded after completion of supply. In case of failure to execute the order as per terms & conditions within the stipulated period the earnest money of the successful bidder will be forfeited. Payment will be made after completion of supply of the re- filled cartridges and received the same in good condition.

#### **8. MISCELLANEOUS.**

- i) The quantity of the cartridges to be re-filled as shown in the Annexure-"A" are approximate and may increase or decrease at the discretion of the undersigned.

  
01/10/2021

**(A.R. Bhattacharjee)**  
**Senior Research Officer**  
**Employment Services & Manpower**  
**Planning, Tripura**

FORMAT FOR SUBMISSION OF RATES AGAINST THE PRINTERS (MODEL NUMBER) FOR REFILING WITH FITTING AND FIXING OF PRINTER CARTRIDGES

<b>Sl. No.</b>	<b>Name of printer (Model No)</b>	<b>Rate of refilling works per cartridge (in Rs.) including GST.</b>
1	Samsung ML 2951NDR	
2	Canon LBP 6018B	
3	Canon 3108B	
4	HP Laser jet p 2015 dn	
5	HP Laser jet p 1007	
6	Canon LBP 6030B	
7	HP Never stop Laser 1000n Cartridge No-104A	
8	Laser Jet MFP-M436n Cartridge No-56A (HP)	