



**OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH, SHIMLA-171003  
PHONE NO ./ 0177-2652612-19, FAX/ 0177-2651743 &  
2814934**

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**NOTICE INVITING TENDER**

No. GES/IT/Computer Consumables/2018-19/293-300

Dated:-27.07.2018

**Subject:-Tender/Quotations for supply of Computer Consumables for financial year 2018-19.**

Sir,

Sealed Tender/Quotations are invited from the reputed firms by 13/08/2018 at 03:00 p.m. for purchase of the Annual Computer Consumables items for the office use during the financial year 2018-19:-

**On website address <http://www.aghp.gov.in>**

**Due date 13/08/2018 Time 03:00PM.**

**Opening Date 14/08/2018 Time 03:00PMs**

**Cost of Tender Form Rs. 200/-(Rupees Two hundred only)**

**E.M.D. Rs. 5,000/- Rupees Five Thousand only)**

Intending Tenderers may download copy of Tender documents along with terms and conditions from website address <http://www.aghp.gov.in>. The Tenders received without E.M.D. and Cost of Tender Form shall liable to be rejected. Both the Bank Drafts should be prepared separately.

**Sd/-  
Deputy Accountant General(Admn.)**

**Encl.: 1. Terms & Conditions.  
2. List of Consumables for Rate.**

## TERMS AND CONDITIONS

1. The sealed quotations must be submitted up to 13/08/2018 at 3.00 PM addressed to **Deputy Accountant General (Admn)** office of the Accountant General (A&E) Himachal Pradesh, Shimla-171003, along with the Earnest Money deposit (EMD) of Rs. 5,000/- in the shape of Bank Draft drawn in favour of PAO O/o the Accountant General (A&E), Himachal Pradesh, Shimla-3 payable at Shimla. In addition to above a separate bank draft of Rs. 200/- on account of cost of Tender may also be attached.
2. The quotations envelope must be super scribed with the words, **'Quotations for Computer Consumables items'**.
3. The rate contract will remain valid up to August, 2019. Any breach of contract will be liable for penalty as per clause (4) below.
4. In case any of the suppliers failed to supply the material as contracted upon the earnest money deposit will be forfeited and the same material will be purchased from the open market at the risk and cost of the supplier.
5. The quotations received without EMD or cost of Tender after the due date or time will be rejected. All the bidders may prepare separate bank drafts i.e. EMD of Rs. 10000/- and Cost of Tender of Rs. 200/-.
6. The quotations must reach the office latest by 13/08/2018 up to 3.00 PM and will be opened at 3.00 PM on 14/08/2018. In case on the said date is declared as holiday the next working day will be treated as the due date.
7. The representatives of the firms are allowed to remain present at the time of opening of tenders.
8. EMD of the unsuccessful bidders will be returned within 30 days of the opening of tender, on receipt of written request from the firm.
9. The payment will be made to the firm at the earliest on receipt of complete supply of ordered material satisfactory by all respects after proper verification and availability of budget.
10. The supply order will be in batches as per requirement.
11. The contract of items can be given to single party or a group of parties depending on the lowest rate quoted and quality of the items mentioned by the firms.
12. The list of different items is enclosed to be referred as **'Rate List'** The firms are required to quote the rates in the column 'Rate per unit. The rates quoted separately will be rejected.
13. The rates quoted must be inclusive of all taxes and F.O.R. Shimla(Office).
14. Wherever, in the rate list samples are demanded the same may be attached and without samples, the rate of that item will not be included/ considered.
15. DAG (Admn.) reserves the right to increase or decrease the quantity of any of the item or all the items without assigning any reason.

16. Wherever samples are not called for, the details of the item can be seen in the office by contacting Sr. A.O. (GE).

17. The payment will be released if the supply is strictly according to the sample or the make prescribed in the quotation or the samples shown to the party as per clause 14 above.

18. Deputy Accountant General (Admn.) reserves the right to cancel any or all the quotations without assigning any reason.

19. The bidder must have their office at Shimla or nearby Shimla Territory.

20. The contract shall be subject to jurisdiction in the courts of Shimla only.

Sd/-

**Sr. Accounts Officer (GE)**

All the terms and conditions are accepted by the firm/agency.

