

**कार्यालय महालेखाकार (लेखा परीक्षा-II), गुजरात, अहमदाबाद**

**निविदा सूचना**

प्रिंटर की रिफिलिंग एवं प्रिंटर पार्ट्स (संलग्न सूची अनुसार) की आपूर्ति हेतु प्रतिष्ठित संगठनों से सीलबंद निविदाएं आमंत्रित की जाती हैं, निविदा संबंधी कागजात इस कार्यालय के “आइ .एस अनुभाग” से कार्यदिवसों में दि: 24.02.2023 से 03.03.2023 तक 10 AM से 5 PM के दौरान व्यक्तिगत रूप से प्राप्त किए जा सकते हैं। इस निविदा संबंधी दस्तावेज़ को इस कार्यालय की वैबसाइट [cag.gov.in/ag2/Gujarat/en](http://cag.gov.in/ag2/Gujarat/en) से भी डाउनलोड किया जा सकता है।

सीलबंद लिफाफे के ऊपर “Quotation for Rate Contract of Printer Refilling and Printer Parts ” लिखा होना चाहिए।

दिनांक 03.03.2023 अपराह्न 5.00 बजे तक कार्यालय, महालेखाकार (आइ .एस अनुभाग.) गुजरात, ऑडिट भवन, नवरंगपुरा, अहमदाबाद - 380009, में भूतल पर GOM अनुभाग के बाहर ड्राप बॉक्स में जमा किया जा सकता है। निविदा उसी दिन खरीद समिति द्वारा 05:30 बजे, वेंडर की उपस्थिति में जो भी इच्छुक हो, खोली जाएगी। अधिक सूचना हेतु 079-26473825 पर संपर्क किया जा सकता है।

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वरिष्ठ लेखापरीक्षा अधिकारी / आइ .एस अनुभाग.

कार्यालय महालेखाकार (लेखा परीक्षा-II.), गुजरात, अहमदाबाद

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit-II), GUJARAT,  
AHMEDABAD**

**TENDER NOTICE**

Sealed tenders are invited from reputed firms for **Printer Cartridge Refilling and supply of Printer Parts** as listed in the annexure for a period of one year. Bidding documents can be collected personally from the “IS Wing” of this office from 24.02.2023 to 03.03.2023 between 10:00 AM to 4:00 PM on all working days. The tender documents can be downloaded from the office website: - [cag.gov.in/ag2/Gujarat/en](http://cag.gov.in/ag2/Gujarat/en) “Quotation for Rate Contract of Printer Refilling and Printer Parts” should be superscripted on the sealed envelope.

Tenders may be dropped in Tender Box, outside GOM Section, Ground floor O/o The Accountant General (Audit-II), Gujarat, Ahmedabad – 380009 till **5:00 PM** on 03.03.2023. Tender will be opened on the same date at 5:30 PM by purchase committee in the presence of any vendor who may like to be present. Any further information may be obtained by contacting IS branch at the number 079-26473825.

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**Sr. Audit Officer (IS Wing)  
O/o the Accountant General (Audit-II)  
Gujarat, Ahmedabad-380009**

**Authorised Signature and Seal of the firm**

<u>OFFICE OF THE ACCOUNTANT GENERAL (Audit-II), GUJARAT, AHMEDABAD</u>	
<u>Annexure A: Profile of Bidders</u>	
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*	
<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 (Audit-II), 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:

**Authorised Signature and Seal of the firm**

## **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 date of signing contract. This contract is valid for cartridge refilling and replacement / repair of parts associated to cartridge refilling. The rate contract can be further extended subject to concurrence of both parties, if need arises.
2. Any change of Printer parts should be approved by this office (IS Branch) 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). 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 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 (Audit-II), 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.

**Authorised Signature and Seal of the firm**

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.
18. 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) Ahmedabad. The bank guarantee will be refunded after successful completion of contract.

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**Deputy Accountant General / IS Branch**

## Annexure-B

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

Sl. No	Item Description	1010 Laser	1020 Laser	1007/1008 Laser	Canoc LBP6230 DN	3050 All in One	CanonMF2 44DW	HP Laserjet 403w	M202 dw (Black and White)	Laser 1107/1108
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 and pressure roller									
9	Paper Pickup Roller									
10	Scanner Unit									
11	Cartridge Service Charge									
12	Logic card									
13	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**

**Authorised Signature and Seal of the firm**