

Dear bidder,

GIPL is a leading Total Solution Provider for IT/ITeS services to Government of Gujarat and its Corporations/ Boards. We are ISO 9001:2015 certified organisation and a subsidiary of Gujarat State Petroleum Corporation Ltd. (A Govt. of Gujarat Undertaking). Guj Info Petro Limited (GIPL) has been providing various IT related Services, IT Project Consultancy as a Total Solutions Provider / Nodal Agency to Government of Gujarat and its Corporation / Boards, Educational Institutions etc. since more than 20 years. GIPL also offers robust IT infrastructure for hosting of mission critical applications at its data centre located at Infocity, Gandhinagar.

GIPL is looking forward to select bidder for “Annual Rate Contract for HP Printer’s Toner Cartridge Refilling and servicing of HP Printer for GIPL, Gandhinagar. The details of the HP Printer’s Toner Cartridge as given below.

In this regards, you are requested to submit your competitive quotation in the following commercial format for Annual Rate Contract for HP Printer’s Toner Cartridge Refilling and servicing of HP Printer for GIPL at HO, Udhyogbhavn, Gandhinagar, on or before **01/08/2026 by 3:30 PM** in a **password-protected PDF** format by email to GIPL. We will inform you to submit / share password before 30 minutes of Bid Opening. The commercial quotation shall be submitted in the following format:

General information for bidders

Company Name	Guj Info Petro Limited
Address	2 nd Floor, Block-15, Sector- 11, Udhyogbhavan, Gandhinagar Kind attention :- Chief Project Officer
Website	www.gipl.in ; www.gipl.net
Main Services	IT/ITeS including Data Centre solutions

A. Commercials:

Sr. No.	Description	HSN Code	Unit Rate	GST %	Tax Amount	TOTAL Amt. With Taxes
	<u>(A)</u>		<u>(B)</u>	<u>(C)</u>	<u>(D)= B x C / 100</u>	<u>(E)=B+D</u>
01.	Refilling of HP Toner 78 A					
02.	Refilling of HP Toner 12 A					
03.	Refilling of HP Toner 88 A					
04.	Refilling of HP Toner 36 A					
05.	Drum replacement (78a,12a,36a & 88a)					
06.	Magnate for Toner Cartridge (78a,12a,36a & 88a)					
07.	Doctor Blade / Wiper Blade for Toner Cartridge (78a,12a,36a & 88a)					
07.	Laser Printer Services					

B. Eligibility Criteria

1. The Vendor must have valid PAN and GST registration.
2. The Vendor should have no record of being black-listed by any Government/ Public Sector/ Multinational/ National companies. (Self-declaration Certificate as per **Annexure-A** enclosed herewith)
3. Evaluation will be based on Bidder's eligibility, the most competitive, and the lowest rate quoted by the participating and eligible bidders.
4. **The bidder must have an established Sales/Service Office located in Ahmedabad or Gandhinagar, Gujarat, which has been continuously operational for a minimum period of three (3) years as on the tender floating date.**
5. As documentary evidence of the office's existence and operational status for the prescribed period, the bidder shall mandatorily submit copies of any of the following documents along with the bid: Property Tax Bill, Electricity Bill, Telephone Bill, or a Valid Lease Agreement. The submitted document(s) must clearly demonstrate that the office has been operational for more than three (3) years as on the tender floating date. **Failure to furnish satisfactory proof shall render the bid liable for rejection.**
6. Any clarifications desired by any Vendor in connection with any part of this proposal may be sought as per contact details below.

<u>Name of Contact Person</u>	<u>Contact email ID</u>
Manoj Patel	mpatel@gipl.net

Period of Bulk Email Services Contract period: - for 2 years.

Terms & Conditions

1. Bidder needs to quote composite rate i.e. CGST + SGST + CESS or IGST + CESS as the case may be. Any changes in Govt. Taxes / Duties would be applicable as on actual at the time of invoice processing.
2. Necessary statutory deductions, in accordance with rules as applicable, may be deducted at source by GIPL from the above quoted amount.
3. The quoted rate is inclusive of all lodging, boarding, travelling charges as may be required during the tenure of execution of the work.
4. GIPL reserves the right to cancel this requirement without assigning any reason.
5. The final decision however on selection of the Vendor will be at discretion of the competent authority of GIPL.
6. Quotation validity: 180 Days form the last date of submission of quotation.
7. Invoice copy /delivery challan should clearly mention & duly sign by the User along with the invoice after every month.
8. Payment: Within 45 days after receipt of undisputed invoice.

9. GIPL reserves the right to change the printer's toner of as per its requirement at any stage. The bidder shall have no right to claim any compensation in such case.
10. Evaluation of quotation shall be based on the Total Cost to the Company. The quotation that complies with all of the requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
11. Any Work Order/engagement that will be issued as a result of this Inquiry shall be subject to the Terms and Conditions mentioned herein. The Rate contract may be renewed for another one or two years after mutual consent of GIPL and vendor subject to quality of service.

12. Governing Laws & Jurisdiction:

The resulting engagement shall be made under, and shall be governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction of courts in Gandhinagar, Gujarat, India.

13. Limitation of Liability:

The successful bidder agrees that it will indemnify GIPL and keep so indemnified against any and all claims, damages, demands or proceedings brought or made or alleged (or threatened to be brought or made or alleged) in any jurisdiction against GIPL or any losses, liabilities, costs, charges or expenses suffered or incurred by GIPL on account of negligence or default on the part of the successful bidder.

14. Termination of Contract

In addition to any other right or remedy of GIPL against bidder or otherwise (including right of GIPL to claim compensation for delay of works) GIPL shall be entitled to terminate the contract (to be entered upon with successful bidder) by giving 30 working days written notice at any time during the term of the contract. The reason (s) for termination stated in notice of termination shall be final and binding. However, the termination of the contract will not in any way affect rights and obligations of either party which has arisen before the date of notice of termination.

Thank you and we look forward to receiving your quotation.
GIPL TEAM.

Annexure-A

FORMAT FOR SELF DECLARATION – NO BLACKLISTING CERTIFICATE

No:

Date: <DD/MM/YYYY>

To

Chief Executive Officer

Guj Info Petro Limited

Block No: 15, 2nd Floor, Udyog Bhavan,

Sector -11,

Gandhinagar – 382 011.

**Ref: “HP Printer’s Toner Cartridge Refilling and servicing of HP Printer for GIPL,
Gandhinagar**

Dear Sir,

In response to the referenced “**HP Printer’s Toner Cartridge Refilling and servicing of HP Printer for GIPL, Gandhinagar**”, as an owner/partner/director of _____, I/ We hereby declare that presently our company/firm _____ is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU.

We further declare that presently our company/ firm _____ is not blacklisted / banned / declared ineligible / declared having dissatisfactory performance / put on holiday list / disqualified for reasons of corrupt and fraudulent practices by any State/Central Government/ PSU on the date of Bid submission.

We further declare that presently our company / firm _____ is not blacklisted by any State/Central Government/ PSU for any IT/ITeS Goods and/or Services as on the date of Bid submission.

Yours Sincerely,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place: