

HP BOARD OF SCHOOL EDUCATION DHARAMSHALA-176215

No. Hi. Shi. Bo./Store-II(8)/NIQ/2025- **1631-1635**

Dated:- **09** September 2025

From:-

Secretary
H.P. Board of School Education
Dharamshala, Distt. Kangra
PIN- 176215 (HP)

Addressee:-

Subject:- Notice Inviting Quotations.

Sir,

Sealed Quotations are invited for the **"Repair of Printers"**, so as to reach to office of Secretary, HP Board of School Education, Dharamshla-176215 on or before **23-Sept-2025 by 1 PM** and the same will be opened on the same day on 3:00 PM. The sealed quotation envelop should be superscripted as **"Quotation For Repair of Printers"**. Detail of printers and their parts are as follows:-

Sr. No.	Printer Make/Model	Parts to be Repairs
1	HP Office jet MFP 576	Pressure Roller, Teflon Sheet, Power Supply, USB Logic Card, Paper Pickup Roller, Fusser assembly, Gear Assembly, Scanner assembly ETC.
2	HP LaserJet 400PCL 401	-do-
3	HP LaserJet M1319F MFP	-do-
4	HP LaserJet P1606dn	-do-
5	HP LaserJet P1022	-do-
6	HP LaserJet 1505	-do-
7	HP LaserJet P1566	-do-
8	HP LaserJet Pro MFP M329 dw	-do-
9	Brother DCP B-7535 dw	-do-
10	HP LaserJet Pro MFP, M26a	-do-
11	Dot Matrix Printers	AS PER REQUIREMENTS

The undersigned, however, reserves the right to accept or reject or cancel any or all quotations in part or as a whole without assigning any reason.

Terms and conditions:-

- After repairing the printers, old parts should be handed over to Board's office.
- Warranty of parts should be at least 6 months.
- Rates shall be quoted with respect to parts shown in NIQ.
- The rates shall be quoted inclusive of all taxes and F.O.R. Board's office.
- The rates shall be effective for one year from the date of opening of quotations and may be extended for further one year with the mutual consent of both parties on the basis of performance report.
- Printers shall be returned to board office within two days after repair or in urgent case, shall be returned on same day.
- Any Discrepancies found in repair will result cancellation of contract and will be blacklisted.
- Comparison of rates will be done on item rate basis.
- Payment shall be release subject to satisfactory completion of repair work.
- The advance payment shall not be made. All the payments shall be made through RTGS/NEFT after the deduction of applicable TDS.
- Bidder is required to quote his rate in Annexure A.
- Self attested copy of PAN and GST of the bidder is to be enclosed.
- Committee reserved the rights to negotiation with L1 firm.
- The Secretary reserves the right to accept or reject any or all the quotation without assigning any reason.


Assistant Secretary (Store)
for Secretary

Endorsement No- As above.

Copy to following:-

- Section Officer IT Cell to upload the document on Board's website.


Assistant Secretary (Store)
for Secretary

Tender For Printer Repair

Name of Firm : _____
 Address : _____
 Contact No : _____
 Email Address : _____
 PAN Number : _____ (Enclosed self attested copy)
 GST Number : _____ (Enclosed self attested copy)

Bank Details

Name of Bank : _____
 Account No : _____
 IFSC Code : _____
 Branch Code : _____
 Branch Address : _____

SR. NO.	Printer Make/Model	Rate For Repair Inclusive of GST
1	HP Office jet MFP 576	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
2	HP LaserJet 400PCL 401	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
3	HP LaserJet M1319F MFP	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
4	HP LaserJet P1606dn	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
5	HP LaserJet P1022	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____

6	HP LaserJet 1505	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
7	HP LaserJet P1566	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
8	HP LaserJet Pro MFP M329 dw	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
9	Brother DCP B-7535 dw	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
10	HP LaserJet Pro MFP, M26a	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____
11	Dot Matrix Printers	1. Pressure Roller _____ 2. Teflon Sheet _____ 3. Power Supply _____ 4. USB Logic Card _____ 5. Paper Pickup Roller _____ 6. Fusser assembly _____ 7. Gear assembly _____ 8. Scanner assembly _____

Note: Cutting and overwriting in the quotation shall not be acceptable unless the same will be attested with seal and signature of the bidder.

Undertaking

Certified that I/We have read all the terms and condition of the NIQ. I /We declare that information provided/ document provided are correct and nothing has been concealed. In case of any false document/wrong information suitable action as per law may be taken against me/us.

Dated :

Signature with seal and stamp