



भारतीय लेखा तथा लेखा-परीक्षा विभाग  
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
**Indian Audit And Accounts Department**  
**Pr. Accountant General (A & E), West Bengal**



संख्या/No.: PAGAE-ITSM0ITSC(CONS)/1/2019-ITSC

दिनांक/Date : 12.07.2021

**NOTICE INVITING TENDER**

Sealed quotations are invited from Manufacturers/Authorized Dealers having their local offices at **Kolkata** or adjacent suburban area of Kolkata for entering into annual rate contract for supply of different items of Computer Consumables on as and when required basis.

<b>Tender Description</b>	Notice Inviting Tenders for “ <b>Empanelment of Suppliers for Computer Consumables</b> ” at the Office of the Pr. Accountant General (A&E), West Bengal”
<b>Last date &amp; time of Bids</b>	<b>26/07/2021 (14:00 Hrs)</b>
<b>Bid Opening</b>	<b>26/07/2021 (15:00 Hrs)</b>
<b>Bid Security/EMD</b>	<b>₹3,000/- (Rupees Three Thousand only)</b> in the form of Demand Draft drawn on any Nationalised/ Scheduled Bank in favour of “ <b>PAO (Audit), O/o the Pr. Accountant General (A&amp;E), WB</b> ” payable at Kolkata’.
<b>Name, Designation, Address and other details (For submission of bids)</b>	The Deputy Accountant General (Admn.) & ITSM Office of the Pr. Accountant General (A&E), WB, Treasury Buildings, 2- Government Place (West), Kolkata – 700 001
<b>Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the websites</b> <i><a href="https://cag.gov.in/ae/west-bengal/en/tenders">https://cag.gov.in/ae/west-bengal/en/tenders</a></i> <b>No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.</b>	

ट्रेजरी बिल्डिंग्स, २ गवर्नमेंट प्लेस वेस्ट, कोलकाता ७०० ००१  
**Treasury Buildings, 2 Government Place(West), Kolkata, West Bengal, PIN 700001**  
**Phone No (033) 2213-8000 :: FAX (033) 2248-7849**  
**e-Mail: [agaewestbengal@cag.gov.in](mailto:agaewestbengal@cag.gov.in) :: Website: <https://cag.gov.in/ae/west-bengal/en/>**

## TERMS AND CONDITIONS

**1. List of Items under Rate Contract:** The detailed list of Items under rate contract is provided in Annexure-1 of this tender document.

**2. Validity of the contract:** The empanelment of Supplier Agencies, if awarded, shall be for a period of one year from **1<sup>ST</sup> AUGUST 2021 TO 31<sup>ST</sup> JULY 2022** subject to continuous satisfactory performance.

**3. EMD:** Earnest Money Deposit of **₹3,000/-** (Rupees three thousand) only is required to be deposited along with the bid in the form of DEMAND DRAFT on any nationalized / Schedule Bank drawn in favour of **“P.A.O. (Audit), Office of the Pr. Accountant General (A&E), WB”** payable at **Kolkata**. The EMD will be converted into Security Deposit for the successful bidders(s) for the entire period of empanelment/contract. The bids without EMD will be summarily rejected. In case, the bidder(s) withdraws his bid during the bid validity period, the EMD will be forfeited by the purchaser.

**4. Bid Price.**

(a) The rate should be quoted in Indian Rupees only without any error, erasure, alteration or overwriting in the prescribed proforma **Annexure-1- Bidding Sheet** only. Rate quoted in photocopy, typed/computer format, letter head of company is not valid).

(b) The quoted rate should be per unit basis inclusive of all taxes, delivery and other charges.

(c) The Rate quoted should be valid for any number of items to be purchased by this office.

**5. Preparation and Submission of Bid:** In order to participate in the bidding process, bidders should follow the procedure described below for submitting their bids. Failure to do so may result in the bid being eliminated at the examination stage as nonresponsive.

**6.** The following documents shall comprise the Bid and should be enclosed: -

(a) Dully filled in **Bid Application Form** (Specimen format as in **Format-I** of the tender documents) on the letter head of the company/vendor.

(b) The complete tender document duly stamped and signed on each page.

(c) Earnest Money Deposit.

(d) The bidder/s should enclose the valid and up-to-date copies of the Trade License/Certificate of Incorporation, PAN and GST Registration etc.

(e) Self-attested copies of Purchase/Work Order issued by clients for similar orders during last 3 years should be enclosed.

(f) Direct Dealership/Distributorship Certificate (Above the Level of Sub-Dealers) issued by Original Equipment Manufacturer (OEM) of the Brand quoted for. Non submission of these certificates will result rejection of submitted bid.

(g) The vendors are also required to submit the details of their registration in GeM (Government e-Marketplace) Portal and CPPP (Central Public Procurement Portal) if any.

