

**Quotation Notice for Supply of Hardware/Software for Computers/Printers and Repair of Computers, printers and refilling of cartridges.**

Sealed quotations are hereby invited from reputed and authorized firms/vendors for the **repair/maintenance of computer systems, printers, and supply/repair/maintenance of related hardware/software items** for Computers, printers and refilling of cartridges.

**1. Scope of Work**

**A. Supply of Items**

- Refill/cartridges for Printers
- Accessories/Spares for Computers/Printers.
- Networking Accessories
- Licensed Software (Operating Systems, Office Suites, Antivirus, etc.)

**B. Repair & Maintenance Services**

- Repair of desktops, laptops, and printers
- Replacement of faulty hardware components
- Installation and troubleshooting of software
- Annual Maintenance Contract (AMC), if required

**2. Eligibility Criteria**

- The bidder must be a registered firm with valid GST and PAN.
- Authorization from OEM (where applicable).
- Experience of supplying/servicing in Government Departments/PSUs preferred.

**3. Submission of Quotation**

- Quotations must be submitted in a **sealed envelope** superscribed as: *"Quotation for Repair & Maintenance of Computer/Printer Hardware & Software"*
- Sealed Quotations must be addressed to: The Member Secretary, Himachal Pradesh State Legal Services Authority, Shimla-171002.
- Last Date of Submission of Quotations: [20/05/2026 up to 03.00 PM]
- Mode for submission: By hand /Registered post (Not through e-mail).

**4. Rate Format:**

**Quoted rate per unit in INR.**

Sr.No	Printer model / Toner No.	Refill Rs.	Drum Rs.	Magnet Rs.	PCR Rs.	Developer Rs.	Blade Rs.	New cartridge Rs.
1	HPL JMFP 4104							
2	HPLJM 203							
3	HPLJ ProM227							
4	HPLJ ProM202							
5	HP tank MFP 2606							
6	KM Bizhub 215							
7	KM Bizhub 283							
8	HP color CLJ Pro M180							
9	HPLJ1536							
10	HPLJ1566							
11	HPLJ1022							
12	Computer Formatting							
13	Pickup Roller							
14	Transfer Roller							
15	Printer Heater							
16	Taflon Sleeve							
17	Pressure Roller							
18	Bush							
19	Power Card							
20	Logic Card							

21	Antivirus	
22	Window installation	
23	Hard Disc	
24	Mother Board Repair	
25	Any other similar supply/repair	

**5. Terms & Conditions**

1. Rates should be quoted inclusive of GST/Taxes.
2. No visiting charges will be paid.
3. The quoted rates shall remain valid for a period of one year which may be extended for further one year or till the finalization of next contract on mutual consent of contracting parties.
4. Work must be completed within the stipulated time as assigned.
5. Payment will be made after satisfactory completion of work/supply.
6. This Authority reserves the right to accept or reject any or all quotations without assigning any reason.
7. Incomplete or conditional quotations will not be accepted.
8. Vendor must provide warranty/guarantee for supplied items and repaired components.
9. Penalty may be imposed for delay or unsatisfactory service.

**6. Documents to be Attached by the bidders**

- Copy of GST Registration
- PAN Card
- Firm Registration Certificate
- Experience Certificates/ may be self certification
- Authorization Certificate (if applicable)

**Quotations will be opened on the same day i.e., 20.05.2026 at 4.00 PM.**

Interested parties, if so desire, may contact the office of H.P.S.L.S.A. at telephone No. 0177-2623862 any working day between 10:30 AM and 4:00 PM (except Sundays and Holidays) for any further information before quoting the rates or may submit their written queries through official email:- [mslegal-hp@nic.in](mailto:mslegal-hp@nic.in)

  
**Member Secretary**  
**HPSLSA**