

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, (AUDIT-II), M.P.**

**53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL**

No. PAG (Audit-II)/IT Cell/2025-26/D- 88

Date:- 11.02.2026

Quotations are invited from open market for rates of Toner/Cartridge refilling of Printer (both Color and Mono). The quotation shall be addressed to Senior Audit Officer (IT Cell), O/o Principal Accountant General (Audit-II), 53, Arera Hills, NarmadaPuram Road, Bhopal, and will be accepted within two weeks from the date of tender publish on office website. The quotations submitted by the vendors will be opened on the working day following the last day of submission of quotations. The envelope should be superscripted in bold letters with "**QUOTATION FOR RATES OF TONER/CARTRIDGE REFILLING FOR PRINTER**".

The terms and conditions are as mentioned below: -

- (i) Quotations are invited for rates of Toner/Cartridge refilling of Printer, for both Color Laser Printers and Mono Laser Printers in O/o Principal Accountant General (Audit-II), M.P., Bhopal. The quotations are invited for refilling black cartridges and color cartridges for the printers/cartridges model described below:-
1. Black cartridge HP 88-A
  2. Black cartridge HP 78-A
  3. Black cartridge HP 79-A
  4. Black cartridge HP 12-A
  5. Black cartridge HP 77-A
  6. Brother mono LaserJet printer MFC-L5900DW, i.e.,
    - a. TN3448(Black)
  7. Canon Image Runner 2006N, i.e.,
    - a. NPG-59(Black)
  8. Color cartridges for HP Color LaserJet Pro M252dw printer, i.e.
    - a. 201 A CF (Black/Cyan/Yellow/Magenta)
  9. Color cartridges for HP LaserJet Pro CP 1025 printer, i.e.,
    - a. 126 A CE (Black/Cyan/Yellow/Magenta)
  10. Color cartridges for Brother DCP-L3551 CDW Color Printer (4 Nos.)
    - a. TN263 (Black/Magenta/Cyan/Yellow)
  11. Color cartridges for Brother DCP-L3560 CDW Color Printer (1 No.)
    - a. TN269 (Black/Magenta/Cyan/Yellow)
- (ii) **Terms & Conditions:-**
- a. The contract shall be valid from 01.04.2026 to 31.03.2027, i.e. for a period of one year.

- b. The agency/firm participating shall quote a *single rate for refilling of all types of cartridges.*(In Annexure A) The rates quoted shall be *inclusive of all applicable taxes.* By the term single rate, it would mean that
- i. **the rates provided for refilling and maintenance of black color cartridges ( HP 88-A, 12-A, 78-A, 79-A,77-A, NPG-59, TN-3448 and TN-263 BK/C/M/Y,TN-269 BK/C/M/Y) shall also take into account provision for replacement of magnetic roller, PCR, drum and blade**
  - ii. **Rates provided for refilling and maintenance of color cartridges shall take into account provision for replacement of cartridges chipset and Drum.**
- c. The price of cartridge refilling approved by the office shall not change under any circumstances during the period of contract. No demand for revision of rates on any account made by the selected agency/ firm shall be entertained during this period.
- d. The selected agency / firm shall bear the expense for collection of used blank cartridges and supply of refilled cartridges to this office. Under no circumstances, the selected agency shall be permitted to carry the cartridges outside the office premises for refilling. Hence, the agency participating shall make adequate arrangements for refilling of cartridges in the office premises only.
- e. The selected agency / firm shall be required to refill blank cartridges within one working day of receipt of information for refilling of cartridges.
- f. If the services of the selected agency/ firm are found inadequate, the contract shall be terminated by giving a notice period of 15 days by the IT Cell of this office.
- g. Payment shall be made on regular intervals after adequate number of cartridges (both black and color) have been refilled by the selected agency. Instances where refilled cartridges are not functioning properly after refilling has been done by the agency, shall be repaired by the agency at the earliest.
- h. If any dispute arises, the decision of Principal Accountant General (Audit-II), M.P., Bhopal, shall be final in all cases. Further settlement, if any, shall be made in the Court of Bhopal.

(iii) **Qualification criterion**

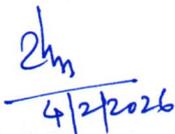
The Vendor should confirm that: -

- a. The firm may be a Sole proprietorship, Partnership firm or a Company under Indian Laws and must be registered with the Registrar of Firms or Registrar of Companies. The firm should submit attested copy of registered deed of partnership / memorandum and articles of Association / By-laws/ Certificate of Registration etc. as applicable.

- b. The firm should be registered with Goods & Service Tax Department and should submit a copy of GST Registration Certificate / Number. Also, self-attested photocopies of documents related to registration number, PAN number, Income Tax Return / PAN Card etc. should be submitted.
- c. The firm should be in existence for minimum three years.
- d. A minimum annual financial turnover should be of Rs. 5 Lakhs. Self- attested copies of annual turnover shall be submitted along with the quotation.
- e. An affidavit to the effect that the firm or any of its partners, director, Board member of the firm has not been blacklisted by any Government / Semi Government Organization / Statutory body.
- f. **The firm should be registered in BHOPAL** and should submit documentary evidence (ie. Gumasta) supporting the fact that the firm is established in Bhopal.
- g. Immediately on award of the contract, the contractor should submit a report on taking over all cartridges (consisting of their working status and configuration). It shall be the responsibility of the firm/company to make all the cartridges work satisfactorily throughout the contract period and also to hand over the cartridges to this office in working conditions on the expiry of the contract. In case any damage on the cartridges is found, compensation that would be determined by the Competent Authority will have to be paid by the firm.

(iv) **Contact Persons:-**

1. Shri Deepak Koranne, Sr. Audit Office, IT Cell (9425018112)

  
Sr. Audit Officer (IT Cell)

## Annexure-A

List of Toner/Cartridges are as follows: -

S.No.	Cartridge	Model number	Single Rate quoted by vendor
1	Hp black cartridge	88-A	
2	Hp black cartridge	12-A	
3	Hp black cartridge	78-A	
4	Hp black cartridge	79-A	
5	Hp black cartridge	77-A	
6	Brother black cartridge	TN-3448	
7	Canon black cartridge	NPG-59	
8	HP color cartridge	201A CF Black/ Cyan/ Magenta/ Yellow	
9	HP color cartridge	126A CE Black/ Cyan/ Magenta/ Yellow	
10	Brother color cartridge	TN-263 Black/ Cyan/ Magenta/ Yellow	
11	Brother color cartridge	TN-269 Black/ Cyan/ Magenta/ Yellow	

**All the above prices are inclusive of GST.**