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COMMISSIONERATE OF STATIONERY AND PRINTING
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TENDER DOCUMENT

E-TENDER FOR PROCUREMENT AND
SUPPLY OF COMPUTER CONSUMABLES ON RATE CONTRACT BASIS
FOR THE PERIOD OF ONE YEAR

GOVERNMENT OF TAMIL NADU
COMMISSIONERATE OF STATIONERY AND PRINTING
110, ANNA SALAI, CHENNAI 600 002.

TENDER FOR THE PROCUREMENT AND SUPPLY OF
GROUP VIII - COMPUTER CONSUMABLES
ON RATE CONTRACT BASIS FOR THE PERIOD OF ONE YEAR

TENDER NO	:	T4/17258/2024
DATE OF ISSUE	:	11.07.2024 11.30 A.M.
PRE BID MEETING	:	<u>15.07.2024</u> at 12.30 A.M.
BID SUBMISSION STARTS FORM	:	18.07.2024 11.30 A.M.
LAST DATE FOR TENDER SUBMISSION	:	<u>31.07.2024</u> at 11.30 A.M.
TIME AND DATE OF OPENING OF TECHNICAL BID	:	<u>01.08.2024</u> upto 11.30 A.M.
PLACE OF OPENING OF BID		TENDER WILL BE OPENED ONLINE THROUGH E-PROCUREMENT PORTAL
ADDRESS FOR COMMUNICATION	:	GENERAL MANAGER, COMMISSIONERATE OF STATIONERY AND PRINTING 110, ANNA SALAI, CHENNAI 600 002. Email: gmtnsp@tn.gov.in

IMPORTANT NOTICE

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tender Rules, 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012).

**TENDER FOR THE PROCUREMENT AND SUPPLY OF
GROUP – VIII – COMPUTER CONSUMABLES
ON RATE CONTRACT BASIS FOR THE PERIOD OF ONE YEAR**

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Part-1**1. INVITATION OF TENDER****Tender ref No. T4/17258/2024 Dt.10.07.2024**

1-1) E-tenders are invited from tenderers for the Procurement and supply of Computer Consumables on Rate contract basis under two cover system conforming to Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012).

The tender documents can be accessed free of cost from the following website from 11.07.2024 to 31.07.2024 <https://tntenders.gov.in>

1.2) The General Manager of Commissionerate of Stationery and Printing is hereafter called as Tender Inviting Authority, whereas Commissionerate of the Stationery and Printing is called as Tender Accepting Authority as reserves the right to amend or withdraw any of the terms and conditions in the tender document or to cancel/reject any one or all the tenders received without giving any notice or assigning any reason therefore.

1.3) The proprietor / any one of the partners of the firm (in case of partnership) / any authorised person (in case of private limited) will be the Tenderer for all purposes of the Tender. Agents for tenderers are not acceptable.

1.4) The Tenderers are requested to visit the Website <https://tntenders.gov.in>. for any changes/amendments/corrigendum in the Tender, Which may be issued any time before the last date for submission of the Tender.

Scope:**TWO BIDS TENDER**

1.5) The tender schedule will be in two parts, namely, Technical bid and Price Bid / BOQ.

TECHNICAL BID

- 1.6) The first part of the tender consist of "**TECHNICAL BID WITH TECHNICAL AND COMMERCIAL TERMS WITHOUT THE PRICE**". The Documents to be filled, physically signed with official seal affixed and uploaded by the bidders.
1. Instructions to Tenderers, Specifications of Items (As per annexure - A), check list of tenders (As per annexure - B) and General Terms and Conditions (as Part 3)
 2. The tenderer should quote the Sl.no. of the product for which the sample is attached. (as Annexure – C)
 3. Performance Certificate of Satisfactory Supply of Tendered Article. (as Annexure – D)
 4. Declaration that the Tenderer has not been Blacklisted/Debarred. (Annexure – E)
 5. Nature of the bidder: OEM (Original Equipment Manufacturer) / Authorized Dealers. Proof of the same to be uploaded by the tenderer. (as Annexure– B)
 6. Annual Turnover statement for the last three years 2021-2022, 2022-2023, 2023-2024,.
 7. Income Tax Returns for the financial year 2021-2022, 2022-2023 & 2023-2024.
 8. GST Clearance upto April 2024 and Tenderer's Permanent Account Number (PAN) Details

OPENING OF THE TECHNICAL BID

- 1.7) Bids received shall be opened online at the specified date and time given in Notice Inviting Tender (NIT) at the Office of The Commissionerate of Stationery and Printing, 110, Anna Salai, Chennai-600 002.