*Note:*

*This office reserves the right to verify/confirm all original documentary evidence submitted by the bidder along with the bids.*

The bids should be submitted in a sealed envelope superscribed as "**Submission of Bids for Empanelment of Suppliers for Computer Consumables**" indicating Tender No. and date with name and address of the Bidder.

The complete bid documents shall be submitted to:

**The Deputy Accountant General (Admn.) & ITSM**

Office of the Pr. Accountant General (A&E), WB,  
Treasury Buildings, 2-Government Place (West),  
Kolkata – 700 001.

**7. Late Bids:** The bid documents submitted after the specified date and time mentioned in tender will not be taken into consideration. In case the bidders are sending their tender through post, the responsibility of ensuring that the tenders are delivered to the correct place and within cut off time would rest with the bidders.

**8. OEM Certificate:** During contract period, if any consumable product is not available in the market, the same should be furnished by the vendor with the authentication by the OEM.

**9. Warranty of the Consumable Items:** The item/s should be covered by a free replacement warranty if found defective at the time of actual use of the ordered item(s) by the purchaser.

Any problem/fault of the items arising during warranty period will be communicated to the supplier firm/company to take up the matter with the OEM and provide free replacement for the same.

**10. Delivery Period:** The ordered items should be delivered to this office within **SEVEN WORKING DAYS** from the date of issue of the purchase order.

**11. Delay in Delivery:** The vendor shall deliver the items within 7 working days from the date of issue of the purchase order failing which 1.5% of the total value of the purchase order will be deducted as penalty per week subjected to a maximum of 5 weeks. Thereafter, the purchaser may cancel the Purchase Order or may initiate suitable actions such as forfeiture of EMD/Bank Guarantee or both as deemed appropriate.

**12. Right to accept any bid, reject any or all bids:** This office reserves the right to accept any bid or annul the empanelment process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the same. The decision of the competent authority of Office of the Pr. Accountant General (A&E), West Bengal in this regard is final and binding.

**13. Performance Security:**

(a) Performance Security @ 5% of the value of the work order to be deposited with this office in the form of Demand Draft drawn on any nationalized / Schedule Bank drawn in favour of "**P.A.O. (Audit), Office of the Pr. Accountant General (A&E), WB**" payable at **Kolkata**. The Performance Security should remain **valid for the entire period of contract plus sixty days**.

(b) However, for the work order of value less than **₹30,000/-** (Rupees Thirty Thousand only) for the entire period of contract, there is no need to deposit any Performance Security as the EMD submitted along with the bids by the successful bidder (s) will be converted into Performance Security deposit for the entire period of empanelment/ contract.

(c) In case of **Battery**, performance security @ 5% of the value of work order should be deposited by the successful vendor and the same will remain **valid for the entire period of warranty of the item plus sixty days**.

**14. Payment Terms:**

(a) 100% Payment shall be made only after satisfactory delivery and acceptance of the goods subject to submission of requisite Performance Bank Guarantee. Advance payment of any kind is not allowed.

(b) The payment will be made through e-Payment. The service provider has to submit the filled in ECS Mandate form at the time of submission of the invoice.

(c) Invoice in triplicate duly receipted by the supplier is to be submitted for making necessary payment.

**15. Cancellation of Contract:** This Office reserves the right to cancel the contract of the selected bidder and suitable legal actions such as debarring/blacklisting may be initiated by the office along with forfeiture of EMD and/or encashment of Bank Guarantee as deemed appropriate on the following circumstances:

(a) The bidder (s) has made misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.

(b) The successful/empanelled bidder (s) commits a breach of any of the terms and conditions of the bid/contract.

(c) The bidder (s) goes into liquidation voluntarily or otherwise during the execution of contract.

(d) The performance regarding execution of the contract made by the selected bidder is found to be unsatisfactory.

(e) The bidder (s) is found incompetent to carry out the work as per requirement of this office.

**16. Termination for Default:** This office may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part. If the bidder fails to deliver any items under contract/empanelment within the time period specified in the work order, or any extension thereof granted by this office, or if the bidder fails to perform any other obligation(s) under the contract.

**17. Jurisdiction of courts in case of dispute:** These terms and conditions/contract are governed by laws of India for the time being in force. Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been at the place from which the acceptance of tenders have been received i.e. Kolkata. Courts of Kolkata shall alone have jurisdiction to decide any dispute arising out of or in respect of these terms and conditions/ contract.

