

GREATER HYDERABAD MUNICIPAL CORPORATION

E-TENDERS ARE INVITED FOR SUPPLY OF CARTRIDGES FOR MULTIFUNCTION PRINTER, PRINTERS, PLOTTERS, COPIER MACHINES AND COMPATIBLE PRINTER CARTRIDGE WITH (1) YEAR RATE CONTRACT TO GHMC (1ST RECALL).



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Tender No: 05/J1/IT/GHMC/2024 -25,1st Recall, Dt: 19.12.2024

GREATER HYDERABAD MUNICIPAL CORPORATION

Tank Bund Road, CC Complex, Hyderabad-500063.

HOW TO APPLY ON e-PROCUREMENT PORTAL

- a. Applications can be downloaded from Government of Telangana e-Procurement Website <https://tender.telangana.gov.in/> under login for suppliers. Aspiring parties who have not registered in e-procurement should register before participating through the website <https://tender.telangana.gov.in/>
- b. The details of the process of registration and obtaining the digital signature certificates are available on the website: <https://tender.telangana.gov.in/> Necessary hands on training could be obtained from the center for M/s Vupadhi Techno Services Pvt. Ltd. and could also be obtained over telephone at +91-4040-44426250/51 Fax +91-40-44426252 **or mail to** tseprocsupport@vupadhi.com. can access the application on the website, fill them with all relevant information, and submit the completed application and supporting documents
- c. **Read the complete document, carefully** PDF versions or scanned copies of the required documents are to be uploaded on the website.
- d. The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.
- e. For any help or technical support on e-Procurement, Bidders may contact M/s Vupadhi Techno Services Pvt. Ltd over phone or in person or their helpdesk at: e-Procurement Help Desk.

Vupadhi Techno Services Pvt. Ltd.

1st Floor, Ramky Grandiose,
Sy. No: 136/2 & 4, Gachibowli,
Hyderabad - 500032.
Telangana State.
+91 40-33762222, 23
tseprocsupport@vupadhi.com .

Letter of Undertaking on Company Letter head

To
The Addl. Commissioner (IT)
3rd Floor, GHMC Head Office,
Tank Bund Road,
Hyderabad. 500063

Sir,

Reg.: Our bid for Procurement Cartridges for Multifunction Printer, Printers, Plotters, Copier Machines and Compatible Printer Cartridge we submit our Bid Document herewith.

We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

Vendor means the bidder who is decided and declared so after examination of

commercial bids. Yours faithfully

For _____

Signature: _____

Name: _____

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GREATER HYDERABAD MUNICIPAL CORPORATION: HYDERABAD

O/o Additional Commissioner (IT),
3rd floor, IT Section, Head Office,
Tank Bund, Hyderabad.

(FORWARDING SLIP TO ACCOMPANY TO THE TENDER SCHEDULE)

1)	Tender Notice No. & Date	:	05/J1/IT/GHMC/2024-25, 1 st Recall, Dt: 19.12.2024
2)	Name of the Work	:	Supply of Cartridges for Multifunction Printer, Printers, Plotters, Copier Machines and Compatible Printer Cartridge with (1) Year Rate Contract to GHMC (1 st Recall).
3)	Name and address of the Agency	:	M/s. _____
4)	Bid Processing Fee (By way of DD drawn on or after 23.12.2024 from any scheduled Bank)	:	Rs. 5000 may be paid online @ https://tender.telangana.gov.in/ towards Bid Processing fee.
5)	Earnest Money Deposit	:	EMD – Rs. 50,000/- (initial payment) shall be paid while submitting bids through online payment at https://tender.telangana.gov.in/ and the balance amount of the tender value calculated @ 2.5% should be paid at the time of agreement in favour of Commissioner, GHMC
6)	Bid Document Down Load start Date	:	23.12.2024 @ 11.00 AM
7)	Bid Document Down Load End Date	:	30.12.2024 @ 05.00 PM
8)	Last date & time of receipt of bids	:	30.12.2024 @ 05.00 PM
9)	Opening of Technical Bids	:	30.12.2024 @ 05.05 PM
10)	Opening of Financial Bids	:	Would be intimated to (L1) bidder
11)	Address	:	O/o Additional Commissioner(IT), 3 rd floor, IT Section, Head Office, Tank Bund, Hyderabad.
12)	Contact Number:	:	9963551523, 6309999458.

Agency:

Signature of the Participant:

Seal:

Note : For Further details, specifications please visit <https://tender.telangana.gov.in/>

NOTICE INVITING TENDERS:

Tenders are invited on e-Procurement platform from the Authorized Dealers for Supply of Cartridges to Multifunction Printer, Printers, Plotters, Copier Machines and Compatible Printer Cartridge to GHMC, Head office. A complete set of tender document can be downloaded from the website of <https://tender.telangana.gov.in/> on payment of non refundable amount of As mentioned in the Tender Document against each Package – Nonrefundable under any circumstances towards Bid Processing fee through D.D. drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation, Hyd. GST as mentioned in the Tender Document against each Package to Commercial Tax Department online e-Payment on https://www.tgct.gov.in/tgportal/DLR_Services/Payments/e-PaymentGen.aspx

The Tender Participant must fulfill the qualification criteria mentioned in the tender document. All tender offers must be uploaded on or before 30.12.2024 @ 05.00 PM duly uploading the copies of DDs along with other documents as per terms and conditions as stipulated.

Agency:

**Signature of
the participant**

**Seal:
Seal:**

1. Eligibility criteria:

- a) Manufacturers/ Authorized Dealers/ Authorized Stockiest agencies who have this type of supply work order more than 25 Lakh to the State / Central Govt./, Public Sectors (Enclose the clients list) and having Firm Registration, GST registration, IT returns, for the last (3) consecutive 2021-22, 2022-23 & 2023-24 years and PAN card etc., only are eligible to participate in the tenders.
- b) The agencies turn over shall be more than Rs. 1 Crore in last any preceding three years viz. 2021-22, 2022-23 & 2023-24 on supply of Cartridges. A certificate, in original, from a chartered accountant on the turnover from Cartridges for the reference years may be submitted.
- c) If required Tender participant is advised to submit the Hard copies of tender documents for evaluation purposes on or before opening of technical bid to IT Section, Head Office, and GHMC on proper acknowledgement, failing which their technical and financial bids are not entertained in bid processing.
- d) Original Equipment Manufacturer OEM Authorization Certificate for all original Cartridges.
- e) Details to be Uploaded:
 1. As per Check List of 'e' Procurement.
 2. Failing which the tender will be summarily rejected without any further intimation to the tender participant.

2. General Instructions to Bidders

A. Definitions:

1. **Tender call or invitation for bids** means the detailed notification seeking a set of solution(s), service(s), materials or any combination of them.
2. **Specification** means the functional and technical specifications or statement of work, as the case may be.
3. **Firm** means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
4. **Bidder** means any firm offering the solution(s), service(s) and/or materials required in the tender call. The word vendor when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom GHMC signs the contract for rendering of goods and services.
5. **Pre- qualification and Technical bid** means that part of the offer that provides information to facilitate assessment by GHMC, professional, technical and financial standing of the bidder, conformity to specifications etc.
6. **Financial Bid** means that part of the offer, that provides price schedule, total project costs etc.

7. **Three part Bid** means the pre-qualification bid, technical and financial bids
8. **Goods and services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
9. **The word goods** when used singly shall mean the hardware, firmware component of the goods and services.
10. **Maintenance period** means period mentioned in bid document for maintaining the systems beyond warranty period.

B. General Eligibility

1. This invitation for bids is open to all firms both from within and outside States of India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre qualification criterion.
2. Bidders marked/considered by GHMC to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
3. Bidder debarred/ blacklisted by any Central or State Govt. / Quasi – Govt. Departments or organizations as on bid calling date for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
4. Breach of general or specific instructions for bidding, general and special conditions of contract with GHMC or any of its user organizations may make a firm ineligible to participate in bidding process.

2.1Pre-Qualification criteria

Bidders should have sufficient experience in the field for Supply of Cartridges to Printers and Copiers machine and should meet the following Pre-qualification criteria:

#	Pre-Qualification Criteria	Supporting Documents to be submitted
1	<p><u>Legal Entity</u> OEM/OEM Authorized partner must be a corporate in India registered under Company’s Act 1956; or a firm is registered under any other Government body. Should be registered with the GST & Service Tax Authorities.</p>	<p>i) Certificate of Registration of the Firm / Company, partnership deed (in case of partnership) ii) Copies of GST & Service Tax Registration certification iii) Copy of PAN Card</p>
2	<p><u>For Original Cartridges / OEM Machines:</u> OEM/Bidder should be a Manufacturer/ Authorized representative of an OEM and should be in business of manufacture and or supply and maintenance of the offered items in India as on</p>	<p>The valid Tender Specific Manufacture Authorization Form for all the items to be submitted in PQ Bid along with the details of manufacturing unit. Vender should be Authorized sales and</p>

	bid calling date.	service for OEM Machine Parts. Note: 1. The bidder should submit 'Single' MAF for item/items. Multiple MAF's for same item is not allowed. 2. Sub Contracting / Tendering is not accepted
3	<u>Financial Turnover</u> Bidder should have minimum turnover of Cumulative Rs. 1 Crore in the last 3 years of business. i.e., Financial Years 2021-22, 2022-23 & 2023-24.	i) Audited Balance sheet for each financial year. ii) Certificate from the Statutory Auditor (CA).
4	<u>Past Experience</u> OEM/ Bidder should have experience in Supply of Cartridges to Multifunction Printer, Printers, Plotters and Copier Machines for any Central/ State Government Departments / PSUs / ULBs / or private organizations in India, with project value of any project of Rs. 25 Lakhs or above in any of the last 3 years of business. i.e., Financial Years 2021-22, 2022-23 & 2023-24.	Bidder should submit any of the following: i) Work orders executive on field. ii) Performance certificate duly signed by the authorized signatory from the client end. iii) Work satisfactory certificate from the client.
5	<u>Service Centre/ Dealership office</u> OEM/ Bidder should have Service Centre in Hyderabad with technical team as on date of bidding.	Self-certified Address on Letter head to be submitted.
6	<u>Blacklist</u> Bidder and OEM shall not be black listed by any State / Central Government departments, Ministry/ULBs or Agency for breach of Contractual conditions as on Bid Calling date. The Applicant should also not be entangled in any legal disputes with any Govt./PSU body.	Self-Declaration Certificate on Letter Head by authorized signatory that the Applicant/ OEM is not black listed and is not in any legal disputes as on the bid calling date to be submitted in the bid duly signed by the authorized signatory.
7	Product Declaration: The products quoted should not be declared as end of life at the time of delivery and OEM should support the products quoted for at least 5 years	A letter to this extent from OEM to be attached as a confirmation. The bidder to submit the declaration letter as per format in PQ forms.

2.1.1 Submission of bids : The bidders shall submit all the bids i.e., Pre-Qualification, Technical and Financial Bids on e-Procurement website only.

2.2 Cost of Bidding

1. The bidder shall bear all costs associated with the preparation and submission of its bid , and GHMC will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

2.3 Clarification of bidding documents

1. A prospective vendor requiring any clarification of the bidding documents may notify GHMC contact person. Written copies / e-mail of the GHMC response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.
2. The concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that GHMC shall not entertain any correspondence regarding delay or non-receipt of clarification from GHMC.

2.4 Amendment of bidding documents

1. At any time prior to the deadline for submission of bids, GHMC, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
2. All prospective bidders those have received the bidding documents will be notified of the amendment and such modification will be binding on all bidders.
3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the GHMC, at its discretion, may extend the deadline for the submission of bids.

2.5 Period of validity of bids

1. **The commercial bid should be valid for minimum 3 months from the date of opening of qualification bid. GHMC may ask bidders to extend the period of validity. Commercial Bids of qualified bidders only shall be opened.**
2. The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. There should be no alteration later after submission of bids.

3. In exceptional circumstances, the GHMC may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.

2.6 Deadline for submission of bids

- Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice.
- The GHMC may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the GHMC and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- Any bid not received by the GHMC by the deadline for submission of bids will be rejected

2.7 Modification and withdrawal of bids

- No bid can be modified subsequent to the deadline for submission of bids.
- No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).