PRICE BID / BOQ (To be downloaded from the portal)

- 1.8) The second part of the tender consist of the forms for the "**PRICE BID / BOQ**" in Excel format. The tenderer would be required to give their best price in this form.
- I. The PRICE BID / BOQ should be submitted only in electronic form (Excel format) as per the prescribed format given in the E-Procurement portal. The PRICE BID / BOQ should not be renamed after quoting their prices.
 - II. The rates finalised for the award of contract shall be kept firm for a period of one year from the date of issue of letter of acceptance / award of Contract.
 - III. The PRICE BID / BOQ should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will summarily be rejected.
 - IV. Tenderers are required to quote their price in Indian Rupees for each item of the article mentioned in Price bid / BOQ

- V. The PRICE BID / BOQ will be opened only after testing the suitability of the samples by the Tender Inviting authority.
- VI. The PRICE BID / BOQ will not be opened in case the samples failed the suitability test.
- VII. Tenderers are specifically requested to quote rates for articles specified in the price bid Annexure – A **only if they have sufficient stock and without their own conditions, delivery terms, etc.,**
- VIII. The tenderers are requested to quote their rates for each item giving breakup for basic price and applicable GST @ applicable rates
- IX. No changes, amendments which materially alter the tendered prices shall be permitted after the opening of tender.

EVALUATION

- 1.9) As explained earlier, this tender is of "TWO BID" system. First the Technical bid will be opened on the due date and time of opening of the tender through <https://tntenders.gov.in> . The relevant documents will be evaluated offline for its genuinity and samples for conformity with specification.
- 1.10) THE SUCCESSFUL TENDERER WHO QUALIFIES IN THE TECHNICAL EVALUATION AND TESTING OF SAMPLES WILL ONLY BE CONSIDERED FOR PRICE BID / BOQ OPENING. TENDERERS WHO DO NOT QUALIFY IN THE TECHNICAL BID WILL NOT BE CONSIDERED FOR PRICE BID / BOQ OPENING
- 1.11) For those who do not qualify in "Technical Bid", the EMD will be refunded, without interest after finalisation of tender.
- 1.12) Technical evaluation will be done offline as required in Part-3 and Annexure-A.
- 1.13) L1 Selection will be based on the total price quoted per unit i.e., Basic price + applicable Taxes, for each item specified in the Annexure 'A'. For determining the lowest evaluated price the rule 29(2) of the Tamil Nadu Tender eTransparency Tender in Rules 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012). will be followed.
- 1.14) In the event of two or more tenderers have made the same financial bid, the Tender Accepting Authority will identify the lowest tenderer by adopting the method as prescribed in Rule 29(4) of the Tamil Nadu Transparency in Tender Rules, 2000. The Tenderers will be asked to provide their best and final offer of the financial bid in a sealed cover and the tenderer offering the most advantageous financial bid shall be adjudged as the lowest tenderer.

1.15) In case, a tie still persists after the procedure stated above has been followed, selected tenderer shall be identified by draw of lots, which will be conducted, with prior notice, in the presence of the tied bidders or their authorized representatives who choose to be present.

1.16) **Price Negotiation:**

The procuring entity reserves the right to negotiate with the lowest acceptable bidder (L1) before awarding the contract. Negotiations will be done by the Commissioner / Authorised representatives of the Commissioner of Stationery and Printing as provided in Rule 29(3) of the Tamil Nadu Tender Transparency Rules, 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012).

1.17) **Sample:** (If Applicable)

- I. Tenderers should submit their samples in a sealed cover to the office of General Manager, Department of Stationery and Printing, 110, Anna salai, Chennai-2 from the date of bid submission.
- II. The sample should reach the Office of General Manager, Department of Stationery and Printing, 110, Anna salai, Chennai on or before the last date of bid submission. Only one kind of sample for each item with the details of brand and grade of the product should be mentioned in the sample's cover.

REJECTION OF LATE TENDERS AND INCOMPLETE TENDERS

1.18 Incomplete tenders and those not in conformity with the tender specifications will be rejected.

PRE-BID MEETING

1.19 (a) The bidder or his official representative is invited to attend a pre-bid meeting which will take place at the office of General Manager Commissionerate of Stationery and Printing, 110, Anna Salai, Chennai-600 002.

