



# श्री माता वैष्णो देवी विश्वविद्यालय

**Shri Mata Vaishno Devi University**

Sub Post Office, Katra -182320, J&K

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NIQ. No: SMVDU/S&P/ARC-Toners/2024-25/83

Dated: 23-4-2024

## Notice Inviting Quotation

**Sub: - ARC for one year extendable by another year for Refilling/Refurbishing of Toners/Cartridges in Canon, H.P. & Xerox Ricoh ,Sharp etc make Photocopier Machine and Printers installed in various Schools /Deptt/Section of SMVDU**

Quotations in sealed cover are invited for the ARC of for Refilling/Refurbishing of Toners/Cartridges in Canon, H.P. & Xerox etc make Photocopier Machine and Printers installed in various Schools /Deptt/Section of SMVDU from reputed registered Firms / Co-operative Stores / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

S. No	Item Description
1	As per Annexure –Attached I & II

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **06-05-2024, Monday, 2:30 P.M.** Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at **2:30 P.M.** in the presence of authorized representatives, should they wish to attend the same.

### Terms & Conditions

1. Rates should be written in figures as well as words. Repair Charges, GST rates, Visiting charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by **06.05.2024, Monday, 2:30 P.M.**
3. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Registrar, SMVDU, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
5. Price quoted for the material / equipment shall be final and valid for 3 months.
6. Quotation without the authorization from the Company will not be accepted.

7. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).
8. Rates offered must be for metric system of unit lengths or volume or weight.
9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotation should be complete in all respects and the firms shall give the Make/ Brand name offered for the items in the quotations. Wherever applicable, technical literature may please be enclosed along with quotation.
12. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition and its inspection by a duly constituted Inspection Committee.
13. Material/equipment shall be guaranteed for the minimum period of 01 / 02 / 03 [strike off whichever is not applicable] years on site for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
14. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
15. All taxes / duties should be clearly mentioned in the Quotation.
16. The ARC shall initially be for a period of 01 year which may be extended by another year.
17. PACKING: The equipments shall be packed suitably for dispatch directly to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
18. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment.
19. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District, Jammu.
20. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.

The NIQ shall be available on the University Website: [www.smvdu.ac.in](http://www.smvdu.ac.in) For any query, contact Deputy Registrar (S&P), SMVDU at the following email id: [purchase@smvdu.ac.in](mailto:purchase@smvdu.ac.in).

2 Signatures:.....  
Registrar, SMVDU  
Dated: 23-4-24.....

**Annexure "A"**

[To be provided on Firm/Company Letter Head]

**Schedule of Quantities**

**Name of the Job: Annual Rate Contract for refilling / refurbishing of toner cartridge of printers/ photocopier machines/ MFP**

**Ref: NIQ Number:..... Date: .....**

S. No.	Details of the Item	Quantity	Rate per item	Amount (in Rs.)	GST Rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Deliver Period						

**Additional Terms and Conditions [if any]:**

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**Bank details for RTGS Transfer**

Name of the Account:  
Account No.:  
Account Type:  
Bank Name:  
Branch name and Address:  
IFSC Code:

**Signature & Stamp of the Supplier**



**Annexure-I**

**A) Refillaing / refurbishing of Tocner Cartridge of printers**

Sr. No.	HP Printer Model No.	Toner No/ Cartridge No.	Tentative Rate
1	HP Laserjet P 1005/ 1020/M1005/P 1020 / 1010/ 1020 Plus/ M 1008	HP 12A	
2	LASERJET P1005	35A	
3	HP Laserjet P3015	55A	
4	HP Laserjet M436dn	56A	
5	HP Laserjet MFP M26a/ M12a/ M26 a	79A	
6	HP Laserjet Pro-400	80A	
7	HP Laserjet P1108/M1213nfMFP/P1136/P1008/P1108/M202dw/P1007/M202dw/M126nw/M1213NF/1M226dn/M128fn/M1136	88A	
8	HP laserjet 1188 Fnw	166A	
9	HP LaserJet P2055dn, HP LaserJet P1108	HP 05X	
10	HP Laser Jet Pro 200 (Colour)	131 A (Four Cartridges)	
11	HP Laserjet P2055dn	PLH.505	
12	HP Office Jet Pro 8100	N811a	
13	HP DeskJet GT-5810 (Colour)	(Ink Bottles) GT 51, 52M, 52Y, 52C	
14	HP LaserJet P1007	C388AC	
15	HP LaserjetMFP136a	110A	
16	HP Laserjet 1510 MFP/ P1606	78A	
17	HP Laserjet M429fdw/M405d	77 A	
18	HP laserjet M132Fn / M 132 a	18 A	
19	HP Laserjet Pro-500 color MFP M570 dw	CE400A Black CE 401 A Cyan CE 402 A Yellow CE 403 A Magenta	
20	HP Laserjet CP 1025	CP 310A Black CP 311 A Cyan CP 312 A Yellow CP 313 A Magenta	

