

Procurement Summary

Home > **Procurement Summary**

Tender ID- 299392

[View BOQ/Item Details](#)

Organization Name	Education Department
Location	Ahmedabad
Department	Education Department
Sub Department	Gujarat Vidyapith
IFB/Tender Notice No	GV/IT/1/2026-27
Tender Type	Open
Tender title/Name Of Project	Annual Rate Contract for Cartridge refilling works at Gujarat Vidyapith
Description of Material/Name of Work	Annual Rate Contract for Cartridge refilling works at Gujarat Vidyapith
Sector Category	State Governments & UT
Form of Contract	Works
Product Category	Miscellaneous Goods
Tender Category	GOODS
Tender Currency Type	Single
Tender Currency Setting	Indian Rupee
Period of Completion/Delivery Period	As per tender Document Attached
Procurement Type	Goods
Consortium / Joint Venture	N/A
Rebate	N/A
Alternate decrypter	N/A

Calender Details

Bid Document Download Start Date	28-04-2026 18:15
Bid document download End Date	08-05-2026 12:00
Bid Submission Start Date	28-04-2026 18:15
Bid Submission Closing Date	08-05-2026 12:00
Tender NIT View Date	N/A
Remarks	Last Date and time for Submission of EMD and Hard copy of Technical bid at Gujarat Vidyapith Date- 08/05/2026 up to 01-00 PM
Pre-Bid Meeting Mode	Offline
Pre-Bid Meeting Opening Date	02-05-2026 11:00
Bid validity	180 Days

Amount Details

Bidding Processing Fee	N/A
Bid Security/EMD/Proposal Security INR (OFFLINE)	5,000 INR. (Five thousand)
EMD Fee Exempted	No

Other Details

Officer Inviting Bids	Registrar
Bid Opening Authority	Registrar
Address	Gujarat Vidyapith, Ashram Road, Ahmedabad – 380009
Contact Details	07940016200

Tender Stages

Stage Name	Evaluation Date	Minimum Forms for Submission
Priliminary stage	08-05-2026 14:30	0
Financial Stage	08-05-2026 14:35	0

1. Priliminary stage

Form Id	Form Name	Form Mode	Submission Type	Mandatory
6	Emd Fee Form	Library-Standard	Single	Yes

Documents required for Stage - Priliminary stage

Sr No	Document Name	Mandatory
1	Scan copy of EMD	No
2	Scan copy of other necessary documents as per tender terms and conditions	No

2. Financial Stage

Form Id	Form Name	Form Mode	Submission Type	Mandatory
3	Price Bid Form	Library-Secured	Single	Yes

Certificate Details

Cert Serial No.	624b6838
Subject Dn	'CN=HIMANSHU PATEL, SERIALNUMBER=406138b36c0bfc9241221fa30a1b8164248daaf69006862b382a7a9cbd45f0d9, ST=Gujarat, OID.2.5.4.17=380009, OU="Admin,CID - 7043233", OID.2.5.4.20=78f9946097fdcafc202802bb3ccb383418c9ee506a86da3236966422edb4471f, O=Gujarat Vidyapith, C=IN'
Cert Issuer	CN=(n)Code Solutions Sub-CA for DSC 2022, OU=Sub-CA, O=Gujarat Narmada Valley Fertilizers and Chemicals Limited, C=IN
Thumbprint	9f 99 cf f1 d1 19 11 39 8c b9 34 4b 8d b5 a3 81 8a 1b 4b 9c

General Terms & Conditions

General Terms and Conditions

- (1) Bidders can download the tender document free of cost from the website.
- (2) Bidders have to submit Technical bid as well as Price bid in Electronic format only on nprocure website till the Last Date & time for submission.
- (3) Offers in physical form will not be accepted in any case.
- (4) Free vendor training camp will be organized every Saturday between 4.00 to 5.00 P.M. at (n)code solutions-A Division of GNFC Ltd., Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate as per Information Technology Act-2000 (Class-III) using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contract (n)code solutions- A division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:-

(n)code Solutions-IT division of GNFC Ltd.,
(n)Procure Cell
501, GNFC Infotower, S.G. Road,
Bodakdev, Ahmedabad – 380054 (Gujarat)

+Contact Details

Phone

+91-79-40007517, 40007514, 40007515.

