

COMMISSIONERATE OF RURAL DEVELOPMENT
4th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O.
Thiruvananthapuram- 695003
Website: [http:// www.rdd.kerala.gov.in](http://www.rdd.kerala.gov.in)
Email: crdkerala@gmail.com

QUOTATION NOTICE

Quotation Number	File No. CRD/657/2021-PM-7
Due date and time for receipt of quotations	06.08.2021, 01.00pm
Date and time for opening of quotations	06.08.2021, 03.00pm
Date up to which the rates are to remain firm for acceptance	06.11.2021
Designation and address of officer to whom the quotation is to be addressed	Commissioner for Rural Development 4 th Floor, Swaraj Bhavan, Nanthancode, Kowdiar P.O., Thiruvananthapuram- 695003
Superscription: Quotation supply of toner cartridges at Commissionerate of Rural Development	

Sealed quotations are invited for **supply of toner cartridges** for the laser printers installed at the address mentioned above. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted above. Any quotation received after the time fixed on the due date is liable to be rejected.

1. GENERAL CONDITIONS:

- a. The quotations may be sent by post or delivered at the above office address (Soft copies shall not be accepted).
- b. The quotation in the sealed cover containing the financial bids must reach this office on or before 06.08.2021, 1.00pm. Bids received after the due date/time shall not be entertained.
- c. The received bids shall be opened in this office on 06.08.2021, 3.00 pm, in the presence of the authorized representatives of the bidders, if any.
- d. The bidder will have to be present in person or through an authorized representative on the above mentioned time and date in this office. However, this office reserves the right to reject any bid without assigning any reasons.
- e. Bids received after due date, bids not contained in a sealed envelope, incomplete quotation, bids not accompanied with the required and supporting documents or Quotations or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
- f. The rates quoted shall be valid for three months from the date quotation.

2. DOCUMENTS TO BE SUBMITTED

The sealed cover of quotation shall contain.

- i. Photocopy of the quotation notice duly signed by the bidder in all pages.
- ii. Documents of proof with respect to experience, previous engagement (for the last 2 years) in Government/ Public Sector Undertakings etc.
- iii. Financial quote in letter head with details showing rate in figures and words with sign and seal, as given in the table below.

3. TERMS AND CONDITIONS

- i. Acceptance of the quotation constitutes a concluded contract. The successful vendor shall execute and agreement in stamp paper with Rs. 200/- for satisfactory fulfillment of contract, if required.
- ii. Withdrawal from quotation after the same is accepted, will entail cancellation of the order. In such an event the Government reserves also the right to remove the defaulter’s name from the list of Government Suppliers permanently or for a specified number of years.
- iii. No representation for enhancement of price once accepted will be considered during the period of the contract.
- iv. The price quoted should be inclusive of all taxes, duties, cesses etc. which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supplier delivery during the course of execution of the contract.
- v. The selected agency will be responsible for supply of fresh/compatible/refilled toner cartridges for laser printers / photocopiers at the Commissionerate.
- vi. The contractor would replace the toner cartirdges if found defective/ not in good quality during the course of usage.
- vii. Empty toner cartridges will be made available for refilling. Contractor should ensure the quality of empty cartridge for refilling and should not be refilled if found defective drums, blades etc.
- viii. No advance payment will be made in any case.

4. SCOPE OF WORK:

Supply of fresh/compatible/refilled toner cartridges for laser printers / photocopiers at the Commissionerate of Rural Development.

5. LIST OF ITEMS TO BE SUPPLIED

#	#	List of Items	Quantity	Unit Rate (Rs.)	Amount (Rs.)
<i>Original Toner Cartridges</i>					
I	1	Canon LBP 6230dn – (No. 326)	1 no		
	2	Canon Imageclass MF 244dw - (No. 337)	1 no		

<i>Compatible Toner Cartridges</i>					
II	1	Canon LBP 6230dn – (No. 326)	20 nos.		
	2	Canon Imageclass MF 244dw - (No. 337)	20 nos.		
	3	HP Laserjet Pro MFP M154A - Colour (No. 204A - (1 Black 1 Cyan 1 Yellow 1 Magenta)	1 set (4nos)		
	5	HP Laserjet Pro MFP M126nw (No. 88a)	2		
	7	HP Laserjet Pro MFP M227sdn (No. 32A)	1		
	8	Kyocera TASKalfa 2201 Photocopier	2		
	9	HP Laserjet MFP M436dn Photocopier	5		
	<i>Refilled Toner Cartridges</i>				
	III	1	HP Laserjet Pro MFP M251 n - Colour (No. 204A - (1 Black 1 Cyan 1 Yellow 1 Magenta)	1 set (4nos)	
2		HP LJ P1566 – (No. 78A)	7		
3		HP LJ – P1007 – (No. 88A)	5		
<i>Grand total (Rs.):</i>					

26/07/2021

COMMISSIONER