

Registered & Corporate Office

Visnagar Road, Mehsana - 384 001

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Tender Notice No : UGVCL / IT / 241/ 2021

PRNO :-XXX

RFQNO:-XXX

**Annual work for Refilling of cartridges and cartridge spare for various types of Laser jet Printer
at UGVCL Registered & Corporate Office, Mehsana**

Additional Chief Engineer (Project & RE) invites tender for the Annual work for Refilling of cartridges for various types of Laser jet Printer. Tender Papers & Specifications may be directly down loaded by interested bidder from [UGVCL web site www.ugvcl.com](http://www.ugvcl.com) (To view & download only). Tender Fee and EMD to paid along with submission of tender, for respective tender. All the relevant documents of tenders to be submitted physically will be received only by **Registered Post A.D. or Speed Post** addressed to Additional Chief Engineer (Project & RE), UTTAR GUJARAT VIJ COMPANY LTD., Corporate Office, Visnagar Road, Mehsana : 384 001 (NG). **“COURIER SERVICE OR HAND DELIVERY” will be NOT allowed.** This tender is for annual work for Refilling of cartridges for various types of Laser jet Printer at UGVCL Registered and corporate office, Visnagar Road., Mehsana from the Bidder who has executed work of similar nature and magnitude successfully.

1	Tender No.	UGVCL / IT /241/ 2021
2	Description:	Annual work for Refilling of cartridges for various types of Laser jet Printers.
3	Estimated Cost:	Rs. 2, 62,620 with GST
4	Tender fees:	Rs. 500/- +90 GST=590/-(Non Refundable)
5	EMD:	Rs. 2626/- (1% of contract value)
6	Security Deposit	10% of contract Value
7	Contract Period	One Year
8	Validity of tender :	90 days from the date of opening of Technical Bid
9	Last Date of submission of tender :	On or before 17.09.2021 up to..15.00 hrs. by registered post or speed post only
10	Date of opening of tender & verification of documents :	18.09.2021 ...at...16.00 hrs. (Tentative, if possible)

The Tender should be strictly submitted by RPAD / Speed Post Only. Otherwise, the offer will not be considered and no any further communication in the matter will be entertained. No tender shall be accepted / opened in case of receipt after due date and time of tender, irrespective of delay due to postal services or any other reasons and the UGVCL shall not assume any responsibility for late receipt of tender. The BIDDER should thoroughly read all the clauses, terms and conditions before submitting the tender. The tender copy duly signed, stamped with bidder's seal must be submitted along the bid.

All the relevant documents as per requirement of the tender to be submitted physically along with the Tender Fee, EMD in one envelop with heading of **"Tender No. / IT / 241/ 2021 tender for UGVCL Annual work for Refilling of cartridges"**. This tender shall be opened at date and time mentioned in the tender notice, if possible.

The Earnest Money Deposit and tender fee will be accepted by cash or Demand Draft on any Nationalized Bank payable at "MEHSANA" & drawn in favour of "UTTAR GUJARAT VIJ COMPANY LIMITED". Tender without EMD and tender fee shall be outright rejected. **Two separate demand draft for Tender fee and EMD** should be submitted with your bid. Indian postal orders (IPO's) and Cheques are not acceptable. Tender fees is non-refundable.

The Bidders are requested to submit the bid with heading of **"Tender No. / IT / 241/ 2021 tender for UGVCL Annual work for Refilling of cartridges"**.

Any technical questions, information & clarification that may be required pertaining to this inquiry should be referred to Superintending Engineer (IT & EMC), Uttar Gujarat Vij Company Ltd. Regd. & Corporate Office , Visnagar Road Mehsana -384001. E-Mail id : seemc@ugvcl.com.

The UGVCL reserves the rights to reject any or all tenders or accept any tender without assigning any reason thereof.

Addl. Chief Engineer (Project & RE)
UGVCL, MEHSA