

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	12-05-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-05-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Law And Justice
विभाग का नाम/Department Name	Department Of Legal Affairs
संगठन का नाम/Organisation Name	Income Tax Appellate Tribunal (itat) Jaipur
कार्यालय का नाम/Office Name	Delhi
वस्तु श्रेणी /Item Category	Customized AMC/CMC for Pre-owned Products - Compatible Toner Drum; Lapcare; Annual Maintenance Contract (AMC); supply Toner Drum on demand; No
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	1000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	10000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Assistant Registrar  
Income Tax Appellate Tribunal, 3rd and 4th Floor, Pratihtha Bhavan, New Marine Lines, 101, M.K. Marg,  
Mumbai-400020  
(Ddo Assistant Registrar, Itat)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March

prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Supply Toner And Drum - [1777115297.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Please provide list of spares/parts/replacement for AMC services**[1777114613.pdf](#)

**Scope of Work:**[1777114712.pdf](#)

**Special Terms and Conditions/Penalty/Payment Terms pertaining to the Bid/Contract:**[1777116807.pdf](#)

**Financial Breakup Required:**[1777116964.pdf](#)

**Product/Equipment Details:**[1777116984.pdf](#)

**Customized AMC/CMC For Pre-owned Products - Compatible Toner Drum; Lapcare; Annual Maintenance Contract (AMC); Suplly Toner Drun On Demand; No ( 2430 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Product category	Compatible Toner Drum
Product Brand	Lapcare
Type of service	Annual Maintenance Contract (AMC)
Preventive Maintenance Frequency	suplly Toner Drun on demand
Manpower Required	No
<b>एडऑन /Addon(s)</b>	

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
NA	NA

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity of product/equipment	अतिरिक्त आवश्यकता /Additional Requirement
1	Pravin Vasudev Padave	400020,INCOME TAX APPELLATE TRIBUNAL, OLD CENTRAL GOVT. OFFICES BUILDING, 4TH FLOOR, 101, MAHARSHI KARVE MARG, MUMBAI	2430	<ul style="list-style-type: none"> <li>Number of months within the contract period for which service is required : 24</li> </ul>

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

DDO Assistant Registrar, ITAT  
payable at  
Mumbai

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

## Scope

(i) Income Tax Appellate Tribunal, Mumbai, invites online bids for Compatible of Toner Cartridge and Drum on Rate Contract Basis for a period of Two year, extendable further at the discretion of the ITAT. The estimated monthly consumption of Compatible of Printer Cartridge is approximately Rs.55,000 - 65,000/-.

(ii) The requirements of ITAT, Mumbai, for Compatible of toner cartridge and Drum will be notified to the successful bidder over phone/website ([www.itat.gov.in](http://www.itat.gov.in))

(iii) The Compatible Toner/Cartridges and Drum shall be done by successful bidder at ITAT, Mumbai and supplied with in same day. The bidder shall install the Compatible Toner/Cartridges Toner, Drum, Blade, wiper, magnet & chip in the specified printers.

(iv) The successful bidder must perform the service as per time schedule specified. Failure to supply and install the Compatible Toner/Cartridges and Drum on or before the stipulated date will entail a penalty equal to Rs.50/- per day per tonner and or cartridge. The penalty will be deducted from the payments to be released to a bidder and/or the security deposit as the case may be.

(v) Payment will be made on Monthly Basis, against actual work done. The items will have to be supplied at ITAT, Mumbai No transportation charges will be provided for the same.

(vi) The successful bidder has to maintain record of Spares replaced or repair and Toner, Drum, Blade, wiper, magnet & chip Compatible in each machine (along with machine serial number) with Signature of authorized person of User Department.

Specifications:

<b>Particulars / Description</b>
SERVICE OF PRINTER (ALL MODEL) Monthly basis as per requirement of Compatible Toner/Cartridges 25 to 30
FOR ALL MODEL- Compatible -78A/278A, 88A/388A, 77/277A, TN2365, TNB021, TN2570XL For All Model - DR-2365, DR-B021 and DR-2570XL Compatible within 24 hours. As per the monthly requirement (i.e.78A/278A-16, 88A/388A-15, 77/277A-20, TN-2365-20, TNB021-5, TN2570XL-10) Drum requirement as per intimation to Bidder after that supply.

