

Delhi Tourism & Transportation Development Corporation Ltd.
18-A, DDA, SCO Complex, Defence Colony, New Delhi - 110024

Notice Inviting Tender

No. DTTDC/IT/Stationary/2017-18/
Dt. 09-01-2018

Subject: Quotation for empanelment of Rates for Refilling of toners /cartridges at various units of Delhi Tourism for the period of 02 years

Delhi Tourism is planning to empanel reputed agencies, for refilling of toners/ cartridges at various units of Delhi Tourism. Accordingly quotations are invited for the refilling of toners/ cartridges and toner drum as per list of printers enclosed. The validity of rates should be for a period of atleast Two years.

You are required to quote the rates, in the enclosed financial bid proforma, for the items to be supplied of best quality during total period of empanelment. You would be required to make supplies of any quantity at all locations of the Corporation at your own costs. The Refilling Rates should be for the maximum content size of the cartridge/ toner.

You are required to submit the following;

1. Your company's empanelment with any Govt. agency, if any
2. Copy of GST Registration Certificate
3. Your certified balance sheet for last 2 years
4. List of regular major customers with mobile numbers

You are required to submit an EMD of Rs.10,000/- in form of a DD/ Pay order drawn in favour of "Delhi Tourism & Transportation Development Corporation Ltd.". This EMD would be retained for the successful bidder(s) by the Corporation and would be returned interest free to the other unsuccessful bidders. EMD of all successful bidders shall be retained as security deposit after the empanelment period.

The Corporation reserves the right to accept/ reject one or all the quotations received without assigning any reason. The Corporation reserves the right to empanel the bidder with maximum number of lowest in items for which rates are called. The Corporation also reserves the right to empanel more than one supplier. The quotations in sealed envelopes should reach office of the undersigned latest by **31.01.2018 upto 2.30 p.m.** The same will be opened at 03.00 p.m.

Maniksha Bakshi, Sr. Computer Programmer

Delhi Tourism & Transportation Development Corporation Ltd.
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Financial Bid Proforma

Sub: Tender for empanelment of agency for Refilling of Toners/Cartridges.

SNo.	Printer Number	Number/Ink	Rate Refilling for (Per Toner)	Rate for New Drum
1	Samsung ML-2010			
2	Samsung - SCX4828FN (MFP)			
3	HP Laserjet Pro MFP -M128 fn/1108			
4	HP-1566/1666/1606			
5	HP Laserjet 1020			
6	HP Laserjet MFP 1213			
7	HP-3050/HP-1010			

Note: The rates, quoted by bidder would be exclusive of GST. However G.S.T applicable as per prevailing rates.

Signature

Name of person.....

Name of Bidder.....

Contact No.

Email