

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

TENDER NOTICE

Sealed tenders are invited from reputed firms for **supply of IT consumables itmes** as listed in the annexure for a period upto March-2027. Bidding/Tender documents can be collected personally from the “GOM Section” of this office from 03.08.2026 to 07.08.2026 between 10:00 AM to 6:00 PM on all working days. The same can be downloaded from the office website: - cag.gov.in/ag1/Gujarat/en **“Quotation for Rate Contract of supply of IT consumables itmes”** should be superscripted on the sealed envelope.

Tenders may be submitted to GOM Section, Ground floor O/o The Accountant General (Audit-I), Gujarat, Rajkot – 360001 till **5:00 PM** on 07.08.2026. Tender will be opened on the same date at 5:30 PM by the purchase committee. Any further information may be obtained by contacting EDP Cell.

-Sd-

Senior Audit Officer

GOM Section

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

Annexure : 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*	
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:

Draft Terms & Conditions for Rate Contract

Rate Contract for Supply of IT Consumables and Computer Peripherals for the Period: August 2026 to March 2027

1. Scope of Work

The successful bidder shall supply IT consumables, computer accessories and peripherals on a rate contract basis as and when required by the Office during the contract period. No minimum quantity is guaranteed.

2. Contract Period

The rate contract shall remain valid from **01.08.2026 to 31.03.2027**.

3. Eligibility Criteria

The bidder should:

- Be a registered firm/company.
- Possess valid GST Registration.
- Possess PAN.
- Have experience in supplying IT products to Government Departments/PSUs/Autonomous Bodies (preferably).
- Submit an undertaking that all supplied items shall be genuine and new.

4. Price

- Rates quoted shall be **inclusive of packing, transportation, loading/unloading and all incidental charges**.
- GST shall be quoted separately.
- Rates shall remain **firm** throughout the contract period.

5. Supply Order

- Purchase Orders shall be issued as per requirement.
- Quantities mentioned in Purchase Orders may vary.
- The office is under no obligation to procure any minimum quantity.

6. Delivery

- Delivery shall be made within **3–7 working days** from the date of issue of Purchase Order.
- In emergency cases, delivery may be required within **24 hours**, subject to availability.

7. Quality

- All products shall be **brand new, genuine and unused**.
- Refurbished, duplicated or repaired items shall not be accepted.
- ISI/BIS/CE/FCC certification, wherever applicable, shall be provided.

8. Warranty

- Manufacturer's standard warranty shall be applicable.
- If warranty is not available, supplier shall provide a minimum **six months replacement warranty**.

9. Inspection

The supplied items shall be inspected by the EDP Section. Items not conforming to specifications shall be rejected and replaced at the supplier's cost.

10. Replacement

Defective items shall be replaced within **7 days** without any additional cost.

11. Payment

Payment shall be released after:

- Successful delivery
- Inspection and acceptance
- Submission of Original Tax Invoice

12. Taxes

GST shall be applicable as per Government rules.

13. Penalty

Delay beyond the stipulated delivery period may attract **0.5% of the order value per week**, subject to a maximum of **10%**.

14. Cancellation

The office reserves the right to cancel any Purchase Order or terminate the Rate Contract in case of:

- Delay in supply
- Supply of substandard material
- Submission of false information
- Breach of contract conditions

15. Risk Purchase

If the supplier fails to supply the ordered items, the office may procure the items from another source at the risk and cost of the supplier.

16. Arbitration

Any dispute shall be subject to the jurisdiction of **Rajkot Courts**.

17. Right of Acceptance

The Competent Authority reserves the right to:

- Accept or reject any or all quotations.
- Increase or decrease the quantity.
- Cancel the tender without assigning any reason.

-Sd-

Sr. Audit Officer/GOM

Annexure

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

Sr. No.	IT Items	Rate Per Unit (₹)
1	Laptop Battery	
2	Laptop Adapter	
3	LED Monitor Adapter	
4	SSD 128 GB/256 GB/512 GB SATA/NVME/M.2	
5	Keyboard and Mouse Wired	
6	Keyboard and Mouse Wireless	
7	Pen Drive 8/16/32/64/128/256/512 GB	
8	Cables per mt.	
	(HDMI/VGA/DP/USB/USB 3.0 Extension)	
	Printer Cable/ Power Cable/Cat 6	
9	Mouse Pad	
10	Battery for UPS	
	600VA/625VA/725VA/1KVA/2KVA	
11	Airtel Dongle Battery	
12	External HDD 1 TB/2 TB	
13	USB Hub	
14	USB to C-Type, HDMI, VGA converter 2in1,3in 1, 4in1, 5in1, 6in1, 7in1, 8in1,9in1	
15	PoE Switch 4 port/8port/16 port	

The vendors are requested to mention the prices of any other IT items which have not been mentioned above.

Name of Vendor:

Authorized signature