

**Punjab Tianjin University of Technology, Lahore (PTUT)**



**Bidding Documents**

**for Repair and Service of Printer and Photocopier**

<b>Bid Reference No:</b>	<b>PTUT/PC/17/2022-23</b>
<b>Package Name:</b>	<b>For Repair and Service of Printer and Photocopier</b>
<b>Procurement Procedure &amp; Method:</b>	<b>Single Stage Single Envelope</b>
<b>Bid Opening Venue:</b>	<b>Conference Room PTUT</b>
<b>Last date and time for obtaining of bid documents</b>	<b>07-03-2023, 10:00 A.M.</b>
<b>Last date and time for submission of bid documents</b>	<b>07-03-2023, 11:00 A.M.</b>
<b>Opening of Bid Documents</b>	<b>07-03-2023, 11:30 A.M.</b>

## **CHECK LIST FOR SUBMISSION OF APPLICATION**

(please mark ✓ / or X in relevant boxes)

1. Detail of company profile/ Firm/ Contractor etc. Profile
2. Original CDR/Earnest Money /Deposit at call attached with Technical Bid.  
(Amounting to Rs. 20,000/-)
3. Original Tender fee Amounting Rs. 2,000/-
4. Affidavit on stamp paper Rs: 100/-
5. Evidence of Company/ Firm/ Sole proprietorship.
6. Copy of National Tax No.
7. List of All Mandatory required documents
8. Price offer on Bidder's letter head as of Financial Evaluation Criteria.
9. Active Tax Payer List (ATL)
10. Provincial Sales Tax Number

## **TENDER DOCUMENT**

### **Procurement Notice**

#### **REPAIR AND SERVICE OF PRINTER AND PHOTOCOPIER FOR PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE (PTUT).**

1. The Punjab Tianjin University of Technology (PTUT), Lahore intends to tender “Repair and Service of Printer and Photocopier” on item rate and frame work basis extendable up to two (02) more years on yearly basis (total of three years) on satisfactory performance with mutually agreed increase up to a maximum of 10 percent) from a well reputed and well-equipped company for Repair and Service of Printer and Photocopier.

Interested firms may obtain the signed copy of the bidding document from the office of Project Director (Building and Works), 1st Floor Room No. 120, of university, from 09:00 a.m. to 04:00 p.m. (Monday to Friday) after depositing the Tender Fee of Rs. 2,000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document is available on websites [www.ptut.edu.pk](http://www.ptut.edu.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only.

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of Project Director (Building and Works) on or before the last date of submission of bid as indicated on the stamped bid document. The proposal will be opened on 07-03-2023 at 11:30 A.M. in the presence of the bidders or their representatives who make them present.

**Project Director**  
**Punjab Tianjin University of Technology, Lahore**  
**Ph. 042-99332570**

**AFFIDAVIT (Stamp paper of Rs: 100/-)**

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms & conditions of Repair and Service of Printer and Photocopier of university we also do hereby confirm as follows:

1. That, M/s \_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and PTUT rules and regulations, all other special instructions given time to time and enforced PPRA Rules.
2. That, M/s \_\_\_\_ is not blacklisted by any Government/ Semi-Government Department/ Agency/ Autonomous Bodies in any part of Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PTUT reserves the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

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

Signature: \_\_\_\_\_

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

Stamp: \_\_\_\_\_

### **Instructions for the Bidders / TOR's**

2. PTUT, Lahore invites sealed bids from Company/ Organization registered. Income Tax, NTN/ Sales Tax/ PST etc. Registration Certificates must be provided and should have proven record of providing supply to large government / semi government and other organizations etc. (to be verified by the clients). Company/ Organization should attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked " Repair and Service of Printer and Photocopier" for the university latest by 07-03-2023 on or before 11:00 A.M. in the office of Project Director (Building and works) 1st Floor Room No. 120, of PTUT Lahore.
3. Bidding shall be conducted through Open Competitive Bidding **Single Stage Single Envelope** procedures as per Rule No. 38(i) of PPRA Rules, 2014, and is open to all eligible bidders as defined in the bidding document.
4. The bidder shall seal the original bid (sealed) into a single envelope and should be clearly marked " Repair and Service of Printer and Photocopier".  
The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security
5. The bidders are requested to give their best and final prices as no negotiations are permissible as per PPRA Rules and regulations
6. Proposal submitted must contain company profile, list of present/ past clients, proof of company as legal entity, Affidavit indicating that the company has never been blacklisted by any government/semi government or other organizations etc.
7. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid (if required). The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
8. The Bid submitted must be accompanied by Bid Security Amounting to Rs. 20,000/- (Refundable) in the shape of CDR/ Pay Order/Demand Draft from a Scheduled Bank in favor of Punjab Tianjin University of Technology, Lahore. Bids submitted without CDR / Pay Order/ Demand Draft will not be considered and rejected straight away.
9. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender.
10. Bid security of successful bidder shall be refunded on provision of Rs. 100,000/- as performance guarantee and signing of agreement within 10 days after the issuance of Letter of intent.