(b) The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage regarding this tender.

(c) The Bidder is requested to submit any questions in writing by post / mail to reach the office of General Manager, Stationery and Printing not later than one day before the Pre-Bid meeting.

(d) Participation in the tenderer a pre-bid meeting is NOT mandatory.

PART-2**INSTRUCTIONS TO TENDERERS**

- 2.1 The tenderers are requested to study carefully the entire tender document and tender conditions before quoting their rates. No alterations in the Tender will be allowed after the opening of the tender.
- 2.2 Every tender must be strictly in accordance with the terms and conditions and specifications as laid down in this tender.
- 2.3 Tenderers are required to enclose the photocopy of the Tenderer's PAN and Annual Turnover for the last three year 2021-2022, 2022-2023, 2023-2024. Income-Tax return for the financial year 2021-2022, 2022-2023, 2023-2024, For the financial year 2023-2024, audited balance sheet of 2023-2024 certified by the auditor shall be furnished incase income tax returns (2023-2024) are yet to be filed.
- 2.4 Tenderer should submit documentary evidences for satisfactory performance - certificate obtained from those organization / Government department to whom the tenderer has supplied the tendered items for the last 3 years and details of current contracts in hand and other commitments. (As Annexure-D)
- 2.5 The Tenderer should furnish the details of bank name, Branch Name, Account Number IFSC Code, and a copy of cancelled cheque leaf.
- 2.6 In case the tenderer is a Limited Company / Partnership Firm / Single Proprietor, the addresses, email id and contact numbers of the Directors / Partners with DIN to be provided on Company letter head. Tenderer should furnish details of Bank Name, Branch Name, Account No. IFSC Code and copy of cancelled cheque leaf.
- 2.7 Micro and Small Enterprise are exempted from the payment of EMD against enclosing a copy of SSI / NSIC / MSME / Udyog Aadhaar Memorandum in the relevant trade should be enclosed.
- 2.8 No interest will be paid on the Earnest Money Deposit or Security Deposit.
- 2.9 Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. Failure to furnish all information required by the Tender Document or submission of a tender not substantially responsive to the Tender Document in any respect will be at the Tenderer's risk and may result in the rejection of his tender.

- 2.10 a) In case of Limited Company, copy of the Board's resolution authorizing the person to sign the Tender should be enclosed.
- b) In case of Partnership firm, copy of authorization of the partners for participating to be furnished.
- c) In case of Dealer, latest Authorization with date of appointment shall be furnished.
- 2.11 The bidder may be a Manufacturer / Authorized Dealer / Authorised distributor / Single Proprietor / Partnership firm / Public Sector undertaking / MSME / SSI / NSIC.
- 2.12 In case the **tenderer is a manufacturer**, and Limited Company,.
- a) The tenderer should be a company registered in India under the Companies Act 1956 / 2013 and the documentary evidence for constitution of firm i.e., certificate of Incorporation and Memorandum of Association and Articles of association shall be furnished as proof. In case of Micro /Small / Medium Enterprises, MSME / SSI / NSIC details issued by the Competent Authority shall be furnished. **(Annexure-B).**
- b) should have license for the manufacturing facility.
- c) The details of factory, Manufacture of Production capacity, Factory License, Name address, duly attested License copy, Telephone No. Fax. No. Email Address of the firm of M.D / Partner / Proprietor / Company shall be furnished. **(Annexure-B).**
- 2.13 In case, the tenderer is an Authorised Dealer or an Authorized Distributor, copy of the appointment order to be furnished (Authorised Dealership Certificate). Such appointment as Authorised Dealer / Authorised distributor should be before the date of publication of this tender shall be furnished. **(Note:Authorised Dealership / Authorized Distributorship Certificate obtained before January 2023 will not be accepted).**
- 2.14 Tenderer shall furnish all information called for in different sections of this tender document. Bids not complying with this condition are liable to be rejected.
- 2.15 Tender prepared by the tenderer and all correspondence / documents relating to the tender shall be in English language.
- 2.16 All documents of proof in support of conditions prescribed in the tender shall be uploaded along with the tender document.

