



## Surat Municipal Corporation (SMC)

**Bid for**  
**Annual Rate Contract for procurement of different types of**  
**Consumables for Printers/ Computers**  
**[DC-ISD-Consumable-02-Jan-25]**

**Online Bid Start Date**

January 02, 2025

**Online Bid End Date**

**(Last Date of Online Submission of Bids)**

January 13, 2025

**Last Date of Physical Submission of Bid Fee, EMD & Forwarding Letter  
cum Declaration in Hard Copy**

January 20, 2025

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**Information Systems Department(ISD)**  
**Surat Municipal Corporation**  
**Muglisara, Surat-395003**





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## 1. Notice Inviting Bid

	<p align="center"><b>Surat Municipal Corporation (SMC)</b> Muglisara, Surat – 395003, Gujarat. www.suratmunicipal.gov.in</p> <p align="center"><b>Notice Inviting Bid DC-ISD-Consumable-02-Jan-25</b> <b>Annual Rate Contract for Procurement of different types of Consumables for Printers/ Computers</b></p>	
<p><b>Bid for Annual Rate Contract for procurement of different types of Consumables for Printers/Computers</b> at Surat Municipal Corporation (SMC) is invited online on <a href="https://smctender.nprocure.com">https://smctender.nprocure.com</a> from the bidder meeting the basic eligibility criteria as stated in the bid document.</p>		
<p><b>Bid Fee</b> (Non-refundable)</p>	<ul style="list-style-type: none"><li>Rs. 2,832/- (Rs. 2,400/- + 18% GST) (by DD or Banker's Cheque only)</li></ul>	
<p><b>EMD</b></p>	<ul style="list-style-type: none"><li>Rs. 70,000/- (by DD or Banker's Cheque only)</li></ul>	
<p><b>Online Bid Start Date</b></p>	<ul style="list-style-type: none"><li>02/01/2025</li></ul>	
<p><b>Online Bid End Date</b> (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)</p>	<ul style="list-style-type: none"><li>13/01/2025 up to 18:00 hrs.</li></ul>	
<p><b>Submission (in Hard Copy) of Bid Fee, EMD &amp; Forwarding Letter cum Declaration</b></p>	<ul style="list-style-type: none"><li>In sealed envelope strictly by RPAD/Postal Speed Post on or before 20/01/2025 upto 18:00 hrs. to the Chief Accountant, Surat Municipal Corporation, Muglisara, Surat – 395003, Gujarat.</li></ul>	
<ul style="list-style-type: none"><li>Bidders have to submit Price bid and Technical Bid online along with all necessary documents as per tender document requirement in electronic format only on <a href="https://smctender.nprocure.com">https://smctender.nprocure.com</a> website till the Last Date &amp; time for Online Submission.</li></ul>		
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p>		
<p align="right">SD/- Deputy Commissioner (D) Surat Municipal Corporation</p>		



## 2. Key Events & Dates

Event	Target Date
Notice Inviting Tender	DC-ISD-Consumable-02-Jan-25
Bid Availability	Start from 02/01/2025 upto 13/01/2025 upto 18:00 hrs. at <a href="https://smctender.nprocure.com">https://smctender.nprocure.com</a>
Bid Fee	Bid Fee of Rs. 2,832/- (Rs. 2,400/- + 18% GST) by Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
EMD	EMD of Rs. 70,000/- by Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
Last date for Online Submission of Bids along with the documents as mentioned in 3.7	On or before 13/01/2025 upto 18:00 hrs.
Submission (in Hard Copy) of Bid Fee, EMD & Forwarding Letter cum Declaration	In sealed envelope strictly by RPAD/Postal Speed Post on or before 20/01/2025 upto 18:00 hrs. To the Chief Accountant, Surat Municipal Corporation, Muglisara, Surat – 395003, Gujarat.
Opening of Technical Bid	After scrutiny of submitted tender documents tentatively on 24/01/2025

## 3. Instructions for the Bidder

### 3.1. Availing Bid Documents

Blank bid documents can be downloaded from the web site <https://smctender.nprocure.com> up to the date and time mentioned in the Online Bid Invitation Notice **DC-ISD-Consumable-02-Jan-25**.

### 3.2. Addenda & Corrigenda

If required the Addenda and Corrigendum will be issued and the same will **form the part of the original bid documents** and shall override any contradicting effects in the original bid document.

### 3.3. Submission of Price Bid and Technical BID

The price bid and the technical bid containing all the relevant supporting documents must be submitted online only on <https://smctender.nprocure.com> on or before the last date of submission of the bid. No documents except the Bid Fee, EMD & Forwarding Letter cum Declaration to be accepted in hardcopy. It is advised to keep the softcopy of the relevant documents ready and upload the same in advance on <https://smctender.nprocure.com> with respect to this tender to avoid issues if any.

All the relevant softcopy should invariably follow the (n)Code portal's specific requirements pertaining to file types, file size, file name length, etc.



- **File Types:** Files with only .pdf, .doc, .txt, .xls, .ppt, .pps, .png, .gif, .jpg, .zip, .rar extension can be uploaded.
- **File name:** It should not be more than 70 characters. Special Characters Like ( ' % @ < > : \* ? | & ~ ^ ) are not permitted.
- **File size:** Single file size should not be more than 3 MB.

The bid document (duly signed and stamped) in hard copy shall be submitted by the successful bidder upon intimation from SMC.

### 3.4. **Bid Fee & Earnest Money Deposit (EMD)**

- The bidder should pay non-refundable **Bid Fee of Rs. 2,832/- (Rs. 2,400/- + 18% GST)** and **EMD of Rs. 70,000/-** (Rupees Seventy Thousand Only) by separate Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
- Failure to submit Bid Fee, EMD & Forwarding Letter cum Declaration as required shall lead to the bid being rejected summarily.

3.5. The bids should be filled in legibly, clearly indicating the figures and its value in words too.

3.6. The bidder will be bound by the details furnished to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

### 3.7. **Online Submission of the Technical Bid:**

The bidder will be required to upload the **duly signed, stamped and notarized colour scanned copy** of below mentioned documents in the same order of sequence online on [smctender.nprocure.com](http://smctender.nprocure.com) during e-tendering process.

- 1) Scanned copy of Tender (Bid) Fee
- 2) Scanned copy of EMD
- 3) Scanned copy of Solvency certificate
- 4) Scan copy of Work order / Completion certificate / Contract clearly indicating years in operation as well as quantity (in support of Basic Eligibility Criteria No. 4.1 (c))
- 5) Scan copy of Bid Format given in Section – 5, Part – A (signed & stamped page no. 17, 18 and 19)
- 6) Scan copy of Item details given in Section – 5, Part – B (signed & stamped page no. 20 to 24)
- 7) Scan copy of Information of Authorized Signatory / Contact Person as given in Section – 5, Part – C (signed & stamped page no. 25)



- 8) Forwarding letter cum Declaration **(To be submitted on non-judicial stamp paper of Rs. 300 and duly notarized in Hard Copy, page no. 26 and 27)**
  - 9) Scanned copy of PAN card
  - 10) Scan copy of company registration with local body and state government/central government **(should be valid as on bid start date)**
  - 11) Scanned copy of GST Registration Certificate
  - 12) Scanned copy of duly signed addendum & Corrigendum, if any (Optional).
  - 13) Scanned copy of any other document not mentioned above but mentioned in the tender documents or additional document attached by tenderer (Optional).
  - 14) Authorization Letter as per Clause-3.25 (mandatory in case tender signatory is other than Owner/Partner/MD/ Director/Company Secretary)
- 3.8. ***Demand Draft for E.M.D. & Tender (Bid) fee shall be submitted in electronic format through online mode (by scanning) while uploading the bid. This submission shall mean that E.M.D. & tender fee are received for purpose of opening of the bid. Accordingly offer of those shall be opened whose E.M.D. & tender (bid) fee is received electronically. However, for the purpose of realization of D.D. bidder shall send the D.D. in original through RPAD / Speed post as per Clause-3.11 below so as to reach to Chief Accountant, SMC within 7 days from the last date of online submission of the bid as per tender notice. Penaltative action for not submitting D.D. in original to shall be initiated and action shall be taken for abeyance of registration and cancellation of E-tendering code for one year. Any documents in supporting of bid shall be in electronic format only through online (by scanning) & hard copy will not be accepted separately.***
- 3.9. ***All documents must be coloured scanned to be seen as original. Scanning in black and white or gray shall not be acceptable.***
- 3.10. ***All documents must be notarized with clearly-displaying stamp, number and name of the notary.***
- 3.11. **Sealing, marking and submission of the Bid Fee, EMD & Forwarding Letter cum Declaration:**  
 The "Bid Fee, EMD & Forwarding Letter cum Declaration" shall be put in an envelope containing Bid Fee and Earnest Money Deposit (EMD) and shall be super scribed as **"Bid Fee, EMD & Forwarding Letter cum Declaration"**  
 The envelope must be sealed and super scribed and must be sent as under:

Details to be mentioned exactly on sealed envelop	
<b>TENDER DETAILS</b> <ul style="list-style-type: none"> <li>• Notice No.: <b>DC-ISD-Consumable-02-Jan-25</b></li> </ul>	To, <b>The Chief Accountant,</b>



<ul style="list-style-type: none"><li>• Bid Fee, EMD &amp; Forwarding Letter cum Declaration for Annual Rate Contract for Procurement of different types of Consumables for Printers/ Computers</li><li>• Last Submission Date: 20/01/2025 upto 18:00 hrs.</li></ul>	<b>Surat Municipal Corporation,</b> Mahanagar Seva Sadan, Gordhandas Chokhawala Marg, Muglisara, Surat - 395 003, Gujarat, INDIA.
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The envelope containing Bid Fee, EMD & Forwarding Letter cum Declaration must be sent **strictly by Postal Speed Post or Registered Post AD** only so as to reach **on or before 20/01/2025 upto 18:00 hrs.** **Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SMC won't be responsible for postal delays.**

### TECHNICAL BID & PRICE BID

The technical bid & price bid must be submitted online on <https://smctender.nprocure.com>. It should not to be sent physically, if submitted physically the bid shall be rejected.