E-mail : nprocure@ncode.in

TOLL FREE NUMBER: 73590 21663

Other Terms & Conditions as per detailed tender documents

Tender Documents

Sr No	Document Name	Document Definition
1	CartridgeRefilling 2026-27.pdf	CartridgeRefilling 2026-27.pdf



1920 મે મહાત્મા ગાંધી દ્વારા સ્થાપિત
ગૂજરાત વિદ્યાપીઠ
Founded by Mahatma Gandhi in 1920
GUJARAT VIDYAPITH
Ahmedabad - 380 009 (India)
REF/ /EST/2026-27
Date: 28-04-2026

Email : registrar@gujaratvidyapith.org

Fax : 079-27542547

Phone : 27540746, 27541148, 40016200

Ahmedabad - 380 009 (India)

REF/ /EST/2026-27

Date: 28-04-2026

Tender Notice No- GV/IT/1/2026-27

તા. 28/04/2026

પ્રતિ,

ભાઈશ્રી / બહેનશ્રી

ગૂજરાત વિદ્યાપીઠના અલગ-અલગ વિભાગોના પ્રિન્ટર કાર્ટ્રિજ રીફિલિંગ કરવાનો તેમજ કાર્ટ્રિજના પાર્ટસ માટે વાર્ષિક ધોરણે કરાર કરવાની જરૂરિયાત છે, જેની વિગત નીચે મુજબ છે. તે મુજબ ભાવપત્ર મોકલી આપવા બાબત રીફિલિંગમાં ગુણવત્તા નબળી જણાશે તો આ કરાર ગમે ત્યારે રદ થવાને પાત્ર છે.

Sr. No	Work details	EMD	Pre-Bid Meeting	Last date for Online Bid	Last date to send hard copy of Technical Bid	Date for opening of Technical Bid	Place for opening of Technical Bids	Approx date for opening of Financial Bid
01	Annual Rate Contract for Cartridge refilling works at Gujarat Vidyapith	Rs. 5,000/- in favour of "Registrar, Gujarat Vidyapith"	02/05/2026 ; 11.00 AM	08/05/2026 ; 12.00 PM	08/05/2026 ; 01.00 PM	08/05/2026 ; 02.30 PM	Estate Branch, Gujarat Vidyapith, Ahmedabad	08/05/2026 ; 04.00 PM

(ડૉ. હિમાંશુ પટેલ)
કુલસચિવ

GUJARAT VIDYAPITH
NR. INCOMETAX OFFICE, ASHRAM ROAD, AHMEDABAD - 380009
Details of the Bidder/Agency

1.	Name of the Bidder/Agency	
2.	Firm type (Like proprietorship / Partnership / Company / others) (copy should be attached)	
3.	Full Postal Address	
4.	Telephone Nos./ Mobile Nos/ Fax Nos.	
5.	E-mail	
6.	PAN Account No. (copy should be attached)	
7.	GST Number (copy should be attached)	
8.	Bank Details	

UNDERTAKING

1. I/we undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. There is no vigilance/CBI case or any other court case pending against my/our firm.
3. My/our firm has not been blacklisted by any Govt. Dept./ Institute/ University in the past.

Signature of the Bidder/Agency_____

Full Name_____

Designation_____

Seal of the Bidder/Agency

Place:

Date:

Pre-Qualification Eligibility Criteria (Technical Bid in Closed Cover)

Name of the work - Annual Rate Contract for Cartridge refilling works at Gujarat Vidyapith

Sr.no	Details	Submitted Documents Yes/No	Page No.
1	EMD (Rs.5,000/-) through D.D./Pay order/Banker's Cheque of Nationalized / Scheduled Bank		
2	Copy of Pan Card in the Name of Firm/Owner		
3	Copy of GST Certificate		
4	Minimum Experience of three(3) years of similar works.		
5	Average Annual Financial Turnover: Minimum ₹3,00,000/- during the last three financial years (2023-24, 2024-25, 2025-26) certified by from Chartered Accountant.		
6	Terms and conditions of the tender ("Annexure-A" should be signed by the contractor with the stamp of the firm).		
7	The firm is not blacklisted by any Government/Semi-Government organization & No legal/criminal case is pending against the bidder related to such works		

For qualifying for above work and tender, all the above documents are mandatorily required to be submitted, duly signed and stamped.

Name of Contractor: _____

Signature of Contractor with Stamp

Annexure-A

◆ 1. Eligibility Criteria

- The bidder shall be a registered firm/agency having valid GST Registration and PAN.
 - The bidder shall have satisfactorily completed minimum **three (3) years' experience** in similar works of printer cartridge refilling and/or supply of printer spare parts.
 - Copies of work orders and completion certificates shall be submitted.
 - “Similar work” shall mean **printer cartridge refilling, toner servicing, printer maintenance, or supply of printer consumables/spare parts** in Government / Semi-Government / PSU / Institutional / Commercial organizations.
 - The bidder shall have an average annual financial turnover of not less than **₹3,00,000/-** during the last three financial years (CA certificate to be submitted).
 - The bidder shall submit Earnest Money Deposit (EMD) of **₹5,000/-** in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of Registrar, Gujarat Vidyapith, Ahmedabad.
 - The bidder shall furnish a declaration that the firm is not blacklisted/debarred by any Government/Semi-Government/Autonomous body and that no vigilance/CBI/court case is pending against the firm.
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◆ 2. Two Bid System & E-Procurement

- This tender shall be processed under a Two Bid System comprising Technical Bid and Financial Bid.
- The tender shall be participated through E-Procurement portal only, i.e. **N-Procurement Portal**.
- The Technical Bid shall include all eligibility documents, EMD details and duly signed tender documents (including Annexure-A).
- Micro and Small Enterprises (MSEs) registered under Udyam/NSIC are exempted from submission of EMD, subject to submission of valid registration certificate covering the tendered service.
- Startups recognized by DPIIT are exempted from EMD on submission of valid certificate.
- The bidder must upload valid documentary proof of exemption along with the technical bid; failing which, the bid shall be rejected.
- The Financial Bid shall be submitted online only on the **n-procurement portal**.
- No hard copy of Financial Bid shall be accepted under any circumstances.
- Bidders are required to submit hard copy of Technical Bid documents, as specified in the tender notice, within the stipulated time.
- Financial Bids of only those bidders shall be opened who qualify in the Technical Bid evaluation.

