

GOVT MEDICAL COLLEGE PATIALA**(NIQ FOR Toner Refilling of Printers)**

Sub:- Quotations for Toner Cartridge Refilling charges with all cartridge parts (i.e Drum , Blade, PCR) of All Departments .

Please quote your minimum rates of below mentioned items of Printer for refilling of GOVT MEDICAL COLLEGE PATIALA & RAJINDRA HOSPITAL ,PATIALA quotation should be reached in receipt section/branch of this office on or before 10 /02 /2023 at 5 PM . The quotations will be opened on dated 13/02 /2023 at 11 AM in the office of Deputy Controller (F&A) , Director Principal Govt Medical College Patiala. In case holiday is declared on the date of opening of quotations, it will be opened on the next working day at the same time.

S.No	Item Description	Rate/per (Rs.)
1	Toner Cartridge Refilling charges with all cartridge parts (i.e Drum , Blade, PCR)	

The Envelope containing the quotations should be sealed and super scribed as under:-

Quotation due on dated 10 /02 /2023 against inquiry/NIQ Purchase/ Toner Cartridge Refilling charges with all cartridge parts (i.e Drum , Blade, PCR)

The terms and conditions of the supply are:-

1. Inquiry/NIQ No. Must invariably be given at the top of the envelopes. Envelopes without indication will not be entertained.
2. Tax will be paid extra, if applicable provided it is made clear in the quotations that VAT/CST/GST/SERVICE TAX @ % will be charged extra , otherwise it will be presumed that VAT/CST/GST/SERVICE TAX are not to be paid extra .
3. Unsealed quotations will be rejected.
4. Full description, make and quantity of the articles must be mentioned in your quotation.
5. Validity of the quotation should be for a minimum period of 120 days.
6. The quotation must be addressed to the Director Principal Govt. Medical College Patiala.
7. The Institute reserve the right to reject the contract, if refilling of printer find not appropriate or complaint against contractor from any department of this institution regarding not appropriate refilling of Toner of Printer.
8. Quotations must be sent by registered post/Speed Post/ Courier/by hand at receipt Branch of Govt. Medical College Patiala within working hours (9 am to 5 pm).
9. Rates will be fixed for one year.

H Singh
Director Principal
 Govt Medical College Patiala
2/2/23