2.8 General Business information:

The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

2.9 Bid Security i.e. Earnest Money Deposit (EMD)

1. The bidder shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
2. The bid security is required by GHMC to:
 - a. Assure bidder's continued interest till award of contract and
 - b. Conduct in accordance with bid conditions during the bid evaluation process.
3. The bid security shall be in Indian rupees and shall be a Demand Draft/ Banker Cheque/Bank Guarantee. The validity period should be 3 months from the date of issue. The DD/Banker Cheque issue date shall be later than bid calling date.
4. Unsuccessful bidder's bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by GHMC.
5. The successful bidder's bid security will be discharged upon the bidder signing the contract, and furnishing the performance security,

6. The bid security may be forfeited:

- a. If a bidder withdraws its bid during the period of bid validity or quoted conditional bids deviating from the tender terms and conditions.
 - b. in the case of a successful bidder, if the bidder fails:
 - i. To sign the contract in time; or
 - ii. To furnish performance security.
7. Bidders have to pay initial amount of Rs. 50,000/- initial in e-procurement online portal out of total 2.5% EMD on the Tender Estimate Price (as specified in the schedule). The balance amount out of 2.5% should be paid at the time of agreement in favour of Commissioner, GHMC, Hyderabad in the form of a DD, payable to the “**Commissioner, Greater Hyderabad Municipal Corporation, Tank Bund, Hyderabad**” drawn from any scheduled Bank. **EMD in any other Form / Instrument shall not be acceptable.** This EMD does not carry any interest.
8. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected. EMD in respect of parties that are not selected shall be returned within one month.

-

2.10. Period of contract:

The contract will be valid for a period of (1) year from the date of placement of order, which can be extended for a further period of one year on the same rate and terms & conditions on mutual consent of both parties. However GHMC may terminate the contract at any time by giving 15 days advance notice without assigning any reason.

2.11 Bid Submission & Evaluation:

The bid should be submitted in 2 parts TQ and Commercial bid as per the Formants/Annexure enclosed in the Tender document.

The bid evaluation shall be undertaken in 2 stages – PQ+TQ : Stage 1 evaluation and Commercial bid : Stage 2.

2.11.1. Pre Qualification + Technical bid (Stage-1)

It shall include the following information about the firm and/or its proposal.

1. EMD Online payment at <https://tender.telangana.gov.in/>
2. Process Fee (Cost of Tender Schedule)

3. GST Online Payment Receipt
4. Firm Registration
5. GST Registration.
6. PAN Card
7. Declaration of Bidder (Annexure-I)
8. Record of Arbitration & Litigation (Annexure-II)
9. Bidder Information (Annexure-III)
10. Manufacturer Authorizations (Annexure-IV)
11. Experience Details & Materials Details (Annexure-V)
12. Technical Specifications Compliance (Annexure –VI)
13. Check List (Annexure-VII)

During the Stage-1 evaluation, the bidder should arrange for Technical Demonstration/Proof of Concept (PoC) duly deploying the proposed equipment and showcase the various technical features if any.

The location & schedule of live demonstration shall be intimated to the PQ qualified bidders with 2 days advance notice for setup of equipment for PoC. The bidders shall bring all the required equipment, cables etc for live demonstration. Only raw power and space shall be provided by the Department.

3. Bid submission:

3.1. Technical bid

It shall include the following information about the firm and/or its proposal.

1. Amount of **Rs. 50,000/-** out of total 2.5% EMD on the Tender Estimate Price
<https://tender.telangana.gov.in/>
2. Process Fee (Cost of Tender Schedule)
3. GST Online Payment Receipt
4. Firm Registration
5. GST Registration.
6. PAN Card
7. Declaration of Bidder (Annexure-I)
8. Record of Arbitration & Litigation (Annexure-II)
9. Bidder Information (Annexure-III)
10. Manufacturer Authorizations (Annexure-IV)
11. Experience Details & Materials Details (Annexure-V)
12. Technical Specifications (Annexure –VI)
13. Check List (Annexure-VII)

3.2. Financial bid

The financial bid should provide cost calculations corresponding to unit price of each item of the schedule in the Annexure – VIII.

4. Clarification of bid documents:

1. Prospective Bidder requiring any clarification on the Tender Document may notify the GHMC in writing through e-mail (**decit-ghmc@gov.in**). Bidders should send their queries latest **on or before Date: 29.12.2024 @ 5.00 PM**. However, it is not binding for GHMC to answer/accept any or all of such queries/comments.
2. To facilitate evaluation of Proposals, GHMC may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Not with standing anything contained in the Tender Document, GHMC reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Proposal.
3. The bidders are requested to upload all the Technical and Financial proposals on e-procurement portal only.
4. During evaluation of the bids, GHMC may, at its discretion, ask the bidder for clarification of its bid.

4.1. Bid security i.e. Earnest Money Deposit (EMD)

- i. Tenders have to pay total 2.5% EMD on the Bid Price. (Rs. 50,000/- to be paid on the tender website) shall be paid while submitting bids through online payment and 2.5% of the tender price should be paid at the time of agreement in favour of Commissioner, GHMC, Hyderabad in the form of a DD, payable to the “**Commissioner, Greater Hyderabad Municipal Corporation, Tank Bund, Hyderabad**” drawn from any scheduled Bank. **EMD in any other Form / Instrument shall not be acceptable.** This EMD does not carry any interest.
- ii. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected. EMD in respect of parties that are not selected shall be returned within one month.

5. Preparation of financial bid:

5.1. Overview of financial bid

The financial bid should provide cost calculations corresponding to each component of the project.

5.2. Bid prices:

- a. The bidder shall indicate the unit prices (where applicable) and the total bid price of the goods/services it proposes to supply under the contract.

- b. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by GHMC and will not in any way limit the purchaser's right to contract on any of the terms offered.
- c. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- d. Bid currency: Prices shall be quoted in Indian rupees.
- e. All the rates shall be quoted with all taxes (tax mentioned separately).

6. Standard procedure for opening and evaluation of bids:

6.1 Outline of bid evaluation procedure

1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the GHMC authorized officer shall open, Technical bids. Finally financial bids of those bidders will be opened who are short listed in technical evaluation and all the communications with regard to tender evaluation status shall be viewed on e-procurement portal only.
2. In case of composite bid - technical and financial bids combined together, first Prequalification, Technical evaluation will be done followed by Financial evaluation of only those bids which have qualified in Pre qualification, Technical evaluation.
3. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or GHMC may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

6.2 Preliminary examination:

1. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

3. GHMC may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
4. Prior to the detailed evaluation, GHMC will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without any deviations.
5. If a bid is not substantially responsive, it will be rejected by the GHMC and may not subsequently be made responsive by the bidder by correction of the nonconformity.

6.3 Evaluation of Technical bid

Technical bid documentation shall be evaluated in two sub-steps.

1. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the offer made, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project.
2. In the second step, GHMC may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

6.4 Evaluation of Financial bid

1. Financial bids of those vendors who satisfy technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. GHMC will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid.
2. Evaluation of financial bids will exclude and not take into account any offer not asked for or not relevant to the present requirements of user and who ever quotes L1 price (inclusive taxes) will be treated as successful bidder.

