

GOVT MEDICAL COLLEGE PATIALA

(NIQ FOR Toner Refilling of Printers)

Sub:- Quotations for **Toner Refilling of Printers of All Departments** .

Please quote your minimum rates for **Toner Refilling of Printers of All Departments** of GOVT MEDICAL COLLEGE PATIALA, quotation should be reached in receipt section/branch of this office on or before 27/12/2021 at 5 PM . The quotations will be opened on dated 28/12/2021 at 11 AM in the office of Deputy Controller (F&A) , Director Principal Govt Medical College Patiala. In case holiday is declared on the date of opening of quotations, it will be opened on the next working day at the same time.

The Envelope containing the quotations should be sealed and super scribed as under:-

Quotation due on dated ^{27/12/2021} 27/12/2020 against inquiry/NIQ Purchase/ Toner Refilling of Printers

The terms and conditions of the supply are:-

1. Inquiry/NIQ No. Must invariably be given at the top of the envelopes. Envelopes without indication will not be entertained.
2. Tax will be paid extra, if applicable provided it is made clear in the quotations that VAT/CST/GST/SERVICE TAX @ % will be charged extra , otherwise it will be presumed that VAT/CST/GST/SERVICE TAX are not to be paid extra .
3. Unsealed quotations will be rejected.
4. Full description, make and quantity of the articles must be mentioned in your quotation.
5. Validity of the quotation should be for a minimum period of 120 days.
6. The quotation must be addressed to the Principal Govt. Medical College Patiala.
7. The Institute reserve the right to reject the contract, if refilling of printer find not appropriate or complaint against contractor from any department of this institution regarding not appropriate refilling of Toner of Printer.
8. Quotations must be sent by registered post/Speed Post/ Courier/by hand at receipt Branch of Govt. Medical College Patiala within working hours (9 am to 5 pm).
9. Rates will be fixed for one year.

At Singh