



क्षेत्रीय कार्यालय (तमिलनाडु)
REGIONAL OFFICE (TAMILNADU)
कर्मचारी राज्य बीमा निगम

Employees' State Insurance Corporation

143, स्टर्लिंग रोड, चेन्नै-600 034.
143, Sterling Road, Chennai-600 034.

Phone : 28306300
(100 lines)

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आई एस ओ 9001:2015 प्रमाणित
(ISO 9001:2015 Certified)

Website : www.esic.nic.in

No. 51-TN/EDP/Indent/2007/Toner Refilling

Date: 04.01.2021

NOTICE

Employees' State Insurance Corporation, Regional Office, Chennai invites sealed quotations from interested toner refillers/suppliers for refilling HP 88A cartridges or supplying compatible toners for HP Laserjet Pro M226dw printers at Regional Office, Chennai.

The interested refillers shall quote their most competitive rates subject to attached terms and conditions and submit their quotations in the enclosed format in a sealed cover superscribed as "**Quotation for toner cartridge refilling**" and drop the same in the box placed at Reception (Ground Floor), ESI Corporation, Regional Office, 143, Sterling Road, Nungambakkam, Chennai – 34 latest by 08.01.2021 upto 03.30 pm. The quotations will be opened at 04.00 pm on 08.01.2021 in the presence of available bidders.

Deputy Director (ICT)
For Addl. Commissioner & Regional Director

TERMS AND CONDITIONS FOR PRINTER TONER CARTRIDGE REFILLING

1. Enclosure of Firm's Registration Certificate, GST Registration certificate / acknowledgement copy with period of validity and Firm's PAN card copy is mandatory along with the quotation.
2. Quotations received after the due date shall not be considered / entertained.
3. Quotations should be duly signed by authorized signatory and prominently marked with complete official rubber stamp and address along with this terms and conditions.
4. Quotations sent via email shall not be accepted.
5. Rates quoted must be valid for six months from the date of confirmation letter and the offer can be extended on existing terms on satisfactory performance basis.
6. In addition to the rates quoted, GST will be charged.
7. If service is not found satisfactory or violation of terms & conditions, services will be terminated by a written letter by Regional Office, ESIC, Chennai-34.
8. The contractor shall be responsible for refilling toner cartridges of available printers of this office, hence necessary and sufficient toner refill packs and compatible cartridges must be kept ready.
9. Calls should be attended immediately for refilling of toner cartridges or supply of compatible cartridges whenever called for.
10. Toners will be refilled at Regional Office, ESIC, Chennai-34 or at contractor's site. If it is done at contractor's site, the refilled cartridges should be returned within 3 working days at their own transportation, failing which penalty of Rs.200/- (Rupees Two hundred only) per day will be deducted from the bill.
11. Payment shall be made upon compliance of the terms and conditions of the contract and satisfactory services. Bills are therefore, to be submitted on delivery of refilled toners. No advance payment with the order will be made. Every care will be taken to clear up the bills in a least possible period.
12. TDS amount shall be deducted as per Government rule.
13. You may depute your representative on opening date of quotations as mentioned above, no dispute shall be entertained thereafter by ESIC for quotation opening procedure and the same shall be opened before the Purchase Committee Members of ESIC, Regional Office, Chennai.

Declaration

I/We have read the abovementioned terms and conditions and accept the same.

Place:

Date:

(Authorized Signatory)

Office Seal

Quotation for refilling of HP 88A Cartridges

Name of the Service Provider:

Date:

Particulars	Rate of compatible HP 88A cartridge -1 no.	Toner Refilling	Drum Change	Blade Change	PCR Change	Additional charges, if any
Charges in Rs: (Excluding taxes)						

Remarks:

Signature

Name:

Office seal: