

**Secretary, Palakkad Municipality- 678001**

**Phone : 0491 2534634**

**QUOTATION NOTICE**

The Secretary, Palakkad Municipality on behalf of Palakkad Municipal Council invites quotation for Printer Cartridge, Toner Refilling for different Laser Printer and Ribbon for Dot Matrix Printer valid for a period of one year.

Sealed quotation should reach the Office of The Secretary, Palakkad Municipality, Palakkad PO, Pin -678001 before 01.00 PM on 25.10.2018 and it will be opened at 03.00 PM on the same day.

Due date and Time of submission of Quotation: 25.10.2018, 01.00PM

Time of Opening : 25.10.2018, 03.00 PM

**Quotations which are received after the date and time stipulated in the Quotation Notice will be summarily rejected.**

The Quotation shall contain the following documents(Mandatory)

1. Price bid document dully filled, signed and stamped(attached along with this notice)
2. Particulars of Contractor (Attached along with the notice)

**Conditions**

- The successful tenderer should refill Toner/ replace the cartridge / change the ribbon of different cartridges of Laser Printers and Dot Matrix Printer within 24 hours after telephonic information from the office. The work place will be at different sections of Municipal Office, Palakkad
- The successful bidder will be placed on rate contract for a period of one year after executing the agreement. Order period should be for a period of one year.
- Payment will be made only after the successful and satisfactory Toner refilling/ cartridge replacement/ribbon change. Satisfactory report from the head of concerned department along with invoice shall be submitted for payment.
- The price offered should be firm, for a period of twelve month. No enhancement of rates once accepted will be considered.
- The articles are to be similar, in all respects according to the specifications shown in quotation notice and shall be subject to the approval.
- Genuine Toner Cartridge only will be accepted.
- The refilled toner cartridge should give at least 90 % of the copies given by the respective new toner cartridges
- If the above conditions are violated, payment will not be effected.
- If the date of opening of quotation happens to be a holiday, the quotation will be received & opened on the next working day at the time already fixed, in the presence of bidder or his authorized nominee if they available at the time and place.
- Quotation should be submitted in sealed covers with Superscription as

**“Quotation for Printer Cartridge, Toner Refilling for different Laser Printer and Ribbon for Dot Matrix Printer in Palakkad Municipality”**

Details of the requirements and the conditions governing their supply can be obtained from the Office of Municipal Engineer, Palakkad Municipality

  
**Secretary**  
**Palakkad Municipality**