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BY MAIL / POST

Army College of Medical Sciences
Delhi Cantt
New Delhi 110 010

2004/CFQ/ACMS/21

03 Feb 2021

**CALLING FOR QUOTATIONS : PURCHASE OF NEW TONER
CARTRIDGES FOR PRINTERS OF ACMS**

1. You are requested to quote rates for the following items for Army College of Medical Sciences Delhi Cantt: -

S/ No	Item	A/U	Qty	Rate in Rs. With GST	Total Amount
(a)	New Toner 88A (HP)	Nos	10		
(b)	New Toner 12A (HP)	Nos	10		
(c)	New Ricoh Toner SP 210	Nos	10		
			Total		

2. **Quotation of rates should be as under:-**

- Valid for minimum 180 days from the date of opening of quotations.
- Quote rates of inclusive of GST as applicable in Delhi.
- Sample of items must be made available if asked for.
- No cutting/ erasing/ overwriting may be done. Corrections if any should be initiated.
- Specification, brochure & picture of item must be enclosed with quotation. Sample/Demonstration to be done at ACMS if required by concerned dept.
- The security deposit as performance guarantee of 10% of total value or Rs 10000/-, whichever is more as performance guarantee will be deposited by bidder after declared as L1. The same will be refunded to him without interest after warranty period.

3. **Quotations are to be sent as under:-**

- In a sealed envelope marked/ enfacd in bold letters as under:-

"PURCHASE OF NEW TONER CARTRIDGES FOR PRINTERS"

2004/CFQ/ACMS/21 DT 03 FEB 2021

DUE DATE OF OPENING: 16 FEB 2021

- Quotation to be dropped into the TENDER DROP BOX kept in Reception in Administrative Block of ACMS, during 0800-1600 hrs only. Quotation received by Post will not be accepted.

- Addressed as under:-
To
The Dean,
Army College of Medical Sciences,
Brar Square, Near Base Hospital,
Delhi Cantt, New Delhi-110 010

- By 1600 hrs on 15 Feb 2020.

4. **Opening of quotations will be as under:-**

- (a) Quotations will be opened at 1100 hrs on 16 Feb 2021.
- (b) Place of opening quotations is reception ACMS
- (c) Your authorized representative may attend the opening of quotations. Quotations not received by due date will not be considered.
- (d) Unmarked cover/incomplete quotation are liable to be rejected or ignored at the discretion of the Board of Officers for quotation opening.
- (e) Accepting authority, i.e. Board of Officers reserves the right for acceptance of the quotation as a whole or in part depending on the rates.

5. **Delivery of product.** Requirements for delivery of product are as under:-

- (a) Consignee is The Dean, ACMS.
- (b) Quantity mentioned in enquiry may be increased / decreased.
- (c) All rejected stores will be collected by the suppliers concerned in case stores are not accepted/ found incorrect. Items are liable to be rejected if not meeting the specification.

6. **Payment.**

- (a) Paying authority is The Dean, ACMS.
- (b) Payment will be made only after the completion of work/supply of items, to our full satisfaction.
- (c) On completion of full/part supply, pre-receipted bill in triplicate signed in ink along with original copy of Supply Order and sales tax payment certificate duly endorsed on the bill be sent to the consignee for releasing payment through RTGS/Cheque.

7. In case of any dispute with reference to execution of the Supply Order, HQ Delhi Area will be the appointing auth with reference to arbitration.


Maj Gen Surender Mohan(Retd)
Dean, ACMS