- 2.17 Failure to comply with one or more conditions will disqualify the tenderer to participate in the tender.
- 2.18 Furnishing incorrect information will entail forfeiture of Earnest Money Deposit in full.
- 2.19 Non performance of the tender/ contract conditions / wrong information (suppressing the fact, consciously providing misleading and incorrect information pertaining to bid) by the tenderer to the Commissionerate of Stationery and Printing will disqualify the tenderer to participate in the tender for the **next five years** from the date of order of disqualification.
- 2.20 All the tenderers should do indexing of the tender documents clearly with page numbers and annexure wise in the first page, before uploading it.

Force Majeure:

- 2.21 Notwithstanding the provisions under Part 3, the Supplier shall not be liable for forfeiture of the security deposit, liquidation damages or termination for default, if and to the extent that, the delay in performance or other failure to perform their obligations under the contract is the result of any event of force majeure.
- 2.22 For the purpose of this clause "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable.
- 2.23 If a Force Majeure situation arises, the Supplier shall promptly notify the General Manager, Stationery and Printing in writing of such conditions and the cause thereof. Unless and otherwise directed by the General Manager, Stationery and Printing in writing, the Supplier shall continue to perform their obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 2.24 This tender is governed by the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and the Rules 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012). made there under.
- 2.25 No Appeal shall be preferred while the tender is in process.

Amendment of Tender Documents

- 2.26 a) The Commissioner of Stationery and Printing, office at 110, Anna Salai, Chennai-600 002 may amend the tender document as per requirements or whenever such amendments are absolutely necessary, subject to clause 2.24 (b) hereunder.

b) The Tenderers must periodically browse website (<https://tntenders.gov.in>) till the closing date of this tender for any amendments or corrigendum issued in connection with this tender. The Tender Inviting Authority and Tender Accepting Authority are not responsible for any misinterpretation of the provisions of this tender document on account of the tenderers' failure to update the tender documents based on periodical changes, if any, announced through the <https://tntenders.gov.in> provided no such changes would be effected within **48 hours** prior to the time fixed for opening of the technical bid documents.

APPEAL

- 2.27 This tender is governed by the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and the Rules 2000 and Tamil Nadu Transparency in Tenders (Public Private Partnership Procurement Rules, 2012) made there under.
- 2.28 No Appeal shall be preferred while the tender is in process.
- 2.29 Any Tenderer aggrieved by the order passed by the Tender Accepting Authority under section 10 of the said Act, may appeal to the Secretary to Government of Tamil Nadu of the concerned Administrative Department.

PART-3

GENERAL TERMS AND CONDITIONS

DISQUALIFICATION OF THE TENDERER

- 3.1 Failure to submit latest Dealership Authorization / manufacturing / Valid MSME in the respective trade from the original Manufacturer, 3 year Income tax return statement GST Clearance will lead to rejection of Tender.

EXPERIENCE

- 3.3 The tenderer should have at least three years of experience in the field of manufacture / supply of items listed in the Annexure – "A".
- 3.4 Certificate to the effect that tenderer has not been blacklisted by Government of Tamil Nadu or any other Government undertaking or any other State Government/any other organization (Annexure - E).

TURNOVER

- 3.5 Annual turnover statement for the last three years 2021-2022, 2022-2023 & 2023-2024 certified by the Statutory Auditor of the tenderer firm shall be not less than:

Item SI.No. in Annexure-A	Annual Turn over
GROUP- VIII (A) to (I)	5 Lakhs
GROUP-VIII (J) to (K)	8 Lakhs

EARNEST MONEY DEPOSIT

- 3.6 The Earnest Money Deposit shall be paid online as per the procedure of the E-Tender Portal <https://tntenders.gov.in>.
- 3.7 The tenders should also be accompanied with a tender deposit (hereinafter called the **Earnest Money Deposit of Rs.1,20,000/-**)
- 3.8 Tenders which are not accompanied with the specified EMD or with a deposit of less than 1% will summarily be rejected.
- 3.9 The Earnest Money Deposit shall be paid online as per the procedure of the E-Tender Portal <https://tntenders.gov.in> The Earnest Money Deposit (EMD) of the unsuccessful bidders will be auto refunded without any interest to their bank account as per the procedure of the e-tender portal.

- 3.10 No request for transfer or adjustment of any previous deposit towards EMD will not be entertained.

EMD EXEMPTION

- 3.11 SSI / MSME Units registered in the Manufacture of relevant trade with Director of Industries and Commerce (Tamil Nadu) and NSIC are exempted from paying EMD, against the production of a copy of the acknowledgement obtained from the General Manager, District Industries centre concerned for filing of the Entrepreneurs Memorandum Part –II. / Udhayog Aadhaar Memorandum.