7. Contacting GHMC:

1. Bidder shall not approach GHMC officers outside of office hours and / or outside GHMC office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a bidder to influence GHMC officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also marked as ineligible for future bids. If the bidder wishes to bring additional information to the notice of the GHMC, it should do so in writing.

8. Award criteria:

Final choice of firm to execute this project shall be made on the basis of conformity to technical requirements, appropriateness of the product/services offered, appropriateness of financial offer from the point of view of cost-effectiveness, total cost of ownership over entire contract period for the product/services and past track record of bidder.

8.1. GHMC right to vary quantities at time of award

GHMC reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions.

9. Quality Standards:

1. This specification covers design manufacture, testing and delivery of the materials described as in the tender document.
2. The materials offered should have been successfully tested and the design should be in satisfactory operation for the duration of the contract.
3. All the materials should conform in all respects to highest standards of engineering, design, this specification and the latest revisions of relevant Indian / International standards, at the time of offer and the Purchaser should have the power to reject any work or material, which, in his judgment is not in full conformity to the standards specification. All material will be of the best class and will be capable of satisfactory operation under tropical conditions without distortion or deterioration.

10. Quantity to Quote:

Bidder shall quote for full quantity indicated in the bid Specification. Offers for Partial quantity are liable for rejection.

11. Tests certificates:

Tests will have to be conducted on the materials in case an order is placed, according to relevant standard and tests certificates in triplicate will have to be furnished. The tests that will be conducted on the materials as per relevant IS/ Tender specification should be stated in the tender. Each unit of the materials will be subject to the tests prescribed in the relevant standard (latest edition) before supply is affected. Untested materials will not be accepted. The certificates of type tests if any should also be submitted with the tender.

12. Dispatch Clearance:

- (a) The manufacture / authorized dealer after receiving dispatch clearance from the respective inspection Authority / Purchaser should deliver the equipment/materials suitably packed to GHMC designated Stores. The materials are to be suitable packed and fully insured against all risks and to be delivered as per dispatch instruction to be communicated in due course.

(b) Materials/ equipment as per dispatch clearance should have to be dispatched within the stipulated period of the order and inspection of further lots against the said order will be arranged after receipt of confirmation regarding physical delivery to our stores by the inspection authority.

13. Experience Required:

Past experiences and performance certificate received in respect of these types of materials supplied earlier during last 3 years shall have to be submitted with the tender.

14. Deviation from Specification:

Any Deviation from the specified specifications or improvement over the specification should be stated in the offer in the enclosed Schedule of deviation format.

15. Guarantee:

The contractor shall furnish guarantee for genuineness of the product i.e. the product supplied should be of original make only. In case, any substandard article is supplied, the GHMC shall reserve the right to withhold all the payments due to the contractor and may blacklisted him/her from any future business with the GHMC.

16. Delivery and completion period:

Time is essence for any contract. The Contractor shall ensure delivery of the Cartridges within 7 working days from the day of receiving purchase order on mail/telephone. In exigencies but not in usual practice, the delivery time can be relaxed up to one week. It shall be the sole responsibility of the contractor to deliver the product within stipulated time period. Regular non compliance of time schedule may endanger the contract and invite penalty.

17. Supplier's Obligations:

- The suppliers shall ensure that stock of allocated toners/cartridges are available with them are supplied on demand within 2 days of the order in emergency requirements of GHMC.
- The suppliers shall also ensure quality of the products. They will also ensure that original make products only are supplied

18. Penalty:

During the contract period, if the contractor fails to supply products under his/her contract within stipulated time, the GHMC reserves the right to withhold all payments due to him/her and blacklist them for future business with the GHMC. This is also applicable in case if substandard quality products or spurious/duplicate articles are supplied.

It will be the responsibility of the successful bidder to supply the item in accordance with supply order within stipulated time frame & of quality, otherwise, the GHMC may seek compensation on account of the same. The compensation of five percent 5% of the P.Os shall be recoverable for each week of delay in delivery with reference to the delivery period given in the Purchase Order to maximum extent of 10% . Compensation of 20% of P.Os shall be recoverable / sought for any substandard (inferior quality) / incomplete supply along with cancellation of work order.

19. Corrupt or Fraudulent Practices:

It is essential that the Purchaser as well as Bidder / supplier / contractor for the purposes of this provision, the terms set forth below as follows:

- (i) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- (ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;
- (iii) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (iv) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at anytime determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

20. Warranty:

1. The supplier will warrant for the satisfactory functioning of the Cartridges for a Minimum period of (6) months extendable up to (1) year / as per the warranty issued by the Original Manufacturer from the date of delivery of material / equipment in good condition.

2. The Supplier shall ensure that the Materials / equipment supplied under the Contract are new of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The supplier further shall ensure that all Materials / equipment supplied under this Contract will have no defect, arising from a design and / or materials as required by the Purchaser's specifications.
3. All the material will be of the best class and will be capable of satisfactory operation in the tropics under service conditions as indicated in this document without distortion or deterioration. No welding filling or plugging of defective parts will be permitted, unless otherwise specified, they will conform to the requirements of the appropriate Indian, British or American Standards.
4. Where a standard specification covering the material in question has not been published, the standards of the American Society for testing of Materials should be followed.
5. The entire designs and construction will be capable of withstanding the severest stresses likely to occur in actual service and of resisting rough handling during transport.
6. The warranty period will be minimum of (1) year or as per the warranty issued by the OEM for Cartridges from the date of acceptance of the Materials / equipment. The Supplier will, in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the supplier will at its discretion either, Make such changes, modifications, and/or additions to the Materials /equipment or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests as per the relevant standards.
7. The Purchaser will promptly notify the supplier in writing of any claims arising under this warranty. "Upon receipt of such notice, the Supplier will within 3 days repair or replace the defective Product / Materials / equipment or parts thereof, free of cost at the ultimate destination.
8. If the Supplied Cartridges are found damaged in use or life cycle as fail claim. The supplier has to replace it with free of cost.
9. The supplier will take over the replaced parts/Materials / equipment at the time of their replacement. No claim whatsoever will lie on the Purchaser for the replaced parts/Materials / equipment thereafter". In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material will be extended to a further period of 12 months.
10. If the Supplier, having been notified, fails to remedy the defect(s) within the above period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense duly deducting the expenditure from subsequent bills / EMD and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

