U.T Administration of DNH and D&D
Directorate of Medical & Public Health Services
Community Health Centre Campus,
Fort Area, Moti Daman-396220
Email: cmodaman1@gmail.com

No. 06/20/221405/P&T/Cartridge Refilling/DMHS/2026-27/4281 Daman
Date: 24/11/2026

QUOTATION NOTICE

A sealed quotation hereby invited for the "Rate contract for the Refilling of Cartridges and Servicing at CHC, Moti – Daman, PHC Kachigam and Govt. College of Nursing, Daman under Medical and Public Health Service for the Year 2026 – 27" as per the details outlined in **Annexure-A**. The sealed quotations must reach the office of the undersigned on or before **30.11.2026** by **15:30 Hrs**, either by registered post/courier or to be deposited in the quotation box kept in the office of the undersigned.

TERMS AND CONDITIONS

1. **Rates Submission:**
   The rates quoted should be for **free delivery, installation, and refilling at F.O.R. C.H.C., Moti Daman, Daman, PHC Kachigam and Govt. College of Nursing, Daman** inclusive of all applicable taxes. No additional charges for taxes, packaging, forwarding, or insurance will be paid.

2. **Validity:**
   The quoted rates should remain valid for a period of **one year** from the date of the contract and can be extendable up to period of two years, subject to satisfactory performance of the service provider.

3. **Required Documentation:**
   The supplier must submit a valid copy of the following documents along with the quotation:
   - PAN Card
   - GST Registration Certificate

4. **Self-Declaration:**
   The supplier must provide a self-declaration stating that their firm has not been debarred by any government or semi-government organization at the central or state level. Failure to provide this self-declaration will result in the disqualification of the quotation.

5. **Service and Compliance:**
   The vendor must comply with the following conditions:
   a. **On-Demand Refilling:**
      Cartridge refilling shall be carried out strictly on an "as and when required" basis, as communicated by the Central Medical Store person.
   b. **Verification Before Replacement of Parts:**
      Replacement of any internal parts i. e., drum, magnet, blade, or roller—shall be done only after verification by the Central Medical Store or IT Department.

c. **Billing as per Requirement:**
The rates charged on invoices shall be in accordance with the actual items supplied/services rendered and must match with the work order.

d. **On-Site Refilling Requirement:**
Refilling and servicing shall be conducted within the department's premises.

e. **Use of Quality Consumables:**
All toner powder, drums, blades, and other parts used must be of good quality and compatible with the specific printer model to avoid malfunction or damage.

f. **Safe Disposal of Waste Material:**
The vendor shall ensure environmentally safe disposal of used toner, damaged components, and other waste generated during servicing.

g. **Response Time:**
The vendor shall respond to refilling or service requests within 24 hours from the time of notification to prevent disruption in operations.

h. **Damage Liability:**
The vendor shall be liable for any damage to the printer resulting from mishandling, improper installation, or use of substandard materials during servicing.

6. **Quotation Submission:**
The sealed quotation envelope must be clearly marked with the following:
"RATE CONTRACT FOR REFILLING OF CARTRIDGE AND SERVICING AT CHC, MOTI DAMAN, PHC KACHIGAM AND GOVT. COLLEGE OF NURSING ON AN AS-AND-WHEN-REQUIRED BASIS UNDER MEDICAL AND PUBLIC HEALTH SERVICE FOR THE YEAR 2026-27."

7. **Late Quotations:**
Quotation received after due date and time will not be considered.

8. **Payment Terms:**
Payment will be made only after successful receipt, installation, and servicing of the materials in accordance with the terms of the contract.

9. **Right to Accept/Reject:**
The undersigned reserves the right to accept or reject any or all quotations without assigning any reason.

24/11/26

Chief Medical Officer,
Daman

Copy to: -

1) The Store Section, CHC, Moti Daman for information.
2) All Authorized Distributers/Dealers/Suppliers for information and necessary action.
3) NIC to upload on website for vide publication.

Annexure – A

Table – A – Cartridge Refilling and servicing as on Demand: -

Sr. No.	Printer name	Cartridge no	Unit	Offer Rate in Rupees including GST				
				Toner powder	Magnet	Drum	Blade	Roller
1	HP LaserJet 1020 Plus / Canon L11121E / HP LaserJet M1005 MFP	12A	1 no.					
2	HP LaserJEt 1536 dnf MFP / HP LaserJet P1606 dn / Canon	78A	1 no.					
3	HP LaserJet Pro M12a	79A	1 no.					
4	HP LaserJet P1108 / HP LaserJet M1136 MFP / HP Laserjet P1007 / HP LaserJet P1006	88A	1 no.					
5	Canon Classic MF 2448W / Canon LBP 151 UFRIL LT	337A	1 no.					
6	Canon F166400 / HP LaserJet M1136 MFP / Canon F166400 / Canon	925A	1 no.					
7	HP Laser Jet MFP M233dw	137A	1 no.					
8	HP Laserjet Pro MFP 3104fdw	146A	1 no.					
9	HP Laserjet Tank 1020w	158x	1 no.					
10	HP Laser Jet MFP 4104dw	152A	1 no.					
11	HP Laser Jet Pro M201-M202 PCL6	88A	1 no.					
12	LaserJet M1136 MFP	88A	1 no.					
13	LaserJet M1213nf MFP	88A	1 no.					
14	Toshiba estudio 2309A (Xerox Machine)	T-2309P	1 no.					

Table – B – Ink or Powders required as on demand: -

Sr. No.	Printer and Xerox Machine Model No.	Cartridge No.	Qty.	Offer Rate in Rupees including GST
1	Brother Colour xerox machine, MFC-T4500DW	Ink Bottle type, Magenta Colour = BT 5000 M	1	
		Ink Bottle type, Cyan Colour = BT 5000 C,	1	
		Ink Bottle type, , Yellow Colour = BT5000 Y	1	
		Ink Bottle type, Black Colour BTD60 BK,	1	
2	HP Smart Tank 525	HP Yellow GT-52	1	
		HP Magenta GT-52	1	
		HP Cyan GT-52	1	
3	HP LaserJet Pro 8020 / EPSON ecotank L 3250 / HP LaserJet Tank MFP 2606 ink /	Ink	1	
4	Canon LBP 7010C/7018C	Ink	1	
5	HP smart tank 675	Ink	1	