

NORTH DELHI MUNICIPAL CORPORATION  
HINDU RAO HOSPITAL, DELHI

No. Addl.MS/HRH/2021/5239

Dated:- 18/09/21

**Quotation Notice**

Quotations are invited from the interested vendor's for re-filling and repairing of Cartridges in various Deptt/offices in HRH. A approved committee under the chairmanship of Addl. MS/HRH has going to market survey in this regard under GFR 155. To enhance the area of market survey and also to get more competitive rates, sealed quotations are invited from interested parties through publication of this notice on website. As this is procurement through approved committee members by quotations under GFR 155, it is totally on the discretion of the approved committee members to accept/reject any of the quotation and / or obtain further quotations directly from the market in the interest of the hospital.

All the interested parties have to submit their quotation in the Diary Section of the undersigned on or before the due date and time Quotations received after due date and time will not be considered.

The detail is as under:-

S.No.	Name of Cartridge	Rate per unit (INR)	GST %	Amount (Rs.) including GST
1	HP-12 A Cartridge			
2	HP-36 A			
3	HP-88 A			
4	Laser Jet M 1136 MFP			
5	Q2612AC			
6	Canon LBP2900B			
7	Canon 790Y			
8	Canon 790M			
9	Canon 790C			
10	Others			


Date and Time of Submission of Quotation : on or before 28.09.2021 upto 2.30 pm  
Opening of Quotation : on 29.09.2021 at 2.30 pm  
Place of Opening of Quotations : Office of Addl.MS/HRH

**Terms & Conditions:**

1. The firm should have sufficient experience in work of refilling and repairing of Printer Cartridges.
2. No Advance Payment will be demanded. Payment will be made basis on submission of bill along with satisfactory report by concerned department.
3. Agreement period will be for one year and extendable for another one year subject to recommendation and satisfactory report of the department only.
4. The work will be done on as and when required basis.
5. The department will be liberty to cancel the contract any time with prior notice to the firm, if the services will not be satisfactory.
6. The quoted rates must be on lump-sum basis which includes refilling, repairing and all spare parts/consumables of cartridges for various Deptt./offices in HRH.

**The following documents to be submitted with the quotations:-**

- Undertaking that our firm has not been debarred/blacklisted by any state Govt./Central Govt. and no CBI/Vigilance case is pending against the firm.
- GST Registration Copy and Copy of PAN.
- Undertaking that the rates are reasonable and justified and same as being charged by them from other Govt. hospitals/institutions.

  
Addl. Medical Superintendent  
Hindu Rao Hospital

**Copy to:-**

1. Notice Board
2. MS/Hindu Rao Hospital
3. MS/Kasturba Hospital to do needful to display the quotation on Notice Board
4. MS/SDN Hospital to do needful to display the quotation on Notice Board
5. Director/RBIPMT to do needful to display the quotation on Notice Board
6. MS/GLM Hospital to do needful to display the quotation on Notice Board
7. NO/IT for upload on Official website of Hindu Rao Hospital
8. Addl. Dir./IT with the request to put up on official website of North DMC
9. Office Copy



FORMAT OF QUOTATION TO BE SUBMITTED ON LETTER HEAD OF THE FIRM

To,  
Addl. Med. Suptd.  
Hindu Rao Hospital  
Delhi-110007.

Subject:- Quotation for re-filling and repairing of Cartridges in various Deptt/offices in HRH.

As per your market survey and in reference of quotation notice no. \_\_\_\_\_, we are hereby submitting our best prices on lump-sum basis which includes refilling, repairing and all spare parts/consumables of cartridges for various Deptt/offices in HRH.

The detail is as under:-

S.No.	Name of Cartridge	Rate per unit (INR)	GST %	Amount (Rs.) including GST
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6	Canon LBP2900B			
7	Canon 790Y			
8	Canon 790M			
9	Canon 790C			
10	Others			

We hereby certify that our firm has not been debarred/blacklisted by any state Govt./Central Govt. and no CBI/Vigilance case is pending against the firm.

The following documents are enclosed with the quotations

GST Registration Copy

PAN No.

Undertaking that the rates are reasonable and justified and same as being charged by them from other Govt. hospitals/institutions.

Kindly consider our quotation. Looking forward for supply order.

Yours Sincerely  
(Signature and seal of the authorized signatory)

