



Sree Padmanabha Swamy Temple

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08.04.2025

QUOTATON NOTICE

Sub: SPST-Refilling Toner of Printers –reg.

Sealed Quotations are invited by the undersigned for refilling the Toner of different models/make of printers installed in Sree Padmanabha Swamy Temple and offices in Thiruvananthapuram. Supply of refilled toners are to be done as and when required. You are required to submit quotation on the rate for refilling toner mentioned in the list attached, subject to terms and conditions stipulated here under:

Important Date's and Time:-

S.NO	Particulars	Date	Time
01	Availability of quotation on website:- www.spst.in	08.04.2025	11:30 am
02	Last date of quotation submission	21.04.2025	11:00am
03	Opening of Quotation	21.04.2025	11:30am

EMD Details:-

Name of the Work	EMD	Amount	Name
Supply of Refilling Printer Cartridge	Yes	Rs.5,000.00/-	The Executive Officer, Sree Padmanabha Swamy Temple.

Terms and Conditions

- . Rate for refilling of toners quoted shall be valid for a period of one year from the date of issue of order. The contract, if required, may be extended for further period on the same rate and conditions.
- . Any damage to printer due toner's leakage shall be borne by the successful tenderer without any charges.
- . Successful tenderer/party shall ensure the supply of best quality original make refilled toners only.
- . The successful tenderer/party shall submit self declaration on their letter head for supply of refilled toner along with invoice.
- . The Executive Officer and The Temple reserves the right to reject or accept any or all the tenders without assigning any reason thereof.
- . The Vendor shall submit the standby cartridges for each and every Model to the System Officer of the Temple.
- . Bill in respect of refilled toner shall be submitted to the Temple after every supply of the Toner.
- . Supply order will be issued to successful tenders after ascertaining the quality quoted.
- . Tender in sealed cover addressed to the undersigned by name should reach this office not later than 21/4/2025 at 11 am and the opening of bid will be held on the same day at 11.30 am in the presence of tenderers who are present at that time.
- . The tenderer shall submit an Earnest Money Deposit (EMD) of Rs.5,000/- as cheque drawn in favour of the "Executive Officer", Sree Padmanabha Swamy Temple, Thiruvananthapuram along with their tender.

. Sealed tender cover should be superscribed as **“Quotation for the refilling of toners”**.

. Incomplete tenders and tenders without the required EMD shall be rejected.

. The payment will be released within 07 working days and the vendor shall submit the bills on 1st working day of every month with supporting documents (Original bill 02No's, Refilled Toner Receipt signed by System Officer).

. The helpline numbers should be properly mentioned in the bid documents.

. Quality of refilled toner shall be ensured by the vendor.

. The Vendor should provide proper training, at no cost, to the counter staff of the Temple, office staff regarding the installation of the cartridges.

. Payment shall be released after refilling as per the office and Temple requirements.

. If any quality issue is found in the refilled cartridges, the vendor shall provide new refilling free of cost, and if still the problem persists, then the quotation will be liable to cancelled and further no payment will be passed for the refilled toners.

. The Vendor shall arrange to depute skilled professionals as and when required by the Temple and Office for rectification of any defects and non-working of Toner.

. The Contract can be terminated after giving a notice period of seven days in case service rendered by the Vendor are not found to be satisfactory. The decision of Executive Office, SPST in this regard shall be final and binding on the Vendor.

.The Vendor's performance shall be periodically reviewed by the Temple and hence the review meeting with the vendor representative shall be held at least once in a quarter at the Temple office.

.The Executive Officer, Temple reserves the right to reject or accept any or all the tenders without assigning any reason thereof.

.The price should be quoted in as per format including taxes.

.The successful tenderer is required to provide on-site support as requested. All issues must be resolved within 24hours, or by the end of the next working day.

. The Temple shall not be liable for any damages or compensation related to accidents or injuries involving the vendor's employees or others. The vendor shall indemnify the Temple against all claims, demands, costs, and expenses arising from such incidents.

.The Vendor shall attend complaints within one(01) working day from the receipt of the complaint, which shall be communicated via email, SMS, telephone, or other means from the Temple or Office. In the event that a defect is identified following the Toner refill, a penalty of Rs.100 per occurrence will be imposed on the Vendor.

.The Vendor shall supply the refilled cartridges to Temple at their own transportation cost.

The vendor needs to submit the following documents with signature and Stamp.

1. Company Registration
2. Name of the Vendor/Firm
3. GST / Pan
4. Contact details/Toll free number along with the proper office address.
5. Documents showing the past 2 years experience of the Vendor/Firm.

The Cartridge / Toner Details as follows, the rate should be submitted as per the given document.

S.NO	PRINTER MODEL	CARTRIDGE /TONER NO	LOCATION	Price all inclusive (Tax/GST, etc..) (Per Item)
01	HP Laser 1008a	166A W1660A/166A	NORTH	
02	HP Laser 1008a	166A W1660A	SASTHA	
03	HP Laser 1008a	166A W1660A/166A	WEST	
04	HP Laser 1008a	166A W1660A	AGRA SALA	
05	HP Laser 1008a	166A	KODI MARAM	
06	HP Laser 1008a	166A	EAST	
07	HP LASER JET PRO P1108 PLUS	88A	VIGILANCE OFFICER	
08	KYOCERA - Taskalfa 3212I	TK-7120	OFFICE	
09	HP LASER JET 1020 PLUS	12A	OFFICE	
10	HP LASER JET P1108	LASER JET 88A CC388A	OFFICE	
11	HP LASER JET PROMFP M26A	LASER JET 79A CF279A	OFFICE	
12	HP LASER JET P1108	GC-88A LASER JET CARTRIDGE	OFFICE	
13	HP LASER JET 1020 PLUS	TONER CARTRIDGE 12A	OFFICE	
14	HP LASER JET PRO	79A CF279A LASER JET	OFFICE	

	M26A	CARTRIDGE		
15	HP LASER JET PRO MFP M26A	88A	OFFICE	
16	HP LASER JET P1108	CC388A	PRO	
17	HP SMART TANK INKJET 585		PRO	
18	HP INK TANK 315		OFFICE	
19	EPSON ,L3210		OFFICE	
20	CANON IMGE CLASS MF3010	FORMUJET F- CE 285A/325/925	OFFICE	
21	HP LASER JET 1020 PLUS	12 A PTC 12A	OFFICE	
22	HP LASER JET P1108	88A	OFFICE	
23	HP LASER JET 1020 PLUS	12 A PTC 12A	OFFICE	
24	Thermal printer(Impact by Honey well)-1HR810	Paper Roll	Temple	
25	HP Laser Jet P1108	88A	Executive Officer	

Yours faithfully,


Executive Officer