


GOVERNMENT OF TRIPURA  
DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING  
TRIPURA::AGARTALA

NO.F.1 (21)-D-ESMP/STORE/2006/P-1/5347 Dated Agartala 27th November, 2014

**NOTICE INVITING QUOTATION**

- 1.) Sealed Quotations in plain paper are hereby invited by the undersigned from the bonafide 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.
- 2.) A copy of Details Notice Inviting Quotations and terms & Conditions may be obtained from the Store Section of this Directorate on or before 1700 hrs on 18-12-2014 on any working day. The closing time /date of quotations are 1700 hrs on 19-12-2014.
- 3.) Detail terms and 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.


  
(B. Debbarma, IAS)

Director

Employment Services & manpower  
Planning, Tripura

Copy to:-

1. The Director, ICA Department for kind information with request to arrange publication of the same in the local dailies on 29.11.2014 and 30.11.2014. Six copies of notice is enclosed.

  
(B. Debbarma, IAS)

Director

NO.F.1 (21)-D-ESMP/STORE/2006/P-I/  
GOVERNMENT OF TRIPURA  
OFFICE OF THE DIRECTOR GENERAL OF POLICE  
TRIPURA: AGARTALA.

Dated, Agartala, the    th November"2014

**NOTICE INVITING QUOTATION**

Sealed tenders in plain paper are hereby invited from the bonafide suppliers / authorized dealers/ firms for providing service of refilling with fitting and fixing of Printer cartridges of various types for 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 sales Tax/ TVat Registration/ Clearance Certificate/Professional Tax Clearance Certificate, Firm Registration Certificate etc. are to be submitted along with the Quotations.

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

The Quotation should be accompanied by:-

- i) Up to date Sales Tax Clearance/TVAT Clearance Certificate, Professional Tax Clearance.
- ii) Firm's Registration Certificate, sales Tax/ TVat Registration Certificate and Pan Card.
- iii) Earnest money of Rs.500/- (Rupees five hundred) only in the shape of Deposit at Call issued by a Bank having Branches in Agartala in favour of the Director, Employment Services & Manpower Planning, Tripura to be deposited along with the Quotations, failing which, Quotations will not be considered to be valid.
- iv) Rate should be quoted both in words and figures. Central Sales Tax and Tripura Sales Tax/Vat, if any, may be indicated separately and only one rate should be quoted for each category of printer, otherwise Quotation will not be accepted.
- v) Parties shall be selected separately for each item on the basis of the lowest rate and other valid considerations as mentioned in the Notice Inviting Quotations.

**3. PROCEDURE FOR SUBMISSION OF QUOTATION**

- i) Quotations should be sent by Registered/Speed Post/Courier / By hand so as to reach the office of the undersigned on or before 19-12-2014 up to 1700 hrs. Envelope containing the Quotation should be sealed and super scribed on the top as "QUOTATION FOR REFILLING 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.

#### 4. OPENING OF QUOTATIONS

- i) The Quotations will be opened on 20.12.2014 at 1200 hours, 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 QUOTATIONERS

- i) The accepted rate shall remain valid at least for 12 (twelve) months from the date of acceptance of rates by the Concern Purchase Committee. The successful quotationers shall have to Re-fill the cartridges of computer printers on receipt of supply order and empty cartridges within 5(five) days from the date of receipt of order. The print quality of the re-filled cartridges of the printers should be clear; otherwise the Quotationers shall have to take back the refilled cartridges for further refilling to make the print quality good and clear.

#### 6. Liability:


- ii) Damage of Refill, if any, caused during filling-up, should be replaced by the Quotationer of his own.

#### 7. PENALTIES:

- i) Earnest Money of the unsuccessful Quotationers shall be refunded after finalization of the Quotations while earnest money for the successful quotationers shall be refunded after completion of supply. In case of failure to execute the order as per terms & condition within the stipulated period the earnest money of the successful quotationers 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.

  
(B. Debbarma, IAS)

Director

Employment Services & Manpower Planning  
Tripura, Agartala

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

Sl. No.	Name of Printer (Model no.)	Rate of refilling works per cartridge (in Rs.)
1	Samsung ML2951NDR	
2	Canon LBP6018B	
3	Canon 3108B	
4	HP Laser Jet P2015 dn	
5	HP Laser Jet P2015DN	
6	HP Laser Jet P1007	