(\*The rate to be quoted shall be all inclusive, excluding GST)

**Note: each and every document download and signed and stamp by the seller is Compulsory.**

### **EVALUATION OF BIDS**

The bidder quoting the lowest total of all the items together will be successful bidder.

#### **6. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

#### **7. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

#### **8. Generic**

**Manufacturer Authorization:**Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

## 9. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

## 10. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Assistant Registrar DDO ITAT, Mumbai

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 11. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export

experience.

9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

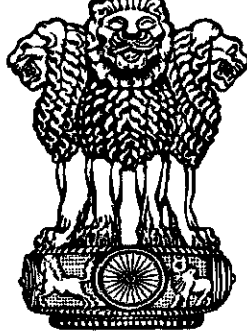
**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



सत्यमेव जयते

Government of India  
Ministry of Law & Justice  
Department of Legal Affairs

**INCOME TAX APPELLATE TRIBUNAL**

3<sup>rd</sup> & 4<sup>th</sup> Floors, Pratishtha Bhawan, 101,  
Maharshi Karve Marg, Mumbai-400020  
Ph: 022-22033849 E-Mail: itcell.ho@itat.nic.in

**TENDER DOCUMENT**

**For supply of Compatible of Toner and Drum for FY 2026-27.**

Tender No.03/ITCELL(CT)/AT/2026-27

7/

**INCOME TAX APPELLATE TRIBUNAL, MUMBAI**  
**3<sup>rd</sup> & 4<sup>th</sup> Floor, Pratishtha Bhavan (Old CGO Building)**  
**101, M.K. Road, Mumbai 400020.**

**E-TENDER NOTICE**

Tender notice no.01-ITCell(CT)/2026-27

Dated:-20.04.2026

**TENDER for Compatible of Toner and Drum for Year 2026-27 & 2027-28.**

E-tenders are invited online by the O/O Registrar, Income Tax Appellate Tribunal, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Pratishtha Bhavan, 101, M.K. Road, Mumbai – 400020 in two bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) for Compatible of Toner and Drum for the Year 2026-27 and 2027-28.

The detailed tender document can be downloaded from the website [www.itat.gov.in](http://www.itat.gov.in) & filled up from 24.04.2026 to 12.05.2026 (upto 1.00 PM)

1. Important dates for the tender are as follows: -

Start Date & Time of Bid Preparation & Submission	24.04.2026	15:00 hours
Last Date & Time for E-Tender Fees &	No Fee. Tender Document can be downloaded from the official website of Income Tax Appellate Tribunal ( <a href="http://itat.nic.in">http://itat.nic.in</a> ) free of cost	
	24.04.2026	15:00 hours
	E M D _ d e p o s i t	
Closing Date & Time of Bid Preparation &	12.05.2024	13:00 hours
	S u b m i s s i o n	
Technical Bid opening	12.05.2026	1500 hours
Date and time of Opening financial Bids	Opening date of Financial Bid Will be intimated later on after evaluation of Technical Bid	
Email address for communication for any Queries / clarifications.	<a href="mailto:itcell.ho@itat.nic.in">itcell.ho@itat.nic.in</a>	

- The Bidder must be registered in e-procurement portal ([www.gem.gov.in](http://www.gem.gov.in)) and obtain valid class III Digital Signature Certificate (DSC) as per Information Technology (IT) Act, 2000.
- The Bidder is responsible for checking the e-procurement portal on regular basis for notification/amendments to the tender (if any).

***Proposal documents without tender fee will be rejected.***

Sd/-  
Assistant Registrar  
Income Tax Appellate Tribunal,  
Mumbai.

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INTRODUCTION

ITAT is a quasi-judicial institution set up in January, 1941 and specializes in dealing with appeals under the Direct Taxes Acts. The orders passed by the ITAT are final, an appeal lies to the High Court only if a substantial question of law arises for determination.

Starting in 1941 with six Members constituting three Benches - one each at Delhi, Kolkata (Calcutta) and Mumbai (Bombay), the numbers of Benches have progressively increased and presently ITAT has 63 Benches at 27 different stations covering almost all the cities having a seat of the High Court.