- 3.12. **Late Bids:** Bids not reaching on or before the specified time limit will not be accepted.
- 3.13. **Conditional Bids:** All the terms and conditions mentioned herein must be strictly adhered to by all bidders. Conditional tenders shall not be accepted on any ground and shall be subject to rejection without assigning any reason.
- 3.14. **Withdrawal of Bids**  
Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture.
- 3.15. **Period of Validity**  
The offer should be valid for acceptance for a minimum period of **120 days** from the date of opening of the Price Bid. If required, SMC may request the bidder to have it extended for a further period.
- 3.16. **Language of Bids**  
The bids prepared by the bidder shall be in the English language. The supporting documents in language other than English/Hindi/Gujarati must have its English translation (which is to be duly attested by the bidder), for purposes of interpretation of the bid, the English translation shall govern.
- 3.17. **Right To Accept or Reject Any Bid or All Bids**  
SMC reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for SMC's action.
- 3.18. **Firm Prices & Bid Currency**  
Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. Prices shall be expressed in Indian Rupees (INR) only.



**3.19. Costs to be Borne by Bidder**

All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the bid, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SMC, will be borne entirely and exclusively by the bidder.

**3.20. Acceptance of Terms & Conditions**

The bidder will, by taking participation in the bidding process and submitting the bid documents, be deemed to have thoroughly read, studied and understood the bid documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.

3.21. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. However, the interlineations, erasures or overwriting, if any, in the Technical Bid Application must be attested by the person authorized to sign the bids.

3.22. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

3.23. The agency will be bound by the details furnished by him/her to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

3.24. The participation in the online tendering process implies that the bidder have thoroughly read, studied and understood the instructions of the Bid documents, Scope of work, formats as well as the terms and conditions referred there in and the same are acceptable to the bidder.

**3.25. Authorized Signatory**

For the purpose of submission of the bid, the bidder may be represented by either the Principal Officer (Owner/MD/Director/Company Secretary) or his duly Authorized Representative, in which case he/she shall submit a certificate of authority along with the technical bid. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative or the principal officer.

3.26. **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 supplier does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.**





3.27. **Disqualifications:** A bid shall be disqualified and will not be considered if:

- a) Hardcopy envelop does not show on it the reference of bid number and description as denoted and thus gets opened before due date(s) of opening specified in Notice Inviting Bids.
- b) The Price Bid and Technical Bid is submitted physically which leads to revelation of prices before the due date of opening of the Price Bid.
- c) The Earnest Money Deposit (EMD) & Bid fee is not deposited in the manner specified above.
- d) The Bid documents are not in a language as per Clause.
- e) The Bid documents are not signed affixing stamp by the authorized signatory.
- f) The Bid documents submitted are incomplete and/or ambiguous in any respect.
- g) Non-compliance of provisions and requirements of the Bid documents.
- h) Any or all correction(s) or pasted slip(s) is/are not initialed, authenticated by the Bidder.
- i) The Bid documents are not submitted in the manner specified in the bid document.
- j) Eligibility criteria are not met with.
- k) Any form of canvassing/lobbying/influence/query regarding short listing, status, etc. will result in a disqualification.



**Surat Municipal Corporation (SMC)**

**TECHNICAL BID**

**Bid for  
Annual Rate Contract for procurement of different  
types of Consumables for Printers/ Computers  
[DC-ISD-Consumable-02-Jan-25]**

**Online Bid Start Date**

January 02, 2025

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January 20, 2025

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**Information Systems Department (ISD)  
Surat Municipal Corporation  
Muglisara, Surat-395003**

**Technical  
Bid**



## TECHNICAL BID

### 4. Terms and Conditions

#### 4.1. Basic Eligibility Criteria

- a) The bidder **should not be black-listed / debarred by any of the Government or Public Sector Units** in India as on bid start date.
- b) The bidder shall have minimum 3 years of experience (as on bid start date) with similar scope of the work. **The documents/certifications reinforcing the same shall be furnished with the bid.**

**4.2.** The Bidder may participate in the bid by quoting for one, more or all the items depending on his capability to supply & support that range of products. **Bidders are required to mention make & model of the product wherever not mentioned in the bid.**

**4.3.** The right to reject accepts any/all bid(s) without assigning any reason thereof is reserved.

#### 4.4. Security Deposit

The successful bidder will be required to place Security Deposit @ 5% of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at Surat in favor of Surat Municipal Corporation of any scheduled/nationalized bank within 10 days from the date of notice of award of contract, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable.

**4.5.** No interest shall be paid on Earnest Money Deposit (EMD) and/ or Security Deposit (SD) placed.

#### 4.6. Agreement and Undertaking

The Awardees i.e. the selected bidder will have to enter into an Agreement and submit an Undertaking with SMC for supply of goods on Rs.300/- stamp paper (or of appropriate amount) of Government of Gujarat at the agency's own cost within 10 (ten) days period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.



- 4.7. Corrections, erasures made in the bid format(s) and other paper(s) including pasted slip(s) if any, should be invariably initialed.
- 4.8. Any offer/bid not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
- 4.9. Detail of Owner(s) / Proprietor(s) / Partners / Coparceners / Directors etc. must be filled in Personal Information, while submitting this bid document to SMC.
- 4.10. The bidder will have to provide on a separate letter-head details as to names and residential addresses including phone nos. of all the partners, Karta and coparceners/beneficiaries in case of HUF along with the bid (but not by the bidder being legal person/entity).
- 4.11. Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture.
- 4.12. Along with the bid documents, the bidder should submit **Solvency Certificate** of not less than 20% of the consideration of contract from a scheduled/nationalized Bank. **The Solvency Certificate should be valid and should not be older than one year from the bid start date.**
- 4.13. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made therefore.
- 4.14. The contract shall be governed by the Laws in India and shall be subject to the **jurisdiction of Surat.**
- 4.15. Prices to be quoted should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the bidder.

