

# Office of the Accountant General (A&E), Gujarat, Ahmedabad.

No. ITS Cell/ASRC/2023-2024/Cart. Refilling. No.

Date : 17.03.2023

## **TENDER NOTICE**

Sealed tenders are invited from reputed firms for **Printer Cartridge Refilling and supply of Printer Parts** as listed in the annexure-B for financial year 2023-2024. Bids/quotations in sealed cover is to be forwarded to undersigned to Deputy Accountant General (A&E) , Office of the Accountant General (A&E),Gujarat, 5<sup>th</sup> floor, Audit Bhavan, Nr. Ishwar Bhavan, (Commerce six road), Navrangpura, Ahmedabad-380009 till **4:00 PM** on 23-03-2023 . Tender will be opened on the same date at 5:30 PM by purchase committee. Any further information may be obtained by contacting ITSC section at 5<sup>th</sup> floor, Room No. 504. The tender documents can be downloaded from the office website: - <https://cag.gov.in/ae/gujarat/en/tenders>.

“Quotation for Annual Service rate Contract of various printer cartridges refilling and supply of printer parts for the year 2023-2024” should be superscripted on the sealed envelope.

- 1) The quotations/bids should be in sealed cover and properly superscripted.
- 2) The rate should be quoted for single item only against each item as listed in Annexure-B.
- 3) Rate should be quoted inclusive of all taxes and charges.
- 4) GST Number should invariably be mentioned in the quotation/bids.
- 5) Payment will be made on quarterly basis. An amount of 2 per cent as GST/TDS will be debited from the quarterly payment.
- 6) Experience certificate in area of Annual Service rate Contract of various printer cartridge refilling and supply of printer parts should be attached with the quotations/bids.
- 7) Rates should be quoted in enclosed Annexure-B.
- 8) Details Terms and conditions attached.

Sd/-

(K.I. Kuntar)

Sr. Accounts Officer

To,

All Vendors

OFFICE OF THE ACCOUNTANT GENERAL (A&E), GUJARAT, AHMEDABAD

Annexure A: Profile of Bidders

1. Name of firm	
2. Name of firm owner	
3. Full address of firm	
4. Phone	
5. Mobile no.	
6. Fax	
7. Email id	
8. PAN for Income tax*	
9. GST Registration No. and the authority with whom registered*	
<b>* Documentary proof must be submitted in support</b>	
<p>I/we, .....(name of the bidding party) have gone through all the terms and conditions enlisted and fully agree to comply with the same to participate in the bidding. I have signed all pages of the tender document including the terms and conditions in token of understanding.</p>	
<p>I/we do hereby declare solemnly that my name/the name of our firm has not been blacklisted by any of the Government organizations, PSU's, Co-operative societies etc. In case it is proved otherwise, the office of the Accountant General (A&amp;E),Gujarat, Ahmedabad will have the liberty to cancel the tender/contract instantly without issuing any notice to me/us and also can proceed with other administrative/legal actions as deemed fit.</p>	
Date:	
Place:	Signature of bidding party:
	Full name of bidding party:
	Official seal:

**Terms & Conditions for Cartridge Refilling & Replacement of Cartridge parts or replacement of empty cartridge with compatible new cartridge**

1. The rate contract will be effective for a period of 12 months from 01-04-2023 to 31-03-2024. This contract is valid for cartridge refilling and replacement / repair of parts associated to cartridge refilling. The rate contract can be further extended for period of 01 year or less at same rates subject to concurrence of both parties, if need arises.
2. Any change of Printer parts should be approved by this office (ITS Section) before change of printer parts or replacement. The cost of parts shall be claimed separately supported with invoice and reasonability of price.
3. Refilling charges and cost of printer parts may be submitted as per annexure- B.
4. The Engineer/authorized person will visit the office daily **at a fixed time** (Monday to Friday). The Engineer will maintain a register of the services given by him, which is required to be counter signed by the user on daily basis (Employee of the office).
5. The Engineer/ authorized person should be well trained and qualified for this job.
6. The parts of printer (toner, cartridge etc.) removed or replaced shall be deposited in this office itself.
7. Office may check the number of printout from any printer at any time randomly. In case of deviation of more than 10% from the number of approximate pages mentioned by the vendor, the office may adjust the payment accordingly and review the contract.
8. In case of any dispute the decision of the Accountant General (A&E), Gujarat, Ahmedabad would be final and binding on both the parties. For the purpose of adjudication, if occasion arises, the jurisdiction of the appropriate court will be at Ahmedabad.
9. If any loss and damage occurs to IT assets of this office due to lack of knowledge or lapse on part of the engineer the vendor will have to bear the cost of such losses which shall be deducted from the payment.
10. All rates quoted should be inclusive of all taxes, standard packaging, freight, transit, insurance, loading & unloading, labour, cess and other all taxes etc. The price shall be quoted by the bidder in Indian Rupees only and payment shall be made to successful bidder in Indian Rupees only.
11. This office reserves the right to withdraw/ relax the terms and conditions mentioned above so as to overcome the problems if any, in the interest of work/ purchase.

12. Providing false information/ documents by any bidder would result in disqualification of the bidder for consideration.
13. In case of inordinate delay, this office reserves the right to cancel any or all orders placed and can place the same to some other vendor.
14. Bidder should not in any case be blacklisted from any Govt. Department. If such case is found subsequently, the bidder is liable for judicial proceedings and shall be debarred/ blacklisted from this office for all purposes.
15. The attempt on the part of the bidder to influence the authority to whom the tender is being submitted or the tender accepting authority will make bidder liable for exclusion from the consideration of his/her tender.
16. Bidder must provide all documentary proof as required in tender form at the time of submission of tender.
17. Upward revision of rates will not be considered under any circumstances during the period of rate contract.

Sd/-  
Deputy Accountant General (A&E)

## Annexure - B

### Rates of contract (Price including of Labour cost) Amount in

Sl. No	Item Description	HP 1108, 1007, 1106, 1008 Laserjet	HP M203d	Brother HL-L2321D	Canon LBP603 0B	Canon LBP623 0DN	HP 1020 Plus	HP 3015	HP M1120 MFP	Canon MF246 DN	Brother HL-3150CDN Colour printer	Brother HL-L5100DN	Canon IR 2006 Heavy Duty
1	Refilling charges												
	<i>Approx. No of Printout</i>												
2	DRUM												
3	PCR Roller												
4	Wiper Blade												
5	Doctor Blade												
6	Magnet Roller												
7	Magnet Spring												
8	Teflon												
9	Paper Pickup Roller												
10	Logic Card												
11	Scanner Unit												
12	Cartridge Service Charge												
13	Laser Scanner												
14	Top Cover												
15	Any other * (Please Specify)												

**\*The vendors are requested to mention the prices of parts which have not been mentioned above.**

**Name of Vendor :**

**Authorized Signature**