

**OFFICE OF THE COMMANDANT  
PUDUCHERRY POLICE DEPARTMENT  
INDIA RESERVE BATTALION  
PUDUCHERRY**

No.499/QM/IRBn/SP(XXXV)/2019- 101

Date: 11 /11/19

To

Over Leaf

Sir,

Sub: **IRBn – Toners for Canon Photocopier Machine and Canon Laser Printer - Quotations inviting - Reg**

Quotations are invited for the following Toners for Canon Photocopier Machine and Canon Laser Printer proposed to be purchased for the use of India Reserve Battalion, Puducherry.

SL No	Items	Qty
01	Canon Xerox Machine Toner (2202 N) (Original Canon Genuine Product)	10 nos
02	Canon Laser Printer Toner LBP6030b/LBP6018b (Crtg. 925) (Original Canon Genuine Product)	25 nos

02. The firm is requested to provide the estimate/rates for supply for the above item including all taxes, charges and terms and conditions in a sealed cover addressed to The Commandant, India Reserve Battalion, Multi Store Complex, 1<sup>st</sup> Floor, Police Complex, Gorimedu, Puducherry 605 006 with superscription on the cover estimate for "Supply of Toners for Canon Photocopier Machine and Canon Laser Printer" and also mention reference number of this quotation notice.

03. The quotation notice should reach the office of the Commandant, IRBn Store section on or before 05.12.2019 at 17.00 hrs or it may be dropped into the quotation box placed at the IRBn store section before the due date and time mentioned below and intimate your acceptance on the following conditions in case rate(s) quoted by your firm are accepted and supply order is placed with them

04. Last Date and Time of receipt of quotations is 05.12.2019 up to 17.00 hrs. The tenders will be opened on 06.12.2019 at 1100 hrs in the presence of the board of officers and available bidders at the office of the Commandant, IRBn

05. This department will not responsible in case quotation, if sent by post, is received after the due date and time

06 The items have to be supplied within 30 days on receipt of supply order as door delivery and the charges for the purpose to be borne by the supplier.


07. Acceptance of the goods is subject to inspection of a committee to verify the items quantitatively and qualitatively.

08 The rates to be furnished by the firms should be valid at least for 90 days from the due date and any upward revision of GST, etc., would have no impact on that rate(s), while any downward revision should/ will duly get effected during the said period.

09 You are requested to mention your GST and Telephone/Mobile number etc., in your quotation. Quotations received without mentioning of GST references will summarily be rejected.

10. If the bidders do not quote the rate for Canon original cartridges, to be summarily rejected

11 The undersigned reserves the right to reject any or all the quotations without assigning any reason.

  
Asst. Commandant (Store),  
IRBn, Puducherry