



# भारतीय लेखापरीक्षा तथा लेखा विभाग

कार्यालय महालेखाकार (लेखा एवं हकदारी) प्रथम, उ०प्र०  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
Office of the Accountant General (A.& E. ) -1,U.P.  
इलाहाबाद / Allahabad

Letter No. - ITCG/Tender Notice/Consumables/Comp.Stationery/Batteries/2017-18/80650

Dated: 17.01.2017

## 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, 2018 from date of award of contract. The tenders should be addressed to the **Sr. 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 **03.02.2017** 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. **03.02.2017** 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 specific tender for supply of ink jet Cartridges, HP Toner Cartridges etc.
- (ii) Authorization letter of Lipi Company for specific tender for supply of Toner Cartridges/Stationery Items supporting to HP printer/wep printer.
- (iii) Authorization letter of Wep Company for specific tender for supply of Wep make Print Head for Dot matrix Printers.
- (iv) Authorization letter for specific tender of Exide/Quanta companies for supply of batteries.
- (v) Authorization letter of Printronix Company for specific tender for supply of P7000HD ribbon cartridge.

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

7. The tender must be accompanied with the **EMD of Rs. 10000/-** (Rupees Ten thousand only) which shall be in form of a crossed Demand draft/Bankers' Cheque 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.

10. All rates will be valid up to 31-03-2018.

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

12. 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 the contract 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.

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

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

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

16. The firm should supply original items within 21 days from the date of supply order. For any delay beyond 21 days, Sr. 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.

17. 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.

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

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

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

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

**22. Envelops should indicate clearly “Tender for Computer Consumables/Comp.Stationery/Batteries items for the year 2017-18”.**

Yours Faithfully

Sd/-  
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 2017-18

<b>Sl. No.</b>	<b>Name of item</b>	<b>Rate per unit inclusive of all taxes (In Rs.)</b>
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.	Wep DMP Printer Head(LQ-1050)	
26.	Wep DMP Printer Head(HQ -1070)	
27.	Wep make Print Head 5235	
28.	Pressure roller for Laser Printer 1008	
29.	Pressure roller for Laser Printer 1505	
30.	Pressure roller for Laser Printer 1018	
31.	Pressure roller for Laser Printer 1020	
32.	Pressure roller for Laser Printer P1606dn	
33.	Pressure roller for Laser Printer 5200	
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.	Teflon for Laser Printer 5200	
40.	Toner Cartridge TN2365 for brother printer	
41.	Lipi Toner 36A for HP Laser Printer Model 1505	

42.	Lipi Toner 12A for HP Laser Printer Model 1020	
43.	Lipi Toner 05A for HP Laser Printer Model 2055dn	
44.	Lipi Toner 16 A for HP Laser Printer Model 5200DN	
45.	Lipi Toner 250A (3525n) for HP Laser Printer Model 3525n	
46.	Lipi Toner 251A(3525n) for HP Laser Printer Model 3525n	
47.	Lipi Toner 252A(3525n) for HP Laser Printer Model 3525n	
48.	Lipi Toner 253A(3525n) for HP Laser Printer Model 3525n	
49.	Lipi Toner 78A for HP Laser Printer Model M1536dnf & 1606	
50.	Lipi Toner 88A for HP Laser Printer Model 1008	
51.	Lipi Toner CE310A for HP Laser Printer Model CP1025	
52.	Lipi Toner CE311A for HP Laser Printer Model CP1025	
53.	Lipi Toner CE312A for HP Laser Printer Model CP1025	
54.	Lipi Toner CE313A for HP Laser Printer Model CP1025	
55.	Lipi Toner CE350A for Color Laser Printer Model MFP M177fw	
56.	Lipi Toner CE351A for Color Laser Printer Model MFP M177fw	
57.	Lipi Toner CE352A for Color Laser Printer Model MFP M177fw	
58.	Lipi Toner CE353A for Color Laser Printer Model MFP M177fw	
59.	Lipi Toner Cartridge 81A for Laser Printer HP 600M (604)	

Signature with Seal of the firm

Annexure-B

Format of Bid for Batteries for the year 2017-18

<i>Sl. No.</i>	<i>Name of item</i>	<i>Unit Rate of new battery inclusive of all taxes (In Rs.)</i>	<i>Unit Rate of old battery for buy back (In Rs.)</i>	<i>Net unit rate inclusive of all taxes (In Rs.)</i>
		<i>(1)</i>	<i>(2)</i>	<i>(3=1-2)</i>
1.	Exide/ Quanta make Battery (12V/7AH)			
2.	Exide/ Quanta make Battery (12V/18AH)			
3.	Exide/ Quanta make Battery (12V/26AH)			

Note: The vendors must be quoted the **make** in their quotation clearly.

Signature with Seal of the firm



Annexure-C

Format of Bid for Computer stationary items for the year 2017-18

<b>Sl. No.</b>	<b>Name of item</b>	<b>Rate per unit/per packet inclusive of all taxes (In Rs.)</b>
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.	Lipi make Ribbon cartridge for LMP 6610 (Lipi Printer)	
10.	P7000 Standard Life HD ribbon cartridge for Printronix make Line Matrix Printer P7C6 HD	
11.	Lipi make DMP ribbon cartridge LQ 1050/1070 for DMP 1050/1070	
12.	Ribbon Printronix P-7000 Line Printer (Big Wheel)	
13.	Lipi make DMP ribbon cartridge for wipro LQ DSI-5235	
14.	Lipi make DMP ribbon Epson LX-300/800 for DMP printer Wep 800	

Signature with Seal of the firm