**IMPORTANT INFORMATION**

Tender Inviting Authority, Designation and Address	Assistant Registrar, Income Tax Appellate Tribunal, 3 <sup>rd</sup> Floor, Pratishtha Bhavan, 101, M.K. Road, Mumbai-400020 Tel. No. 022-22014528 / 22033849
Name of Work	E-TENDER for Compatible of Toner and Drum for Year 2026-27 and 2027-28.
Tender reference	
Publication of Tender document and Tender Notice on Website	Tender document & notice are available at <a href="http://www.gem.gov.in">www.gem.gov.in</a> / <a href="http://www.itat.gov.in">www.itat.gov.in</a> from 24.04.2026 by 15:00 pm
Tender document availability for	24.04.2026 by 15:00 pm onwards
Cost of Bidding	The Earnest Money Deposit (EMD) fee of Rs.10,000/- (Rupees Ten Thousand Only) can be deposited in form of DD only. The bidder will submit the fees online through net banking (RTGS/NEFT) on or before the last date and time of Tender Fees submission.
Queries/clarifications / suggestions related to tender document.	May be send in writing through e-mails at below mentioned e-mail IDs <a href="mailto:itcell.ho@itat.nic.in">itcell.ho@itat.nic.in</a> latest by 12.05.2026 till 3:00 pm <b>Note:</b> No queries/clarification will be entertained after 11.05.2026. at 1:00 pm
a) Email address for communication for any queries/clarifications	<a href="mailto:itcell.ho@itat.nic.in">itcell.ho@itat.nic.in</a>
Last date & time for submission of e-Tender	12.05.2026 till 01:00 pm
Date and Time of Opening of Technical Bids	12.05.2026at 03:00 pm
Date and time of Opening Commercial/ financial Bids	Will be intimated later on
Validity of e-bids	90 days from the date of opening of e-bids
Validity of price bid after finalization of successful bidder	24 months from date of award of work order
<p>1. Eligibility Criteria: Refer to Tender Document.</p> <p>2. Two Bid system i.e. Stage - 1 Prequalification cum Technical Bid: Stage 2 Financial Bids.</p> <p>Final decision will be as per the description of Technical &amp; Financial evaluation.</p>	

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## **Procedures for submitting Tenders**

Under this process, the Technical online bid Application as well as online Price Bid shall be invited online at single stage i.e. Technical & Financial Bid. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical Bids) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those applicants who are Technical Bids Applications are responsive to eligibility and qualifications requirements as per Tender document.

2. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on [www.gem.gov.in](http://www.gem.gov.in) & for registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
3. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form, it shall be rejected straightway. The interested bidders have to submit the tenders through e-procurement portal as per required packet/cover contents, upto the last date and time of submission of e-tender i.e.12.05.2026 till 1:00 p.m.
4. Bids will be opened online as per time schedule mentioned above.
5. Income Tax Appellate Tribunal, Mumbai will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
6. The conditional bids shall not be considered and may be out rightly rejected in very first instance. The Bidders are required to upload self-attested & scanned copies of the relevant documents required as per Terms & Conditions, failing which their bids may be out-rightly rejected and will not be considered.
7. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid.
8. Technical bid should be in the format given in (Annexure-1), duly filling in all required details and duly signed & stamped by the bidder/his authorized signatory on each page.
9. Financial bid should be in the format given in (Form F-I), duly filling in all required details and duly signed & Stamped by the bidder/his authorized signatory.
10. All the requisite documents must be attached with the Technical bid duly signed & stamped by authorized Signatory.

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## **Evaluation of Technical bids:**

### **Technical Evaluation**

The Income Tax Appellate Tribunal, Mumbai may incorporate any changes in the REP based on acceptable suggestions received from the Vendors. The decision of the ITAT, Mumbai regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their queries/questions in writing through e-mail on [itcell.ho@itat.nic.in](mailto:itcell.ho@itat.nic.in) to reach ITAT Office on or before 12.05.2026 up to 3:00 pm. No queries/clarifications will be entertained after 11.05.2026. The responses will be conveyed to all the prospective bidders through ITAT's official website posting by way of information regarding amendments / clarifications at ITAT, Mumbai website <https://www.itat.gov.in> and no participant would be intimated individually about the response of the ITAT Mumbai.