TENDER CONTRACT PERIOD

- 3.12 On acceptance of the tender, the successful Tenderer shall enter into Rate Contract for one year for the supply of tendered items as and when ordered either in total or in part by the Commissionerate of Stationery and Printing.
- 3.13 The successful tenderer shall execute an agreement in the prescribed format in a Non judicial stamp paper Rs.100/- within 7 days from the date of receipt of the intimation from the Commissioner of Stationery and Printing, Chennai-2 for the faithful performance of the contract.

SECURITY DEPOSIT

- 3.14 The successful tenderer will also be required to remit a Security Deposit of 5% of the value of the tender accepted, in the form of e-challan and the e-challan (original) should be furnished after receiving the award of contract / supply order, Cheque, etc. will not be accepted on any account towards Security Deposit.

8443 00 Civil Deposit-deposit not bearing Interest –

103 Security Deposit-EMD

IFHRMS Code DPC 8443 00 103 AA 801 02

- 3.15 The Security Deposit furnished by the bidder shall be refundable after successful completion of the contract and after the adjustment of the amount if any due to the Commissionerate of Stationery and Printing.

FORFEITURE OF EMD AND SECURITY DEPOSIT

- 3.16 a) In case if the approved contractor fails or refuses to observe, perform, fulfill and keep up any one or all the conditions stipulated in the agreement to be executed after the acceptance of tender, the EMD and the Security Deposit furnished will be forfeited to the Government.

b) The EMD is liable to be forfeited to the Government if the tenderer withdraws the tender after acceptance by this Department.

c) If the supplies in part or in full are not effected by the selected tenderer in accordance with the delivery schedule, the EMD and Security Deposit furnished will be forfeited to Government.

d) In the event of rejection of consignment on account of substandard product and not in conformity with the specifications and on any act of breach of trust, the EMD and Security Deposit furnished will be forfeited to Government.

e) the EMD and SD will not be returned to the contractor, while the contract is in force.

3.17 (a) The tender is liable to be rejected if complete information is not given therein or if the particulars and data asked for in the tender are not fully filled in specific attention must be paid to the terms and tender general conditions of the contract.

(b) A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

OPENING OF TENDER

3.18 All the tenders uploaded on or before the time of bid submission shall be opened online on the date, time, place specified in the tender.

TDS ON GST

3.19 As per section 51 of the TNGST Act 2017 where the total value of such supply under a contract exceeds two lakh and fifty thousand rupees, Tax Deducted at source (TDS) will be made in the following rates:-

(a) One percent for State GST on such payment made or credited for supplies within the state

(b) One percent for Central GST on such payment made or credited for supplies within the state and

(c) Two percent for integrated GST on such payment made or credited for inter-State supplies.

COMMUNICATION OF ACCEPTANCE

- 3.20 The acceptance of the tender by the purchaser will be communicated by a award of contract / Supply order by post or by e-mail with proper acknowledgement.
- 3.21 The purchaser reserves the right to place order on successful bidder for additional quantity at the rates quoted by the successful bidder from the date of acceptance of the tender for the period of one year.

SUPPLY ORDER AND DELIVERY

- 3.22 The selected Tenderer must be ready to supply the Articles as mentioned in Annexure-A as per the size, quality, quantity and place of delivery as mentioned in the supply order / Award of contract.
- 3.23 All the tendered Articles should be delivered in satisfactory condition within the date specified in the supply order at free of cost.
- 3.24 The Quantity given in the Tender is only approximate. Supply Orders will be placed only for the actual quantity as and when required in total or in part supply to Commissionerate, Government Central Press Chennai-01 and other Government Branch Presses located at Madurai, Trichy, Pudukottai, Salem and Virudhachalam.
- 3.25 Any other conditions, which the Tender Accepting Authority may deem fit and proper, will be imposed at the time of placing of supply orders.
- 3.26 Goods will be accepted after ascertaining its suitability and in case of any deviation in the quality / specification of the item, it shall be liable for rejection. The test report of Stationery and Printing Department is final. The rejected items should be cleared from our premises within 5 days from the date of intimation at supplier's risk and cost.
- 3.27 Priority assistance for movement of goods, licenses or permits required for executing any supply, cannot be arranged by this department. They should be attended by the tenderers themselves. Booking restrictions cannot be a plea for the failure to supply the articles within the stipulated time.