11. PTUT will not be responsible for any costs or expenses incurred by bidders in connecting with the preparation or delivery of bids.
12. PTUT shall not pay any security deposit or advance payment.
13. The Bidder will be fully responsible in case of misconduct caused by the company personnel or an error in supply/ installation/ repair works.
14. If two or more bidders quoted equal rate in bid, then the contract will be awarded to the one gaining higher qualification in the Mandatory requirements
15. Contract will be made between PTUT and company on judicial paper of 0.25% of Contract value that will be provided by the successful bidder.
16. The lowest responsive/ evaluated bid shall be accepted.
17. Violations to the instruction of the bidding documents will lead to a penalty of up to 10% of the Contract Value. Delayed delivery will lead to fine @ 0.05% per day or up to a maximum of 10% of the contract value. All fines and penalties will be deducted by the PTUT from the payments of the Company.
18. Bidder/ Supplier shall be responsible for all the taxes/ duties/ transportation charges required to be paid under relevant law.
19. In case bidder desires to quote higher specification, the same should be provided in the respective column of the form of bid against the specific item. The Bidder should quote only one brand/ model/ make of each item.
20. In case items quoted by the bidder are of higher or better specification, that are duly verified by the technical evaluation committee of PTUT, his/ her bid will be treated responsive.
21. PTUT can verify any or all documents/ information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected. PTUT reserves the rights of imposing penalty as per clause 16 of this document.
22. The Procurement Committee shall have the right to inspect and/ or test the goods to confirm their conformity with respect to specifications mentioned in the work Order.
23. Should any inspected or tested goods fail to conform to the specifications, PTUT shall reject them, and bidder shall replace the rejected goods at its own cost.
24. The Earnest Money/CDR shall be returned to the technically disqualified Bidders with their unopened/ sealed financial bid.
25. If the acceptance of tender issued during the validity period of the tender is not accepted by the bidder, the Earnest Money/CDR shall be forfeited

26. In case the offer is withdrawn, amended or revised during the validity period during the tender process, the Earnest Money/CDR/Performance money shall be forfeited.
27. In case, the bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance guarantee deposited by the bidder shall be forfeited and the equipment purchased will be at bidder's risk and expense.
28. PTUT will get the equipment / repair work inspected at PTUT, Lahore premises and reject the equipment/works, if not found according to the given specifications.
29. Response period to do necessary supply/repair will be three days (3 days) after approval on Item Rate Basis (Frame Work basis) and respective Work order. Suppliers may however, quote their best response period.
30. PTUT reserves the right at the time of award of contract to increase or decrease the quantity of works.
31. The total contract period is for one year on item rate (on Frame Work Basis) extendable up to two (02) more years on yearly basis (total of three years) on satisfactory performance with mutually agreed increase up to a maximum of 10 percent).
32. In case of any material is found in non-conformity to the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing; or is short supplied, wrongly supplied, the supplier is bound to replace such material free of charge or pay the full cost of replacement.
33. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder over PPRA. Any grievance received after this duration shall not stand valid/entertained.

## **Rejection/ Acceptance of the Tender**

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal work order, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without original bid security attached with technical bid
- iii. Received after the time and date fixed for its receipt
- iv. The offer is ambiguous
- v. The offer is received by fax or e-mail
- vi. The offer is from a black listed firm
- vii. Offer received with shorter validity than required
- viii. The offer is not conforming to requirements indicated in the tender documents
- ix. Any conditional offer
- x. It is submitted in other than prescribed forms, documents / by other than specified mode; or it is incomplete, un-sealed, un-signed, partial, conditional, alternative, and late; or it is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- xi. The Bidder submits more than one Tenders;
- xii. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client.
- xiii. The client has the right to forfeit the CDR in case the bidder violates any instructions to bidders of this document.
- xiv. The bid security will be forfeited, in case of withdrawal of bid after opening of bids

**BIDDING FORMS**

**BID SUBMISSION FORM**

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To,  
[Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, “Repair and Service of Printer and Photocopier for PTUT” in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified.