The eligibility criteria will be first evaluated as defined in Request for Proposal (REP) for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria. Scrutiny of the tender document will be done by the Standing Audit Committee to determine whether the documents have been properly signed, Tender Fees paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.

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## General Terms and Conditions

1. Bids shall remain valid for 90 days after the date of opening of e-Bids prescribed by the ITAT, Mumbai. An e-Bid with validity of a shorter period than specified shall be rejected by the ITAT, Mumbai as non-responsive.
2. At any time prior to the date of submission of bid, ITAT, Mumbai may for any reason, whether at its own initiative or in response to a clarification sought/requested by a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing/through email/website and same will be binding on them. In order to allow reasonable time, for taking the amendment into account, ITAT, Mumbai may at its discretion, extend the date and time for submission of bids.
3. ITAT, Mumbai reserves the right to cancel this invitation and / or invite fresh Proposals with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

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**Data Sheet: Key Events and Dates**

<b>DOCUMENT SHEET</b>		
<b>S. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Tender Number	03-ITCell (T&D)/2026-27
2.	Online Sale of Bid Document	24.04.2026 15:00 am
3.	Clarification & Corrigendum	11.05.2026 till 1:00 pm
4.	Last date of online submission of bid	12.05.2026 till 1:00 pm
5.	Date and time for opening of technical bids	12.05.2026 at 3:00 pm
6.	Date and time for opening of financial/price bids	Will be intimated later on
7.	Office address, Venue for Bid Submission/ Manual Documents	Assistant Registrar O/o Registrar, Income Tax Appellate Tribunal, 3 <sup>rd</sup> Floor, Pratishta Bhavan, 101, M.K. Marg, Mumbai - 400020 Phone Number: 022-22014528
8.	Earnest Money Deposit	INR 10,000/- (INR Rs. Ten Thousand Only)
9.	Method of Selection	On the basis of Financial Evaluation (L-1 Bidder) i.e. Least Cost Selection Method.

Bidders are advised to visit websites <https://www.itat.gov.in/> <https://www.gem.gov.in> on regular basis for any updates /corrigendum /addendum/amendment etc. issued by Income Tax Appellate Tribunal, Mumbai related to this TENDER DOCUMENT.

*In case a State Holiday is declared on any day / dates as specified above, the event shall be held on the next working day at same place, time and venue. No separate communication will be made separately in this regard by ITAT Mumbai.*

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**Contact Person's Address for correspondence**

**Assistant Registrar (ITCELL)**

O/O Registrar,

Income Tax Appellate Tribunal,

3<sup>rd</sup> Floor, Pratishtha Bhavan (Old CGO Building),

101 M.K. Road, Mumbai – 400020.

Maharashtra

**Website: <http://www.itat.gov.in>**

**E-Mail: [itcell.ho@itat.nic.in](mailto:itcell.ho@itat.nic.in), Phone: 022-22014528.**

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## Definitions

The definitions of various terms that have been used as part of this RFP are as follows:

- "Contract / Agreement/ Contract Agreement"** means the Agreement to be signed between the successful bidder and ITAT, Mumbai including all attachments, appendices, all documents incorporated by reference thereof together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations etc.
- ii. **"Authorized Representative/ Competent Authority"** shall mean any person authorized by either of the parties i.e. Bidder and ITAT, Mumbai.
- iii. **"Bidder/ Agency/ Service Provider/Vendor"** means any firm in city offering the solution(s), service(s) and /or materials as required in the RFP. The words **Bidder/ Agency/ Service Provider/ Vendor** shall be synonymous with parties bidding for this RFP, and when used after award of the Contract shall mean the successful party with whom ITAT, Mumbai signs the agreement for rendering of services for implementation of this project.
- iv. **"Party"** means ITAT, Mumbai or Bidder individually and "Parties" mean ITAT, Mumbai and Bidder, collectively.
- v. **"Client"** means Income Tax Appellate Tribunal, Mumbai.
- vi. **"Proposal/ Bid"** means Commercial bids submitted for this project against this RFP.
- vii. **"Request for Proposal (RFP)"** means this document and its annexure and any other documents provided along with this RFP or issued during the course of the selection of bidder, seeking a set of solution(s), services(s), materials and/or any combination of them.
- viii. **"Default Notice"** shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- ix. **"Law"** shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the State Government or regulatory authority or political subdivision of government agency.
- x. **"101"** means Letter of Intent, which shall constitute the intention of ITAT, Mumbai Department to place the Purchase/Work Order with the successful bidder.
- xi. **"Termination Notice"** means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.