21. Packing:

1. The materials/ equipment should have to be packed suitably. If the materials/ equipments are found to be acceptable after inspection and testing, the same should have to be suitable sealed by our inspecting officers. Due care should have to be ensured during transportation to keep the packing and seal intact for acceptance by consignee stores. All necessary Assistance in this regard should be extended by the party to GHMC's inspecting team free of cost.
2. Goods securely packed are to be delivered to the consignee mentioned below, during office hours on any working day within the period of delivery specified. Bills should be prepared in triplicate by the suppliers and marked distinctly as original, duplicate and triplicate and dispatched to the consignee quoting reference to purchase order.
3. Payment will be made after supply and satisfactory functioning of the items. No advance payments will be released under any circumstances.
4. The vendor at his cost shall arrange transport of the goods to the project site(s).
5. No variation or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
6. The Vendor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent from GHMC.
7. In the event the GHMC terminates the contract in whole or in part, GHMC may procure, upon such terms and in such manner, as it deems appropriate, goods or services similar to those undelivered, and the Vendor shall be liable to the GHMC for any excess costs for such similar goods or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
8. If a Force Majeure situation ("Force Majeure" means an event beyond the control of the Vendor and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the GHMC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes) arises, the Vendor shall promptly notify the GHMC in writing of such condition and the cause thereof. Unless otherwise directed by the GHMC in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
9. The vendor should indicate in detail fail-safe procedure(s) for the following:
 1. Power failure
 2. Voltage variation
 3. Frequency variation
 4. Temperature and humidity variations.

10. The vendor's request(s) for payment shall be made to the GHMC in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/ performed. Payments shall be made promptly by the GHMC, but in no case later than (30) days after issuance of Acceptance Certificate and the vendor shall submit a valid invoice or claim accordingly.
11. For any dispute arising here of shall fall within the jurisdiction of Hyderabad.

22. General Terms & Conditions:

- 1. The L1 bidder will be awarded (1) year rate Contract from the date of Issuing of Work Order.**
2. EMD of 2.5% Should be calculated and paid for the first Purchase order at the time of payment. The EMD shall be refunded after the completion of contract Period of (1) year from the date of issuing Purchase Order. EMD does not attract any interest. If the bidder withdraws his offer within the validity period the EMD paid until will be forfeited.
3. The Bid processing fee will not be refunded under any circumstances. The EMD's shall be refunded to the unsuccessful tender participant except L1 and L2, soon after deciding the tenders after receipt of requisition from the Tender participants.
4. The bidder should quote their rates both in words as well as in figures. The rates quoted in words shall prevail in case of discrepancy. The rates mentioned shall including all Charges (Including GST).
5. Any wrong declaration in this regard if comes to the notice at a later date, will disqualify him from tendering.
6. The bidders are required to quote their lowest all inclusive rates with delivery period and discount, if any.
7. If the delay in supply of cartridges exceeds more than 4 weeks, GHMC will reserve the right to cancel the order without giving any notice and EMD will be liable for forfeiture.
8. The GHMC will deal with the bidder directly and no middlemen / agents / Commission agents etc. should be asked by the bidder to represent their cause and they will not be entertained by the GHMC.
9. Payment shall be made promptly by the GHMC, but in no case later than (30) days after issuance of Acceptance Certificate.
10. GHMC at its discretion, reserves the right to reject or accept any or all the tenders, wholly or partly, without assigning any reasons.
11. Even after awarding the said Contract, the GHMC reserves the right to terminate the same at any time, without assigning any reason.

12. List of clientele in support of carrying out similar types of supplies to the Central Govt. /State Govt. /Autonomous Bodies/Semi Govt. / Corporation / Private Organizations should be invariably enclosed.
13. Statutory Deductions will be effected at the time of payment as per rules and vogue.
14. Successful bidder shall have to execute an agreement within (7) days from the date of issue of work Order with GHMC on a non-judicial stamp paper worth Rs.100/- (should be submitted by the agency) expressing acceptance of the terms and conditions for supply of the items and get it registered with the Registration Department at his / their own cost.
15. If the vendor fails to supply Cartridges according to the rates quoted, action will be initiated against such vendor holding him/them responsible duly forfeiting the Earnest Money Deposit.
16. If latency supply of Cartridges or the scope of work is not upto the required standards/specifications, the EMD will be forfeited without any further notice. The bill amount together with the other bills if any pertaining to the said agency will not be entertained besides taking further action.
17. The tenderer shall furnish the information in the Annexures I to VII. The tenderer is advised to submit the Hard copies of tender document for verification / evaluation whenever required.
18. GHMC reserves their right in not considering the bid of a bidder, if such bidder is a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count or they do not possess required experience in undertaking the work.
19. The Bidder shall meet the minimum qualification criteria mentioned in the bid document and shall furnish documentary evidence in support of the qualifying requirement.
20. Bidder shall have successfully executed the tender quantity within the last three years.
21. Details of supplies made of similar items in the past three years to various utilities with documentary evidence and user's certificate must be enclosed.
22. The tenderer must have one service centre in Hyderabad to attend the defects immediately whenever pointed out by GHMC and any two Contact numbers for any technical problems.
23. Any bidder who offers discounts/ benefits suo moto after opening of commercial bid(s) will be automatically disqualified from the current bidding process without any prior notification and also may be disqualified for future bidding processes in GHMC.
24. The bidder should upload all the required documents with clear visibility, avoid missing documents and avoid bidding mistakes. In such cases, GHMC reserves its right in seeking clarification from the bidder and may disqualify the bidder for the bidding mistakes, missing documents and for the documents that are not clear.

25. GHMC reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
26. GHMC reserves the right to decide which ever plan is feasible as quoted in Annexure IV. Whatever plan is finalized, the bidder who stands as L1 will be Selected.
27. Prior to expiration of the period of bid validity, GHMC will notify the Successful bidder in writing, that its bid has been accepted.
28. Upon the successful bidder's acceptance to, GHMC will promptly notify each Unsuccessful bidder and will discharge its bid security on e-procurement portal only.
29. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
30. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition:
31. "Unethical practice" means any activity on the part of bidder which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of financial bids will be treated as unethical practice.
32. GHMC will reject a proposal for award and also may debar the bidder for future tenders in GHMC, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.
33. Application Fee, Earnest Money Deposit, Security Deposit, Performance Guarantee, Bank Guarantee etc. shall be submitted by the lead member Firm (If required).
34. The Bidder shall meet the minimum qualification criteria mentioned in the bid document and shall furnish documentary evidence in support of the qualifying requirement.

