

Government of Himachal Pradesh  
Department of Personnel  
SAR&I-I Section

No. Per (SAR&I-I) 7(G) 2-3/2021-Vol.-I, Dated: Shimla-02, the 9<sup>th</sup> April, 2025

**NOTICE INVITING QUOTATION**

Sealed tenders are invited for **refilling of LaserJet printer's toner cartridges with or without Drum, Megrol, Chip and PCR** in the O/o the Section Officer SA (R&I-I) H.P. Secretariat Shimla-2. Duration of tender will be for a period of one year initially, if the service/ work of firm found satisfactory period of tender can be extended for another one year.

The tender form (complete in all respect) in duly sealed envelope should reach to undersigned on or before 24.04.2025 by 2.00 PM. The tender shall be opened on the same day i.e. 3:00 P.M. in the Office of undersigned room no. 106 Armsdale building, H.P. Secretariat, Shimla -02 in the presence of bidders or authorized person, whosoever wish to be present.

"Tender for refilling of LaserJet printer's toner cartridges with or without Drum, Megrol, Chip and PCR" should be clearly written on the top of envelope addressed to the Section Officer SA R&I-I) Room No. G-4 Ellerslie building, H.P. Secretariat, Chotta Shimla, Shimla-02 H.P. The Tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately the TECHNICAL BID and the FINANCIAL BID (Prescribed proforma at Annexure-A).

The Technical Bid must contain the following:-

- i. Duly filled, signed & stamped tender document.
- ii. Self-attested Documentary proof of registration under GST /CST/TIN.
- iii. Self-attested copy of the PAN.
- iv. Two year experience of refilling of toner cartridges with or without Drum, Megrol, Chip .
- v. The self-attested documentary proof of registration of Sole Proprietorship/Partnership Firm/Society or Company.
- vi. The self- attested declaration that bidder is not black listed by any Central/State Government/ Procurement- agency.

The Technical Bid shall be opened first and the financial bid on the prescribed proforma (Annexure 'A') of those bidder who are technically qualified shall be opened in accordance with provisions of the H.P. Financial Rules, 2009 by the Committee constituted for the purpose by the Government of H.P

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

1. The tenders shall be submitted in a sealed cover, duly super scribed giving the serial/file number of the tender on or before the date of opening and addressed to the Section Officer, SA R&I-I, Himachal Pradesh Secretariat, Shimla-171002.
2. The tender in a sealed cover shall comprise of two separate envelopes. Each envelop shall contain separately technical evaluation as TECHNICAL BID and the FINANCIAL BID.
3. The rates quoted should be strictly according to the description & specifications on the prescribed proforma for Financial Bid in a separate envelop annexed as Annexure-'A'.

4. The rate quoted should be inclusive of GST and other taxes, if any.
5. Payment shall be released monthly basis after refilling or repairing or toners as per the office requirement.
6. The Under Secretary SA (R&I-1) 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 Quality of refilled tonner shall be ensured by the vendor. 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 Firm on the approved L-1 rate(s) for which L-1 bidder shall not have right to raise any objection.
8. The contractor shall not sublet transfer or assign the job without the written permission of the Under Secretary SA to the Government of H.P. has right to terminate the contract.
9. Payment shall not be made in advance in any case.
10. The prospective tenders should neither have abandoned any work nor any of their contract should have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. They should not be on blacklist of any Central/State Government/procurement agency. A declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.
11. The successful bidder will have to deposit the Performance Security as determined under HPFR, 2009. No interest will be paid on security deposit.
12. Conditional/Incomplete tender will not be accepted under any circumstances.
13. Eligibility Criteria: Only such Bidders, who are Registered Sole Proprietor/Partnership firm/Society or Company and meet the following conditions, can participate in the tender:-
- A) The Bidder must be a registered Sole Proprietorship/Partnership firm/Society or Company. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm/Society/Mill or Company must be attached.
- B) The Bidders must have valid PAN to participate in the tender and proof of TIN/CST/GST Number should be mentioned in the Technical Bid document.
- C) The Bidder must have two years' experience of refilling Toner cartridges with or without Drum, Megrol, Chip and PCR.
14. In case of any dispute, the decision of the Secretary (SA) to the GoHP shall be final and binding upon all, who also reserves the right to accept or reject the quotations without assigning any reason/not fulfilling the conditions.

- By Order  
Secretary (SA) to the  
Government of Himachal Pradesh

No. Per (SAR&I-I) 7(G) 2-3/2021, Vol.-I, Dated: Shimla-02, the  
Copy is forwarded for information/necessary action to:-

9th April, 2025

1. The Senior Technical Director-cum-SIO, National Informatics Centre (NIC), 6<sup>th</sup> Floor, Armsdale Building, H.P Secretariat for uploading the same on official website of H.P. Govt. Immediately.
2. Notice Boards of H.P. Secretariat.

Under Secretary (SA) to the  
Government of Himachal Pradesh

**Financial Bid (Annexure-A)**  
**(in separate envelop)**

**Prescribed Proforma for refilling different model of LaserJet printers' toner cartridges**

Sr. no	Description/printer name	Toner No.	INK (Rate in `)	Drum (Rate in `)	Megrol (Rate in `)	PCR (Rate in `)	Chip (Rate in `)	Total (in `)
1.	HP Laser jet Pro 403-d	28-A						
2.	HP Laser jet 1022/1015	Q-2612 A						
3.	HP Laser jet P-2055-d	05A						
4.	HP Laser jet - 1566	78A						
5.	HP Laser jet 1213 NF	88A						
6.	HP LaserJet-138FNW	110A						
7.	Brother 5900 DW	TN 3448						
8.	Brother DCPB7535	TN-B021						
9.	Laser jet P1505/1522NF	436A						
10.	HP LaserJet HPM26FN	TN-79A						
11.	HP LaserJet-FNW	18&19A						
12.	HP LaserJet Pro MFP M329DW	TN-277/77						
13.	HP LaserJet 203 203 DN	30&32A						
14.	HP LaserJet-401D	80A						

Date:

Place:

(Signature & seal of tenderer)

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