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### **1.1 Bid Documents**

The REP document can be downloaded by the bidder from start date for issue of REP from ITAT Mumbai website <https://www.itat.gov.in> or e-tendering website <https://etenders.gem.gov.in>

### **1.2 General Eligibility Criteria for Bidders**

This invitation for bids is open to all bidders in city who are full fill the criteria as specified under this REP. **Formation of consortium for this project in all the respective stages is not allowed.** Bidder would be completely responsible to ITAT, Mumbai.

### **1.3 Bidder Inquiries and Department Responses**

All queries related to this REP must be directed in writing exclusively to the contact person notified by Income Tax Appellate Tribunal, Mumbai. The mode of delivering written queries to the aforementioned contact person would be on bidder's letter head through email or in hardcopy.

The bidders shall send their queries at the following email address [itcell.ho@itat.nic.in](mailto:itcell.ho@itat.nic.in) in Income Tax Appellate Tribunal, Mumbai will endeavor to provide a timely response to all received queries and would provide information to the extent it is currently available to the best of the knowledge. The responses to queries will also be posted at the following websites [www.itat.gov.in](http://www.itat.gov.in).

**The last date for receiving queries in writing shall not be later than 2 working (two) days 48 hours.**

### **1.4 Supplemental Information to the RFP**

If Income Tax Appellate Tribunal, Mumbai, deems it appropriate to revise any part of this REP or to issue additional information to clarify any section of this REP, it may issue supplements / amendments / addendums / corrigendum etc. to REP.

All such supplements/amendments /addendums/corrigendum etc. shall be uploaded on Income Tax Appellate Tribunal Department's website <https://www.itat.gov.in>.

All such supplements/amendments / Addendums /corrigendum etc., along with this tender document shall be a part of the REP and the bidders shall submit their bids accordingly. **No individual letters/mail will be sent to any bidder for any clarifications/ amendments/addendums/corrigendum etc.**

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## 1.5 Proposal Preparation Costs

The bidder will be responsible for all costs incurred in connection with the participation in this process, including, *but maximum floor price limited to Rs.1650/- plus (Taxes)*, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of bid, providing any additional information required by ITAT, Department, Mumbai to facilitate the evaluation process, and all such activities related to the RFP process. This RFP does not bind ITAT, Department to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

### 1.5.1 PAYMENT OF TENDER DOCUMENT FEE AND EMD

Sr. No.	Item	Amount (in Rs.)	Reference
1	Bid / Tender processing fee	No fee	The payment for Tender Document fee NIL
2	EMD (as per Bid /RA on GeM)	Nil (10,000/-)	The payment for Earnest Money Deposit Fee Rs.10,000/- (Rupees Ten Thousand Only) (refundable) can be deposited in of DD only. The bidder will submit the fees online through net banking (RTGS/NEFT) on or before the last date and time of Tender Fees submission.

**1.5.2** The Bidders can submit their tender documents (Online) **as per the dates mentioned in the Key Events & Dates.**

**1.5.3** The bidders have to complete "**Submission of bids/ Bid Preparation & submission stage' (Bidder Stage)**" stage on scheduled time as mentioned **in the Key Events & Dates.** If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as 'bids not submitted'.

**1.5.4** Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

**1.5.5** Bidder can rework on his/her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the work must

take place during the stipulated time frame of the Bidder Stage.

## **1.6 Income Tax Appellate Tribunal, Mumbai Department's Right to Terminate the Process**

Income Tax Appellate Tribunal, Department, Mumbai may terminate the bidding process at any time without assigning any reason whatsoever. ITAT, Department, Mumbai makes no commitments, express or implied, that this process will result in a business transaction with anyone.

