

**District Information Technology Society, Faridabad**  
**Room No. 510, 5th Floor, Mini Secretariat, Sector-12, Faridabad**

(Tender for purchase and rate fixation for refilling of toner cartridges)

<b>Date of Start of tender</b>	09-08-2019
<b>Last date of Submission of bid</b>	09-08-2019 upto 03:00 PM
<b>Date of opening the tender</b>	09-08-2019 at 04:00 PM
<b>Earnest money (EMD)</b>	Rs. 10,000/-
<b>Period of rate contract</b>	One year upto 30-09-2020

Properly sealed tender are invited for and on behalf of District Administration, Faridabad from the eligible supplier's / vendors for supply and fixation of rates for paper and refilling of toner cartridges required from time to time.

District Information Technology Society (DITS), Faridabad is a registered society under Haryana Registration of Societies Act, 2014 and is running various e-governance project in the District like Registration of Vehicles, Issuance of Driving License, Property Registration System, Land Record Information System, SARAL Project etc. For the smooth running of the project this office requires Paper and refilling of toner cartridges.

**Name of work:** Supply of Paper of different types and refilling of toner cartridges with details as under :-

- |                                                                    |                        |
|--------------------------------------------------------------------|------------------------|
| 1. A4 75GSM Century make                                           | : 450 rims per quarter |
| 2. A3 75 GSM Century make                                          | : 50 rims per quarter  |
| 3. FS 75 GSM Century make                                          | : 25 rims per quarter  |
| 4. A4 100 GSM JK make                                              | : 50 rims per quarter  |
| 5. ST1 Adhesive Sheet deformat make                                | : 50 rims per quarter  |
| 6. Refilling of toner cartridges 12A/303V/88A etc with drum        | : 200 per quarter      |
| 7. Refilling of Samsung MLT115L cartridge with replacement of chip | : 25 per quarter       |

**INVATATION OF BIDs :-**

1. Short period tender is invited for purchase of paper and refilling of toner and rate fixation for one year from reputed firms having capacity to supply, having business in Faridabad or nearby and have experience of supplying such kind of items.
2. Bidders are advised to read the tender document carefully before submitting the tender.
3. The bid must be accompanied an earnest money deposit (EMD) in the form of bank draft in favor of "DITS Faridabad". The bids without EMD will not be accepted.
5. The EMD in original will be submitted with tender document .
6. The bidder has to submit the following documents with the bid are
  - (i) Self attested copy of PAN Card.
  - (ii) Self attached copy of GST Registration no.
  - (iii) Copy of supplying order of such items.
  - (iv) Signed copy of terms & conditions.
7. The agency has not been blacklisted by any of the Department of the Government .

## **2 - Terms & Conditions :**

1. The bidder has to ensure that no column be left blank at the time of submission of bid.
2. The successful bidder shall not engage any sub contractor or transfer the contract to any other person/firm.
3. The tender not conforming the requirement of the tender are liable for rejection and no correspondence shall be entertained.
4. The rate contract is valid for one year i'e upto 30.09.2020.
5. During the rate of contract rates will not be revised with the revision of any taxes etc.
6. The rates quoted will be inclusive of all taxes.
7. The Chairman DITS Faridabad reserve the right to terminate the contract without assigning any reason by giving a 15 days notice to the bidder at any time during contract period.
8. All dispute if any shall be subject to Faridabad jurisdiction only.
9. The tenderer will ensure time bound delivery of material as per the order.
10. GST TDS will be deducted as per the laws.
11. Vendor has to submit and EMD of Rs. 10,000/- vide demand draft (no cheque will be accepted) in favour of DITS Faridabad payable at Faridabad. The EMD will be returned along with bill final payment for successful bidder and for unsuccessful bidders the EMD will be returned after two days of opening the tender.
12. The District Administration has all right to accept/reject any tender.
13. For any further clarifications about the tender contact the undersigned between 2:00pm to 5:00 pm on working days.

Member Secy. DITS Faridabad.

**District Information Technology Society, Faridabad**

(Tender for Paper and refilling of Cartridges)

Dated :

Last date of Submission : 09-08-2019 by 02,00 PM

Name of Firm : \_\_\_\_\_

Address : \_\_\_\_\_

PAN No. : \_\_\_\_\_

GST Regn No. : \_\_\_\_\_

Authorized Contact Person details :

Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

EMD Amount : \_\_\_\_\_

DD No. & Date : \_\_\_\_\_

Issued by : \_\_\_\_\_ (Bank Name)

Declaration :

The details submitted are correct to the best of my knowledge and nothing has been concealed there off and if anything found wrong at any time, my tender may be cancelled.

Signature with seal.

**District Information Technology Society, Faridabad**  
(Tender for Paper and refilling of Cartridges)

Financial Bid :

Sr. No.	Description of item	Rate including GST(inclusive of all in Rs. )
1	A4 Paper 75 GSM (Century make)	
2	A3 Paper 75 GSM (Century make)	
3	FS Paper 75 GSM (Century make)	
4	A4 Paper 100 GSM (JK make)	
5	ST1 Self Adhesive Sheet (Deformat)	
6	Refilling of toner cartridges with drum etc	
7	Refilling of Samsung cartridges with Chip replacement etc	

Signature with seal.