

TERMS AND CONDITIONS:

1. Rate for purchase and refilling of cartridge/ toner shall be valid for one year from the date of the order. The contract, if required, may be extended for further period as decided by the authority of this office.
2. Any damage to printer due to refilled cartridge/ Toner's leakage will be borne by successful bidder without any charges.
3. Selected bidder/ party shall ensure strictly to refill the best quality refilling powder with proper quantity/ weight.
4. **The successful bidder/ party shall submit self declaration on their letter head for supply of good quality and yield of cartridge/ toner along with invoice.**
5. Selected bidder/ party shall take utmost care to replace drum & blade of cartridge/ toner of respective printer in such a way that they should perform for its highest life cycle i.e. shall be utilized for almost 2 to 4 refills further.
6. Taxes, if any shall be shown separately.
7. The competent authority has the right to reject or accept any or all the bids without assigning any reason thereof.
8. Bill in respect of Purchase and refilling of cartridge/ toner shall be submitted to the Section concerned.
9. The payment will be made only after receipt of certified bill.
10. If lowest quoted party i.e L-1 by any reason, fails to supply particular and/ or all new and refilled Cartridges/ Toners then in such case the next lowest party i.e.L-2 will be asked to supply new and refilled Cartridges / Toners at L-1 rate only. If L-2 fails to supply the required quantity at L-1 rate then fresh bids will be called for that particular and/ or all toner/ cartridges.
11. Any part like Teflon etc. should not be replaced by successful bidder/ party without prior intimation/ permission from section concerned.
12. Bid in sealed cover addressed to the undersigned by name should reach to this office not later than _____ upto 5.00 pm.
13. Bid cover should be superscribed as:

Ref: No. _____ **"Bid for Purchase and refilling of Cartridge/ Toner"**

List of Cartridges

S.No.	Item Name	Specification of Changeable/refilling items	Rates
1	HP Toner 88A, 12A	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	
2	HP 05A (CE 505A)	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	
3	HP Color Toner 305A Set CE 410,411,412A, 413A	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	
4	HP Color Toner 508A Set CF 360, 361, 362 363	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	
5	Canon Printer Toner 326	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	

6	Samsung Toner MLT D116/XIP, MLT-2055/XIP, MLT-104S/XIP, MLT-101S/XIP	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	
7	HP 329 Printer, Toner 77A	Refilling	
		Drum	
		Doctor Blade	
		Wiper Blade	
		PCR	
		Magnet/Chip	
		Refurbished	