



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

इलाहाबाद

20, सरोजिनी नायडू मार्ग, इलाहाबाद-211001

No. ITCG/T. Notice/Computer Stationary/2015-16/23556

Dated: 06.02.2015

Tender Notice for computer stationary items

Limited Sealed tenders are invited for supply of **computer stationary items for the year 2015-16** as mentioned in the enclosed format of the Bid for this office on rate contract basis which will be valid till 31st March, 2016 from date of award of contract. Tenders should be addressed to the **Dy. Accountant General/Admin, office of A.G. (A&E)-I, 20 Sarojini Naidu Marg, U.P. Allahabad** and will be received in the office at ITCG Section up to **06.03.2015 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. 06.03.2015 at 3:30 P.M in ITCG Section in the presence of representatives of the firm, if present.

Terms & Conditions

1. The rate should be inclusive of all taxes.
2. The firm should be registered with UPTT/CST/VAT
3. The vendor should enclose Registration Certificate with his tender.
4. The vender must clearly mention make of items in their tender for whose rate he has quoted.
5. Rates of all items mentioned in the format above must be quoted by the firm.
Partially/Incompletes format will not be entertained.
6. The tender must be accompanied with the **EMD of ₹ 5000.00** (Rupees five thousand only) which shall be in form of a crossed Demand draft from any Nationalized Bank in favor of the Pay and Accounts Officer, Office of the Accountant General (A&E)-I, U.P., Allahabad payable at Allahabad.
7. Tenders not accompanied with earnest money will not be considered.
8. Earnest money will be refunded to the unsuccessful vendors after acceptance of the tender is conveyed to the successful vendor only.

9. 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 commercial 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.**
10. Bid Security will be refunded to successful bidder on receipt of performance security.
11. The firm should supply items within 21 days from the date of supply order. For any delay beyond 21 days. Dy. Accountant General has full right to impose a penalty at rate of **1½ %** per week of the value of supply order subject to a maximum of five weeks.
12. In the event of non supply of items 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.
13. EMD and Security deposit of the successful bidder/vendor shall be forfeited if they deny from their offer after submission of their bids.
14. The items will be purchased during the year on the basis of requirements.
15. The firm must change the defective/damaged items which may be required to be replaced with same make/brand within 7 days from the date of information if any given to him after receipt of supply.
16. The invoice of supplied items should be prepared in triplicate addressed to the Accountant General (A&E)-I U.P. Allahabad.
17. All dispute and differences arising out of/or in connection of this tender shall subject to the exclusive jurisdiction of courts at Allahabad.
18. Any delay on the part of postal authorities will be sole responsibility of the firm
19. **A sample paper (S), the rates for which have been quoted should be annexed with the tender.** Without enclosing the sample paper (s) the rate quoted by the firm will not be considered.
20. **Envelops should indicate clearly “Tender for computer stationary for the year 2015-2016”.**

Sd/-
(D.C.Ravi)
Sr. Accounts Officer/ITCG

Format of Bid for Computer stationary items for the year 2015-16

<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.	80 Column, 80 GSM Preprinted (Green)	
4.	Computer Paper 15x12/3 (60 GSM)	
5.	Sony CD (R) with Jewel Case	
6.	Sony CD -RW with Jewel Case	
7.	Sony DVD (R) with Jewel Case	
8.	Sony DVD-RW with Jewel Case	
9.	CD Mailer (Thermocole)	
10.	Ribbon cartridge 6610 (Lipi Printer)	
11.	Ribbon cartridge for Wep Printronix Line Matrix Printer P7C6 HD	
12.	Ribbon cartridge 1050+DX (DOT Matrix)	
13.	Ribbon Printronix SP-001 Line Printer (Small Wheel)	
14.	Ribbon Printronix P-7000 Line Printer (Big Wheel)	
15.	Ribbon 5235 DSI (Wep)	
16.	J.K. A 4size Paper (Red)	
17.	J.K. F/S (Green)	

Signature with Seal of the firm