In case our bid is accepted, we will obtain and submit the CDR to the client in a sum equivalent to 100,000/- for the due performance of the contract, in the form prescribed by the client.

We agree to abide by this Bid for a period up to 90 days fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_

\_\_\_\_\_

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of Company

### **Mandatory Requirements-**

Bidder must furnish following information:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Requirement</b>
<b>1.</b>	Evidence of Company/Firm/ Sole proprietorship	<b>Mandatory</b>
<b>2.</b>	Certificate of valid Income Tax Registration Certificate.	<b>Mandatory</b>
<b>3.</b>	Compliance to the Checklist attached for bid submission	<b>Mandatory</b>
<b>4.</b>	Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.	<b>Mandatory</b>
<b>5.</b>	Meeting the specification of items as specified in Form-II of the quoted items	<b>Mandatory</b>
<b>6.</b>	Work Order of similar nature (past 02 years experience certificate)	<b>Mandatory</b>

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non- responsive bidder and will not be taken into consideration for Technical and Financial Evaluation. However, the technically qualified bidder with lowest rates will be awarded the work order (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

Bid Submission Form on the letter head of the firm

[Location, Date]

To

Project Director B&W,

PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the \_\_\_\_\_ in accordance with your request for proposal / bidding documents and our attached Financial Proposal is for the sum of (insert amount in words and figures).

Our proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract and are aware of the relevant provisions of the bidding Document.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

**Price Schedule / Financial Cost Sheet/ Financial Bid Form**  
**Must be filled separately on the letterhead of the firm**

**(Part of Bid Envelope)**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and repair works of the following items in conformity with the below mentioned required specification as per the following price at the places mentioned against each item.

S/N	Description	Made/ Origin	Quantity	Pak Rupees	GST @ _____	Total Unit Price With GST
				Unit Price without GST		
			A	B	C	$D=(B+C)*A$
1						
2						
Grand Total X						SUM OF ALL ABOVE UNIT RATES

**Grand Total in figures (Inclusive of all types of applicable Taxes)**

**Grand Total in words (Inclusive of all types of applicable Taxes)**

**NOTE:** Please read carefully before filling of above-mentioned columns.

- i. Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- ii. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules 2014 (Amended till date). The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iii. The quantity of items can be increased/ decreased and the cost of increase/ decrease will be adjusted accordingly.
- iv. Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.
- v. Unit Price will govern for arithmetic check and corresponding Grand Total” X” after arithmetic check will determine lowest bidder.
- vi. If there is discrepancy between words and figures the small amount will prevail.
- vii. Quoted items must be legally imported in Pakistan after paying all taxes. (Where Applicable)
- viii. Standard Warranty (Where Applicable).
- ix. Bidder must quote for all items
- x. Financial Evaluation will be carried out on lowest total of all items. Work award will be issued to the lowest evaluated bidder in grand total amount from the qualified bidders.
- xi. Bidder must quote proper brands and models of the required items, bidders without quoting proper brand /model will be rejected.

- xii. The total contract period is for one year on item rate (on Frame Work Basis) extendable up to two (02) more years on yearly basis (total of three years) on satisfactory performance with mutually agreed increase up to a maximum of 10 percent).

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm and Address

\_\_\_\_\_

(Seal & Signature of Company)

**Note: No cutting or overwriting is allowed. Any cutting or overwriting may lead to rejection of the financial bid.**

## GENERAL PARTICULARS OF APPLYING FIRM

<b>Firms' Information</b>	
Name of Firm/ Company	
Complete Postal Address	
Phone Number	
Contact Person/ Designation	
Mobile Number	
E-Mail Address	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	

## General Terms and Conditions

### **1. Inspection of Items**

The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods/ items within prescribed time provided by the PTUT, free of cost. The inspection or tests shall be conducted at the premises of the PTUT. Where conducted at the premises of the contractor, the contractor shall provide all-reasonable facilities and assistance, which may include access to drawing, production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the procuring agency. The purchaser's post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing, or passing of the goods

### **2. Currency:**

Firm and final rates should be in Pak Rupees.