Sd/-  
Sr. Accounts Officer  
IT Support Cell

**FORMAT-I**

**Bid Application Form**

**(The Bid Application form should be on the Letter Head of the Bidding Company)**

Date:

Reference No:

From: (Insert name and address of Bidding Company)

Tel.#:

Fax#:

E-mail address#

To

**The Deputy Accountant General (Admn.) & ITSM,**

O/o the Pr. Accountant General (A&E), WB,

Treasury Buildings,

2- Government Place (West),

Kolkata – 700 001

Sub: Response to Tender No..... dated.....  
for Empanelment of Suppliers for Computer Consumables

Dear Sir,

We, the undersigned..... *[insert name of the 'Bidder']* having read, examined and understood in detail, the Tender Document, hereby submit our response to the Tender Document in connection with the Empanelment of Suppliers for Computer Consumables.

The details of Earnest Money Submitted:

<b>Tender No.</b>	
<b>EMD submitted</b>	<b>YES / NO (Please strike off whichever is not applicable)</b>
Amount	
<b>Demand Draft Details:</b>	
DD No.	
Date of Issue	
Name of the Bank	
Bank Address	

## CERTIFICATE AND DECLARATION

- a. We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/ documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- b. We confirm that in response to the aforesaid Tender Document, we have not submitted more than one response to Tender Document including this response.
- c. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that the **Office of the Pr. Accountant General (A&E), West Bengal** herein after called as the Purchaser, is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- d. In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, the purchaser is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- e. I/We assure the ***purchaser*** that neither I/We, nor any of my /our workers, will do any act which is improper / illegal and will indulge in any such acts during the execution in case the tender is awarded to us.
- f. I/We assure the ***purchaser*** that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
- g. Our Firm / Company / Agency is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h. I/We certify that, I have understood all the terms & conditions, as indicated in enquiry of the tender document, and hereby give our unconditional acceptance to the same.
- i. I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services.

Yours faithfully,

(Name, Designation and Signature of Authorized Person with Office Seal)

**Annexure - I (Bidding sheet )**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Specification</b>	<b>Unit Rate (₹) Including taxes &amp; other costs</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	InkJet Cartridges for HP Deskjet 4268	HP- 860 - <b>Black</b>	
2		HP- 861 - <b>Colour</b>	
3	InkJet Cartridges for HP Deskjet K-109G	Ink Cartridge – <b>703 Black</b>	
4		Ink Cartridge – <b>703 Colour</b>	
5	InkJet Cartridges fo HP Deskjet 2050	Ink Cartridge – <b>802 Black (Big)</b>	
6		Ink Cartridge – <b>802 Black (Small)</b>	
7		Ink Cartridge – <b>802 Colour (Big)</b>	
8		Ink Cartridge – <b>802 Colour (Small)</b>	
9	HP Deskjet 3700	HP - 680 - <b>Black</b>	
10		HP - 680 - <b>Tri colour</b>	
11	Inkjet Cartridges for HP Photo Smart B209a	HP - CB 316 zz(862) <b>Black</b>	
12		HP - CB 317zz (862) Photo <b>Black</b>	
13		HP - CB 318 zz (862) <b>Cyan</b>	
14		HP - CB 319 zz (862) <b>Magenta</b>	
15		HP - CB 320 zz (862) <b>Yellow</b>	
16	Toner Cartridges and Drum unit for BROTHER HL-2361 dn	BROTHER - <b>TN-2365 (Cartridges)</b>	
17		BROTHER - <b>DN-2365 (Drum Unit)</b>	
18	Ink Cartridges for HP Officejet Pro 276dw MFP	HP - 950XL - <b>Black</b>	
19		HP - 951XL - <b>Cyan</b>	
20		HP - 951XL - <b>Yellow</b>	
21		HP - 951XL - <b>Magenta</b>	
22	Toner Cartridges for HP Colour Laserjet Pro M452dn	HP - CF410A - <b>Black</b>	
23		HP - CF411A - <b>Cyan</b>	
24		HP - CF412A - <b>Yellow</b>	
25		HP - CF413A - <b>Magenta</b>	
26	Toner Cartridges for Colour Laserjet Pro - M252n	HP - CF400A - <b>Black</b>	
27		HP - CF401A - <b>Cyan</b>	
28		HP - CF402A - <b>Yellow</b>	
29		HP - CF403A - <b>Magenta</b>	
30	Toner Cartridges and Drum Unit for HP Colour Laserjet CP1025	HP - CE310A - <b>Black</b>	
31		HP - CE311A - <b>Cyan</b>	
32		HP - CE312A - <b>Yellow</b>	