## Notes

- a) Surat Municipal Corporation does not hold "C" or "D" certificate under the Sale-tax laws.
- b) Surat Municipal Corporation is a "local self-Government" and the procurement of products, materials, goods, articles is going to be solely used, utilized for public



amenities and purposes and also for relief to the poor through its various departments including public hospitals, health centers, dispensaries, maternity homes, pathological laboratory, filarial/malaria, chemical and bacteriological laboratories, Medical college and secondary and primary education schools. Hence, benefit of exemption, concession etc., if any, in Central/State taxes, levies etc. shall be passed on to the SMC.

#### **4.16. TAX LIABILITY**

GST (Goods & Service Tax) has come in existence from 1<sup>st</sup> July 2017. Contractor / Successful Bidder is bound to pay any amount of GST prescribed by the Govt. of India as per the Terms of Contract agreed upon during the course of execution of this Contract.

During the course of execution of Contract, if there is any change in Rate of GST (Goods & Service Tax) by the Government, the same shall be reimbursed / recovered separately by SMC, subject to the submission of Original Receipt / Proof of the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor / Successful Bidder certifying that the amount of GST paid to the Government and the same shall be intimated / submitted / claimed within 30 (Thirty) Days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the Successful Bidder / Contractor, failing which SMC may recover the amount due, from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the Contractor / Successful Bidder in this regard. Further, the non-payment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit / Performance Guarantee Amount.

If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.

The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.



- 4.17.** The prices/charges quoted should also include:
- a) Delivery at SMC's main office or at any other office to be decided by the SMC, within Municipal limit. [Delivery of The Goods Shall Be Taken Only During the Office Hours on Working Days.]
  - b) Transit Insurance, Freight and loading, unloading charges up to SMC's site.
- 4.18.** The SMC may buy full/partial quantity from one/more bidder(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the bidder will be applicable on partial quantity also. The quantity is estimated; the actual quantity may not necessarily match the estimated quantity and may be less than the estimated quantity. The variations in the quantities shall not vitiate the contract.
- 4.19.** In case, the awardee i.e. the selected bidder fails to supply specified quantity and quality of goods in time or the performance of such services are not found up to the mark or found of inferior quality vis-à-vis specifications, the earnest money deposit and/or security deposit will be forfeited at once.
- 4.20.** In case of continued failure or short-falls from the established standard, the contract shall be terminated and no payments will be made nor will any damages be paid to the agency besides forfeiting Security Deposit.
- 4.21.** It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting bid for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.
- 4.22. Delivery Schedule**
- The successful agency shall deliver the goods of this bid within **15 calendar days** from the date of each Work/Purchase order. A **penalty of 0.2%** of the consideration of contract for a particular item will be charged for delayed supply for delay of each day thereafter.
- 4.23.** In case, the supplied product is defective/not up to the mark, then bidder shall replace the same without any additional cost to SMC. The time period till the replacement of the defective product with proper product will be considered as delay in supply and accordingly penalty will be imposed.
- 4.24.** The bidder shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives



normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the bid process is on, mention of details of such scheme(s) must be made at **Item No.-7, Part-A, Section-5.** (If no such sales promotion scheme exists then mention NIL against it.) If any sales promotion scheme(s) is/are launched after submission of bid or after the bidder is awarded with the contract by the SMC, all such benefits of the said sales promotion scheme(s) during the continuance of said scheme(s) shall have to be made available during the period of contract.

**4.25.** Bids for locally assembled or gray market products will not be entertained and will be summarily rejected. **Only the products of Make and Model specified in Price Bid against each item will be considered.**

**4.26.** In case the supplied product is found to be counterfeit/duplicate, SMC will take necessary legal action including contract termination / blacklisting.

I / We have thoroughly read, studied and understood the instructions of the bid documents, formats as well as the terms and conditions referred to hereinabove and the same are acceptable to me/us.

<b>Place:</b>	<b>Signature of Authorized Person</b>
<b>Date :</b>	<b>Designation:</b>
<b>Company stamp:</b>	<b>Name:</b>



## Surat Municipal Corporation (SMC)

### Annexure to Technical BID

**Bid for**  
**Annual Rate Contract for procurement of**  
**different types of Consumables for Printers/**  
**Computers**  
**[DC-ISD-Consumable-02-Jan-25]**

#### Online Bid Start Date

January 02, 2025

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**(Last Date of Online Submission of Bids)**

January 13, 2025

**Last Date of Physical Submission of Bid Fee, EMD &**  
**Forwarding Letter cum Declaration**  
**in Hard Copy**

January 20, 2025

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Information Systems Department (ISD)  
Surat Municipal Corporation  
Muglisara, Surat-395003

Annexure  
to  
Technical  
Bid





## 5. ANNEXURES TO TECHNICAL BID

All the documents listed below shall be annexed to the bid in the prescribed formats along with the necessary supporting documents to ascertain the claims made by the bidder.