### **3. Delivery, Installation & Commissioning**

The contractor is responsible for delivery, installation, commission & repair work as per work order at its own risk and cost within 03 days of intimation for repair works. In case of poor response/ coordination from the field formations regarding delivery, installation & commissioning, the contractor is required to inform to Project Director (B&W) office of university in writing for the solution of the same

### **4. Arbitration**

In case arising of any dispute between the procuring agency and the contractor after the work order, the dispute should be resolved through the representatives of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

### **5. Blacklisting**

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014 (amended till date)

### **6. Miscellaneous**

Any point which is not mentioned in the term and conditions contained in the bidding documents, shall be decided in the light of the provisions laid down in Punjab PPRA rule 2014 amended till date.

### **7. Termination for Default:**

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Vice Chancellor.

2. The successful bidder fails to deliver lab equipment as per specifications mentioned in the bid.
3. The successful bidder fails to perform any other obligation(s) under the Contract.
4. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**8. Force Majeure:**

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of work order under the Contract and shall submit its recommendations to the Vice chancellor. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

**9. Termination for Insolvency:**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

**10. Acceptance of tender**

As per provisions of Rule (55) of Punjab Procurement Rules, the Purchaser shall issue the work order to the successful bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules) and prior to the expiry of the original validity period or extended validity period of the Tender. The successful Bidder must submit performance guarantee @ Rs. 100,000/- along with letter of acceptance and sign formal contract on stamp paper within 10 days after the issuance of Letter of intent. Bid Security of successful bidder will be released on receipt of performance guarantee. The Performance guarantee will be released after 01 month of completion of all supplies, installation and commission, Repair works, training, and performance period as per contract agreement.

**11. Repeat Order**

The contractor may provide Machinery & Equipment on repeat order (15% of the original procurement order) under the provision of Punjab Procurement Rules 2014, if asked for.

**12. Packing & Condition of the Machinery/ Equipment**

All Machinery/ Equipment supplied must be in original form/ packing. All Machinery/ Equipment must be genuine, brand new, non-refurbished in any way, as per required specification, and imported (If any) through proper channel

**13. Comprehensive Warranty/ After Sale Service**

Bidders must provide one-year free comprehensive onsite warranty, which must include labor, parts replacement, and any sort of other related service. Warranty period will be started after completion of scope of work including training to staff

**14. Training of the Staff**

In case of specialized items, supplier will provide necessary training to the PTUT staff/ faculty free of cost at PTUT at mutually agreed date.

**Note:** Anything not stated above will be governed through PPRA Punjab Rules 2014 amended till date and standard form of contract available on PPRA.

**(CONTRACT AGREEMENT)**

## DRAFT FORM FOR AWARD OF CONTRACT

Package Ref No. \_\_\_\_\_

This agreement is made in the presence of the witnesses named below on this \_\_\_\_ day and \_\_\_\_\_ month of 2023 at \_\_\_\_\_ between Punjab Tianjin University of Technology, Lahore (PTUT) (hereinafter called “the Purchaser”) and M/s. \_\_\_\_\_. (Here in after called “the Supplier”). Whereas the Purchaser invited bids for supply, installation and repair works of \_\_\_\_\_ and has accepted a bid by the Supplier for the supply, installation and repair works of \_\_\_\_\_ in the sum of Rs: (Rupees \_\_\_\_\_ only) [contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
  - (a) Invitation to bid as publicized/ advertised by the Purchaser.
  - (b) Bidding document as bought from the Purchaser.
  - (c) Specifications of items
  - (d) Form of Bid
  - (e) Undertaking submitted by the bidders along with the bid papers.
  - (f) work order for supplying the selected items etc.
  - (g) General conditions regarding procurement as given in the bidding documents and
  - (h) This contract agreement as executed between the Purchaser and the Supplier.
  - (i) The Bid Security and the Performance Guarantee
3. Supplier is responsible for installation, supplying, repair and training of all ordered items at the PTUT without any extra cost.
4. Supplier is responsible for replacement of defective items (if any) at his cost.
5. Warranty 01 month from the date of supply/ successful installation/training to staff related to the equipment supplied/Repaired.
6. The purchaser will make the full/ partial payment after successful inspection of the equipment as per work order.
8. Supplier will supply, install and repair of the ordered items within 03 days from the date of the intimation for repair works after approval of rate on Item Rate Basis (Frame Work basis) and respective work order. If required, the supplier can request to the purchaser, by providing proper justification, to extend the delivery period.
9. Purchaser will release the Performance money after 30 days after the Completion period of contract period.
10. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014 through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