- ii. This RFP does not constitute an offer by ITAT, Mumbai. ITAT Mumbai may terminate any negotiations at any time without assigning any reason.

## **1.7 Earnest Money Deposit (EMD)**

- i. Bidders shall submit, along with their Bids, Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand only). As per GeM Rule with within limit is 5,00,000/- is not required to submit the EMD.
- ii. The bids of all bidders shall be valid for a period of 3 months after the last date of submission of bids.
- iii. Bid without adequate EMD will be out rightly rejected without providing any opportunity to the concern bidder.
- iv. ITAT, Department, Mumbai shall not be liable at any time for any interest, margin money or other expenses incurred by a bidder in respect of the EMD.

## **1.8 Venue & Deadline for submission of bids**

Proposals must be submitted online through e-tendering website only as per the details/schedule mentioned in Data Sheet of this RFP. Hardcopy of submitted Bid comprising of Commercial Bid sealed separately and inserted in an envelope duly sealed and super-subscribed as Bid for "**Compatible of Toner and Drum for Income Tax Appellate Tribunal, Mumbai**" by 1.00 PM on the last day of submission of Bids.

- ii. The Financial Bid is required to be uploaded on e-tender portal only. The Hard copy of financial bid is not required to be send with Technical Bid. In case, any bidder submit the Hard copy of Financial Bid along with Technical Bid and individually to the O/o Assistant Registrar, ITAT, Mumbai the bid of said Firm will be rejected and not be considered for Technical evaluation.
- iii. Last Date & Time of submission: As per the Data Sheet table.
- iv. ITAT, Department, Mumbai may, at its discretion, extend the deadline for submission of proposal in which case all rights and obligations of the proposed project and the bidders will thereafter be subject to the deadline as extended.
- v. Bidders are strictly advised to refer the clause Instructions to Bidders on Electronic Tendering System for detailed instructions in refer to submission of bids.

## **1.9 Late bids**

Bids received after the due date and the specified time for any reason whatsoever, shall automatically stand rejected.

## **1.10 General Guidelines for bid opening**

Bids will have to be submitted online as indicated in the REP i.e. Technical & Commercial bid only.

- ii. Every page of the Bid Document needs to be clearly stamped & signed by the authorized signatory of the bidder.
- iii. After evaluation the Technical Bids, commercial bids of only those bidders, who qualify in technical evaluation, will be opened.
- iv. All the bids will be opened online in presence of the bidders or their representatives, if present at the time of bid opening. However, if there is no representative of the bidder, ITAT Mumbai may still go ahead and open the bids.

## **1.11 Bid Opening**

Total transparency will be observed while opening of bids. Assistant Registrar, ITAT reserves the right at all times to postpone or cancel a scheduled Tender opening or withdraw the tender due to any administrative reasons without assigning any reason whatsoever. The venue for the online opening of bids is given below:

**0/0 Registrar,  
Income Tax Appellate Tribunal,  
3<sup>rd</sup> & 4<sup>th</sup> Floor, Pratishtha Bhavan,  
101, M.K. Marg, Mumbai – 400020.  
Maharashtra.**

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**2. Proposal for evaluation of Bids: Minimum Eligibility Criteria for prospective bidders:  
Bidders should have following eligibility criteria for evaluation of bids as-**

*1. OEM AUTHORIZATION CERTIFICATE: Bidder must be any OEM or authorized Bidder from OEM having authorization certificate from OEM (Bid Specific)*

- (a) Have minimum two (ii) years of experience of Toner and Drum to Depts./Ministries of the Govt. of India/(PSUs/Autonomous Bodies)/ (a copy of any two orders received from different Depts./Ministries/PSUs/Autonomous bodies during last 2 years may be attached).
- (b) Should have minimum one Office in city for rendering services i.e. Compatible of Toner and Drum for the department.
- (c) Have not been blacklisted by the Depts./Ministries of the Govt. of India/Public Sector Undertakings (PSUs)/. Declaration has to be given in the prescribed format- (Annexure-I).
- (d) Documents/Certificates: The Tendering firms/agencies are required to submit the photocopies of following documents:
  - (i) Copy of GST/TIN Registration Certificates & PAN Card.
  - (ii) Copies of Income Tax Returns filed for last two (ii) financial years.
  - (iii) Proof of experience in Compatible of Toner and Drum to Depts./Ministries of the Govt. of India, Public Sector Undertakings (PSUs) (A copy of any two orders minimum of Rs.1,00,000/- received during last one 2 years has to be attached).
  - (iv) Bid security declaration & Declaration regarding blacklisting or otherwise. (Annexure-I)

