

**Punjab State e-Governance society**  
**O/o Directorate of Governance Reforms, Punjab**  
**Plot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062**  
(website: [www.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in))

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**NOTICE INVITING TENDER RATE CONTRACT FOR REFILLING  
OF PRINTER CARTRIDGES & TONNER**

PSeGS invites sealed Financial Quotations along with EMD from reputed agencies / companies in the field for “Non comprehensive” annual Maintenance Contract (AMC) of **Rate Contract for “Refilling of Printer Cartridges and Tonner”** for 1 year.. As per details below:

Earnest Money Deposit (EMD)	Rs. 3000/- in favor of Member Secretary PSeGS payable at Mohali.
Last date and Time for Submission Of quotation	17.11.2020.
Address for communication & submission for quotation documents and opening of technical quotation	Punjab State e-Governance society O/o Directorate of Governance Reforms, PunjabPlot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062

1. Tender Documents can be downloaded from official website [www.dgrpg.punjab.gov.in](http://www.dgrpg.punjab.gov.in)
2. Bids/quotation received only in sealed envelope be considered. Bids in any other form sent through email etc. will be rejected.
3. Price quoted should remain fixed for a period of 90 days from the date of opening of the Tender.
4. Any change / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

**INSTRUCTIONS TO THE TENDERERS**

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
2. Director, DGR/PSeGS, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.

3. Tenderer shall take into account all costs including Refilling charge; cost of cartridge/toner etc. and for **giving service at DGR/PSeGS** before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained. However, replacing of cartridge will be as per PSeGS purchase policy.
4. All the tender documents & Price Bid to be signed by the bidder.

## General Terms & Conditions

1. Name of the work: **“Rate Contract for Refilling Printer Cartridges and Tonners at DGR/PSeGS, Mohali”**.
2. Quantity of Printer in DGR/PSeGS office : **As per list attached below.**
3. The rate contract would be for 1 years from the date of issue of the work order. That may be extended for another 1 year on satisfactory performance. However, Director, DGR reserves the right to cancel the contracts without assigning any reasons at any time.
4. Only bids received hard copy sealed envelope will be considered for opening. Bids in any other form sent through fax/email/ will not be considered.
5. The Tenderer shall sent copy of GST Registration, Income Tax PAN, Bank details in Cover- of the tender.
6. Correct postal address, Phone/Mobile number, email ID of the bidder and address & contact details, to whom the purchase order has to be placed, also has to be given.
7. No advance payment will be made. The bill may be prepared in monthly basis and Payment will be made by Bank/Electronic Transfer, only after satisfactory completion of the work.

## Specification of the work

The scope of work includes:

- a. Refilling of printer cartridges and tonner of following printers:

**Total No. of Printer :- 36 (Canon-6, Epson-17, HP-13)**

Sr. No.	Make	Model	Quantity
1.	Canon	LBP3108B	01
2.	Canon	LBP03020	02
3.	Canon	LBP3188	01
4.	Canon	LBP6300DN	01
5.	Canon (image class)	LBPB30W	01
6.	Epson	M1170	04
7.	Epson	M100	07
8.	Epson	L6170	02
9.	Epson	105	01
10.	Epson	M200	01
11.	Epson	M405	01
12.	Epson	M205	01
13.	HP	P2035	05
14.	HP	P1007	01
15.	HP	P3015	01

16.	HP	M202DW	01
17.	HP	M506	02
18.	HP	1020	01
19.	HP	M203DN	01
20.	HP Pro	400MW	01

## Pre-qualification Criteria

The agencies/companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial quotation:

Sr.No.	Particulars	Document (s) to Annex
1	Company/firm Should be in existence for last one years.	Certified copy of registration certificate.
2	Company/firm should have average turnover of 5 lacs. In similar field in previous three financial years ending on 31.03.2019.	CA certified copy of turnover from annual maintenance contacts.
3	Company/firm should have experience of similar work in Government/Public sector undertaking/MNC/ Corporate Sector etc. During last one (01) years.	Certified copies of work orders/Experience certificate etc. on the letter head of the client/customer.
4	Company/firm should Have Valid PAN, GST registration.	Certified copy of Each document
5	Company/firm should not have been barred/blacklisted for taking up similar work in any organization.	A Certification to this effect on the letter pad.
6	Earnest Money Deposit(EMD)	Rs. 3000/- in the form of Demand Draft in favor of member secretary, PSeGS Payable at mohali

## Award of work

Those who meet the pre-qualification criteria as above will be considered for opening of financial quotation. The agency quoting the lowest rate for AMC shall be considered for award of work. PSeGS does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

## Financial Quotation

Interested agencies may submit financial quotation as per enclosed format (Annexure-“A”), duly authenticated and stamped. Bidder may inspect the site before quoting the rates. The financial quotation should contain all relevant price information. The quotation form must be filled in completely, without any errors, erasures or alterations.

## Performance Guarantee

Selected company will be required to deposit performance guarantee Rs.3000/- which shall be in the form of DD/FDR in favor of the Member Secretary PSeGS. EMD of successful bidder will be adjusted against performance bank guarantee.

### How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “Non Comprehensive Annual Maintenance Contract (AMC) of **Rate** Contract for “Refilling of Printer Cartridges and Tonner” enclosing separate sealed envelopes marked as Pre- qualification bid and financial quotation , so as to reach Punjab State e-Governance society Plot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062 by 17/11/2020.

Member Secretary  
PSeGS

# Technical Bid Performa

- A). Name of the bidder (Firm):- \_\_\_\_\_
- B). Name of the representative: - \_\_\_\_\_
- C). Address of the bidder: - \_\_\_\_\_
- D). Land line Tel Nos of the bidder: - \_\_\_\_\_
- E). Mobile Nos of the bidder: - \_\_\_\_\_
- F). Email of the bidder: - \_\_\_\_\_
- G). Registration No. of the Firm & date: - \_\_\_\_\_

(Please enclose the copy of registration):- \_\_\_\_\_

H). GST No: - \_\_\_\_\_ (Punjab only)

I). PAN No: - \_\_\_\_\_

J). Experience: - Details of similar works :-

(Please submit certificates from the authorities, Please add additional pages/sheets if required)

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L). Details of maintenance facility (Define Location, area):- M).

DETAILS OF EMD (DEMAND DRAFT NO., BANK, DATE  
ETC.):-

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(DD IN FAVOR OF MEMBER SECRETARY, PSEGS, PAYABLE AT  
MOHALI) N). DETAILS OF TURN OVER(CA CERTIFICATE TO BE  
ATTACHED) 2016-17

2017-18

2018-19

O). Self certificate regarding blacklisted.

Declaration:-

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated. I am aware that the tender without EMD will be rejected.

Sign of bidder:- \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

**Format of Financial Quotation for Non Comprehensive Annual Maintenance Contract (AMC) for “Refilling of printer Cartridges and Toner”**

<b>Sr. No.</b>	<b>Make</b>	<b>Model</b>	<b>Quantity</b>	<b>Rate</b>	<b>GST</b>	<b>Amount</b>
<b>1.</b>						
<b>2.</b>						
<b>3.</b>						
<b>4.</b>						
<b>5.</b>						

We agree to carry out the work at the rate quoted above for the duration of 1 year that may be extended for another one year on satisfactory performance. We understand that PSeGS is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. one bidder only will be selected after taking average of all printers/rates.

(Name and Signature of Authorized Signatory with Seal)

Date:

(Signature )