THE TENDER ACCEPTING AUTHORITY RESERVES :-

- 3.28 (a) the right to reject all or any of the tenders without assigning any reason.
- (b) the right to split up the tender as he deems necessary.
- (c) to negotiate with the L1 Tenderer before entering into agreement
- (d) the right to accept one or more tenderers for supply of one item.

- (e) the right to cancel the tender process if the performance of the firms in the previous tenders is not satisfactory, the Tender Accepting Authority has the powers to reject the tender.
- (f) the right to abandon the procurement of the goods; or
- (g) the right to issue another tender for identical (or) similar goods.
- (h) The right to accept the tender either in full or in part and either to increase or decrease the quantities to be purchased.
- (i) The Tender Accepting Authority shall ordinarily be permitted to vary the quantity finally ordered only to the extent of twenty five percent either way of the requirement indicated in the tender documents.

FAILURE AND TERMINATION

3.29 In case of delay, neglect or refusal on the part of The contractor to supply and deliver any of the articles ordered for without prejudice to the right of the purchaser, may recover damages for breach of contract after giving a notice.

- a) After getting the supply order, if the supplier fails to supply within due date or not able to supply or fails to replace the rejected articles within the due date, then it can be purchased from other sources and the difference in cost between the prices paid for such articles when purchased from other sources will be recovered from the contractor.
- b) Termination for default is said to have occurred if the successful tenderer fails to deliver any or all of the tendered articles within the time period specified in the supply order.
- c) If the successful tenderer does not make any remedial steps within a period of 5 days after receipt of the default notice from this department, the department may cancel the contract in total or a portion thereof.

PENALTY

3.30 Penalty will be of 1% of the basic price charged for the delay in supply for the first 15 days and thereafter it will be 2% of basic price.

PAYMENT UNDER THE CONTRACT

3.31 (a) No request for advance payment shall be accepted.

(b) All bills for supply will be admitted for payment only after the supply.

(c) On receipt of bills, payment shall ordinarily be arranged for articles delivered and accepted by this department at the accepted rate intimated to them in the Supply order.

(d) Any upward revision in claim of GST after issue of supply orders by the Commissioner should be supported by proper evidence. Any reduction of GST after issue of supply orders should also be given effect.

(e) Any upward revision in Net price except GST after issue of supply orders will not be borne by this Department and the extra cost incurred if any will be borne only by the successful tenderer.

INDEMNITY CLAUSE

3.32 (a) If at times during the continuance of the agreement/ contract, it becomes impossible by reason of war or war like operation, epidemical sickness, pestilence, earthquake, fire, storm or floods, the supplier shall during continuance of such contingencies, not to be bound to execute the contract as per the agreement.

(b) The supply shall be resumed immediately after the contingency/contingencies have ceased or otherwise determined and the successful tenderer's obligation shall continue to be in force for correspondingly extended period after the resumption of execution.

(c) The successful tenderer must inform The Commissioner, Stationery and Printing, by registered post or by any other means about such act at once. In the event of delay lasting over 7 days, if arising out of cause of Force Majeure, the Commissioner of Stationery and Printing reserves the right to cancel the contract without any compensation.

LAW GOVERNING THE CONTRACT

3.33 In respect of any **Tender condition**, the decision of the Commissioner of Stationery and Printing, Chennai-600 002, shall be final and binding.

3.34 In the event of any dispute or difference arising during the subsistence of the contract touching any clause matter, or thing herein contained or the

operation or construction hereto or the rights, duties, or liabilities of either party under or in connection therein then and in every such case except where herein otherwise stated that the decision of the Secretary to Government of Tamil Nadu of the concerned Administrative Department upon such dispute or difference shall be final and conclusive as against any binding upon each of the parties here to.

- 3.35 The courts at Chennai alone shall have jurisdiction to decide any disputes arising out of or in respect of this contract.

GENERAL MANAGER,
TENDER INVITING AUTHORITY.

