

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.**

**Office of The Chief Engineer**  
**Maharashtra State Load Dispatch Center, Thane-Belapur Road, P.O. Airoli,**  
**Navi Mumbai Pin – 400 708.**  
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**Ref: CELDK/Maint/FM-50/0017**

**Date:01/01/2018**

To,

All Vendors

**Sub:** E-Enquiry for refilling work of *ink cartridges/toners for fax machines /printer as & when required basis* at SLDC, Airoli.

Dear Sir,

**Sealed quotations are invited for refilling work of *ink cartridges/ toners for fax machines/printer as & when required basis* at SLDC, Airoli on or before 15/01/2018 up to 15:00 hrs. Details are given in Annexure- A.**

**Terms & Conditions: -->**

- 1) Rates shall be quoted for refilling work of *ink cartridges / toners, separately for each item as per Annexure-A.*
- 2) Quoted rates should be firm and should include all charges such as duties, all types of taxes, tolls etc. complete. Nothing extra will be paid on any account over the quoted rates.
- 3) **Contract period:-** The period of contract shall be for one year only.
- 4) You should carry out the work of refilling *ink cartridges / toners as & when required quantity as per instructions by this office. The empty ink cartridges / toners will be provided by this office. You shall use ink of reputed manufacturer (H.P) only. You shall ensure that ink cartridges/ toners are refilled completely. The toner refilling work shall be carried out at SLDC office only.*
- 5) **Validity:** The validity of your quotation should be at least 60 days
- 6) **Payment:** You should submit your bills along at the end of every month and payment will be made within 30 days subject to availability of funds. Bill will be paid on monthly basis only. No advance payment will be made.

- 7) **Security Deposit:** Before taking the work in hand you will have to pay security deposit amounting 5% of the value of the order in cash or by DD & same will be refunded to you one month after satisfactory execution of the order. In the event of unsatisfactory performance of the contract, or non-compliance to T&C this amount will be forfeited.
- 8) If any loss occurs to MSETCL property during execution of works, you should make it at good at your cost.
- 9) No extra charges for transportation, T&P and Labour, material etc will be paid, it will be arranged by you only.
- 10) The income tax & any other tax if applicable will be deducted as per prevailing rate from your bill.
- 11) Copy of PAN No/Bombay Shop act'1948/GST registration along single work order issued Central Govt/Semi-Govt/PSU/satisfactory Work completion certificate for Supply & repair/maintenance/AMC of toners executed during previous 5 financial years. The order value not less amounting Rs.1,44,000/- executed during previous 5 financial years.
- 12) If any dispute arises, the decision of the undersigned is final & binding on you.
- 13) **Penalty:** If the material is not delivered in stipulated time period the penalty @ ½ % per week subject to max.10% of the order amount will be levied at the discretion of the Competent Authority
- 14) The undersigned will have right to cancel any or all quotations without assigning any reason thereof.
- 15) Quotations received after due date will not be accepted.
- 16) You shall abide to M.S.E.T.C.L. standard terms and conditions regarding work contract.

**SD/-**

**Superintending Engineer (SCADA/Adm.)  
SLDC, MSETCL, Airoli**

**Toner/Cartridge Refilling ANNEXURE-A**

Sr.No.	Description	Qty (Nos.)	Rate/Unit (Rs.)	Amount (Rs.)
1)	Refilling of HP Laser jet printer cartridges /Toner, Toner no Q7553A(Black powder)	100		
2)	Refilling of HP printer tonner Q2612A (Black powder)	250		
3)	Refilling of HP printer tonner Q7516 A (Black powder)	24		
4)	Refilling of Cannon Fax m/c no. L-140 (Toner no.FX-9) (Black powder)	250		
5)	Refilling of Colour Toner No. CC530A/CC531A/CC532A/CC533A	48		
6)	Refilling of toner No. CC388A	60		
7)	Refilling of Colour Toner No.HP260A/HP261A/HP262A/HP263A	24		
8)	Refilling of Colour Toner No.HP350A/HP3501A/HP352A/HP353A	12		
9)	Refilling of Toner No.CE255A	48		
10)	Refilling of Toner No.NGP51	24		
<b>Sub-total-A:</b>				

**Replacement of Drum/PCR/Blade Table-B**

Sr.No.	Description	Drum		Blade		PCR		Amount (Rs.)
		Qty (No.)	Rate(Rs.)	Qty (No.)	Rate(Rs.)	Qty (No.)	Rate(Rs.)	
1)	Tonner no Q7553A	40		20		20		
2)	HP printer tonner Q2612A	60		20		20		
3)	HP printer tonner Q7516 A	6		5		5		
4)	Tonner no.FX-9	60		30		30		
5)	Toner No.CC530A/CC531A/CC532A/CC533A	6		6		6		
6)	toner No. CC388A	40		20		20		
7)	Toner No.HP260A/HP261A/HP262A/HP263A	12		12		12		
8)	Toner No.HP350A/HP3501A/HP352A/HP353A	24		12		12		
9)	Toner No.CE255A	12		6		6		
10)	Toner No.NGP51	6		6		6		
<b>Sub-total-B:</b>								

**Grand Total: Subtotal-A + Subtotal-B =**

**In Words:**

