



उत्तर पश्चिम रेलवे, जयपुर

Office of the Principal Director of Audit  
North Western Railway, Jaipur



Letter no. AU/HQ/IT/tender for refilling of Printer Cartridge etc/2775

Dated 19<sup>th</sup> March 2024

**Subject: - Online Invitation of bids for Tender of refilling of Printer Cartridge and purchase of other consumables (as shown in Annexure III) under Annual rate contract in the O/o the Principal Director of Audit, North Western Railway, Jaipur.**

The quotations are invited in a sealed envelope for refilling of Printer Cartridge (in Annexure I, II & III given below) under Annual rate contract from **01.04.2024 to 31.03.2025**. The tender document can also be downloaded from the website <https://cag.gov.in/rly/jaipur/en> and to be submitted at O/o the PDA, NWR, Jaipur, Room No. 232, 2<sup>nd</sup> Floor, NWR HQ Building, Malviya Nagar, Jaipur, Rajasthan-302017.

**Terms and conditions for the above rate contract are as follows: -**

1. The quotations (duly filled in Annexures I, II & III given below) should be reached on or before 1 PM on 01.04.2024.
2. The quotations will be opened at 3 PM on 01.04.2024.
3. The rate should be **inclusive of GST** and other taxes, if any.
4. Quotations received without sealed cover or without quoting rates will not be accepted.
5. Payment shall be released after refilling or repairing of toners as per the office requirement.
6. The Dy. Director of Audit, North Western Railway, Jaipur reserves the right to accept or reject any or all tenders without assigning any reasons or to reduce, increase or remove the items.
7. The final award of tender shall be made to the bidder on the basis of lowest rates (inclusive of GST) worked out in the price bid. PDA, NWR, JAIPUR reserves the right to split the Order to different bidders.
8. The refilled Toner shall be accepted subject to the complete satisfaction of PDA, NWR, JAIPUR. If any quality issue found in the refilled cartridges, the vendor shall provide new refilling, if still problem persists, then tender will be liable to be cancelled and further no payment will be passed for the refilled or repaired toners and in that case new tender will be given to L2/L3/L4 firm as per the quotations received respectively.
9. The contractor shall not sublet, transfer or assign the job without the written permission of the PDA, NWR, JAIPUR. In the event of the contractor contravening this condition, PDA, NWR, JAIPUR has right to terminate the contract.
10. Payment shall not be made in advance in any case.
11. Quality of refilled tonner shall be ensured by the vendor.

*Heena Kant*  
19.3.2024  
Sr. AUO(IT)  
NWR, Jaipur

**Annexure I**

**Undertaking**

To,  
Sr. Audit Officer (IT)  
Room No.: 232-A, 2<sup>nd</sup> Floor,  
NWR HQ Building, Malviya Nagar,  
Jaipur, Rajasthan-302017

Sir,

I/We do hereby solemnly declare and undertake that:

- a. The terms & conditions of the tender are acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/false, at any time, the bid / contract is liable to be rejected.
- b. The rates quoted by me/us for tonner refilling is not being given to any other Government organization / institution in Jaipur at rates lower than those quoted here.
- c. The quoted rates are for quality refilling (not re-inking) and refurbishing as per scope of work. Any damage to the printers, cartridges and toners due to inferior quality refilling shall be made good by me/us during the contract period.
- d. My / our firm is not blacklisted in any Govt. organization / institution.
- e. I/We give the rights to PDA, NWR to forfeit my payment if any delay / failure occurs on my/our part in tonner refilling within the prescribed time or the items of desired quality.

For and on behalf of

**Bidder's Name & Address)**  
**(Signature of Authorized Signatory)**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal

**Annexure II**

**CHECK LIST FOR BIDDER PRE-QUALIFICATION**

Sl. No.	Particulars	To be filled in by the Bidder
1	Name of the Bidding Agency	
2	Detailed office address of the Agency with office telephone number, e-mail ID, Mobile number and the name of the contact person (copy to be enclosed)	
3	Date of establishment of the Agency	
4	GST Number (Copy to be enclosed)	
5	Whether proof of place of business and infrastructure in Jaipur such as notarized rent agreement, electricity bill, water bill, fixed-line telephone bill etc. (copy to be enclosed)	
6	Whether the undertaking ( <b>Annexure I</b> ) duly signed by the bidder is submitted?	

I, \_\_\_\_\_ Proprietor /Partner/ Director of  
\_\_\_\_\_ (name of the company/firm) hereby declare that the  
information given above is true to the best of my knowledge and belief.

**Seal of the**

**Bidder**

**Signature:**

**(Authorized signatory of the Bidder)**

**Annexure III**

**Proposed rate by the bidder:**

S.NO.	Cartridge BRAND	TYPE	REFILLING RATE PER UNIT	DRUM	W/BLADE	PCR	MAGNET	DEVELOPER	CHIP	DR. BLADE	Printing Capacity Per Cartridge
1	HP 78A	B/W									
2	HP 88A	B/W									
3	BROTHER 3448/3478	B/W									
4	HP 30A	B/W									
5	HP 152A	B/W									
6	CANON 925	B/W									
Total											

**Seal of the  
Bidder  
Signature:**

**(Authorized signatory of the Bidder)**