ANNEXURE – "A"**List of GROUP VIII – Computer Consumables**

GROUP - VIII Computer consumables			
Sl.No	Articles	Unit	Total Qty
GROUP- VIII (A) HP LASER JET PRINTER TONER CARTRIDGE			
1	HP Laserjet 201X B CF 400 XC High Yield	No	8
2	HP Laserjet 201X C CF 401XC High Yield	No	6
3	HP Laserjet 201 X MCF 403XC High Yield	No	7
4	HP Laserjet 201 X YCF 402XC High Yield	No	7
5	HP Laserjet 700 M 712 HP Laserjet 14X CF 214 XC High Yield	No	25
6	HP Laser Jet 500m 551 colour Printer CE 400A (Black)	No	7
7	HP Laser Jet 500m 551 colour Printer CE 400A (Blue)	No	5
8	HP Laser Jet 500m 551 colour Printer CE 400A (Yellow)	No	5
9	HP Laser Jet 500m 551 colour Printer CE 400A (Megentha)	No	5
10	HP Laserjet M 603 N B\W A4 size - HP 90A Black Orginal Laserjet Toner Cartridge CE 390A	No	8
11	HP Toner CC388/88A (for Hp laser jet Print Cartridge Laser jet Pro MFP M 128 FN	No	42

GROUP- VIII (B) SAMSUNG LASER JET PRINTER TONER CARTRIDGE			
1	Fax Samsung Multi function Xpress (Multifunction Printer) <pde; Cpde x[ress M2876FD SL M2876FD/XIP Model Name- M267xX287X Series Samsung MLT - D116 L	No	4
2	Samsung ML 3471ND A4 Size B/W Samsung MLD3470A Black High Yield Toner	No	4
GROUP- VIII (C) CANON PRINTER TONER CARTRIDGE			
1	Canon Imageclass MF4570W - MFD B/W Printer---Canon Image Class MF4570W - Black Cartridge 328	No	10
2	Canon Image Runner 4225 - Digital Copier B/W - Canon Genuine NPG-57 Toner	No	5
3	Canon IR 2004 Printer (Canon NPG 59 Toner)	no	3
4	CANON Image Runner 2525 - Digital Copier - B/W---Canon Genuine NPG 51 Toner	No	55
5	Canon Printer Toner Image Class LBP226dw - Canon 057 Cartridge	No	49
GROUP- VIII (D) RICOH PRINTER TONER CARTRIDGE			
1	RICOH Pro 8100s Black Toner	No	1
2	Ricoh C9200 Colour Ink Toner (Yellow Toner)	No	20
3	Ricoh C9200 Colour Ink Toner (Cyan Toner)	No	20

4	Ricoh C9200 Colour Ink Toner (Magenta Toner)	No	20
5	Ricoh C9200 Colour Ink Toner (Black Toner)	No	20
GROUP- VIII (E)- RISO PRINTER TONER CARTRIDGE			
1	Riso master Roll FII Type S - 8130UA	No	2
2	Riso Unicom Black S 8113 AF Type	No	3
3	Riso Com colour Black FW 1230 Ink Cartridge (Model No. 7250 RS)	No	30
4	Riso GL 7430 Machine 1&2 (Yellow Toner)	No	10
5	Riso GL 7430 Machine 1&2 (Magenta Toner)	No	10
6	Riso GL 7430 Machine 1&2 (Black Toner)	No	24
7	Riso GL 7430 Machine 1&2 (Grey Toner)	No	8
8	Riso GL 7430 Machine 1&2 (Cyan Toner)	No	10
9	Riso Machine S8929UAF Comcolour	No	54

GROUP- VIII (F) TOSHIBHA e-STUDIO TONER CARTRIDGE and Konica Minolta			
1	Toshiba E- studio 2309A Toner	No	18
2	Konice Minolta 2 Bizhab Toner 118	No	6
Group VIII - (G) Brother Printer Cartridge and Cartridge cum Drum			
1	Toner for Printer Model HL-L6200DW Drum Model DR3455 Printer Make Brother	No	1
Group VIII - (H) Kyocera			
1	Kyocera TK 7120	No	25
GROUP-VIII (I) Accessories			
1	Monitor LED 24"	No	8
2	TVS Gold key Board USB -Port	No	107
3	Optical Mouse	No	119
4	Computer and Mouse cover	no	42
5	Mouse pad	No	152
6	DVD Re-Writable Sony or equivalent	No	625
7	Internal Hard Disk 1TB	No	11
8	Internal Hard Disk 4TB	No	2
9	External Hard Disk 1 TB	No	10
10	DDR 2 - 4 - GB RAM	No	2

