

**OFFICE OF THE ACCOUNTANT GENERAL, (AUDIT-II), M.P.  
53, ARERA HILLS, HOSHANGABAD ROAD, BHOPAL**

**Subject:- Notice Inviting Quotation for Annual Maintenance Contract of Printer Cartridge Refilling (both Color and Mono) - Reg.**

- (i) Sealed quotations are invited for Annual Maintenance Contract for printer cartridge refilling, for both Color Laser Printers and Mono Laser Printers in O/o Accountant General (Audit-II), M.P., Bhopal. The quotations are invited for refilling of 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. Color cartridges for printer model HP Color Laserjet Pro M252dw (2 Printers), i.e.
    - a. 201 A CF 400A (Black)
    - b. 201 A CF 401A (Cyan)
    - c. 201 A CF 402A (Yellow)
    - d. 201 A CF 403A (Magenta)
  6. Color cartridges for printer model HP Laserjet Pro CP 1025 (1 Printer), i.e.,
    - a. 126 A CE 310A (Black)
    - b. 126 A CE 311A (Cyan)
    - c. 126 A CE 312A (Yellow)
    - d. 126 A CE 313A (Magenta)
  7. Brother Color Printer DCP-L3551 CDW Color Printer (4 Printers)
  8. Brother Mono Laser Printer MFC-L5900DW (4 Printers)
- (ii) The quotation shall be addressed to Senior Audit Officer, IT Cell, O/o Accountant General (Audit-II), M.P., on or before 29.03.2021 by 06:00 PM. The envelope should be superscripted in bold letters with **"QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF PRINTER CARTRIDGE REFILLING"**.
- (iii) **Contact Persons:-**
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| 1. Shri Anand Shrivastava, Sr. Audit Office, IT Cell | (94254 54652) |
| 2. Shri Arun Shrivastava, Sr. Auditor, IT Cell       | (78699 88383) |
| 3. Shri Ankit Khandal, Sr. Auditor, IT Cell          | (70143 23428) |

(iv) **Terms & Conditions:-**

- a. The contract shall be valid from 01.04.2021 to 31.03.2022, i.e. for a period of one year.
- b. The agency / firm participating in the NIT shall quote a *single rate for refilling of all types of cartridges*. 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 of black color cartridges ( HP 88-A, 12-A, 78-A and 79-A) shall also take into account provision for replacement of magnetic roller, drum and blade and
  - ii. rates provided for refilling of color cartridges (CF 201A and CF 126 A) shall take into account provision for replacement of cartridges chipset.
- 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 in the NIT 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 two working days 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 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.

**Sr. Audit Officer (IT Cell)**