



Government of Maharashtra  
**GOVERNMENT POLYTECHNIC, PUNE**  
(An Autonomous Institute of Government of Maharashtra)  
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No/GPP/WS/2022 / 296

Date:- 23 JAN 2023

**QUOTATION**

**Name of Work:- Invitation of Quotation for Annual Comprehensive Maintenance Contract (AMC) for Printer Toner Refilling. .**

Dear Sir,

Please send your sealed quotation for the items detailed below in the following format so as to reach this office on or before **2/2/2023 at 05.00 P.M.** The quotation should be sent in sealed envelope superscribed as for the "**Annual Comprehensive Maintenance Contract (AMC) for Printer Toner Refilling**" along with reference No of this letter and due date. The sealed quotation will be opened on **3/2/2023 at 12.30 P.M.** in the office of Principal, Government Polytechnic Pune.

**Terms and conditions:-**

1. The annual Maintenance Contract will be from the date of the award of the contract.
2. Intimation for refilling of the toner will be given by stores department of this institute only.
3. Upon receiving the intimation, service provider must collect the cartridge for refilling from stores deptt of this institute & after refilling of the same refilled cartridge must be delivered at stores department, latest by next working day i.e. within one day. Such refilled cartridge is to be installed at the respective printer by the service provider & test page is to be printed. Also, signature of the concerned Head of the Deptt. is to be taken on this text page & this certified test page is mandatory to be submitted with Invoice of toner refilling Job.
4. The record of toners refill should be submitted to the stores & one copy should be kept with service provider.
5. The charges will be paid to the service provider on the monthly basis alongwith applicable GST.
6. The Invoice amount will be paid to the service provider on availability of financial aids grants.
7. In case of any complaint raised by the user regarding quality/quantity of the printout, the service provider will have binding to refill the same cartridge without charging for such cartridge.
8. GST No. has to be provided along with Quotation. Otherwise the quotation will be treated as invalid.
9. Quotations should be in sealed envelope.
10. E-mail quotations will not be accepted

Yours Sincerely,

*Bndal 23/1/2023*  
(Dr. V. S. Bandal)

Principal  
Govt. Polytechnic, Pune

Copy to -

1. By mail The Joint Director, R.O. Pune It is requested to publish the enquiry on the web site.
2. The Head of Computer Department, for hosting on the Institute's website in time limit.
3. Main Notice Board, GP. Pune .



**(To be submitted by Bidder on Letter head]**  
**Quotation for Annual Comprehensive Maintenance Contract (AMC)**  
**for Printer Toner Refilling.**

To,  
Principal  
Government Polytechnic,  
Pune – 411016

**Sub: Quotation for Annual Comprehensive Maintenance Contract (AMC)**  
**for Printer Toner Refilling.**

Ref. No.:                      Date:

Sir,  
I/We submit our most competitive offer in response to a letter as referred above in accordance with the conditions of contracts. Our quotation is given below.

Sr. No.	Description of Item	Qty.	Unit Rate (Rs.)	GST %	Total Cost (Rs.)
01	Printer Toner Refilling Canon	01			
02	Printer Toner Refilling HP	01			
03	Printer Toner Refilling Brother	01			
04	Printer Toner Refilling Samsung (Single Cartridge)	01			
05	Printer Toner Refilling Samsung ( double Cartridge)	01			

We hereby confirm that this quotation is valid for 180 days as required in clause 4 of the Instructions to bidders.

Yours faithfully,  
Authorized Signature  
Name & Title of Signatory:  
Name of Bidder/Office Stamp:  
Address: