



कार्यालय महालेखाकार (लेखा एवं हकदारी) प्रथम, उ० प्र०,  
इलाहाबाद

20, सरोजिनी नायडू मार्ग, इलाहाबाद-211001

Letter No. - ITCG/Tender Notice/Consumables/Comp.Stationery/Batteries/2016-17/80745

Dated: 31.03.2016

**Tender Notice**

A Limited Sealed tenders are invited for supply of Consumables/Comp.Stationery/Batteries as mentioned in the enclosed format of Bid (Annexure-A,B & C) on rate contract basis which will be valid till 31<sup>st</sup> March, 2017 from date of award of contract. The tenders should be addressed to the **Dy. Accountant General/Admin, Office of Accountant General (A&E)-I, 20, Sarojini Naidu Marg, U.P. Allahabad** and will be received in the office at ITCG Section up to **18.04.2016** at **3:00 P.M.** No tenders will be accepted after the due date and time. The tender will be opened on the same date i.e. **18.04.2016** at **3:30 P.M.** in ITCG Section in the presence of representatives of the firm, if present.

**Terms & Conditions**

1. The vendor should be registered with UPTT/CST/Vat.
2. The vendor should enclose Registration Certificate with his tender.
3. The rate should be inclusive of all taxes.
4. The firm must mentioned the name of the company clearly in their tender against the item whose rates he has quoted.
5. The vendor must enclose authorization letter of the company with their tender, whose rates he has quoted:
  - (i) Authorization letter of HP Company for supply of ink jet Cartridges, HP Toner Cartridges etc.

- (ii) Authorization letter of Lipi Company for supply of Toner Cartridges supporting to HP printer.
- (iii) Authorization letter of Wep Company for supply of Wep make Print Head for Dot matrix Printers.
- (iv) Authorization letter of Exide/Quanta companies for supply of batteries.

6. The tender will not be entertained without authorization letter of the company.

7. The tender must be accompanied with the **EMD of ₹ 8000/-** (Rupees Eight thousand only) which shall be in form of a crossed Demand draft from any Nationalized Bank in favour of the Pay and Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad payable at Allahabad.

8. Bearer/Account Payee Cheque of any Bank will not be considered for EMD.

9. Tender not accompanied with earnest money will not be considered.

10. Earnest money will be refunded to the unsuccessful vendors after acceptance of the tender is conveyed to the successful vendor only.

11. All rates will be valid up to 31-03-2017.

12. The rates quoted for rate contract should be inclusive of all taxes.

13. Successful bidder should deposit **10% of performance security money** of the total value of the first Supply order in shape of bank guarantee or FDR from a Nationalized Bank for the entire warranty period of Supplied items plus one month extra. The bank guarantee will be prepared in favor of the '**Pay and Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad**' after award of contract.

14. Bid Security will be refunded to successful bidder on receipt of performance security.

15. In the event of non supply of original Consumables/Comp.Stationery/Batteries within the specified date by the successful bidder, Dy. Accountant General/Admin has full right to terminate the rate contract by giving one month notice and the security deposit will be forfeited.

16. EMD and Security deposit of the successful bidder/vendor shall be forfeited if they deny from their offer after submission of their bids.

17. The items will be purchased in four spells during the year on the basis of quarterly requirements.

18. The firm should supply original items within 15 days from the date of supply order. For any delay beyond 15 days. Dy. Accountant General/Admin has full right to impose a penalty at rate of 1 ½ % per week of the value of supply order subject to a maximum of five weeks.

19. The firm must change the defective/damaged items which may be required to be replaced with same make/brand within 15 days from the date of information if any given to him after receipt of supply.

20. The invoice of supplied items should be prepared in triplicate addressed to the Accountant General (A&E)-I U.P. Allahabad.

21. All dispute and differences arising out of/or in connection of this quotations shall subject to the exclusive jurisdiction of courts at Allahabad.

22. Any delay on the part of postal authorities will be sole responsibility of the firm.

23. Supply of Cartridges & Toners etc. will not be accepted if their manufacturing date is more than three months old.

24. **Envelops should indicate clearly "Tender for Computer Consumables/Comp.Stationery/Batteries items for the year 2016-17".**

Sd/-  
Sr. Accounts Officer/ITCG

Annexure-A

Format of Bid for Computer Consumables/Comp.Stationery/Batteries  
items like Ink Jet cartridges, Toner, Print Head etc. for the year  
2016-17