Purchaser/ PTUT:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

Supplier/\_\_\_\_\_:

1 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

WITNESS:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

### Items Specification and Quantities Required

Sr. No	Details of Items	Qty	Rate
1	New Toner of Printer LaserJet pro M402d	Each	
2	Refiling existing toner of printer LaserJet pro M 402d	Each	
3	Drum of Printer Model M402d	Each	
4	Service of Printer Laser jet pro Model M402d	Each	
5	Blade of Printer Model M402d	Each	
6	Electric Supply unit new for Printer Model M402d,	Each	
7	Electric Supply unit repair for Printer Model M402d	Each	
8	Power button of Printer Model M402d,	Each	
9	New Developer for toner Model M402d	Each	
10	New chip for toner Model M402d	Each	
11	New Heater for Printer Model M402d	Each	
12	New Toner of Printer LaserJet pro 400 (M401d)	Each	
13	Refiling existing toner of printer LaserJet pro 400(M 401d)	Each	
14	Drum of Printer Model 400(M 401d)	Each	
15	Service of Printer Laser jet pro Model 400(M 401d)	Each	
16	Blade of Printer Model 400(M 401d)	Each	
17	Electric Supply unit new for Printer Model 400(M 401d)	Each	
18	Electric Supply unit repair for Printer Model 400(M 401d)	Each	
19	Power Developer of Printer Model 400(M 401d)	Each	
20	Power button of Printer Model 400(M 401d)	Each	
21	New chip for toner Model 400(M 401d)	Each	
22	New Heater for Printer Model 400(M 401d)	Each	
23	New Toner of Printer LaserJet 1020	Each	
24	Refiling existing Toner for Hp laser jet 1020	Each	
25	Service of printer Hp laser jet 1020	Each	
26	Electric supply for printer Hp laser jet 1020	Each	
27	New drum for printer Hp laser jet 1020	Each	
28	New blade for printer Hp laser jet 1020	Each	
29	Electric Supply unit new for Printer Model Hp Laser jet 1020	Each	
30	Electric Supply unit repair for Printer Model Hp Laser jet 1020	Each	
31	Power button of Printer Model Hp Laser jet 1020	Each	

<b>32</b>	New Developer of Printer Model Hp Laser jet 1020	Each	
<b>33</b>	New chip for toner Model Hp Laser jet 1020	Each	
<b>34</b>	New Heater for Printer Model Hp Laser jet 1020	Each	
<b>35</b>	New Toner of Printer LaserJet pro M 12a	Each	
<b>36</b>	Refiling existing toner of printer LaserJet pro M12a	Each	
<b>37</b>	Service of printer LaserJet pro M12a	Each	
<b>38</b>	New drum for printer LaserJet pro M12a	Each	
<b>39</b>	New blade for printer LaserJet pro M12a	Each	
<b>40</b>	Electric Supply unit new for Printer LaserJet pro M12a	Each	
<b>41</b>	Electric Supply unit repair for Printer LaserJet pro M12a	Each	
<b>42</b>	Power button of Printer Model LaserJet pro M12a	Each	
<b>43</b>	New Developer for toner Model LaserJet pro M12a	Each	
<b>44</b>	New chip for toner Model LaserJet pro M12a	Each	
<b>45</b>	New Heater for Printer Model LaserJet pro M12a	Each	
<b>46</b>	New toner for Photocopier Toshiba e studio 181	Each	
<b>47</b>	Refiling existing toner of Photocopier Toshiba e studio 181	Each	
<b>48</b>	Drum of Photocopier Toshiba e studio 181	Each	
<b>49</b>	Blade of Photocopier Toshiba e studio 181	Each	
<b>50</b>	Service of Photocopier Toshiba e-studio 181	Each	
<b>51</b>	Electric Supply unit new for Photocopier Toshiba e-studio 181	Each	
<b>52</b>	Electric Supply unit repair for Photocopier Toshiba e-studio 181	Each	
<b>53</b>	Power button of Photocopier Toshiba e-studio 181	Each	
<b>54</b>	New Developer of Photocopier Toshiba e-studio 181	Each	
<b>55</b>	New chip of Photocopier Toshiba e-studio 181	Each	
<b>56</b>	New Heater of Photocopier Toshiba e-studio 181	Each	
<b>57</b>	New toner for Photocopier Konica Minolta Bizhub 287	Each	
<b>58</b>	Refiling existing toner of Photocopier Konica Minolta Bizhub 287	Each	
<b>59</b>	Drum of Photocopier Konica Minolta Bizhub 287	Each	
<b>60</b>	Blade of Photocopier Konica Minolta Bizhub 287	Each	
<b>61</b>	Service of Photocopier Konica Minolta Bizhub 287	Each	
<b>62</b>	Electric Supply unit new for Photocopier Konica Minolta Bizhub 287	Each	

<b>63</b>	Electric Supply unit repair for Photocopier Konica Minolta Bizhub 287	Each	
<b>64</b>	Power button of Photocopier Konica Minolta Bizhub 287	Each	
<b>65</b>	New Developer of Photocopier Konica Minolta Bizhub 287	Each	
<b>66</b>	New chip of Photocopier Konica Minolta Bizhub 287	Each	
<b>67</b>	New Heater of Photocopier Konica Minolta Bizhub 287	Each	
<b>68</b>	New Toner for Toshiba Photocopy Machine E studio 232	Each	
<b>69</b>	Existing Toner Refill for Toshiba Photocopy Machine E studio 232	Each	
<b>70</b>	Service of Toshiba Photocopy Machine E studio 232	Each	
<b>71</b>	New drum for Toshiba Photocopy Machine E studio 232	Each	
<b>72</b>	New Blade Toshiba Photocopy Machine E studio 232	Each	
<b>73</b>	Electric supply for Toshiba Photocopy Machine E studio 232	Each	
<b>74</b>	New developer for Toshiba Photocopy Machine E studio 232	Each	
<b>75</b>	Electric supply Repair for Toshiba Photocopy Machine E studio 232	Each	
<b>76</b>	New chip of Toshiba Photocopy Machine E studio 232	Each	
<b>77</b>	Power button of Toshiba Photocopy Machine E studio 232	Each	
<b>78</b>	New Heater of Toshiba Photocopy Machine E studio 232	Each	
<b>79</b>	New toner for Toshiba photocopy machine 352 (e-studio)	Each	
<b>80</b>	Existing toner refill for Toshiba photocopy machine 352 (e-studio)	Each	
<b>81</b>	Service of Toshiba photocopy machine352 (e-studio)	Each	
<b>82</b>	New drum for Toshiba photocopy machine 352 (e-studio)	Each	
<b>83</b>	New blade for Toshiba photocopy machine 352 (e-studio)	Each	
<b>84</b>	Electric supply unit for Toshiba photocopy machine 352 (e-studio)	Each	
<b>85</b>	Electric supply unit Repair for Toshiba photocopy machine 352 (e-studio)	Each	
<b>86</b>	New developer for Toshiba photocopy machine 352 (e-studio)	Each	
<b>87</b>	New chip for Toshiba Photocopy Machine 352(e-studio)	Each	
<b>88</b>	Power button for Toshiba Photocopy Machine 352(e-studio)	Each	
<b>89</b>	New Heater for Toshiba Photocopy Machine 352(e-studio)	Each	
<b>90</b>	New Toner for Hp laser jet pro m12w	Each	
<b>91</b>	Refiling existing Toner for Hp laser jet pro m12w	Each	