### A. Bid Format

1. a) **Name of the Bidder/Supplier** :
- b) **Are you a Manufacturer / Authorized dealer / Sub dealer / Any other (please specify)** :
- c) **Income Tax Number [PAN]** : **Date:**
- d) **Goods & Service Tax (GST) No.** : **Date:**
  
2. **Address with Name of contact person**
  - a) **Head office** :
  - b) **Main office in Gujarat.** :
  - c) **Office at Surat** :
  - d) **Name of Contact Person**
    - Phone Numbers** :
    - Fax Numbers**
    - Emails**



- | 3. What Is the Forum of Business You Submit This Bid As?  | Yes/No<br>(tick) | Registration<br>(submit attested copies<br>of certificates) | Details | Validity Date |
|---|------------------|---|---------|---------------|
| • Sole Proprietor? (Registration Number under Shops and Establishment Act.)   | :                |   |         |               |
| • Hindu Undivided Family? (See Item 4.11, Section-4)  | :                |   |         |               |
| • Partnership Firm? (See Item 4.11, Section-4)  | :                |   |         |               |
| • Public Limited Company under The Companies Act?   | :                |   |         |               |
| • Private Limited Company under The Companies Act?  | :                |   |         |               |
| • State Govt. owned Undertaking/ Corporation / Enterprise?  | :                |   |         |               |
| • Central Govt. owned Undertaking/ Corporation / Enterprise?  | :                |   |         |               |
| • Co-operative Society?   | :                |   |         |               |
| • Unit known as "Khadi and Village Industries" as per Khadi and Village Industries Act-1956?  | :                |   |         |               |
| • Association of Persons?   | :                |   |         |               |
| • Any Other? Please Specify.  | :                |   |         |               |
| 4. Give details about your mode of giving supply/services to SMC  | :                |   |         |               |
| 5. If you are a dealer, kindly state the name of your principals for each item quoted. (Submit a certificate by the principal indicating status as authorized distributor/ dealer/ channel partner/ etc.) | :                |   |         |               |



- 6. If you are a manufacturer, kindly :  
provide the details of manufacturing facilities and quality control set-up that you have. (The details may be given as an annexure.)
- 7. Is there any sales promotion scheme :  
going on for any of the products? If yes then give details of the same.
- 8. **EMD Details** :  
Bank Name  
Instrument No. & Date  
Amount

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation:**

**Company stamp:**

**Name:**



## B. Item details

#	ITEM DESCRIPTION	Make	Quantity	Quoted by Bidder (Yes/No)
1.	89/001/0157/53/0/0/0 Toner cartridge CE278A for HP 1606dn & 1536dnf Printer	HP	09	
2.	89/001/0165/53/0/0/0 Toner cartridge CC388A for HP P1108 Printer	HP	09	
3.	89/001/0213/53/0/0/0 HP 7110 Black Cart. 932XL	HP	70	
4.	89/001/0214/53/0/0/0 HP 7110 Cyan Cart. 933XL	HP	70	
5.	89/001/0215/53/0/0/0 HP 7110 Magenta Cart. 933XL	HP	70	
6.	89/001/0216/53/0/0/0 HP 7110 Yellow Cart. 933XL	HP	100	
7.	89/001/0218/53/0/0/0 HP M 452dn Black Toner Cart. 410A	HP	03	
8.	89/001/0219/53/0/0/0 HP M 452dn Cyan Toner Cart. 410A	HP	02	
9.	89/001/0220/53/0/0/0 HP M 452dn Magenta Toner Cart. 410A	HP	02	
10.	89/001/0221/53/0/0/0 HP M 452dn Yellow Toner Cart. 410A	HP	02	
11.	89/001/0237/53/0/0/0 HP LaserJet Pro MFP M227fdn/M203DN Black Toner Cart. [CF230A]	HP	10	
12.	89/001/0252/53/0/0/0 Printer Head for HP 7110 color inkjet printer	HP	05	
13.	89/001/0253/53/0/0/0 HP LaserJet Pro MFP M227fdn/M203DN Imaging Drum [CF232A]	HP	10	



#	ITEM DESCRIPTION	Make	Quantity	Quoted by Bidder (Yes/No)
14.	89/001/0281/53/0/0/0 HP 77A Black Original LaserJet Toner Cartridge for HP M304 - M305 series printer [CF277A]	HP	05	
15.	89/001/0287/53/0/0/0 HP 746 300-ml Magenta DesignJet Ink Cartridge [P2V78A]	HP	15	
16.	89/001/0288/53/0/0/0 HP 746 300-ml Yellow DesignJet Ink Cartridge [P2V79A]	HP	18	
17.	89/001/0289/53/0/0/0 HP 746 300-ml Cyan DesignJet Ink Cartridge [P2V80A]	HP	15	
18.	89/001/0290/53/0/0/0 HP 746 300-ml Chromatic Red DesignJet Ink Cartridge [P2V81A]	HP	15	
19.	89/001/0291/53/0/0/0 HP 746 300-ml Photo Black DesignJet Ink Cartridge [P2V82A]	HP	15	
20.	89/001/0292/53/0/0/0 HP 746 300-ml Matte Black DesignJet Ink Cartridge [P2V83A]	HP	15	
21.	89/001/0293/53/0/0/0 HP 746 DesignJet Printhead [P2V25A]	HP	10	
22.	HP 230A Magenta Original LaserJet Toner Cartridge for HP4203dw printer	HP	02	
23.	HP 230A Yellow Original LaserJet Toner Cartridge for HP4203dw printer	HP	02	
24.	HP 230A Cyan Original LaserJet Toner Cartridge for HP4203dw printer	HP	02	
25.	HP 230A Black Original LaserJet Toner Cartridge for HP4203dw printer	HP	02	



