

Sundarlal Patwa Government Medical College
Mandsaur (M.P.)

Rate Contract for Refiling of Printer Cartage – Black & White and Coloured

Tender Document
2025–26

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DEAN
Sunder Lal Patwa
Govt. Medical College
MANDSAUR (M.P.)

कार्यालय अधिष्ठाता

सुन्दरलाल पटवा शासकीय चिकित्सा महाविद्यालय, मन्दसौर

निविदा कार्य समय सूची	Rate Contract for Refiling of Printer Cartage – Black & White and Coloured
निविदा प्रकाशन दिनांक	13/11/2025 समय 1200 PM
निविदा पूर्व मीटिंग दिनांक	17/11/2025 समय 12:00 PM
निविदा जमा करने की प्रारंभ दिनांक	14/11/2025 समय 15:00 PM
निविदा जमा करने की अंतिम दिनांक	06/12/2025 समय 17:00 PM
निविदा खोलने की दिनांक	08/12/2025 समय 14:00 PM

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1. NOTICE INVITING TENDER

- 1.1 Online tenders for Annual work of Recycle/ Refilling of Printer Toner (High Quality) at Sunderlal Patwa Govt. Medical College, Mandsaur in single stage two envelope systems (Technical bid & Financial bid through) in the prescribed proforma from interested parties/ Registered Firms/ Registered Companies/ Reputed Organizations/Agencies for 01 Year which may be extended to another 01 year from the date of work order on same terms & conditions, rates and mutual consent.
- 1.2 Detailed job and items descriptions is made in the relevant section of the body of tender document.
- 1.3 Incomplete and / or illegible document will not be considered and such documents tender / bid will be considered as NON - RESPONSIVE
- 1.4 Tender documents to be downloaded from the website: www.spgmcmandsaur.org.
- 1.5 The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.


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2. PROFORMA FOR TECHNICAL BIDTENDER FOR ANNUAL WORK OF RECYCLE/ REFILLING OF PRINTER
TONER (HIGH QUALITY) AT MADHYA PRADESH BHAWAN, NEW DELHI

Technical Bid			Page No.
Annexure- 3.1	Particular of Firm		
3.1.A	Name of Firm		
3.1.B	Constitution of Firm		
3.1.C	Office Address		
3.1.D	Telephone/ Mobile Number		
3.1.E	Fax No.		
3.1.F	E-mail Address		
3.1.G	Alternative E-Mail Address		
Annexure-3.2	Full Particulars of The Bankers Of Firm, With Full Address / Tel. No.(Attach Self Cancelled cheque)		
3.2.A	Name of the Bank		
3.2.B	Bank Account Number		
3.2.C	IFSC Code		
3.2.D	Address of the Bank		
3.2.E	Telephone No.		
3.2.F	Fax No.		
3.2.G	E-mail address		
Annexure-3.3	Registration Details of firm		
3.3.A	PAN	Attach Photocopy	
3.3.B	GST Registration No.	Attach Photocopy	
3.4	Whether Agency has been blacklisted by any of the Department /Organization (attach undertaking on the letter Head of the Firm duly signed and stamped) in last three years	Attach	

Note: - All uploaded documents should be clear, legible, stamped and self-attested.

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Date

Place

Authorised Signature

Name

Seal


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 Govt. Medical College
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3. UNDERTAKING

**TENDER FOR ANNUAL WORK OF RECYCLE/ REFILLING OF PRINTER
TONER (HIGH QUALITY) AT SUNDERLAL PATWA GOVT. MEDICAL COLLEGE,
MANDSAUR (M.P.)**

- 3.1 I/We hereby tender for **Annual work of recycle/ refilling of printer toner (high quality)** as per schedule attached to this tender form for one year at SPGMC Mandsa ur I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in office the sum of money mentioned in the said conditions.
- 3.2 I/We have not been blacklisted by any of the Department/ Organization in last three years..

Dated / /2025

Signature of Contractor


DEAN
Sunder Lal Patwa
Govt. Medical College
MANDSAUR (M.P.)

4. Brief Description of the Items**Scope of work:**

Annual work of Recycle/ Refilling of Printer Toner (High Quality) as and when required during contract period at at Sunderlal Patwa Govt. Medical College, Mandsaur (M.P.) -

S.N.	Brief Description of the Items
1.	HP Laser 1008 a (cartridge)
2.	HP Laser 1008 a(cartridge)
3.	HP Laser 1008 a(cartridge)
4.	HP Laser 1008 a(cartridge)
5.	HP Laser 1008 a(cartridge)
6.	HP Laser 1008 a(cartridge)
7.	HP Laser 1008 a(cartridge)
8.	HP laser 1008 a(cartridge)
9.	HP LaserJet pro 1108+ (cartridge)
10.	HP Laser MFP 1188a (cartridge)
11.	Brother MFC L2701DA (cartridge)
12.	HP smart tank 581 AIO (Ink)
13.	HP Laser MFP 1188a (cartridge)
14.	HP Laser MFP 1188a (cartridge)
15.	HP smart tank 581 AIO (Ink)
16.	Sharp AR-7024D (cartridge)
17.	HP smart Tank 530 (Ink)
18.	HP smart Tank 530 (Ink)
19.	Canon image class LBPb0308
20.	HP color Laser 150 NW (cartridge)
21.	HP color Laser 150 NW (cartridge)
22.	Canon Pixma 2319C018 (cartridge)
23.	Epson L3210 (Ink)
24.	HP Laser 1008 a (cartridge)

5. GENERAL CONDITIONS OF CONTRACT (GCC)

5.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically

- 5.1.1 Legal Valid Entity: The Bidder shall necessarily be a legally valid entity.
- 5.1.2 Registration: The Bidder should be registered with the Income Tax Department (PAN card) and GST Department.
- 5.1.3 Dean, SPGMC, Mandsaur reserves the right to seek confirmation / clarification on the supporting documents submitted by the tenderer.