<b>92</b>	Service of printer Hp laser jet pro m12w	Each	
<b>93</b>	Electric supply for printer Hp laser jet pro m12w	Each	
<b>94</b>	Electric supply Repair for printer Hp laser jet pro m12w	Each	
<b>95</b>	New drum for printer Hp laser jet pro m12w	Each	
<b>96</b>	New blade for printer Hp laser jet pro m12w	Each	
<b>97</b>	New chip for printer Hp laser jet pro m12w	Each	
<b>98</b>	Power Button for printer Hp laser jet pro m12w	Each	
<b>99</b>	New Developer for printer Hp laser jet pro m12w	Each	
<b>100</b>	New Toner for Hp laser jet p 2035n	Each	
<b>101</b>	Refiling existing Toner for Hp laser p 2035n	Each	
<b>102</b>	Service of printer Hp laser jet p 2035n	Each	
<b>103</b>	Electric supply for printer Hp laser jet p2035n	Each	
<b>104</b>	Electric supply Repair for printer Hp laser jet p2035n	Each	
<b>105</b>	New drum for printer Hp laser jet p 2035n	Each	
<b>106</b>	New blade for printer Hp laser jet p 2035n	Each	
<b>107</b>	New Developer for printer Hp laser jet p 2035n	Each	
<b>108</b>	Power Button for printer Hp laser jet p 2035n	Each	
<b>109</b>	New Chip for printer Hp laser jet p 2035n	Each	
<b>110</b>	New Developer for printer Hp laser jet p 2035n	Each	
<b>111</b>	New Toner for Hp laser jet p 1005	Each	
<b>112</b>	Refiling existing Toner for Hp laser p 1005	Each	
<b>113</b>	Service of printer Hp laser jet p 1005	Each	
<b>114</b>	Electric supply for printer Hp laser jet p 1005	Each	
<b>115</b>	Electric supply Repair for printer Hp laser jet p 1005	Each	
<b>116</b>	New drum for printer Hp laser jet p 1005	Each	
<b>117</b>	New blade for printer Hp laser jet p 1005	Each	
<b>118</b>	New Developer for printer Hp laser jet p 1005	Each	
<b>119</b>	New Chip for printer Hp laser jet p 1005	Each	
<b>120</b>	Power Button for printer Hp laser jet p 1005	Each	
<b>121</b>	New Toner for Hp laser jet pro m404dn	Each	
<b>122</b>	Refiling existing Toner for Hp laser pro m404dn	Each	
<b>123</b>	Service of printer Hp laser jet pro m404dn	Each	
<b>124</b>	Electric supply Repair for printer Hp laser jet pro m404dn	Each	
<b>125</b>	Electric supply for printer Hp laser jet pro m404dn	Each	
<b>126</b>	New drum for printer Hp laser jet pro m404dn	Each	

<b>127</b>	New blade for printer Hp laser jet pro m404dn	Each	
<b>128</b>	New Chip for printer Hp laser jet pro m404dn	Each	
<b>129</b>	New Developer for printer Hp laser jet pro m404dn	Each	
<b>130</b>	Power Button for printer Hp laser jet pro m404dn	Each	
<b>131</b>	New Toner for Samsung printer CLP-620ND	Each	
<b>132</b>	Refiling existing Toner for Samsung printer CLP-620ND	Each	
<b>133</b>	Service of printer Samsung printer CLP-620ND	Each	
<b>134</b>	Electric supply for Samsung printer CLP-620ND	Each	
<b>135</b>	Electric supply Repair for Samsung printer CLP-620ND	Each	
<b>136</b>	New drum for Samsung printer CLP-620ND	Each	
<b>137</b>	New blade for Samsung printer CLP-620ND	Each	
<b>138</b>	New Chip for Samsung printer CLP-620ND	Each	
<b>139</b>	New Developer for Samsung printer CLP-620ND	Each	
<b>140</b>	Power Button for Samsung printer CLP-620ND	Each	
<b>141</b>	New Toner for laser jet enterprises printer M607	Each	
<b>142</b>	Refiling existing Toner for laser jet enterprises printer M607	Each	
<b>143</b>	Service of laser jet enterprises printer M607	Each	
<b>144</b>	Electric supply for laser jet enterprises printer M607	Each	
<b>145</b>	Electric supply Repair for laser jet enterprises printer M607	Each	
<b>146</b>	New drum for laser jet enterprises printer M607	Each	
<b>147</b>	New blade for laser jet enterprises printer M607	Each	
<b>148</b>	New Chip for laser jet enterprises printer M607	Each	
<b>149</b>	New Developer for laser jet enterprises printer M607	Each	
<b>150</b>	Power Button for laser jet enterprises printer M607	Each	
<b>151</b>	Repair of Cannon Scanner DR-F120	Each	
<b>152</b>	New Toner for printer MFP(137FNW)	Each	
<b>153</b>	Refil of Toner for printer MFP(137FNW)	Each	
<b>154</b>	Service of printer MFP(137FNW)	Each	
<b>155</b>	New Blade for printer MFP(137FNW)	Each	
<b>156</b>	New Drum for printer MFP(137FNW)	Each	
<b>157</b>	New Developer for printer MFP(137FNW)	Each	
<b>158</b>	New Chip for printer MFP(137FNW)	Each	
<b>159</b>	Power Button for printer MFP(137FNW)	Each	
<b>160</b>	Electric Supply of printer MFP (137FNW)	Each	

