

**M. L. V. Textile & Engineering College, Bhilwara**



**Bid Document**

**For**

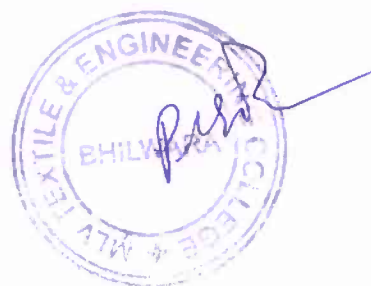
**PRINTER ACCESSORIES & CARTRIDGE REFILLING**  
**Bid No./MLVTEC/PA&CR/LB/2023-24**

2023-24

**M. L. V. Textile & Engineering College**  
**Pratap Nagar, Pur Road, Bhilwara – 311 001 (Raj.)**

**Ph. No. +91-1482-240393**

**Website: [www.mlvti.ac.in](http://www.mlvti.ac.in)**



## M. L. V. Textile & Engineering College, Bhilwara

### INVITATION FOR BID

Dear Supplier / Dealer,

On behalf of MLV Textile & Engineering College Bhilwara (herein after called MLVTEC) invites the bid quotations from manufacturers/suppliers/dealers for Printer cartridge riffling as per given hereunder:-

#### : Bid Details :

Name of Item	Printer Accessories & Cartridge Refilling
Estimated Cost	Rs. 100,000.00
Cost of Bid Form	Rs. 500
Earnest Money	Rs 00
Last date of submission of bid documents	8.8.2023 up to 1.00 PM
Date of opening of Bids	8.8.2023 at 3.00 PM
Bidding Authority	Principal MLV Textile & Engineering College Pratap Nagar, Pur Road, Bhilwara – 311 001 (Raj.)
Telephone Number	+91-1482-240393
Email Address	<a href="mailto:purchase@mlvti.ac.in">purchase@mlvti.ac.in</a>

#### : Details of Bidder :

Name of Firm	
Address for Correspondence	
Name & Designation of Authorized Signatory	
Mobile Number	
Name of Bank	
Bank A/C No.	
Bank IFS code	
PAN No.	
GSTIN	



**Instructions for the Bidder:-**

**NOTE: BIDDERS SHOULD READ THESE INSTRUCTIONS CAREFULLY AND COMPLY STRICTLY WHILE SENDING / SUBMITTING THEIR BIDS.**

1. Bids shall be considered and accepted only from GST registered firms. .
2. **Reproduced / re-word processed formats or bidder's own format for the bid document and price schedule will disqualify the bid.**
3. Rates should be written both in figures and words. There should be no errors and/or overwriting. Corrections, if any, should be made legibly and initialed with dates.
4. Bids received after the prescribed time and date will not be considered/accepted.
5. Terms & Conditions shall be applicable as per RTPP rules 2013 .
6. DD of tender fees Rs. 500/- in favour of Principal, M.L.V. Textile & Engineering College Bhilwara must be submitted along with bid documents.



**SCHEDULE-1****M. L. V. Textile & Engineering College, Bhilwara****Printer Accessories & Cartridge Riffling****Technical Bid**

Bid Invitation Number \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Firm	
Address for Correspondence	

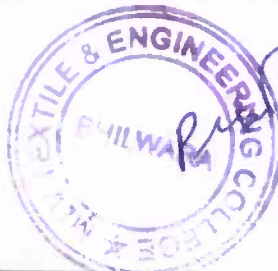
**Printer Instrument Items:**

S.n	Name of Item	Quantity
1	HP Laser Jet Pro MFP M 226	12
2	HP Laser Jet P 1505	15
3	SAMSUNG Laser Printer, Xpress M 2876 ND	20

All these printers require periodical refilling of Cartridge using genuine ink and replacement of perishable parts such as printer rod, drum, roller, fuser Paper drive gears, toner etc. by genuine/compatible parts.

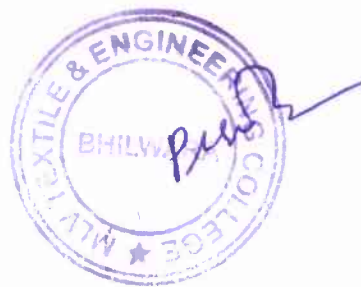
**Specific Terms & Conditions:**

1. Refilling of cartridge and replacement of parts will have to be done in the office where the printer is installed in the presence of person concerned.
2. Report of refilling and replacement shall have to be submitted in the office same day Duly verified by the person concerned.
3. Payment against genuine bill shall be made on monthly basis through online mode. Subject to satisfactory performance of printers after service.
4. No. advance payment will be made towards refilling and /or replacement of items.
5. Any damage to printer, refilling or replacement shall be attributed to the vendor and he will be liable for repair of such damage(S) at his own cost.
6. All calls for cartridge refilling must be attended within two hours except for any valid and genuine unavoidable reason.
7. All calls for replacement of any items listed in schedule 1 or II must be attended within 24 hours.
8. Before ink refill/replacement of parts must be approved by concerned persons or OIC .



**Check List**

S. No.	Particulars	Details furnished (Y/N)
1.	DD of Tender fees.	
2.	Whether terms and conditions of bid documents and specifications signed on every page in token of acceptance (Schedule-I)	
3.	Whether validity of offer is valid for one year from the date of agreement.	
4.	Whether term of payment is agreed upon	
5.	Whether attested copy of Pan card enclosed	
6.	Whether rates are firm and fix including communication and transportation charges	
7.	Whether the bid is unconditional with respect to item specifications, terms & conditions.	
8.	Whether GST registration certificate enclosed and Rate are coated including GST.	



## Schedule-II

**M. L. V. Textile & Engineering College, Bhilwara****Financial Bid of Printer accessories & Cartridge refilling**

S. N.	Particular	Rate in Rs.	Rate in words (with GST)
1.	Refilling of MFP M 226		
2.	Refilling Laser Jet P 1505		
3.	Refilling Samsung Laser, M 2876 ND		
4.	Replacement of Roller		
5.	Replacement of Printer Rod		
6.	Replacement of Drum		
7.	Fuser Drive Gear		
8.	PCR		
9.	Wiper blade		
10.	Doctor blade		
11.	Magnet		
12.	Printer Repairing		
Total:-			

- Note:-
1. Rate must be quoted for each unit/item and or refilling of cartridge.
  2. Rate must be inclusive of GST.
  3. The rate offered should be valid for One year from the date of award of work order to successful bidder.
  4. Payment against genuine bill will be made on monthly basis.