Signature with Stamp  
Authorized Signatory of the Tenderer

## Annexure-A

### List of Consumables/Rate List for the year 2018-19.

S.No.	Description of Item	Make/Brand	Rate per Unit (Inclusive GST)
1	CDRs-Writable with cover	Mouserbaer	
2	CDRs-Rewritable with cover	Mouserbaer	
3	DVD-Writable with cover	Mouserbaer	
4	DVD-Rewritable with cover	Mouserbaer	
5	DVD+R 8.5GB DL	SONY/Moserbaer	
6	CDRs- Writable without cover (Open 100 pack)	Mouserbaer	
7	Collin/Glass Cleaner	Collin-	
8	Computer Duster-Yellow Full Size Good Quality (With Sample)	Yellow	
9	DLT Tape VSI (160 GB)	HP	
10	DLT Cleaning Cartridge (VSI-160)	HP	
11	DAT Tape 72 GB	HP	
12	DAT Cleaning Tape 72 GB	HP	
13	CD Mailer	Card Board	
14	Ink Cartridge- 98 (Colour)	Canon	
15	Ink Cartridge- 88 (Black)	Canon	
16	Toner Cartridge- <b>Black-CE350A</b> (HP MFP M176N)	HP	
17	Toner Cartridge- <b>Cyan-CE351A</b> HP MFP M176N)	HP	
18	Toner Cartridge- <b>Yellow-CE352A</b> (HP MFP M176N)	HP	
19	Toner Cartridge- <b>Magenta-CE3 53A</b> (HP MFP M176N)	HP	
20	Toner Cartridge- <b>Black- CE310A</b> (HP CP1025nw)	HP	
21	Toner Cartridge- <b>Cyan- CE311A</b> (HP CP1025nw)	HP	
22	Toner Cartridge- <b>Yellow- CE312A</b> (HP CP1025nw)	HP	
23	Toner Cartridge- <b>Magenta- CE313A</b> (HP CP1025nw)	HP	
24	Toner Cartridge- <b>Photo Black-C13T327100</b> (Epson SC-P407)	Epson	
25	Toner Cartridge- <b>Cyan- C13T327200</b> (Epson SC-P407)	Epson	
26	Toner Cartridge- <b>Magenta- C13T327300</b> (Epson SC-P407)	Epson	
27	Toner Cartridge- <b>Yellow- C13T327400</b> (Epson SC-P407)	Epson	
28	Toner Cartridge- <b>Red- C13T327700</b> (Epson SC-P407)	Epson	
29	Toner Cartridge- <b>Matte Black- C13T327800</b> (Epson SC-P407)	Epson	
30	Toner Cartridge- <b>Orange- C13T327900</b> (Epson SC-P407)	Epson	
31	Toner Cartridge- <b>Gloss Optimizer- C13T327000</b> (Epson SC-P407)	Epson	
32	Toner Cartridge- <b>2612A</b> (HP 1018 & Canon LBP 2900B)	HP/Lipi	
33	Toner Cartridge- <b>36A</b> (HP 1505)	HP/Lipi	
34	Toner Cartridge- <b>88A</b> (HP P1007 & M126)	HP/Lipi	
35	Toner Cartridge- <b>FX9</b> (Canon Printer)	Canon/Lipi	
36	Toner Cartridge- <b>912</b> (Canon Printer LBP3108)	Canon/Lipi	
37	Toner Cartridge- <b>308</b> (Canon Printer LBP3300)	Canon/Lipi	
38	Toner Cartridge- <b>328/78A</b> (MFP Canon Printer LBP4820)	Canon/Lipi	
39	Toner Cartridge- <b>TN-2365</b> (Brother MFP DCP 2541dw & HL-L2321D)	Brother	
40	Drum for HP Colour Laserjet Imaging <b>Drum CE314A</b>	HP	
41	Drum for Brother MFP/Laserjet Imaging <b>Drum DR-2365</b>	Brother	
42	DMP EPSON FX-2175 Printer Ribbon	Epson	
43	P/Ribbon- Lipi T6610/6810 LMP	Tally	
44	Pen Drive 08 GB <b>Steel Body</b>	HP/Sandisk	
45	Pen Drive 16 GB <b>Steel Body</b>	HP	
46	Pen Drive 32 GB <b>Steel Body</b>	HP	
47	Pen Drive 64 GB <b>Steel Body</b>	HP	
48	HDD 500 GB SATA (Internal)	Seagate	
49	HDD 1 TB with USB (External)	Seagate/Toshiba	
50	HDD 2 TB with USB(External)	Seagate/Toshiba	
51	HDD 4 TB or 5 TB with USB(External)	Seagate/Toshiba	

52	DVD Writer Combo SATA	Samsung	
53	Keyboard USB	Logitech	
54	Mouse USB	Logitech	
55	Mouse Pad Good Quality	--	
56	RJ-45 Connector for CAT 6	Dlink	
57	CAT6 Networking Cable	Molex	
58	I/O	Dlink/Molex	
59	Patch Chord 1 Meter	Molex	
60	Patch Chord 2 Meter	Molex	
61	Networking Switch 5 Port	Dlink	
62	Networking Switch 8 Port	Dlink	
63	Networking Switch 24 Port	Dlink	
64	LAN Card PCI Express for Dell Optiplex 390 & 3010,7020,9020, Lenovo M900 & HP G2 280	Dlink	
65	Bar Code Printer TVS-45 Ribbon	TVS	
66	Bar Code Printer TVS-45 Roll	--	

**Sd/-  
Sr.Accounts Officer (GE)**