



**PUBLIC (ELECTIONS-II) DEPARTMENT,  
SECRETARIAT, CHENNAI-600 009.**

**Office of Chief Electoral Officer, Tamil Nadu**

**Public (Elections) Department, 1<sup>st</sup> Floor, Main Building, Secretariat,  
Chennai – 600 009**

**Phone : 044-2567 5327      Email : sec2.pelecd@tn.gov.in**

## **NOTICE INVITING QUOTATION**

For Annual Rate Contract for the supply of Blank CDs, DVDs, Pen drives, Toner Cartridges - Quotations called for Annual Rate Contract basis for a period of one year.

### **Notification No.1/21053/2024, Dated.05.12.2024**

Public (Elections) Department has proposed to purchase Blank CDs, DVDs, Pen drives, Hard Disks, Toner Cartridges for use in the Public (Elections) Department for a period of one year by Annual Rate Contract.

The Public (Elections) Department invites interested agencies who have prior experience for carrying out the supply of Blank CDs, DVDs, Pen drives, Toner Cartridges for a period of one year. Requirements are as follows:-

<b>Sl. No.</b>	<b>Items Description</b>
1.	Blank CDs
2.	DVD-R
3.	CD-Pouch
4.	Pen drive 4 GB
5.	Pen drive 8 GB
6.	Pen drive 16 GB
7.	Pen drive 32 GB
8.	Pen drive 64 GB
9.	Pen drive 128 GB
10.	Pen drive 256 GB
11.	Hard Disk – 1 TB (Internal and External)
12.	Hard Disk – 2 TB (Internal and External)
13.	Hard Disk – 4 TB (Internal and External)

14.	Toner Cartridge for the Printer HP Laserjet Pro M 202 DW
15.	Toner Cartridge for the Printer HP Laserjet Pro 400 MFP M425 DN
16.	Toner Cartridge for the Printer HP Laserjet MFP M436 nda
17.	Toner Cartridge for HP Colour Laserjet CP 5225
18.	Toner for Photocopier KYOCERA TASKalfa 6004i
19.	Toner Cartridge for the Printer HP Laserjet Pro MFP 429 fdw
20.	Toner Cartridge for Toshiba eStudio 4518A
21.	Toner Cartridge for Xerox B210
22.	Toner for HP Color Laserjet Pro M255 dw

The Agencies should satisfy the eligibility criteria as detailed below:-

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Supporting documents for fulfilling the Eligibility Criteria</b>
1.	The Agency should be a Company registered as Proprietorship / Partnership / Private Limited (on or before 01.04.2021.)	Copy of the Certificate issued by DIC / MSME / Register of Companies should be submitted
2.	The Agency should have prior experience in the supply of Blank CDs, DVDs, Pen drives, Toner Cartridges in any Government Departments/ PSUs/ Government Agencies for the last 3 Years as on 01/04/2024.	Copy of the work order for the minimum value of (for the value not less than) Rs.25,000/- should be submitted.
3.	<p>a. The Agency should have an average annual turnover of Rs.10 Lakhs (in each year) for the last three (2021-22, 2022-23 &amp;, 2023-24) audited financial years.</p> <p>b. The Agency should have filed Income Tax returns appropriately for the last three financial years (2021-22, 2022-23 &amp;, 2023-24)</p>	<p>a. Copies of the Audited balance sheet for the last three financial years should be submitted.</p> <p>b. Copy of IT Returns for the last three financial years should be submitted</p>

4.	The Agency should not have been black-listed by any Government / Quasi Government agency during the past three years	Self-declaration Certificate should be submitted
5.	The Agency should be registered under GST Law.	The bidder should enclose the valid Registration Certificate for Goods and Services Tax (GST).

**The Agency should supply Original Toner Cartridge (OEM) and furnish the Dealership Certificate while submission of quotation.**

Requirement will be intimated throughout the year and payment will be made within a period of one month from the date of delivery of the items to this office.

Interested agencies are requested to submit their quotations in the following prescribed format for carrying out the supply of Blank CDs, DVDs, Pen drives, Toner Cartridges for a period of one year on or before **18.12.2024 upto 5.00 P.M.**

Sl. No.	Description	Rate per No.	GST	Total Amount
A	B	C	D	E = C + D
1.	Name of the Item			

\*\* The Total amount (E) will be evaluated to arrive at the Lowest Price (L1 Price) ***The Cover shall be superscribed as "Quotation for Annual Rate Contract for the supply of Blank CDs, DVDs, Pen drives, Toner Cartridges"***

The quotations may be sent by post/ in person to the following address :-

**The Section Officer, Public (Elections-II) Department, 1<sup>st</sup> Floor, Main Building, Secretariat, Chennai - 600 009.**

**Last Date for submission : 18.12.2024 up to 5.00 P.M.**

**For further details regarding Notice Inviting Quotation, please contact this office on or before 11.12.2024.**

**Phone : 044 - 25665327**  
**E-Mail: sec2.pelecd@tn.gov.in**

ARCHANA PATNAIK  
CHIEF ELECTORAL OFFICER &  
SECRETARY TO GOVERNMENT

//TRUE COPY//

*5/12/2024*  
SECTION OFFICER  
*shabir*