

Indira Gandhi University
Meerpur-Rewari



इंदिरा गाँधी विश्वविद्यालय
मीरपुर-रेवाड़ी

(A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12 (b) & 2(f) of UGC Act, 1956

No. IGU/P&S/2026/ 633-636

Dated: 18/8/2026

DETAILED NOTICE INVITING QUOTATIONS

Name of Work : Inviting of sealed quotations for rate contract for repair/refilling of Printer Toner/Cartridge for one year.

Due Date & Time : 01.09.2026 up to 04:00 PM

Postal Address : In-charge (P&S), Purchase & Store Branch, 1st Floor, Sardar Patel Block, Indira Gandhi University, Meerpur, Rewari (Haryana)

Sealed quotations are hereby invited from manufacturers/authorized distributors/authorized dealers/authorized suppliers/authorized firms for rate contract for repair/refilling of Printer Toner/Cartridge for one year with Indira Gandhi University, Meerpur, Rewari. The quotations, duly sealed and superscribed on the envelope as "Quotation for rate contract for repair/refilling of Printer Toner/Cartridge for one year", should reach the office of the undersigned either by Registered Post or by hand on or before the prescribed due date and time. The date of opening of quotations will be notified separately. The firms/dealers/suppliers or their authorized representatives, who wish to remain present at the time of opening of quotations, may do so.

The details of the Printer Toner/Cartridge, against which the rates are to be quoted, are as under:

Sr. No	Printer Cartridge Model	Make	Unit	Rate per Unit (Including GST) to be quoted by the Supplier/Vendor (In Rs.)	
				Repair	Refiling
1	HP 12A	HP	Each		
2	HP 77A	HP	Each		
3	HP 78A	HP	Each		
4	HP 79A	HP	Each		
5	HP 88A	HP	Each		
6	HP 103A	HP	Each		
7	HP 110A	HP	Each		
8	HP 166A	HP	Each		
9	337	Canon	Each		
10	337 starter	Canon	Each		
11	Canon 71 Ink	Canon	Each		
12	NPG 73	Canon	Each		
13	Canon C-EXV 33	Canon	Each		
14	GI-71	Canon	Each		
15	NPG 85 Black	Canon	Each		
16	T00V1	Epson	Each		
17	Epson 003 Series	Epson	Each		

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Terms & Conditions:

1. Quotation should be in favour of Registrar, Indira Gandhi University, Meerpur, Rewari.
2. The quotations should be sent to the In-charge (P&S), IGU, Meerpur, Rewari by registered post or by hand in a sealed envelope marked "QUOTATION FOR RATE CONTRACT TOWARDS REPAIR/REFILLING OF PRINTER TONER/CARTRIDGE FOR ONE YEAR", within 15 days from the date of issue of NIQ.
3. The firms/agency should have valid GST registration to be mentioned on Quotation.
4. The rates quoted should be FOR destination i.e. concerned Branch/Dept. of IGU, Meerpur, Rewari and nothing extra on account of freight will be paid.
5. The bidder should be required to clearly mention all the applicable taxes in the quotation. Nothing extra after submission of the quotation will be considered.
6. The University reserves the right to accept or reject any or all quotations without assigning any reason.
7. The validity of rate contract shall be for a period of one year from the date of award of rate contract.
8. The performance of the work carried out by the firm/vendor shall be subject to satisfactory verification/report of the concerned office/Inspection Committee.
9. The work shall be done within the time limit of 10 days from the date of work order.
10. Charges not mentioned in the quotation shall not be paid.
11. Payment shall be released only after satisfactory inspection of the work carried out by the vendor/firm, by the authorized inspection committee.
12. It is mandatory to mention the Mobile Number and E-Mail ID of the firm on the quotation.
13. The dispute, if any, shall be subject to the jurisdiction of the Rewari Court. Any other jurisdiction mentioned in the quotation or invoice shall be invalid and shall have no legal sanctity.


Supdt. (P&S)

Endst. No. IGU/P&S/2026/ 633-636

Dated: 18/8/2026

Copy to:

1. A.R. O/o Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), I.G. University, Meerpur, Rewari.
2. PA to Registrar (for kind information of the Worthy Registrar), I.G. University, Meerpur, Rewari.
3. Finance Officer, I.G. University, Meerpur, Rewari.
4. Director, UCC, I.G. University, Meerpur with the request to upload the same on University Website with immediate effect.


Supdt. (P&S)