33		HP - CE313A - <b>Magenta</b>	
34		HP - CE314A – <b>Drum Unit</b>	
35	Toner Cartridges for HP Colour Laserjet Pro M251n	HP - CF210A - <b>Black</b>	
36		HP - CF211A - <b>Cyan</b>	
37		HP - CF212A - <b>Yellow</b>	
38		HP - CF213A - <b>Magenta</b>	
39	Toner Cartridges for HP Laserjet 2035n	Toner Cartridge – CE 505A / <b>05A Black</b>	
40	Toner Cartridges for HP Laserjet 1010, 1020, 1022 & Office Jet 3050	Toner Cartridge HP – Q2612A <b>12A Black (Single Pack)</b>	
41		Toner Cartridge HP - Q2612A <b>12A Black (Double Pack)</b>	
42	Toner Cartridges and Drum Unit for HP Pro M203d / M203dn	Toner Cartridge HP - CF230XC <b>30A Black (Cartridge)</b>	
43		Toner Cartridge HP - CF232A <b>30A Black (Drum Unit)</b>	
44	Toner Cartridges for HP Laserjet 1505	Toner Cartridge HP - CB436A <b>36A Black (Single Pack)</b>	
45		Toner Cartridge HP - CB436A <b>36A Black (Double Pack)</b>	
46	Toner Cartridges for HP Laserjet P-1007	Toner Cartridge HP - CC388A <b>88A Black (Single Pack)</b>	
47		Toner Cartridge HP - CC388A <b>88A Black (Double Pack)</b>	
48	Toner Cartridges for HP Laserjet 5200N	Toner Cartridge HP - Q7516A <b>16A Black</b>	
49	Toner Cartridges for HP Colour Laserjet 2600N	HP - Q6000A - <b>Black</b>	
50		HP - Q6001A - <b>Cyan</b>	
51		HP - Q6002A - <b>Yellow</b>	
52		HP - Q6003A - <b>Magenta</b>	
53	Toner and Drum for Canon Image Runner 2006n	Canon NPG-59 Toner Black	
54		Canon NPG-59 Drum Unit	
55	Toner Cartridges for Canon LBP 226dw	Canon <b>Cartridge 057</b>	
55		Canon <b>Cartridge 057H</b>	
56	Ribbon Cartridge for DMP Epson LQ 1310	EPSON Make	
57	Ribbon Cartridge for DMP Epson LX 310	EPSON Make	
58	Ribbon for TVSE – DMP MSP-455 XL Classic	TVSE Make	



59	Ribbon Cartridge for DMP EPSON 300-II	EPSON Make	
60	Ribbon Cartridge for DMP EPSON LQ-2090	EPSON Make	
61	Ribbon Cartridge for Line Matrix Printer 6312L	LIPI Make (6312L Compatible)	
62	Ribbon Cartridge for Line Matrix Printer 6610, 6800	LIPI Make, Tally Gennicon (6610 / 6800 Compatible)	
63	CD - Recordable (700 MB) (without Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Pack 100 piece)	
64	CD - Recordable (700 MB) (with Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Per piece)	
65	CD - Re-Writable (700 MB) (with Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Per piece)	
66	DVD - Recordable (4.7 GB) (without Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Pack 100 piece)	
67	DVD - Recordable (4.7 GB) (with Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Per piece)	
68	DVD - Re-Writable (4.7 GB)(with Jewel Case)	SAMSUNG /SONY/ MOSER BEAR (Per piece)	
69	USB 3.0 Extension Cord (One Mtr. long)	<b>Good Quality</b>	
70	CD / DVD Mailer with bubble paper inside covering full area	<b>Good Quality</b>	
71	CD / DVD drive cleaner	Frontech /sigma	
72	Keyboard (USB)	Logitech	
73		Frontech	
74	Mouse (USB)	Logitech	
75		Frontech	
76	Mouse pad	<b>Good Quality</b>	
77	Spike Buster / Power Strip (6 Sockets with 1.5 Meter Cable)	Frontech make	
78	Pen Drive 16 GB	Transcend	
79		Kingstone	
80		HP	
81	Pen Drive 32 GB	Transcend	
82		Kingstone	
83		HP	
84	Pen Drive 64 GB	Transcend	
85		Kingstone	
86		HP	
87	RJ-45 Connector	(Dlink)	

88	Data Tape Drive DAT72	HP Make	
89	Cleaning Tape Drive DAT72	HP Make	
90	Cat -6 Cable (LAN)	1 Box (305 mtr.) (Molex Make)	
91	External Hard Disk	Seagate Expansion (1 TB)	
92	Switch (D-Link)	8 Port Switch	
93		16 Port Switch	
94	RAM	DDR3 (Starlite) 2 GB	
95		DDR4 (Starlite) 4 GB	
96	<p style="text-align: center;"><b>SMF Battery</b> (Exide / Quanta make) <i>(Strike out which is not applicable)</i></p>	12V / 7AH (without Buyback)	
97		12V / 7AH (under Buyback)	
98		12V / 26 AH (without Buyback)	
99		12V / 26 AH (under Buyback)	
100		12V / 42 AH (without Buyback)	
101		12V / 42 AH (under Buyback)	

I agree to abide by the Terms & Conditions of this N.I.T.

Date :

Name of the firm :

Signature of Bidders With Office Seal