#	ITEM DESCRIPTION	Make	Quantity	Quoted by Bidder (Yes/No)
26.	HP 152A Black LaserJet Toner Cartridge for HP LaserJet Pro MFP 4104dw Printer	HP	15	
27.	HP 137A Black Original LaserJet Toner Cartridge for HP LaserJet M208dw & MFP M233dw Printer	HP	100	
28.	89/001/0188/53/0/0/0 Epson T7741 black ink 140ml. bottle for M100 & M200 printers	Epson	1800	
29.	89/001/0201/53/0/0/0 Epson L300 Printer Cyan T6642 Ink Bottle	Epson	20	
30.	89/001/0202/53/0/0/0 Epson L300 Printer Magenta T6643 Ink Bottle	Epson	20	
31.	89/001/0203/53/0/0/0 Epson L300 Printer Yellow T6644 Ink Bottle	Epson	20	
32.	89/001/0204/53/0/0/0 Epson L300 Printer Black T6641 Ink Bottle	Epson	25	
33.	89/001/0236/53/0/0/0 Printer Head for Epson M100 & M200 printers	Epson	190	
34.	89/001/0254/53/0/0/0 Epson Magenta 70ML Ink Bottle [T03Y3]	Epson	05	
35.	89/001/0255/53/0/0/0 Epson Black 127ML Ink Bottle [T03Y1]	Epson	05	
36.	89/001/0256/53/0/0/0 Epson Cyan70ML Ink Bottle [T03Y2]	Epson	05	
37.	89/001/0257/53/0/0/0 Epson Yellow 70ML Ink Bottle [T03Y4]	Epson	05	
38.	89/001/0268/53/0/0/0 Epson L5190 / L3110 printer Black Ink Bottle [T00V1]	Epson	01	
39.	89/001/0269/53/0/0/0 Epson L5190 / L3110 printer Cyan Ink Bottle [T00V2]	Epson	01	



#	ITEM DESCRIPTION	Make	Quantity	Quoted by Bidder (Yes/No)
40.	89/001/0270/53/0/0/0 Epson L5190 / L3110 printer Magenta Ink Bottle [T00V3]	Epson	01	
41.	89/001/0271/53/0/0/0 Epson L5190 / L3110 printer Yellow Ink Bottle [T00V4]	Epson	01	
42.	89/001/0272/53/0/0/0 Printer Head for Epson L-565 Multi-function Color Printer	Epson	02	
43.	89/001/0273/53/0/0/0 Epson L6460 / L15150 printer Black [C13T06G198] ink bottle	Epson	25	
44.	89/001/0274/53/0/0/0 Epson L6460 / L15150 printer Cyan [C13T06G298] ink bottle	Epson	15	
45.	89/001/0275/53/0/0/0 Epson L6460 / L15150 printer Magenta [C13T06G398] ink bottle	Epson	15	
46.	89/001/0276/53/0/0/0 Epson L6460 / L15150 printer Yellow [C13T06G498] ink bottle	Epson	15	
47.	89/001/0277/53/0/0/0 Printer Head for Epson L220 Color Printer	Epson	03	
48.	89/001/0278/53/0/0/0 Epson T03Q black ink bottle for M1170 & M3170 printers	Epson	2000	
49.	89/001/0279/53/0/0/0 Printer Head for M1170 & M3170 printers	Epson	05	
50.	89/001/0294/53/0/0/0 Printer Head for Epson L-5190 Multi-function Color Printer	Epson	01	
51.	89/001/0295/53/0/0/0 Printer Head for Epson L-6170 Multi-function Color Printer	Epson	02	
52.	89/001/0296/53/0/0/0 Printer Head for Epson L-6460 Multi-function Color Printer	Epson	04	



#	ITEM DESCRIPTION	Make	Quantity	Quoted by Bidder (Yes/No)
53.	89/001/0091/53/0/0/0 Toner Cart. Q2612A for HP LaserJet Printer LJ-1020, LJ-1022, LJ-3055, LJ-1015	ISO Certified	10	
54.	Premium Life Cartridge Ribbon for Lipi 6810 Line Printer	Lipi	700	
55.	89/001/0280/53/0/0/0 Canon 303 Toner Cartridge Black, Standard	Canon	02	
56.	TSC Thermal Transfer Barcode Wax Ribbon/Roll for Barcode Printer - TSC - TE210	TSC	30	

Place:

Signature of Authorized Person

Date:

Name:

Company stamp:

Designation:





## C. Information of Authorized Signatory / Contact Person

Name		Recent Passport Size Photograph
Address		
Phone No.		Signature
Fax No.		
Mobile No.		
Email		Capacity/Designation
Web Address		

Name		Recent Passport Size Photograph
Address		
Phone No.		Signature
Fax No.		
Mobile No.		
Email		Capacity/Designation
Web Address		



## **D. Forwarding Letter cum Declaration**

***(To be submitted on non-judicial stamp paper of Rs. 300 and duly notarized in Hard Copy)***

To,

Deputy Commissioner (D)  
Surat Municipal Corporation  
Mahanagar Seva Sadan,  
Gordhandas Chokhawala Marg,  
Muglisara, Surat - 395 003,  
Gujarat, INDIA.