◆ 3. Scope of Work

- The work includes **refilling of printer cartridges and supply/replacement of printer spare parts** such as Drum, Wiper Blade, Doctor Blade, Magnet Roller and PCR.
 - The work shall be carried out for various printers (HP, Canon, Brother, etc.) installed at Gujarat Vidyapith on “as and when required” basis during the contract period.
 - Refilling shall include cleaning, replacement of minor consumables, testing and ensuring proper print quality.
 - Only **good quality toner/ink and compatible spare parts** shall be used.
 - The contractor shall ensure proper functioning of cartridges after refilling with no leakage, background shading or print defects.
 - The contractor shall arrange all labour, tools, consumables and transportation required for execution of work.
 - The contractor shall complete the work within the time specified by the institute.
 - The contractor shall ensure proper handling of cartridges and printers to avoid any damage.
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◆ 4. Rate & Payment Terms

- The rates quoted by the bidder shall be exclusive of GST. Applicable GST shall be paid extra as per prevailing Government rules.
- The tender shall be awarded to the lowest bidder (L1) based on **item-wise total of applicable rates in BOQ.**
- The rates quoted and accepted shall remain firm and fixed during the entire contract period, and no escalation shall be permitted.
- The contract period shall be one (1) year, extendable by one (1) year based on performance.
- The estimated value of work is approximate and no guarantee shall be given for minimum quantity.
- Work shall be executed on “as and when required” basis and payment shall be made based on actual work done.
- No advance payment shall be made.
- 100% payment shall be released after satisfactory completion of work.
- No separate payment shall be made for transportation, labour, consumables, or incidental charges.
- Applicable statutory deductions such as TDS shall be made as per rules.
- Performance Security (if applicable) shall be deposited by the successful bidder as per institute norms.

◆ 5. Work Execution Rules

- The work shall be executed as per standard industry practices for printer cartridge refilling and servicing.
 - Skilled manpower shall be deployed for the work.
 - The contractor shall ensure proper testing after refilling before delivery.
 - The contractor shall follow all safety and handling precautions.
 - The contractor shall comply with all applicable labour laws and statutory provisions.
 - The contractor shall be responsible for any damage caused during execution of work.
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◆ 6. Penalty & Performance

- Delay in service may attract penalty as decided by the competent authority.
 - Defective refilling shall be replaced/reworked **free of cost within warranty period**.
 - Gujarat Vidyapith reserves the right to cancel the contract in case of unsatisfactory performance.
 - In case of repeated failure, Security Deposit may be forfeited and the contractor may be debarred.
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◆ 7. General Conditions & Rights of the Employer

- Gujarat Vidyapith reserves the right to accept/reject any or all tenders without assigning any reason.
 - Decision of Gujarat Vidyapith shall be final and binding.
 - Submission of false information shall lead to rejection and forfeiture of EMD.
 - The contractor shall not sublet the work without permission.
 - Jurisdiction shall be Ahmedabad only.
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◆ 8. Environmental & Safety Rules

- The contractor shall ensure safe disposal of used toner waste and damaged parts.
 - Use of hazardous or substandard materials is strictly prohibited.
 - Minimal disturbance to office work shall be ensured during service.
-

Name of Contractor: _____

Signature with Stamp: _____

Annexure-B: Printer List & BOQ

Sr	Brand	Model	Refilling	Drum	Wiper Blade	Doctor Blade	Magnet Roller	PCR	Total Item Wise Price
1	HP	12A							
2	HP	1008							
3	Brother	DCP-L2541DW			-	-	-	-	
4	Brother	HL-2321D			-	-	-	-	
5	Brother	L2701D			-	-	-	-	
6	Brother	L2361DN			-	-	-	-	
7	Canon	3010							
8	Canon	4820							
9	Canon	MF232W							
10	Canon	MF244DW							
11	Canon	2900B							
12	Canon	4320D							
13	Canon	MF465DW							
14	HP	M233DW							
15	HP	Tank 2606SDW		-	-	-	-	-	
16	HP	M1319							
17	HP	M128A							
18	HP	M26NW							
19	HP	1188NFW							
20	HP	M128FN							
21	HP	1213							
22	HP	M202DW							

◆ Mandatory BOQ Clause

If Items marked “-” are not applicable so shall be quoted as “0” in price bid form.

◆ Financial Bid Note

- To be submitted online only
- No hard copy accepted