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## General Rules and Instructions to Prospective Bidders

1. ITAT indents to fix rate contract Compatible of Toner and Drum for a period of Two year and extendable at the discretion of the Income Tax Appellate Tribunal, Mumbai.
2. There should be no overwriting/corrections/omissions in the tender documents; no column should be left blank.
  - a. SECURITY DEPOSIT: The successful bidder has to furnish Security Deposit (non-interest bearing) of Rs.10,000/-. If EMD is submitted, the same will be taken as Security Deposit for the successful bidder. As per GeM Rule with within limit is 5,00,000/- is not required to submit the EMD.

**"The Security Deposit with the ITAT shall be returned after two months from the successful completion of the period of contract/final work order & in case of any loss to the Income Tax Appellate Tribunal due to non-compliance of the terms & condition as agreed between the parties, the Security Deposit shall be liable to be forfeited straight way and the bidder will be further liable for any other loss as decided by the Office".**

3. **The tenders must use only the form issued by the ITAT to fill the rates.**
4. Before submitting the tender, prospective bidders are requested to see the requirements, examine carefully the conditions of contract, availability of materials / labor / time factor etc.
5. The prospective bidder whose bid is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
6. The bidder shall maintain proper account of quantity / quality of materials.
7. The ITAT is not bound to accept the lowest tender and reserves the rights to reject any or all the tenders without assigning any reasons therefore.
8. Payment Terms: No advance will be provided.
9. The rate shall be all inclusive, excluding GST, i.e. base rate only. Applicable GST will be paid above base rate.
10. Statutory deductions / TDS will be levied as applicable.
11. ITAT has the right to reject the Compatible of Toner and Drum service and no claim/ explanation to be entertained / accepted if materials used are less than the specified or if deviation is found.
12. The tender shall be valid for a period of Two Year from the date of approval of contract.
14. Prospective Bidders shall quote their unconditional rate strictly as per the list of items specified. Cutting/overwriting, if any, shall be counter-signed.
15. The successful bidder should supply the material in next day as per telephone order, failing which liquidated damages would be levied.
16. The successful bidder should Compatible of Toner and Drum the toner in the premises of their own arrangement ITAT is not given any place.

17. **Liquidated Damages for Delay:** Rs. 50/- per day per tonner /cartridge.
18. **Defects Liability Period:** The successful bidder shall make good any defects observed and pointed out by ITAT within the defect liability period of 24 hours.

### Scope

- (i) Income Tax Appellate Tribunal, Mumbai, invites online bids for Compatible of Toner and Drum on Rate Contract Basis for a period of Two Year, extendable further at the discretion of the ITAT. The estimated monthly consumption of Compatible of Printer Cartridge is approximately Rs.55,000 - 65,000/-.
- (ii) The requirements of ITAT, Mumbai, for Compatible of toner, cartridge and ribbon will be notified to the successful bidder over phone/website ([www.itat.gov.in](http://www.itat.gov.in))
- (iii) The Compatible of Toner and Drum shall be done by successful bidder at ITAT, Mumbai and supplied with in same day. The bidder shall install the Compatible of Toner and Drum ed Toner, Drum, Blade, wiper, magnet & chip in the specified printers.
- (iv) The successful bidder must perform the service as per time schedule specified. Failure to supply and install the Compatible of Toner and Drum on or before the stipulated date will entail a penalty equal to Rs.50/- per day per tonner and or cartridge. The penalty will be deducted from the payments to be released to a bidder and/or the security deposit as the case may be.
- (v) Payment will be made on Monthly Basis, against actual work done. The items will have to be supplied at ITAT, Mumbai No transportation charges will be provided for the same.
- (vi) The successful bidder has to maintain record of Spares replaced or repair and Toner, Drum, Blade, wiper, magnet & chip Compatible in each machine (along with machine serial number) with Signature of authorized person of User Department.