Dear Sir,

**Sub: Tender for Annual Rate Contract for procurement of different types of consumables for Printers/ Computers [DC-ISD-Consumable-02-Jan-25]**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
authorized signatory of the company mentioned above, is competent to sign this forwarding letter cum declaration and execute this tender document.

I/We the undersigned, hereby submit our proposal along with the necessary documents. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/We also state that our company is not black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender. I/We have thoroughly & carefully read, studied and understood the Bid documents including the scope of work, terms and conditions, instructions, etc. referred there in and the same are acceptable to our company.

I/We hereby confirm that all the toner cartridges / ink cartridges / ribbon cartridges / printer heads which we shall supply on award of contract shall be original from respective OEMs of the products and that no refurbished/duplicate/compatible toner cartridges / ink cartridges / ribbon cartridges / printer heads shall be used.



Further, I/we agree to abide by all the terms and conditions as mentioned in the bid document. We have also noted that SMC reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Place:

Signature of Authorized Person

Date:

Name:

Company stamp:

Designation:



## Surat Municipal Corporation (SMC)

### **Price BID**

**Bid for**  
**Annual Rate Contract for procurement of**  
**different types of Consumables for Printers/**  
**Computers**  
**[DC-ISD-Consumable-02-Jan-25]**

#### **Online Bid Start Date**

January 02, 2025

#### **Online Bid End Date**

**(Last Date of Online Submission of Bids)**

January 13, 2025

**Last Date of Physical Submission of Bid Fee, EMD &**  
**Forwarding Letter cum Declaration**  
**in Hard Copy**

January 20, 2025

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**Information Systems Department (ISD)**  
**Surat Municipal Corporation**  
**Muglisara, Surat-395003**

Price Bid



# Surat Municipal Corporation

## PRICE BID

[Note: **Must be submitted online, not to be sent physically**]

#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
1.	89/001/0157/53/0/0/0 Toner cartridge CE278A for HP 1606dn & 1536dnf Printer	HP	09						
2.	89/001/0165/53/0/0/0 Toner cartridge CC388A for HP P1108 Printer	HP	09						
3.	89/001/0213/53/0/0/0 HP 7110 Black Cart. 932XL	HP	70						
4.	89/001/0214/53/0/0/0 HP 7110 Cyan Cart. 933XL	HP	70						
5.	89/001/0215/53/0/0/0 HP 7110 Magenta Cart. 933XL	HP	70						
6.	89/001/0216/53/0/0/0 HP 7110 Yellow Cart. 933XL	HP	100						
7.	89/001/0218/53/0/0/0 HP M 452dn Black Toner Cart. 410A	HP	03						
8.	89/001/0219/53/0/0/0 HP M 452dn Cyan Toner Cart. 410A	HP	02						



# Surat Municipal Corporation

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#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
9.	89/001/0220/53/0/0/0 HP M 452dn Magenta Toner Cart. 410A	HP	02						
10.	89/001/0221/53/0/0/0 HP M 452dn Yellow Toner Cart. 410A	HP	02						
11.	89/001/0237/53/0/0/0 HP LaserJet Pro MFP 227fdn/M203DN Black Toner Cart. [CF230A]	HP	10						
12.	89/001/0252/53/0/0/0 Printer Head for HP 7110 color inkjet printer	HP	05						
13.	89/001/0253/53/0/0/0 HP LaserJet Pro MFP 4M227fdn/ M203DN Imaging Drum [CF232A]	HP	10						
14.	89/001/0281/53/0/0/0 HP 77A Black Original LaserJet Toner Cartridge for HP M304 - M305 series printer [CF277A]	HP	05						
15.	89/001/0287/53/0/0/0 HP 746 300-ml Magenta DesignJet Ink Cartridge [P2V78A]	HP	15						



# Surat Municipal Corporation

#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
16.	89/001/0288/53/0/0/0 HP 746 300-ml Yellow DesignJet Ink Cartridge [P2V79A]	HP	18						
17.	89/001/0289/53/0/0/0 HP 746 300-ml Cyan DesignJet Ink Cartridge [P2V80A]	HP	15						
18.	89/001/0290/53/0/0/0 HP 746 300-ml Chromatic Red DesignJet Ink Cartridge [P2V81A]	HP	15						
19.	89/001/0291/53/0/0/0 HP 746 300-ml Photo Black DesignJet Ink Cartridge [P2V82A]	HP	15						
20.	89/001/0292/53/0/0/0 HP 746 300-ml Matte Black DesignJet Ink Cartridge [P2V83A]	HP	15						
21.	89/001/0293/53/0/0/0 HP 746 DesignJet Printhead [P2V25A]	HP	10						
22.	HP 230A Magenta Original LaserJet Toner Cartridge for HP4203dw printer	HP	02						
23.	HP 230A Yellow Original LaserJet Toner Cartridge for HP4203dw printer	HP	02						



