Date ………………………………………
Plan International Nepal
Regional Office West Surkhet
Birendranagar-8, Avas Chhetra, Surkhet

Please find the competitive price quote of the Printer Cartridges and IT service in Newspaper as mentioned below as per your request:

<table>
<thead>
<tr>
<th>SN</th>
<th>Name of Printer, Copier</th>
<th>Cartridge No</th>
<th>Qty</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Canon I-SENSYS 643cdw</td>
<td>Canon 054H Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 054H Yellow</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 054H Cyan</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 054H Magenta</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Canon-ImageCLASS-MF633cdw</td>
<td>Canon 045H Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 045H Yellow</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 045H Cyan</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canon 045H Magenta</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HP Laser Jet Pro 400 M401 dn</td>
<td>HP 80A [CF280A]- Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HP Laserjet P1102</td>
<td>HP 85A [CF285A]- Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HP LaserJet pro M402</td>
<td>CF 226A HP Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Toshiba eStudio 2809A</td>
<td>Toshiba T-2309U-Black</td>
<td>1</td>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Laptop Computer/Printer/Photocopy/network</td>
<td>Different Printer/Photocopy/network-switch</td>
<td>1</td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>cable switch- Repair Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

(a) Above price is valid from **1 October, 2022** till **31 December, 2023** - for 15 Months period

(b) Vendor agree all the terms and conditions attached herewith.

(c) Quoted rates are inclusive of all government taxes.

(d) Vendor agree to provide the office delivery facility.

(e) If any conditions by vendor: (please use extra sheet if required) …………………………………………………………………………………

(f) Required delivery time by Plan: on a need basis, ready stock preferable to max 7 days from placement of order.
Terms & Conditions for Submission of Quotation

1. All VAT/PAN registered, established, reputed and reliable firms which deals in the services/items as mentioned in the Quotation Form are eligible to bid.
2. The supplier should submit this Sealed Quotation by **8 September, 2022** to the address as mentioned below:

**[Quotation for Printer Cartridges and IT service]**

*Procurement Panel*

*Plan International Nepal*

*Regional Office - Surkhet*

*Ward# 8 Awas Chhetra Birendranagar-Surkhet.*

3. Price should be mentioned inclusive of VAT clearly without any correction of rate and amount.
4. Quotation documents should be signed by authorized person with company seal.
5. The copies of the following documents should be attached along with the Quotation Form.
   a. Firm registration/latest renewal document,
   b. VAT registered document,
   c. Tax Clearance Certificate, latest.
6. Plan Nepal reserves the right to accept or reject any/all submitted Quotation without assigning any reason.
7. Plan International Nepal, will be final authority for settlement of dispute if any.
8. Quotation Form must be submitted in the specified format as provided by Plan International Nepal.
9. Submission of this Quotation does not guarantee for selection of supplier.
10. The payments will be made within 1 month/as per Plan International standard policy.
11. Plan International Nepal may reject the goods found not genuine or as specified in quotation form. Plan International Nepal requires/prefers quality services/goods.
12. The bidder will be offered to supply the goods/services on the basis of the lowest bid amount in total, conformity of specification/quality and early delivery time.

**Submitted by:**

Name of the Firm: ……………………………………………………………………………………………

Address: …………………………………………………… Contact No: ………………….
Name of the Supplier’s Authorized Person: ……………………………………………………

Stamp of the Firm: ……………………………………., Date: …………………………………