

**OFFICE OF THE ACCOUNTANT GENERAL (Audit-I), GUJARAT,**  
**RAJKOT**

**TENDER NOTICE**

Sealed tenders are invited from reputed firms for **Printer Cartridge Refilling, supply of Printer Parts and other IT consumables** as listed in the annexure-A & B for a period of one year. Bidding/Tender documents can be collected personally from the “EDP Cell” of this office from 13.03.2026 to 22.03.2026 between 10:00 AM to 5:00 PM on all working days. The same can be downloaded from the office website: [-cag.gov.in/ag1/Gujarat/en](http://cag.gov.in/ag1/Gujarat/en) **“Quotation for Rate Contract of Printer Refilling, Printer Parts and other IT consumables”** should be superscripted on the sealed envelope.

Tenders may be submitted to EDP Section, 2nd floor O/o The Principal Accountant General (Audit-I), Gujarat, Rajkot – 360001 till **10:30 AM** on 23.03.2026. Tender will be opened on the same date by the purchase committee. Any further information may be obtained by contacting EDP Cell.

-Sd-

**Senior Audit Officer**

**E D P Section**

OFFICE OF THE ACCOUNTANT GENERAL (Audit-I), GUJARAT,  
RAJKOT

AnnexureA:ProfileofBidders

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*	
10. Details of Government Ministries/ Departments/ Organizations/ PSUs etc. in which the firm has been given working during the last three years, if any*	

**\* Documentary proof must be submitted in support and GST Registration No is mandatory.**

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 Accountant General (Audit-I), Gujarat, Rajkot 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.

Date:	
Place:	Signature of bidding party:
	Full name of bidding party:
	Official seal:

## Terms & Conditions for Cartridge Refilling, Replacement of Cartridge parts

The rate contract will be effective for a period of 12 months from the date of signing the contract. This contract is valid for cartridge refilling and replacement / repair of parts associated with cartridge refilling. The rate contract can be further extended subject to concurrence of both parties, if need arises.

1. Refilling charges and the cost of printer parts may be submitted as per annexure- A
2. The Engineer/authorized person will visit the office daily **at a fixed time** (Monday to Friday). However, the vendor should ensure at least one visit daily by the Engineer. The Engineer will maintain a register of the services given by him, which is required to be counter signed by the user on a daily basis (Employee of the office).
3. The Engineer/ authorized person should be well trained and qualified for this job.
4. The parts of the printer (toner, cartridge etc.) removed or replaced shall be deposited in this office itself.
5. 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.
6. In case of any dispute the decision of the Principal Accountant General (Audit-I), Gujarat Rajkot, 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.
7. If any loss and damage occur to the IT assets of this office due to lack of knowledge or the lapse of part of the engineer the vendor will have to bear the cost of such losses which shall be deducted from the payment.
8. 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.
9. 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.
10. Providing false information/ documents by any bidder would result in disqualification of the bidder for consideration.
11. 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.
12. 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.
13. 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.
14. Bidder must provide all documentary proof as required in tender form at the time of submission of tender.
15. Upward revision of rates will not be considered under any circumstances during the period of rate contract.

16. The successful vendor will provide a bank guarantee of 10 percent of the contract amount or Rs 10,000(Rupees ten thousand) whichever is higher in favour of PAO (IAD) Rajkot. The bank guarantee will be refunded after successful completion of the contract.
17. If the contract is found satisfactory, it may be extended for the next Financial Year.

-sd-

**Senior Audit Officer**  
**EDP Cell**

Annexure-A

Rates of Contract (Price including of Labour cost) amount in Rs.

Sr. No	Cartridge Name	Refilling charges per unit	Replacement charges (Per Unit)			
			Drum/ Drum unit	Blade	PCR Roller	Magnetic roller
1.	HP 88/A					
2.	HP 12/A					
3.	HP 36/A					
4.	CANON 328					
5.	CONON 303					
6.	TN-2365					
7.	TN-3448					
8.	Canon NPG-59					
9.	Canon NPG-84					
10.	Canon NPG-88					
11.	Canon NPG-67					
12.	Lexmark 421					

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

Name of Vendor:

Authorized signatur