A N N E X U R E - 1

DECLARATION OF TENDERER

I /We hereby declare that I / We read the specifications and all the relevant standards and requirements of the work and that I / We have myself/ ourselves are thoroughly satisfied about the quality, availability and transport facilities for all materials and required for the work on which I / We have based my /our rates for the work. The Specifications, terms & conditions of the contract have been received by me /us well in advance before submitting the tender.

I/We am/are prepared to furnish detailed data in support of all my/our rates quoted, if and when called upon to do so without any reservations within (3) days from the date of receipt of communication.

Agency:

Signature of
the participant

Seal:

A N N E X U R E - II
RECORD OF ARBITRATION & LITIGATION.

The Tenderer shall record chronologically any disputes he had with any of his previous clients during the last (3) years, indicate whether Arbitration or Litigation, the nature, approximate duration and amount of claim involved in respective cases.

Sl. No.	Project Identification & Location	Name & address of the client	Description	Nature of disputes		Amount claimed	Award in favour of client/ contract
				Period of Arbitration /Litigation from	to		

Name :

Signature :

Date :

Seal of the Company :

Designation :

Note: Separate forms shall be submitted to cover details in above format for the individual members of joint venture.

Agency:

Signature of
the participant

Seal:

ANNEXURE – III

BIDDER INFORMATION

1	Name of the Organization	
2	Year of establishment	
3	Registered Office Address	
4	Phone No.	
5	Fax No.	
6	Email	
7	Contact person details with phone no.	
8	Total No. of branch offices in Telangana / A.P	
9	Total Support Engineers at --	
10	At Head office (No.)	
11	At branch offices (No.)	
12	Whether Manufacturer?	If Yes, Provide relevant documents
13	Whether authorized dealer/ Service Provider?	If Yes, Provide relevant documents
14	Details of certificates enclosed.	

Relevant supporting documents for the above information to be submitted.

Place & Date

Bidder's signature and Seal

ANNEXURE – IV

MANUFACTURER AUTHORIZATION

The authorization should be in the nature of a letter, memorandum or certificate regularly granted by the manufacturer to its channel partners, authorized solution providers, system integrators, distributors, etc. or a specific letter issued for purposes of this bid. Such communication should include statements / undertakings from the said manufacturer to the following effect:

Tender Ref. No: _____ Dt: _____

1. Warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
2. The manufacturer updates the bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc. on a regular basis.
3. The manufacturer provides back to back technical support to the said bidder on a continuing basis.
4. The said bidder is authorized to provide service and solutions using hardware, firmware and / or software as the case may be.

Signature with Name,
Designation,
Phone No & e-mail ID.

Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer. The MAF shall be submitted on Letter Head of the OEM.

A N N E X U R E - V

A) EVIDENCE OF EXPERIENCE:

Name of Materials supplied on hand	Estimated cost	Amount of Contract	Date of Agreement	Agreed date of completion	Agreed progress upto end of previous month	Actual progress upto end of previous month	Name of the Division in which the supplies

B) DETAILS OF MATERIALS SUPPLIED BY THE TENDERER

Name of Materials supplied	Estimated cost	Amount of Contract	Actual amount final bill received or to be received	Agreed period of completion		Actual period of completion	
				From	To	From	to

Note: the Tenderers may attach a separate sheet if the space left is insufficient

Agency:

Signature of the participant

Seal:

ANNEXURE – VI
Technical Specifications (Cartridges)

(A) Copier Machine and Printer Cartridges (HP & Canon make):

Sl. No	Machine Type & Make	Description of Item	Qty (No)	Remarks (Y/N)
1	Canon Model - Multi- Functional Printer	Supply of Canon MF735CX CRG 046 Black Cartridge	1	
2		Supply of Canon MF735CX CRG 046 Cyan Cartridge	1	
3		Supply of Canon MF735CX CRG 046 Magenta Cartridge	1	
4		Supply of Canon MF735CX CRG 046 Yellow Cartridge	1	
5		Supply of Canon MF756 CX CRG 069 Black Cartridge	1	
6		Supply of Canon MF756 CX CRG 069 Cyan Cartridge	1	
7		Supply of Canon MF756 CX CRG 069 Magenta Cartridge	1	
8		Supply of Canon MF756 CX CRG 069 Yellow Cartridge	1	
9	Canon Model - Printer	Supply of Canon LBP 2900 CRG 303 Cartridge	1	
10		Supply of Canon LBP 6030 B CRG 925 Cartridge	1	
11		Supply of Canon LBP 337 (226-DN240) Cartridge	1	
12		Supply of Canon LBP 6230 DN DRG 326 Cartridge	1	
13	Canon Model - Copier Machine	Supply of Canon IR 2525W NPG-51 Toner	1	
14		Supply of Canon IR ADV 6755i/ 6566i NPG-54 Black Toner	1	
15		Supply of Canon IR 2625 NPG-84 Toner	1	
16		Supply of Canon IR ADV 4245 NPG-56 Toner	1	
17		Supply of Canon IR ADV C 3320 NPG-67 TONER Black	1	
18		Supply of Canon IR ADV C 3320 NPG-67 TONER Cyan	1	
19		Supply of Canon IR ADV C 3320 NPG-67 TONER Magenta	1	
20		Supply of Canon IR ADV C 3320 NPG-67 TONER Yellow	1	
21	Riso Model - Copier Machine	Supply of Riso Ink Bottle	1	
22		Supply of Riso Master Rolls	1	
23	Canon Model - Plotter	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320MBK(300ML)	1	
24		Supply of Canon Plotter MT 5300 Ink Tank PFI-8320BK(300ML)	1	
25		Supply of Canon Plotter MT 5300 Ink Tank PFI-8320C(300ML)	1	
26		Supply of Canon Plotter MT 5300 Ink Tank PFI-8320M(300ML)	1	
27		Supply of Canon Plotter MT 5300 Ink Tank PFI-8320Y(300ML)	1	
28		Supply of Canon Plotter MT 5200 Ink Tank MBK(300ML)	1	
29		Supply of Canon Plotter MT 5200 Ink Tank BK(300ML)	1	
30		Supply of Canon Plotter MT 5200 Ink Tank PFI-8320C(300ML)	1	
31		Supply of Canon Plotter MT 5200 Ink Tank PFI-8320M(300ML)	1	
32		Supply of Canon Plotter MT 5200 Ink Tank PFI-8320Y(300ML)	1	
33	HP Model - Multi-Functional Printer	Supply of HP CE-400A Laser Jet Pro 570 / 500 Black Cartridge	1	
34		Supply of HP CE-401A Laser Jet Pro 570/ 500 Cyan Cartridge	1	
35		Supply of HP CE-402A Laser Jet Pro 570 / 500 Magenta Cartridge	1	
36		Supply of HP CE-403A Laser Jet Pro 570/ 500 Yellow	1	