<i>Sl. No.</i>	<i>Name of item</i>	<i>Rate per unit inclusive of all taxes (₹)</i>
1.	HP make DAT Cartridge 72	
2.	Tandberg RDX 320 GB Cartridge	
3.	HP Make DLT Tape VSI 80/160	
4.	HP Inkjet Cartridge No.703 (black)	
5.	HP Inkjet Cartridge No.703 (color)	
6.	HP Toner Cartridge 36A	
7.	HP Toner Cartridge 12A	
8.	HP Toner Cartridge 05A	
9.	HP Toner 16 A for 5200DN	
10.	HP Toner Cartridge 78A	
11.	HP Toner Cartridge 88A	
12.	HP Toner Cartridge CE310A(CP1025)	
13.	HP Toner Cartridge CE311A(CP1025)	
14.	HP Toner Cartridge CE312A(CP1025)	
15.	HP Toner Cartridge CE313A(CP1025)	
16.	HP Toner Cartridge CE350A for Color Laser Printer Model MFP M177fw	
17.	HP Toner Cartridge CE351A for Color Laser Printer Model MFP M177fw	
18.	HP Toner Cartridge CE352A for Color Laser Printer Model MFP M177fw	
19.	HP Toner Cartridge CE353A for Color Laser Printer Model MFP M177fw	
20.	Toner Cartridge SP 200HY for Richo Printer	
21.	HP Inkjet Cartridge 678 black for HP PSC 3545e	
22.	HP Inkjet Cartridge 678 colour for HP PSC 3545e	
23.	HP inkjet Cartridge 970 for office jet printer model 476	

24.	HP inkjet Cartridge 971(C/M/Y) for office jet printer model 476	
25.	HP Toner Cartridge 390A for Laser Printer (600M)	
26.	Wep DMP Printer Head(LQ-1050)	
27.	Wep DMP Printer Head(HQ -1070)	
28.	Wep make Print Head 5235	
29.	Pressure roller for Laser Printer 1008	
30.	Pressure roller for Laser Printer 1505	
31.	Pressure roller for Laser Printer 1018	
32.	Pressure roller for Laser Printer 1020	
33.	Pressure roller for Laser Printer P1606dn	
34.	Teflon for Laser Printer 1020	
35.	Teflon for Laser Printer 1008	
36.	Teflon for Laser Printer 1018	
37.	Teflon for Laser 1505	
38.	Teflon for Laser Printer P1606dn	
39.	Lipi Toner 36A for HP Laser Printer Model 1505	
40.	Lipi Toner 12A for HP Laser Printer Model 1020	
41.	Lipi Toner 05A for HP Laser Printer Model 2055dn	
42.	Lipi Toner 16 A for HP Laser Printer Model 5200DN	
43.	Lipi Toner 250A (3525n) for HP Laser Printer Model 3525n	
44.	Lipi Toner 251A(3525n) for HP Laser Printer Model 3525n	
45.	Lipi Toner 252A(3525n) for HP Laser Printer Model 3525n	
46.	Lipi Toner 253A(3525n) for HP Laser Printer Model 3525n	
47.	Lipi Toner 78A for HP Laser Printer Model M1536dnf & 1606	
48.	Lipi Toner 88A for HP Laser Printer Model 1008	

49.	Lipi Toner CE310A for HP Laser Printer Model CP1025	
50.	Lipi Toner CE311A for HP Laser Printer Model CP1025	
51.	Lipi Toner CE312A for HP Laser Printer Model CP1025	
52.	Lipi Toner CE313A for HP Laser Printer Model CP1025	
53.	Lipi Toner CE350A for Color Laser Printer Model MFP M177fw	
54.	Lipi Toner CE351A for Color Laser Printer Model MFP M177fw	
55.	Lipi Toner CE352A for Color Laser Printer Model MFP M177fw	
56.	Lipi Toner CE353A for Color Laser Printer Model MFP M177fw	

Signature with Seal of the firm

Annexure-B

Format of Bid for Batteries for the year 2016-17

Sl. No.	Name of item	Unit Rate of new battery inclusive of all taxes (₹)	Unit Rate of old battery for buy back (₹)	Net unit rate inclusive of all taxes (₹)
		(1)	(2)	(3=1-2)
1.	Exide/ Quanta make Battery (12V/7AH)			
2.	Exide/ Quanta make Battery (12V/17AH)			
3.	Exide/ Quanta make Battery (12V/18AH)			
4.	Exide/ Quanta make Battery (12V/26AH)			
5.	Exide/ Quanta make Battery (12V/42AH)			

Signature with Seal of the firm

Annexure-C

Format of Bid for Computer stationary items for the year 2016-17

<i>Sl. No.</i>	<i>Name of item</i>	<i>Rate per unit/per packet inclusive of all taxes (₹)</i>
1.	80 Column 80 GSM Computer Paper 12x10x1	
2.	132 Column 80 GSM Computer Paper 15x12x1	
3.	Computer Paper 15x12/3 (60 GSM)	
4.	Sony CD (R) with Jewel Case	
5.	Sony CD -RW with Jewel Case	
6.	Sony DVD (R) with Jewel Case	
7.	Sony DVD-RW with Jewel Case	
8.	CD Mailer (Thermocole)	
9.	Ribbon cartridge 6610 (Lipi Printer)	
10.	Ribbon cartridge for Wep Printronix Line Matrix Printer P7C6 HD	
11.	Ribbon cartridge 1050+DX (DOT Matrix)	
12.	Ribbon Printronix P-7000 Line Printer (Big Wheel)	
13.	Ribbon for DMP 5235 DSI (Wep)	
14.	Ribbon for DMP 800 DX (Wep) (Cheque Writer Printer)	

Signature with Seal of the firm