



# Punjab Urban Planning and Development Authority

(Room No 110, IT & C Branch, Puda Bhawan Sector- 62, SAS NAGAR, Punjab-160062)

To

✓ Puda/Amada  
website

No: PUDA-IT &C/2023/ 955

Dated: 29/03/2023

**Subject:Quotation for replacement of parts of Tonners/Cartridges and refilling of Tonners/Cartridges.**

Sealed Quotations are hereby invited from authorized/ reputed firms to quote the rates for replacement of parts of Tonners/Cartridges and refilling of Tonners/Cartridges of printers as per Performa attached herewith.

The quotation with detailed terms and conditions should reach in the IT & C Branch, Room No. 110, 1st floor, PUDA Bhawan, Sector-62. Sahibzada Ajit Singh Nagar within stipulated time as mentioned at serial no.23.

**Terms & Conditions:**

1. The rate/price to be quoted shall be inclusive of all taxes.
2. The sealed quotations shall be in conformity with the specifications.
3. Conditional and incomplete quotations shall not be accepted.
4. Bidder will be responsible to ensure that the quotations reach the above address on or before the stipulated period.
5. The number of items can be increased or decreased.
6. There shall be 100% replacement of defective items. All expenses towards replacement of such items shall be borne by the bidder.
7. Any parts damage during the refill should be replaced by the bidder.
8. All the prices, Technical specification & other terms and conditions proposed by the bidder should be valid for a minimum period of 3 months from the date of offering of the bid and same should be clearly mentioned in the quotation.
9. The bidder should have exclusive support infrastructure for supply and service of these items at SAS Nagar/Chandigarh and above to deliver (service the goods within the stipulated period).
10. Bidder will be selected based upon Grand Total of Weighted amount quoted by the firm for all the items (Remarks: The column of weightage is only for the purpose of computing L-1 Bidder & should not be construed as volume of work).
11. Selected bidder will have to replace/repair parts of Tonners/Cartridges and refilling of Tonners/Cartridges of printers on same day within four working hours after reporting of such replacement refilling/repair, failing which penalty of Rs100/- per day shall be levied.
12. Payment will be release after satisfactory refilling and repair of tonner/printer.





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13. No advance payment will be made. Payment will be made on monthly basis on the actual quantity.
14. Bidder must quote item wise rate for all the items in Annexure "A".
15. If the last date of receiving/opening of quotations will be Saturday, Sunday or declared as public holiday, then the quotations will be received and opened on the next working day on the same time & venue.
16. Initially work will be allotted upto 31/03/2025 which may be suitably extended.
17. Work order may be terminated by PUDA/GMADA any time on its convenience.
18. Successful bidder will maintain record of Spares, replaced or repair and tonner/ Cartridge / ribbon refilling in each machine (machine number) with Signature of authorised person of User Department.
19. Rate/price quoted shall be inclusive of all charges including service/installation.
20. PUDA/GMADA reserves the right to reject any or all quotations without assigning any reason.
21. Survey of all printer must be done by the bidder after work order issued within 7 working days.
22. Each bidder shall be permitted to submit only one quotation.
23. Last date for submission of quotations will be 28.03.2023 till 3.00 P.M.

Superintendent (IT&C)

For: Addl. Chief Administrator (F&A)

PUDA/GMADA, SAS Nagar

Commercial bid format for replacement of parts of tonner/cartridges and refilling of tonners/cartridges

Sr.no	Printer Description	Item	Ink/Power refilled per unit in gram (Single time)	Weightage (X)	Per unit rate in Rupees (inclusive of all taxes) (Y)	Weightage (X*Y)
1.	HP Color Laserjet MFP177FW (1)	Refilling	40	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
2.	HP Color Laser Jet Pro -200-(M251N) (1)	Refilling	40	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
3.	HP Laserjet 1005 (1)	Refilling	80	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
4.	HP Laserjet 1007 (Monochrome) (36)	Refilling	80	22		
		Drum		6		
		Blade		3		
		PC Roller		2		
		Mag Rod		2		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
5.	HP Laserjet 1020 (Monochrome) (52)	Refilling	120	30		
		Drum		9		
		Blade		5		
		PC Roller		3		
		Mag Rod		3		
		Chip		0		



		Pressure		3		
		Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
6.	HP Laserjet 1022(Monochrome) (35)	Refilling	120	22		
		Drum		6		
		Blade		3		
		PC Roller		2		
		Mag Rod		2		
		Chip		0		
		Pressure Roller		2		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
7.	HP Laserjet 1106 (Monochrome) (19)	Refilling	80	11		
		Drum		3		
		Blade		2		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
8.	HP Laserjet 1108 (Monochrome) (72)	Refilling	80	44		
		Drum		12		
		Blade		6		
		PC Roller		4		
		Mag Rod		4		
		Chip		1		
		Pressure Roller		4		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
9.	HP Laserjet 1505 (Monochrome) (19)	Refilling	80	11		
		Drum		3		
		Blade		2		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
10.	HP Laserjet 1606 (Monochrome) (8)	Refilling	80	5		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		

		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
11.	HP Laserjet MFP 1536DNF (Monochrome) (4)	Refilling	80	5		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
12.	HP Laserjet MFP 2727NF (Monochrome) (2)	Refilling	120	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
13.	HP Laserjet MFP 226DN (Monochrome) (2)	Refilling	80	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
14.	HP Laserjet MFP Pro 400 (Monochrome) (3)	Refilling	80	2		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
15.	HP Laserjet M 403d (Monochrome) (1)	Refilling	80	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		



		Scanner Repair		1		
		USB Card		1		
16.	HP Laserjet P 3015 (Monochrome) (2)	Refilling	360	2		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
17.	Lexmark MS/MX 310/410/510/610 (Monochrome) (8)	Refilling	450	5		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		5		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
18.	HP MFP M1218 NFS (Monochrome) (1)	Refilling	80	1		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		
19.	HP M202DW (136)	Refilling	80	70		
		Drum		1		
		Blade		1		
		PC Roller		1		
		Mag Rod		1		
		Chip		1		
		Pressure Roller		1		
		Pickup Roller		1		
		Sleeve		1		
		Scanner Repair		1		
		USB Card		1		

It is to undertake that, I have read & understand all the requirements & terms and conditions and in case the work is allotted to me, these shall be complied with meticulously.

Further, we understand the above weightage/quantities are for the purpose of commercial evaluation & are tentative & subject to variation & that the actual payment would be on pro-rata basis as per the actual numbers.

Date:

(Sign with Seal)