		Cartridge		
37		Supply of HP Laser MFPM150NW Black Cartridge	1	
38		Supply of HP Laser MFPM150NW Cyan Cartridge	1	
39		Supply of HP Laser MFPM150NW Magenta Cartridge	1	
40		Supply of HP Laser MFPM150NW Yellow Cartridge	1	
41		Supply of HP 4303 DW Black Cartridge	1	
42		Supply of HP 4303 DW Cyan Cartridge	1	
43		Supply of HP 4303 DW Magenta Cartridge	1	
44		Supply of HP 4303 DW Yellow Cartridge	1	
45		Supply of HP 479 DW Color Printer Cartridge - 416 - Black	1	
46		Supply of HP 479 DW Color Printer Cartridge - 416 - Cyan	1	
47		Supply of HP 479 DW Color Printer Cartridge - 416 - Yellow	1	
48		Supply of HP 479 DW Color Printer Cartridge - 416 - Magenta	1	
49		Supply of HP Color Cartridge - MFP 183fw- Black Cartridge	1	
50		Supply of HP Color Cartridge - MFP 183fw- Cyan Cartridge	1	
51		Supply of HP Color Cartridge - MFP 183fw- Yellow Cartridge	1	
52		Supply of HP Color Cartridge - MFP 183fw- Magenta Cartridge	1	
53	HP Model - Printers	Supply of HP Laser Jet 137a M-208 Cartridge	1	
54		Supply of HP 77A Pro MFP M329 LaserJet Cartridge	1	
55		HP 158X Black Original LaserJet Tank Toner	1	
56		Supply of HP 1008/1007 88A CC388 Cartridge	1	
57		Supply of HP Printer Toner 108A (110A)	1	
58		Supply of HP 1010 Cartridge	1	
59		Supply of HP Never stop 1000A/1005/1020/1200 Printer Cartridge	1	
60	Brother Model - Printers	Brother L-2701 all-in-one laser Printer Toner	1	
61		Brother 7535 DW All In One Printer Toner	1	
62		Brother Printer HL-2321D Duram Tray	1	
63		Brother Printer HL-2321D Cartridge	1	
64	Copier	Buy Back of Empty Copier machine Cartridge of HP/Canon/Xerox/Riso as it is where it is	1	
65	Printer	Buy Back of Empty Printer Toner HP/Canon/Brother as it is where it is	1	

B) Copier Machine Cartridges (Xerox make):

Sl. No	Machine Type & Make	Description of Item	Qty (No)	Remarks (Y/N)
1	Xerox Model - Copier Machine	Supply of Xerox Versa Link C7020 black toner	1	
2		Supply of Xerox Versa Link C7020 yellow toner	1	
3		Supply of Xerox versa Link C7020 magenta toner	1	
4		Supply of Xerox versa Link C7020 cyan toner	1	
5		Supply of Xerox Versa Link B7125 black toner	1	
6		Supply of Xerox Versa Link B7025 black toner	1	
7		Supply of Xerox Versa Link B7030 Black Cartridge	1	

(B) Compatible Cartridges for Printers:

Sl. No	Description of Item	Qty (No)	Remarks (Y/N)
1	Supply of Compatible Toners Cartridge HP 78A (1566) 1606	1	
2	Supply of Compatible Toners Cartridge HP 108A/108W, 136A (110A)	1	
3	Supply of Compatible Toners Cartridge HP 88A (1213) 1008	1	
4	Supply of Compatible Toners Cartridge HP 12A (1020) 2900	1	
5	Supply of Compatible Toners Cartridge Canon 925 (6030)	1	
6	Supply of Compatible Toner Cartridge 337 Canon 246N	1	
7	Supply of Compatible Toner Cartridge Brother 2365, 2321	1	
8	Compatible Toners Cartridge HP 137A (208)	1	
9	Buy Back of Empty Printer Compatible Toner as it is where it is	1	

Signature of the tender:

Annexure –VII

(Check List)

The following are the particulars of compliance/deviations from the requirements of the tender specifications.(For every item appropriate remarks should be made like Complied, No deviation, Agreed, Enclosed)

Bid document reference	Enclosed Yes / No
1. EMD online payment	
2. Process Fee (Cost of tender schedule)DD	
3. Process Service Charge to Commercial Tax Department Receipt.	
4. Firm Registration	
5. PAN Card	
6. Service Tax Registration	
7. GST Registration	
8. Turnover Details	
9.Declaration of Bidder (Annexure-I)	
10.Record of Arbitration & Litigation (Annexure-II)	
11.Bidder Information (Annexure-III)	
12.Manufacturer Authorizations (Annexure-IV)	
13.Evidence of Experience & Details of Materials (Annexure-V)	
14.Technical Specifications (a&b) (Annexure-VI)	
15.Check List (Annexure-VII)	
16.Bill of Quantities (Price schedule) (Annexure –VIII)	

The specifications and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Place:

Bidder's signature

Date :

Bidder's seal

Annexure – VIII

**GREATER HYDERABAD MUNICIPAL CORPORATION
Bill of Quantities (Price schedule)**

**Supply of Cartridges to Multifunction Printer, Printers, Plotters, Copier
Machines and Compatible Printer Cartridge (1st Recall).**

NIT No.: 05/J1/IT/GHMC/2024-25, 1st Recall, Dt: 19.12.2024

Name of Contractor :

Address :

(A) Copier Machine and Printer Cartridges (HP & Canon make):