### Specifications:

S. No.	Particulars / Description
	SERVICE OF PRINTER (ALL MODEL) TONER CARTRIDGE RECONDITION (Replacement of Toner Powder, OPC Drum, Wiper Blade, Dotter Blade, and if necessary, replacement of Magnetic Sleeve, PCR Roller & Chip) FOR MODEL Toner HP 77A, 78A, HP 88A, Brother-2365, B021 and 2570 FOR MODEL DRUM Brother-2365, B021 and 2570 Compatible Toner and Drum within 24 hours.

(\*The rate to be quoted shall be all inclusive, excluding GST)

### EVALUATION OF BIDS

The bidder quoting the lowest total of all the items together will be successful bidder.

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Annexure -I (General Information of the Bidders)

1	Name of the Applicant / Firm / Company	
2	Registered Address:  Address for Communication:	
3	<u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: E-Mail:	
4	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Individual
5	<u>Registration Details</u>  Companies/ Firm Registration Number & Date:  Sales Tax Registration No.: Income Tax PAN, TIN:  GSTIN:  Others, if any:	
6	Please confirm that you will supply the items as per NHM specifications, within the time period mentioned.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	The bidder quoting the lowest total of all the items together will be successful bidder.  Please confirm your acceptance.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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8	<p>If you are becoming L-1, please confirm that, you are willing for refilling of toner cartridges for a duration of Two Years at the same rate.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>
9	<p>Please confirm that you have quoted your price only in Part B (Price Bid) and not anywhere in Part A (Technical Bid).</p>	<p>YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexure.
3. I / We agree that the decision of ITAT, Mumbai in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

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**Declaration for Authenticity of Documents submitted**

I, authorized representative of \_\_\_\_\_, hereby solemnly undertake that all the requisite Forms / Declarations / Covering Letter / Annexure / Documents submitted as part of Technical and Financial bids are in the same format as given in the RFP and shall not include any conditional statements. Deviations (if any) from the defined scope of proposed project are explicitly mentioned in this document.

In the event of any change /deviation from the factual information/declaration Income Tax Appellate Tribunal, Mumbai, reserves the right to terminate the contract without any compensation to the bidders.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

7p

## **Declaration for Completeness of the Bidding Documents**

I, \_\_\_\_\_, hereby solemnly affirm that the complete requirements of the REP (and inter alia the SLAs) have been understood and has been factored in the documents submitted as a part of proposal/bid for "**Compatible of Toner and Drum**".

**I also confirm that the Firm/Company is not Blacklisted or Banned by any State / central Government or any Government Institution in India.** In the event of any deviation from the factual information/ declaration Income Tax Appellate Tribunal, Mumbai, reserves the right to terminate the contract without any compensation to the bidder.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

7p

*PRICE BID*

***Subject:- Compatible of Toner and Drum***

S No.	Particulars- Description	Unit Rate
1.	Service of Printer (all Model)	
2.	TONER AND DRUM COMPATIBLE Toner <i>Powder</i> , OPC Drum, Wiper <i>Blade</i> , Dotter and if +-necessary, replacement of Magnetic Roller & Chip) FOR MODEL	
	HP 77A Toner	
	HP 78A Toner	
	HP 88A Toner	
	Brother - TN 2365 (DCP-L2541DW) Toner	
	Brother - TN 2365 (DCP-L2540D) Toner	
	Brother - TN-B021 (DCP-B7535DW) Toner	
	Brother - TN-2570 (DCP-L2640DW) Toner	
	Brother - DR 2365 (DCP-L2541DW) DRUM	
	Brother - DR 2365 (DCP-L2540D) DRUM	
	Brother - DR-B021 (DCP-B7535DW) DRUM	
	Brother - DR-2570 (DCP-L2640DW) DRUM	
<i>TOTAL AMOUNT (in figures)</i>		
<i>Total Amount in Words</i>		

(The rate quoted above shall be all inclusive, excluding GST. GST will be paid over and above the rate, as applicable).

Signature of the Bidder