11	Pendrive 64 GB (metal casing)	No	113
12	Pendrive 32 GB (metal casing)	No	34
13	DVD Writer (internal)	No	3
14	DVD Writer (External)	No	3
15	2TB External Hard Disc	No	34
16	4TB External Hard Disc	No	6
17	DDR 3 RAM- 4 GB	No	4
18	DDR 4 RAM - 8 GB	No	3
GROUP- VIII (J) INK CARTRIDGE			
1	CSPL 3107 Original Virgin Black Ink cartridge suitable for HSA TIJ Ink Jet Printer-Brand : HP Inc., Kao Collins, General, CSPL 3107	No	604
GROUP-VIII (K)Bulk Ink Bottle and Cartridge			
1	CSPL 3107 Original virgin Black bulk ink Cartridge for HSA TIJ Ink jet Printer - Brand : HP Inc., Kao Collins, General, CSPL 3107 Bulk Ink Cartridges	No	130
2	CSPL 3107 Original virgin Black bulk ink bottle for HSA TIJ Ink jet Printer (1 litre pack) Brand : HP Inc., Kao Collins, General, CSPL 3107 Bulk ink Bottle	No	40

L1 selection will be based on the Total Price quoted
i.e., Basic Price + GST for each item in the Tender Schedule.

The terms and conditions which form part of this tender are acceptable to me/us

Dated 10.07.2024

Place: Chennai-02.

GENERAL MANAGER,
TENDER INVITING AUTHORITY.

ANNEXURE – B**CHECKLIST FOR BIDDERS**

S. No.	Particulars	Description /Details	Pg.No
1)	Name of the OEM (Original Equipment Manufacturer) / Authorized Dealers. Proof to be enclosed.	:	
2)	Address	:	
	a) Registered Office	:	
	b) Administrative Office	:	
	c) Factory (in case of Manufacturer)	:	
3)	a) Phone Number	:	
	b) Fax Number	:	
	c) Email Id	:	
4)	Nature of Constitution (Whether individual / partnership firm/ single proprietor /public sector /company registered under the companies Act). (Enclose Certificate)	:	
5)	Name of the Chief Executive Officer and his Phone Number (mobile and landline)	:	
6)	In case of a company, Name, Phone no, email id of the Director with DIN		
7)	Details of Manufacturing Facilities as on date	:	
8)	Annual turnover (Audited Financial Statement Balance Sheet and Profit and Loss Account)		
	FY. 2021-2022		
	FY. 2022-2023		

	FY. 2023-2024			
9)	Income Tax Return Statement			
	FY. 2021-2022			
	FY. 2022-2023			
	FY. 2023-2024			
10)	Details of Tenderer's major clients.	:		
11)	Details of Government Jobs executed by the tenderer in the past / present jobs in hand (documentary proof to be attached)	:		
12)	The copy of certificate containing Goods and Service Tax Registration No.(GSTIN)	:		
13)	GST Clearance Certificate Upto April 2024			
14)	PAN Number	:		
15)	EMD details MSME / SSI / NSIC /AADHAAR UDHYOG	:		
16)	List of Annexures and samples as indicated in the tender document	:		
17)	Documents in respect of experience of the Tenderer	:		

ANNEXURE – C
SUBMISSION OF SAMPLE OF TENDERED ARTICLES FOR SPECIAL
Computer Consumables

Sl. No. as per Annexure-A	Name of the Tendered Articles as per Annexure-A	Quantity of samples

(Signature of the Authorized Signatory)

Signature :

Name :

Designation:

Seal:

ANNEXURE – D
PERFORMANCE CERTIFICATE OF SATISFACTORY SUPPLY OF Computer Consumables (AS PER ANNEXURE - "A")

I / we hereby certify that M/s..... is supplying the to our for the past years.

The service rendered by M/s..... is and the quality of the items supplied by them are also

Name :

Designation:

Signature:

Seal:

Date:

Place:

ANNEXURE – E

**DECLARATION THAT THE TENDERER HAS NOT BEEN BLACKLISTED /
DEBARRED**

CERTIFIED THAT / THE FIRM / COMPANY/
PARTNERSHIP OR ANY OTHER FIRM / COMPANY IN WHICH THE TENDERER
IS A PARTNER / SHAREHOLDER WAS NOT BLACK LISTED BY TAMIL NADU
GOVERNMENT OR GOVERNMENT UNDERTAKING OR ANY OTHER
GOVERNMENT EARLIER.

SIGNATURE OF THE TENDERER