Sl. No	Description of Item	Unit Rate in Rs.	Qty (No)	Total Amount in Rs
1	Supply of Canon MF735CX CRG 046 Black Cartridge		1	
2	Supply of Canon MF735CX CRG 046 Cyan Cartridge		1	
3	Supply of Canon MF735CX CRG 046 Magenta Cartridge		1	
4	Supply of Canon MF735CX CRG 046 Yellow Cartridge		1	
5	Supply of Canon MF756 CX CRG 069 Black Cartridge		1	
6	Supply of Canon MF756 CX CRG 069 Cyan Cartridge		1	
7	Supply of Canon MF756 CX CRG 069 Magenta Cartridge		1	
8	Supply of Canon MF756 CX CRG 069 Yellow Cartridge		1	
9	Supply of Canon LBP 2900 CRG 303 Cartridge		1	
10	Supply of Canon LBP 6030 B CRG 925 Cartridge		1	
11	Supply of Canon LBP 337 (226-DN240) Cartridge		1	
12	Supply of Canon LBP 6230 DN DRG 326 Cartridge		1	
13	Supply of Canon IR 2525W NPG-51 Toner		1	
14	Supply of Canon IR ADV 6755i/ 6566i NPG-54 Black Toner		1	
15	Supply of Canon IR 2625 NPG-84 Toner		1	
16	Supply of Canon IR ADV 4245 NPG-56 Toner		1	
17	Supply of Canon IR ADV C 3320 NPG-67 TONER Black		1	
18	Supply of Canon IR ADV C 3320 NPG-67 TONER Cyan		1	
19	Supply of Canon IR ADV C 3320 NPG-67 TONER Magenta		1	
20	Supply of Canon IR ADV C 3320 NPG-67 TONER Yellow		1	
21	Supply of Riso Ink Bottle		1	
22	Supply of Riso Master Rolls		1	
23	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320MBK(300ML)		1	
24	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320BK(300ML)		1	
25	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320C(300ML)		1	
26	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320M(300ML)		1	
27	Supply of Canon Plotter MT 5300 Ink Tank PFI-8320Y(300ML)		1	
28	Supply of Canon Plotter MT 5200 Ink Tank MBK(300ML)		1	
29	Supply of Canon Plotter MT 5200 Ink Tank BK(300ML)		1	

30	Supply of Canon Plotter MT 5200 Ink Tank PFI-8320C(300ML)		1	
31	Supply of Canon Plotter MT 5200 Ink Tank PFI-8320M(300ML)		1	
32	Supply of Canon Plotter MT 5200 Ink Tank PFI-8320Y(300ML)		1	
33	Supply of HP CE-400A Laser Jet Pro 570 / 500 Black Cartridge		1	
34	Supply of HP CE-401A Laser Jet Pro 570/ 500 Cyan Cartridge		1	
35	Supply of HP CE-402A Laser Jet Pro 570 / 500 Magenta Cartridge		1	
36	Supply of HP CE-403A Laser Jet Pro 570/ 500 Yellow Cartridge		1	
37	Supply of HP Laser MFPM150NW Black Cartridge		1	
38	Supply of HP Laser MFPM150NW Cyan Cartridge		1	
39	Supply of HP Laser MFPM150NW Magenta Cartridge		1	
40	Supply of HP Laser MFPM150NW Yellow Cartridge		1	
41	Supply of HP 4303 DW Black Cartridge		1	
42	Supply of HP 4303 DW Cyan Cartridge		1	
43	Supply of HP 4303 DW Magenta Cartridge		1	
44	Supply of HP 4303 DW Yellow Cartridge		1	
45	Supply of HP 479 DW Color Printer Cartridge - 416 - Black		1	
46	Supply of HP 479 DW Color Printer Cartridge - 416 - Cyan		1	
47	Supply of HP 479 DW Color Printer Cartridge - 416 - Yellow		1	
48	Supply of HP 479 DW Color Printer Cartridge - 416 - Magenta		1	
49	Supply of HP Color Cartridge - MFP 183fw- Black Cartridge		1	
50	Supply of HP Color Cartridge - MFP 183fw- Cyan Cartridge		1	
51	Supply of HP Color Cartridge - MFP 183fw- Yellow Cartridge		1	
52	Supply of HP Color Cartridge - MFP 183fw- Magenta Cartridge		1	
53	Supply of HP Laser Jet 137a M-208 Cartridge		1	
54	Supply of HP 77A Pro MFP M329 LaserJet Cartridge		1	
55	HP 158X Black Original LaserJet Tank Toner		1	
56	Supply of HP 1008/1007 88A CC388 Cartridge		1	
57	Supply of HP Printer Toner 108A (110A)		1	
58	Supply of HP 1010 Cartridge		1	
59	Supply of HP Never stop 1000A/1005/1020/1200 Printer Cartridge		1	
60	Brother L-2701 all-in-one laser Printer Toner		1	
61	Brother 7535 DW All In One Printer Toner		1	
62	Brother Printer HL-2321D Duram Tray		1	
63	Brother Printer HL-2321D Cartridge		1	
64	Buy Back of Empty Copier machine Cartridge of HP/Canon/Xerox/Riso as it is where it is		1	
65	Buy Back of Empty Printer Toner HP/Canon/Brother as it is where it is		1	
Totals (Inc. GST @ 18%) in Rs				

B) Copier Machine Cartridges (Xerox make):

Sl. No	Description of Item	Unit Rate in Rs.	Qty (No)	Total Amount in Rs
1	Supply of Xerox Versa Link C7020 black toner		1	
2	Supply of Xerox Versa Link C7020 yellow toner		1	
3	Supply of Xerox versa Link C7020 magenta toner		1	
4	Supply of Xerox versa Link C7020 cyan toner		1	
5	Supply of Xerox Versa Link B7125 black toner		1	
6	Supply of Xerox Versa Link B7025 black toner		1	
7	Supply of Xerox Versa Link B7030 Black Cartridge		1	
Totals (Inc. GST @ 18%) in Rs				

(C) Compatible Cartridges for Printers:

Sl. No	Description of Item	Unit Rate in	Qty (No)	Total Amount
1	Supply of Compatible Toners Cartridge HP 78A (1566) 1606		1	
2	Supply of Compatible Toners Cartridge HP 108A/108W, 136A (110A)		1	
3	Supply of Compatible Toners Cartridge HP 88A (1213) 1008		1	
4	Supply of Compatible Toners Cartridge HP 12A (1020) 2900		1	
5	Supply of Compatible Toners Cartridge Canon 925 (6030)		1	
6	Supply of Compatible Toner Cartridge 337 Canon 246N		1	
7	Supply of Compatible Toner Cartridge Brother 2365, 2321		1	
8	Compatible Toners Cartridge HP 137A (208)		1	
9	Buy Back of Empty Printer Compatible Toner as it is where it is		1	
Totals (Inc. GST @ 18%) in Rs				

Note:

1. Unit rate and price shall be quoted by the bidder in Indian rupees in figure & words.
2. The rate quoted should be inclusive of all charges, including Taxes, if payable.
3. The Vendor should quote their rate for Buy Back also.

**Signature and Seal
of Contractor.**