



UNIVERSITY INSTITUTE OF TECHNOLOGY, ADPALLI
Gondwana University, Gadchiroli

TENDER NOTICE

Tender/Quotation No.	UIT/PRINTING/2026-27/ <u>2</u>
Date	<u>12/8/2026</u>

Tender for Supply of Printer Cartridges

Sealed quotations are invited from authorized dealers/distributors/suppliers for the supply of genuine printer cartridges required for the University Institute of Technology (UIT), Adpalli.

1. Tender Details

Particular	Details
Name of Work	Supply of Printer Cartridges
Tender Type	Item Rate Tender
Tender Fee	₹2,000/- (Rupees Two Thousand Only)
EMD	₹10,000/- (Rupees Ten Thousand Only)
Contract Period	One Year or till completion of purchase value, whichever is earlier

2. Terms & Conditions

1. The bidder shall be an authorized dealer/distributor of HP printer cartridges.
2. Only genuine/original HP cartridges shall be supplied.
3. The quoted rates shall be inclusive of all taxes, transportation, loading, unloading and delivery charges.
4. Delivery shall be made at UIT, Adpalli within **05 days** from the date of issue of Purchase Order.
5. Payment shall be released after successful delivery, verification and acceptance of the material.
6. The Institute reserves the right to increase or decrease the quantity as per actual requirement.
7. The Institute reserves the right to accept or reject any or all quotations without assigning any reason.
8. The rate shall remain valid for **One Year** from the date of approval.
9. The supplier shall replace any defective cartridge without additional cost.
10. The bidder shall submit the Tender Fee of ₹2,000/- (Rupees Two Thousand Only) and Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand Only) along with the tender document. The tender submitted without the prescribed Tender Fee and EMD shall be liable for rejection.



11. The EMD of the unsuccessful bidder shall be refunded after finalization of the tender process, as per the applicable rules. The EMD of the successful bidder shall be dealt with as per the terms and conditions of the tender.

12. After receipt of the tenders, the lowest bidder shall be required to submit an Earnest Money Deposit (EMD)/Security Deposit of ₹ 10,000/- by cheque or online transfer in favour of University Institute of Technology, and proof of payment shall be submitted along with the required documents.

13. The final authority to accept or reject the quotation shall rest with the Institute Administration. The tender form fee of ₹ 2,000/- shall be deposited through cheque or online mode into the Institute's bank account mentioned below, and the payment receipt must be enclosed with the tender application.

14. Eligible bidders having a valid **MSME/Udyam Registration Certificate** shall be **exempted from payment of Tender Fee and Earnest Money Deposit (EMD)** as per the applicable Government rules and guidelines. To avail this exemption, the bidder must submit a valid **MSME/Udyam Registration Certificate** along with the tender documents.

Account No.	Bank Name	Account Name	IFSC Code
9440002100002530	Punjab National Bank (PNB) Gadchiroli Branch	University Institute of Technology	PUNB0944000

3. Documents to be Submitted

- GST Registration Certificate
- PAN Card
- Authorized Dealer/Distributor Certificate (if applicable)
- Copy of Firm Registration
- Bank Account Details
- Signed Tender Document with Seal

4. Submission of Tender

The sealed quotation superscribed "Tender for Supply of Printer Cartridges" should be submitted to:

The Director

University Institute of Technology, Adpalli

Gondwana University, Gadchiroli

Last Date & Time: _____ upto _____ PM

R. L.
13/08/2026

Prof. (Dr.) Ratikanta Sahoo

Director

University Institute of Technology, Adpalli

Director

University Institute of Technology

Po Adpalli, Tah. & Dist. Gadchiroli



VENDOR INFORMATION & PRINTER CARTRIDGE REFILL DETAILS

Annexure

A. Vendor Details

Particular	Details
Name of Firm	
Name of Proprietor/Authorized Person	
Address	
Mobile No.	
Email ID	
GST No.	
PAN No.	
Experience in Cartridge Refilling (Years)	
Authorized Service Centre (Yes/No)	

B. Cartridge Refill Details

Sr. No.	Printer Model	Cartridge Model	Pages	Amount
1	HP Colour LaserJet MFP E87770	W9162MC / W9172MC (Yellow)		
		W9163MC / W9173MC (Magenta)		
		W9161MC / W9171MC (Cyan)		
		W9170MC (Black)		
2	HP Colour LaserJet Pro MFP 4303fdw	W2302A (Yellow)		
		W2303A (Magenta)		
		W2301A (Cyan)		
		W2300A (Black)		
3	HP LaserJet MFP M329dn	CF277A (77A) Black		
4	HP LaserJet M72630	W1002YC Black		

C. Vendor Declaration

I/We hereby declare that:

1. The cartridges shall be refilled using high-quality toner powder and compatible spare parts.
2. The cartridge drum, blade, PCR roller, magnetic roller, chip and other worn-out components shall be replaced whenever required without compromising print quality.
3. The refilled cartridges shall provide print quality comparable to the original cartridge.
4. Each refilled cartridge shall be tested before delivery.
5. Any defective cartridge shall be replaced/refilled free of cost during the warranty period.
6. The quoted rates are inclusive of all labour, transportation, taxes and other incidental charges.
7. I/We have read and understood all terms and conditions of the tender and agree to abide by them.

D. Warranty

Warranty Offered:

☐ Up to 1,500–1,800 pages (or as per cartridge capacity)

OR

Warranty Period: _____ Days

E. Authorized Signatory

Particular	Details
Name of Authorized Signatory	
Designation	
Signature	
Firm Seal	
Date	

This annexure can be attached with the tender document and filled, signed, and stamped by each participating vendor.