Sr. No.	Canon Printer Model No.	Toner No/ Cartridge No.	Tentative Rate
1	Canon LPb6230dn/ MFP 4820 d / M 21	328	
2	Canon Image class MF241d/	337	
3	Canon MF4450 /	PLH-278	
4	Canon, LBP122DW	71	
5	Canon Image Clear MF4750/ LBP6230 d	328 Starter	
6	Canon MF 271dn	1185xb	
7	CANON IMAGE GRAPH5300	PFI8320BK, PFI8320MBK, PFI8120Y, PFI8120C, PFI8120M	

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Sr. No.	Brother Printer Model No.	Toner No/ Cartridge No.	Tentative Rate
1	Brother DCP-T710WAll in One ADF	Brother BT series	
2	Ink Tank Printer	Refill ink	
3	Brother HL-L2321D	DR-2365	
4	BROTHER MFCT920DW	BT5000M, BT5000C,	
5		BT5000Y, BTD60 BK	

Sr. No.	EPSON Printer Model No.	Toner No/ Cartridge No.	Tentative Rate
1	EPSON T3130X	T49K1,T49K2,T49K3,T49K4	

B.	Change of Drum / Blade/ MG Rod	Tentative Rate
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**Annexure-II**  
**Replacement of Toners /Cartridge of Photocopiers**

Sr. No.	Schools /Deptt/Section	Photo copier Model No.	Toner No	Cartridge No.	Tentative Rate
1	VC Office	Canon Image Runner C3320	NPG-67 Yellow		
			NPG-67 Magenta		
			NPG-67 Cyan		
			NPG-67 Black		
2	Research and Development Section	Xerox Versalink B7035	Versalink B7025, B7030, B7035	Versalink B7025, B7030, B70	
3	T&P Cell	Canon IR2320L	NPG 28	NPG 28	
4	SoBT	Photocopier machine	SharpBP-20M22		
5	SoBT	Photocopier machine	IR2016J Canon		
6	SoECE	Photocopier machine	SharpBP-20M22		
7	SoCSE/ Office	Canon Photocopier IR 2320L	Canon NPG 28	NPG 28	
8	SoCSE/ Office	Canon Photocopier IR 2725	Canon NPG87	CEXV63	
9	SoB	Ricoh IM 2500 (photocopier)	3c18402 Genuine Ricoh		
10	SoB	Cannon IR4525(Photocopier)	Canon NPG-73 toner		
11	Security Wing Gate No 1	Canon IR2320L	-	Canon IR2320L	
12	Finance wing	Canon Photocopier Imagerunner C3226	--	NPG-67 Yellow	
				NPG-67 Magenta	
				NPG-67 Cyan	
				NPG-67 Black	
13	Finance wing	Canon Photocopier Imagerunner 2004N	--	NPG-59	
14	S&P Wing	Canon Photocopier Imagerunner C3226	--	NPG-67 Yellow	
				NPG-67 Magenta	
				NPG-67 Cyan	
				NPG-67 Black	
15		RICOH Photocopier IM2500	8402	PS-HI-FR(17)<	
16	Engineering Wing	Canon	IR C3226	NPG-67- YMCK	
17	Dean Students Welfare Office	Canon Image Runner 2425		Canon Genuine NPG-59 Toner	
18	Soald	1	CANON IMAGERUNNER	NPG 59	
19	Energy Management	Canon ImageClass MF6180dw (Photocopier)	Cartridge 319	Cartridge 319	
20	Establishment Wing	RICOH Photocopier IM2500	8402	PS-HI-FR(17)<	
21	Dean Students Welfare Office	Canon Image Runner 2425		Canon Genuine NPG-59 Toner	
22	Engineering Wing	Canon	IR C3226	NPG-67- YMCK	
23	Examination Wing	Canon Imagerunner C3226	NPG-67 Yellow		
			NPG-67 Magenta		
			NPG-67 Cyan		
			NPG-67 Black		
24	Academic Affairs	Canon Image Class Runner 4525	NPG-73		
25	SoM/Office	Xerox Photo Copier VersaLink B7125		006R01818	

