



Government of Goa  
**DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
(An ISO 9001:2015 Certified Office)

Shram Shakti Bhavan, 3<sup>rd</sup> Floor, Patto Plaza, Panaji-Goa. 403001

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Email: dir-ct.goa@nic.in

Ref No. DSDE/Proj/863/Toner Cartridges/Exam Cell/25-26/2460 Date 25 November, 2025

To,

**Sub: - Quotations for the Supply of Toner Cartridges and Staple Type K Refill for Exam Cell at Head Office.**

Sir,

I am directed to invite **sealed** quotations from the reputed suppliers to Supply the enclosed list of items at the lowest rates: -

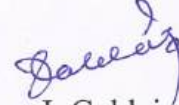
Sr. No.	Item / Specification	Qty.	Rate Per Unit	Amount	Remarks
	As per Annexure enclosed				
<b>Total (Exclusive of GST)</b>					

**Terms and conditions:**

1. The materials shall be supplied FOR destination within 30 days of placing supply order at the Directorate of Skill Development and Entrepreneurship Panaji – Goa.
2. GST and any other levy applicable at the time of supply may be shown **separately** in the quotation; otherwise it will be presumed that the prices offered are inclusive of all taxes.
3. The rate quoted shall be **inclusive** of packing and forwarding charges and freight paid for destination at Directorate of Skill Development and Entrepreneurship Panaji – Goa.
4. The material will be accepted after the inspection only if the same confirms with the specification mentioned in the supply order.
5. The quotation shall be valid for 90 days from the date of opening of the same.
6. Quotations will be evaluated for all the items together. Therefore, all the items may be quoted.
7. The material if not accepted after inspection shall be collected by the supplier immediately with written assurance to supply the same as per specifications as mentioned in the supply order. The Directorate of Skill Development and Entrepreneurship shall be responsible for security/storing.
8. This office reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
9. The warranty / guarantee shall be furnished as the case may be.
10. The extension of time limit will be granted as per the discretion of the State Director on genuine grounds by the written request of the supplier.

11. The quotation may be sent in **sealed envelope** superscribing "QUOTATION NUMBER & SUBJECT" so as to reach this office at **2.30 p.m. on 5<sup>th</sup> December, 2025** which will be opened on the same day at 3.30 p.m.

Yours faithfully,



(Joao J. Caldeira)  
Assistant Director (Projects)

Encl: As Stated

Copy to:-

- ✓ 1. The Assistant Director (Trg.), with request to make arrangement to upload this on the Department Website.
  2. The Dy. Director (Admn), O/o. DSDE, Panaji.
  3. The Asst. Accounts officer, O/o. DSDE, Panaji.
  4. O/c.
- } For information and necessary action.

**ANNEXURE**

Toner cartridges to be supplied to the Directorate of Skill Development and Entrepreneurship Panaji – Goa:

<b>Sr. No.</b>	<b>Description</b>	<b>Qty</b>	<b>Rate Per Unit</b>	<b>Amt Rs.</b>	<b>Remarks</b>
01	Staple type K refills	01 No.			
02	Ricoh Toner toner IMC 6010 Black (842534)	01 No.			
03	Ricoh Toner toner IMC 6010 Cyan (842537)	01 No.			
04	Ricoh Toner toner IMC 6010 Yellow (842535)	01 No.			
05	Ricoh Toner toner IMC 6010 Magenta (842536)	01 No.			



(Joao J. Caldeira)  
Assistant Director (Projects)