# Surat Municipal Corporation

#	Description and Specification	Make & Model	Qty.	Unit excl. Rate GST (In number)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F	$G = E + (E*(F/100))$	$H = G * D$	
24.	HP 230A Cyan Original LaserJet Toner Cartridge for HP4203dw printer	HP	02					
25.	HP 230A Black Original LaserJet Toner Cartridge for HP4203dw printer	HP	02					
26.	HP 152A Black LaserJet Toner Cartridge for HP LaserJet Pro MFP 4104dw Printer	HP	15					
27.	HP 137A Black Original LaserJet Toner Cartridge for HP LaserJet M208dw & MFP M233dw Printer	HP	100					
28.	89/001/0188/53/0/0/0 Epson T7741 black ink 140ml. bottle for M100 & M200 printers	Epson	1800					
29.	89/001/0201/53/0/0/0 Epson L300 Printer Cyan T6642 Ink Bottle	Epson	20					
30.	89/001/0202/53/0/0/0 Epson L300 Printer Magenta T6643 Ink Bottle	Epson	20					
31.	89/001/0203/53/0/0/0 Epson L300 Printer Yellow T6644 Ink Bottle	Epson	20					





# Surat Municipal Corporation

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#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
32.	89/001/0204/53/0/0/0 Epson L300 Printer Black T6641 Ink Bottle	Epson	25						
33.	89/001/0236/53/0/0/0 Printer Head for Epson M100 & M200 printers	Epson	150						
34.	89/001/0254/53/0/0/0 Epson Magenta 70ML Ink Bottle [T03Y3]	Epson	05						
35.	89/001/0255/53/0/0/0 Epson Black 127ML Ink Bottle [T03Y1]	Epson	05						
36.	89/001/0256/53/0/0/0 Epson Cyan70ML Ink Bottle [T03Y2]	Epson	05						
37.	89/001/0257/53/0/0/0 Epson Yellow 70ML Ink Bottle [T03Y4]	Epson	05						
38.	89/001/0268/53/0/0/0 Epson L5190 / L3110 printer Black Ink Bottle [T00V1]	Epson	01						
39.	89/001/0269/53/0/0/0 Epson L5190 / L3110 printer Cyan Ink Bottle [T00V2]	Epson	01						



# Surat Municipal Corporation

#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
40.	89/001/0270/53/0/0/0 Epson L5190 / L3110 printer Magenta Ink Bottle [T00V3]	Epson	01						
41.	89/001/0271/53/0/0/0 Epson L5190 / L3110 printer Yellow Ink Bottle [T00V4]	Epson	01						
42.	89/001/0272/53/0/0/0 Printer Head for Epson L-565 Multi-function Color Printer	Epson	02						
43.	89/001/0273/53/0/0/0 Epson L6460 / L15150 printer Black [C13T06G198] ink bottle	Epson	25						
44.	89/001/0274/53/0/0/0 Epson L6460 / L15150 printer Cyan [C13T06G298] ink bottle	Epson	15						
45.	89/001/0275/53/0/0/0 Epson L6460 / L15150 printer Magenta [C13T06G398] ink bottle	Epson	15						
46.	89/001/0276/53/0/0/0 Epson L6460 / L15150 printer Yellow [C13T06G498] ink bottle	Epson	15						
47.	89/001/0277/53/0/0/0 Printer Head for Epson L220 Color Printer	Epson	03						



# Surat Municipal Corporation

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#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
48.	89/001/0278/53/0/0/0 Epson T03Q black ink bottle for M1170 & M3170 printers	Epson	2000						
49.	89/001/0279/53/0/0/0 Printer Head for M1170 & M3170 printers	Epson	05						
50.	89/001/0294/53/0/0/0 Printer Head for Epson L-5190 Multi-function Color Printer	Epson	01						
51.	89/001/0295/53/0/0/0 Printer Head for Epson L-6170 Multi-function Color Printer	Epson	02						
52.	89/001/0296/53/0/0/0 Printer Head for Epson L-6460 Multi-function Color Printer	Epson	04						
53.	89/001/0091/53/0/0/0 Toner Cart. Q2612A for HP LaserJet Printer LJ-1020, LJ-1022, LJ-3055, LJ-1015	ISO Certified	10						
54.	Premium Life Cartridge Ribbon for Lipi 6810 Line Printer	Lipi	650						



#	Description and Specification	Make & Model	Qty.	Unit excl. GST (In number)	Rate GST (%)	GS T (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F		$G = E + (E*(F/100))$	$H = G * D$	
55.	89/001/0280/53/0/0/0 Canon 303 Toner Cartridge Black, Standard	Canon	02						
56.	TSC Thermal Transfer Barcode Wax Ribbon/Roll for Barcode Printer - TSC - TE210	TSC	30						

- Note:**
1. The rates (Quoted in Unit Rate Column) should be exclusive of GST. The applicable GST should be quoted separately in GST column in Price Bid.
  2. The taxes at prevailing rate will be considered for payment purpose.

**Place:**

**Signature of Authorized Person:**

**Date:**

**Designation:**

**Company stamp:**

**Name:**