



Department of Information Technology
Electronics & Communications
Government of Goa
2nd Floor, IT Hub, Altinho,
Panaji Goa - 403 001, India

No.7 (423)/2023/DITE&C/ICT Procurement/ Part file IV/433 Dated: 20/05/2026

Quotation letter

Subject: Quotation for supply of various Brand Toner Cartridges.

Sealed quotations duly super-scribed "Quotation for Supply of various Toner Cartridges" are hereby invited by the Director, Department of Information Technology, Electronics & Communications, IT Hub, Altinho, Panaji- Goa from approved agencies, indicating therein the cost/Price of the items, taxes as admissible and other incidental charges, if any subject to following terms and conditions. The details of description of items and quantity required is placed below:-


Sr. No	Description of Toner Cartridges	Model No.	Quantity	Rate per unit (in Rs.) inclusive of taxes	Total amount (in Rs.) Inclusive of GST
1	2	3	4	5	6
1	Canon	337 Starter (black)	15 Nos		
2	Canon	925 Starter (Black)	15 Nos		
3	HP laser	HP 680 BIK Starter	02 Nos		
		HP 680 CIK Starter	02 Nos		
4	Canon	328 Starter (Black)	03 Nos		
5	Brother	TNB021(black)	05 nos		
6.	Canon	071 Genuine(black)	35 nos		
				Total	

Terms & Conditions:-

1. The quoted rates of Toner Cartridges should be valid for 1 year from the date of opening of the quotation. The Department may also extend the term period for further period, if required. The Department will also increase or decrease the quantity of toner cartridges as and when required, but the rate should remain the same.

2. The Toner Cartridges will have to be supplied by the firm within a period specified in the supply order from the date of dispatch of the order.
3. Final Rate comparison to decide the lowest price quoted will be made on the basis of price quoted inclusive of taxes and other factors. No Transport charges or fitting charges shall be paid separately but bidder should quote a lump sum amount including all costs and also the taxes as may be applicable.
4. Complete specification of items quoted should be given, failing which the quotation will be summarily rejected. The supply should strictly conform to the specification quoted otherwise the material would be summarily rejected.
5. 100% bill will be passed for payment on receipt of the material in good condition and according to the specification mentioned in the supply order. The bill will be sent to Directorate of Accounts for ECS payment. It is mandatory to give bank Details and No other payment terms will be acceptable. The firm should quote its PAN, TAN, submit valid GST registration certificate along with Quotation. Appropriate Income tax will be deducted from the bill.
6. Supplier should supply only genuine cartridge/toners and not the non-genuine or refilled cartridge/toners. A self attested copy of documentary proof towards being an Authorized Dealer of M/s Canon India Pvt. Ltd. H Hewlett Packard India Sales Pvt. Ltd, Brother etc or an authorization letter from M/s Canon India Pvt. Ltd. HP Hewlett Packard India Sales Pvt. Ltd, , Brother, etc shall be compulsorily enclosed with the quotation failing which the quote shall be rejected summarily.
7. The supplier should supply toner Cartridges in 3 installments as per the requirements of the department, rate quoted for toners cartridges should remain the same for 1 years.
8. If the above terms and conditions of supply are acceptable, you may send your quotation in sealed cover addressed to the Director, Department of Information Technology, Electronics & Communications, IT Hub, 2nd Floor, Altinho, Panaji-Goa. The last date to reach quotations to this department latest **by 5.00 p.m on 12 /06/2026**. The quotation will be opened **15/06/2026 at 11.00 a.m**. You may be present at the time of opening of quotations, if desired.

9. The vendor should directly supply the material in the Department of Information Technology, Electronics & Communications, IT Hub, Altinho, Panaji-Goa on working days.
10. The Director, Department of Information Technology, reserves the right to reject any or all quotations and call fresh quotations without assigning any reason.
11. The envelope containing quotations **MUST BE SUPERSCRIBED** "QUOTATION FOR SUPPLY OF TONER CARTRIDGES" Due on 15/06/2026 at 11.00 a.m failing which the same will not be considered.
12. The firm should agree for all the above terms and conditions, else quotation will be rejected.


(Milind J. Sakhardande)
Joint Director

1. Notice board
2. _____