

**कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय) अहमदाबाद**

**निविदा सूचना**

Printer Refilling and Printer Parts (संलग्न सूची अनुसार) की आपूर्ति हेतु प्रतिष्ठित संगठनों से सीलबंद निविदाएँ आमंत्रित की जाती है। निविदा सम्बन्धी कागजात कार्यालय वेबसाइट <https://cag.gov.in/cen/ahmedabad/en> से डाउनलोड की जा सकती है या कार्यालय के आईटीएमजी अनुभाग से व्यक्तिगत रूप से कार्य दिवसों में दिनांक 28-02-2025 से 10-03-2025 तक 10AM से 05PM के दौरान प्राप्त की जा सकती है।

सीलबंद लिफाफे की ऊपर “Quotation for Rate Contract of Printer Refilling and Printer Parts” लिखा होना चाहिए। निविदा को दिनांक 10-03-2025 05:00PM बजे तक कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय), अहमदाबाद गुजरात ऑडिट भवन, नवरंगपुरा, अहमदाबाद – 380009 में प्रथम तल पर कमरा न. 105 में आईटीएमजी अनुभाग में जमा किया जा सकता है। निविदा को दिनांक 10-03-2025 05:30PM बजे, वेंडर की उपस्थिति में जो भी इच्छुक हो, खोला जायेगा। अधिक सूचना हेतु 079-26473878, 079-26473807, 9784204463 पर संपर्क किया जा सकता है।

हस्ता/-  
वरि. लेखापरीक्षा अधिकारी/ आईटीएमजी  
कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय)  
अहमदाबाद गुजरात

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), AHMEDABAD**

**Tender Notice**

Sealed tenders are invited from reputed firms for Printer Rate contract of Printer Refilling and Printer Parts as listed in the annexure for a period of one year. Bidding documents can either be downloaded from our website <https://cag.gov.in/cen/ahmedabad/en> or can be collected personally from the “ITMG” section of this office from 28-02-2025 to 10-03-2025 between 10:00 AM to 05:00 PM on all working days.

“Quotation for Rate Contract of Printer Refilling and Printer Parts” should be superscribed on the sealed envelope. Tender may be submitted in ITMG section room no. 105, 1<sup>st</sup> Floor, O/o The Director General of Audit (Central), Ahmedabad-380009 till 05:00 PM on 10-03-2025. Tender will be opened on 10-03-2025 at 5:30 PM by the Purchase Committee in the presence of any vendor who may like to be present. Any further information may be obtained by contacting ITMG section at the telephone numbers 079- 26473878, 26473807, (M) 9784204463.

Sd/-  
Sr. Audit officer (ITMG)  
O/o The Director General of Audit (Central)  
Ahmedabad-380009

**Office of the Director General of Audit (Central), Ahmedabad**

**Annexure-A: Profile of Bidders**

**Tender form for Rate Contract for Printers and Printer Parts for the period from 01/04/2025 to 31/03/2026**

1. Name of firm	
2. Name of firm owner	
3. Full address of firm	
4. Phone	
5. Mobile no.	
6. Email id	
7. PAN for Income tax*	
8. GST Registration and authority with whom registered*	
9. Details of Government Ministries/ Departments/ Organizations/ PSUs etc. in which the firm has been given working during the last one year (if the bidder is seeking exemption from experience, the supporting document to prove his eligibility for exemption must be provided.)*	

**\*Documentary proof must be submitted in support**

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.

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 Director General of Audit (Central), Ahmedabad will have the liberty to cancel the tender/contract instantly without issuing any notice to me/us and can proceed with other administrative/legal actions as deemed fit.

Date:

Place:

Signature of the  
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 **01.04.2025** to **31.03.2026**. This contract is valid for cartridge refilling and replacement / repair of parts associated with cartridge refilling. The rate contract can be further extended for a period of upto two years subject to review of performance in the preceding year and concurrence of both parties.
2. Any change of Printer parts (related to cartridges) should be approved by this office (ITMG Section) before 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 Technician will maintain a register of the services given by him, which is required to be counter signed by the user daily (Employee of the office).
5. The Technician/authorized person should be well trained and qualified for this job.
6. The parts of the printer (toner, cartridge etc.) removed or replaced shall be deposited in this office itself.
7. Office may check the number of printouts 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 Director General of Audit (Central), Ahmedabad, would be final and binding on both 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 occur to the IT assets of this office due to lack of knowledge or lapses on part of the technician, 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 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 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 a 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 the 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.

**Bidder Signature with Stamp**

Sd/-

**Director/ITMG**

## Annexure - B

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

Sl. No	Item Description	HP 1606 DN	1020 Laser	3050 (All in one) Laser HP	HP PRO M203 DW	1007 HP LaserJet	HP 1020 PLUS	CANON LBP 3300	HP COLOUR LASER JET PRO MFPM 176N	1108 Laser jet	HP M202 dw (Black and White)	CANON LPB 151 DW	Canon 6230 DN	Brother HL-L6200 DW	Canon IR 2006 Heavy Duty	
1	Refilling charges															
	<u>Approx. No of Printout</u>															
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**