<b>161</b>	Electric Supply Repair of printer MFP (137FNW)	Each	
<b>162</b>	New Toner for printer Laser jet 107a	Each	
<b>163</b>	Refil of Toner for printer Laser jet 107a	Each	
<b>164</b>	Service of printer Laser jet 107a	Each	
<b>165</b>	New Blade for printer Laser jet 107a	Each	
<b>166</b>	New Drum for printer Laser jet 107a	Each	
<b>167</b>	New Developer for printer Laser jet 107a	Each	
<b>168</b>	New Chip for printer Laser jet 107a	Each	
<b>169</b>	Power Button for printer Laser jet 107a	Each	
<b>170</b>	Electric Supply of printer Laser jet 107a	Each	
<b>171</b>	Electric Supply Repair of printer Laser jet 107a	Each	
<b>172</b>	New Toner for printer Laser jet 107w	Each	
<b>173</b>	Refil of Toner for printer Laser jet 107w	Each	
<b>174</b>	Service of printer Laser jet 107w	Each	
<b>175</b>	New Blade for printer Laser jet 107w	Each	
<b>176</b>	New Drum for printer Laser jet 107w	Each	
<b>177</b>	New Developer for printer Laser jet 107w	Each	
<b>178</b>	New Chip for printer Laser jet 107w	Each	
<b>179</b>	Power Button for printer Laser jet 107w	Each	
<b>180</b>	Electric Supply of printer Laser jet 107w	Each	
<b>181</b>	Electric Supply Repair of printer Laser jet 107w	Each	
<b>182</b>	New Toner for printer Cannon Laser jet LBP-226w	Each	
<b>183</b>	Refil of Toner for printer Cannon Laser jet LBP-226w	Each	
<b>184</b>	Service of printer Cannon Laser jet LBP-226w	Each	
<b>185</b>	New Blade for printer Cannon Laser jet LBP-226w	Each	
<b>186</b>	New Drum for printer Cannon Laser jet LBP-226w	Each	
<b>187</b>	New Developer for printer Cannon Laser jet LBP-226w	Each	
<b>188</b>	New Chip for printer Cannon Laser jet LBP-226w	Each	
<b>189</b>	Power Button for printer Cannon Laser jet LBP-226w	Each	
<b>190</b>	Electric Supply of printer Cannon Laser jet LBP-226w	Each	
<b>191</b>	Electric Supply Repair of printer Cannon Laser jet LBP-226w	Each	
<b>192</b>	New Toner for printer Laser jet CLP HP-M454dw	Each	
<b>193</b>	Refil of Toner for printer Laser jet CLP HP-M454dw	Each	
<b>194</b>	Service of printer Laser jet CLP HP-M454dw	Each	

<b>195</b>	New Blade for printer Laser jet CLP HP-M454dw	Each	
<b>196</b>	New Drum for printer Laser jet CLP HP-M454dw	Each	
<b>197</b>	New Developer for printer Laser jet CLP HP-M454dw	Each	
<b>198</b>	New Chip for printer Laser jet CLP HP-M454dw	Each	
<b>199</b>	Power Button for printer Laser jet CLP HP-M454dw	Each	
<b>200</b>	Electric Supply of printer Laser jet CLP HP-M454dw	Each	
<b>201</b>	Electric Supply Repair of printer Laser jet CLP HP-M454dw	Each	
<b>202</b>	New toner for photocopier Canon IR2645i	Each	
<b>203</b>	New Toner for photocopier Canon IR2645i	Each	
<b>204</b>	Refil of Toner for photocopier Canon IR2645i	Each	
<b>205</b>	Service of photocopier Canon IR2645i	Each	
<b>206</b>	New Blade for photocopier Canon IR2645i	Each	
<b>207</b>	New Drum for photocopier Canon IR2645i	Each	
<b>208</b>	New Developer for photocopier Canon IR2645i	Each	
<b>209</b>	New Chip for photocopier Canon IR2645i	Each	
<b>210</b>	Power Button for photocopier Canon IR2645i	Each	
<b>211</b>	Electric Supply of photocopier Canon IR2645i	Each	
<b>212</b>	Electric Supply Repair of photocopier Canon IR2645i	Each	