

To

The Concerned Firms through  
Notice Board/ Website of the institute

Memo No. 2140

Dated: 24.10.25

**Sub: Invitation of quotations for Repair/maintenance & refilling of Printers.**

In this regard, you are requested to submit your most competitive quotation for the following Repair/maintenance & refilling of Printers at Govt. ITI, Barara at Holi:-

Sr. No.	Name of item with specifications.	Qty.	Rate Including GST
1.	HP LaserJet M 1005 Printer-Repair/Service with new Toner Cartridge with Installation	01 Nos.	
2.	Canon LBP 5050 Printer-Repair/Service with new Toner Cartridge with Installation Ink bottle 01 set (Black+Cyan+Magenta+Yellow)	01 Nos.	
3.	HP M126 nw Laserjet Pro-Repair/Service with new Toner Cartridge with Installation	01 Nos.	

The quoted price should be inclusive of Packaging & Forwarding, installation charges etc. and prices should be F.O.R. at Govt. I.T.I. Barara at Holi (Ambala).

**Other Terms & Conditions:-**

1. The quotation should be prepared in favor of "Principal, Govt. ITI, Barara at Holi" and be submitted in sealed envelope super scribed with "quotations for Repair/maintenance & refilling of Printers".
2. Before quoting the rates, The firms are advised to check & verify the fault with scope of work/maintenance/repair to be carried out in the above Printers, so as to avoid any dispute after issue of work order. No such claims shall be entertained later on.
3. The quoted rates should be inclusive of GST & other all charges (if applicable).
4. Payment shall be made within 30 days after complete supply of items with due satisfaction of verifying In-charge.
5. You are requested to provide your offer latest by 31.10.25 upto 2:00 PM by post/by hand.
6. The received quotations shall be opened on 31.10.2025 at 3:00 PM in the presence of institute purchase committee in the O/o Principal, Govt. ITI, Barara at Holi.

  
Inst/Clerk/Asst. G.I.  
O/S  
V.P.  
Principal

Govt. ITI, Barara at Holi