5.2 TERMS AND CONDITIONS OF CONTRACT

- 5.2.1 Material quality will be as per standard specification & sample approved.
- 5.2.2 Initially the agreement shall be executed for a period of one year and may be extendable for further period of one year on basis of satisfactory performance, with mutual consent on the same terms and conditions and rates.
- 5.2.3 Price should be quoted for all the items listed in Price Bid.
- 5.2.4 The tender will be decided based on the lowest Grand Total Amount under column (Total Amount) of table (Section-6) in Financial Bid. However order will be placed as per actual requirement as and when required.
- 5.2.5 The quantity may increase or decrease and no claim on the accounts will be entertained what so ever.
- 5.2.6 The time period for cartridge refilling should not be more than 03 days from the date of work order.
- 5.2.7 Empty toner cartridges for Recycle/ Refilling will be provided by SPGMC Mandsaur, bidder to ensure to supply the same back after Recycle/ Refilling.
- 5.2.8 Refilling of printer toner cartridge, replacement of worn out drum, magnetic roller, blades, chip etc. to be include in quoted rates.
- 5.2.9 Payment will be made after recycle/ refill of tonner against order in good condition and full quantity to the entire satisfaction of consignee.
- 5.2.10 Conditional tender will not be accepted.
- 5.2.11 In situation where two or more contractors/ bidders are at par with each other in respect of their rates after all the arithmetic and other checks are carried out, then the Rebate on the quoted amount from all the agencies whose rates are at par shall be invited, in sealed envelopes, which shall be opened in the presence of the agencies whosoever choose to remain present.
- 5.2.12 Dean, SPGMC, Mandsaur reserves the right to accept or reject in full/ part any quotations received, without assigning any reason thereof. The decision of the Dean, SPGMC shall be final, conclusive and binding on the parties of the contract.

5.3 CONTRACTOR'S LIABILITY

If the contractor be hindered in the supply of some materials so as to necessitate an extension of the time allowed in the supply order, he shall apply in writing to the Dean, SPGMC who shall grant it in writing, if reasonable grounds be shown for it, and without such written authority, the contractor shall not claim exemption from any recovery which may be made.

5.4 QUALITY

The contractor shall refill cartridge as per standard specification as approved by Dean, SPGMC and get the receipt of the materials supplied, if it is found that the materials are not up to the standard, no receipt shall be issued by the receiver.

5.5 RISK AND COST

In the event of the quality of any material being considered by the competent authority to be inferior to that described in the specification, the contractor shall remove the same at his own risk and cost.

5.6 DELAY

The contractor shall refill cartridge at Sunderlal Patwa Govt. Medical College, Mandsaur within 03 days from the date of receiving of order. In case of delay, penalty of Rs. 20/- per day will be levied for next three days. On further delay or if the contractor refuses to the order, the client may refill the cartridge in the open market any materials ordered not so supplied and recover from him. If the client purchases the materials in the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost, but will have to pay 10% supervision charges.

5.7 TENURE OF TENDER

The initial period of Contract will be for one year which can be extended for another one year from date of acceptance, subject to satisfactory services and mutual consent of both parties on same Terms & Conditions.

5.8 VALIDITY OF TENDERS

Tenders shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Tenders.

5.9 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

5.9.1 The contractor shall be responsible for all rules/regulations of central and state Government.

5.9.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Mandsaur and the decision of the arbitrator shall be final and binding on the parties.

5.9.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Mandsaur.

6. FINANCIAL BID

I/we hereby tender for the execution for the Government of Madhya Pradesh of the work specified by in the underwritten memorandum within the time specified in such memorandum at the amount specified therein and in accordance in all respects with Terms & conditions.

Name of work : Annual work of Recycle/ Refilling of Printer Toner (High Quality) at Sunderlal Patwa Govt. Medical College, Mandsaur.

Period : One year from the date of acceptance, which can be extended on mutual consent.

ITEMS RATE CONTRACT

(Rate in Rs.)

S.N.	Description	Rate Per each
1	2	3
1.	HP Laser 1008 a (cartridge)	
2.	HP Laser 1008 a(cartridge)	
3.	HP Laser 1008 a(cartridge)	
4.	HP Laser 1008 a(cartridge)	
5.	HP Laser 1008 a(cartridge)	
6.	HP Laser 1008 a(cartridge)	
7.	HP Laser 1008 a(cartridge)	
8.	HP laser 1008 a(cartridge)	
9.	HP LaserJet pro 1108+ (cartridge)	
10.	HP Laser MFP 1188a (cartridge)	
11.	Brother MFC L2701DA (cartridge)	
12.	HP smart tank 581 AIO (Ink)	
13.	HP Laser MFP 1188a (cartridge)	
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17.	HP smart Tank 530 (Ink)	
18.	HP smart Tank 530 (Ink)	
19.	Canon image class LBP0308	
20.	HP color Laser 150 NW (cartridge)	
21.	HP color Laser 150 NW (cartridge)	
22.	Canon Pixma 2319C018 (cartridge)	
23.	Epson L3210 (Ink)	
24.	HP Laser 1008 a (cartridge)	

GST extra as applicable

Note: It is mandatory to fill all the columns

Signature of Tenderer _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/Agency _____