

**JALGAON JILHA SAHAKARI DUDH UTPADAK SANGH MARYADIT, JALGAON
POST BOX NO. 32, Shivaji Nagar Road, JALGAON – 425 001**

Tender for Toner Refilling.

DOCUMENTS

Annexure-I : Tender submission Terms & Conditions.

Annexure-II : Material Quantity & Specification.

Annexure-III : Supplier / Manufacture details.

Annexure-IV : KYC Details For GST.

Annexure-V : TDS declaration (If applicable as per Tax Act new sections 194Q)

Annexure-VI : Commercial Format.

Address for communication :The Managing Director
Jalgaon Jilha Sahakari Dudh Utpadak Sangh
Maryadit, Post Box No.32
Shivaji Nagar Road,
JALGAON – 425 001
Contact no. 0257-2226645 to 48

NOTE: - Please clearly mention tender reference on envelope as “Tender for Toner Refilling.

ANNEXURE - I

Tender submission Terms & Condition

The Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit (JMU), Jalgaon invites sealed Tender for Toner Refilling. As per detail specifications given in the Annexure II of the Tender document.

1.0 Tender submission:

Last date for receiving Tender : 26-04-2024 up to 5.00 pm.

The Tender should be submitted personally or sent by Registered post / Courier, so as to reach the Managing Director, Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit, Jalgaon.

Please mention clearly on the envelop as **“Tender for Toner Refilling.”**

Tender received by Fax / e-mail will not be considered.

Tenderer have at least 2/3 years of experience to Toner Refilling. Please enclose respective documents. (If the tenderer have already submitted experience copies in previous tenders they shall not be compulsory).

Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

2.0 Earnest Money :

The Tenderer shall have to pay earnest money deposit (EMD) **Rs. 5,000/-** (Rupees Five Thousand only) by Cash /RTGS /NEFT only.

EMD by Cheque along with tender will not be accepted.

Please mention clearly Mention UTR No., date & amount / D.D. no., date & amount / Cash deposited no., date & amount on cover of tender envelop.

Bank Details :- State Bank of India, Branch - A.D.B., JALGAON.
Address :- Ring Road, Khwajamiya Chowk, Jalgaon- 425001.
Current A/C No :- 10778444028
IFSC Code :- SBIN0003295.

No adjustment of EMD amount shall be accepted against any outstanding payment with JMU.

Tender submitted without EMD shall not be considered.

The tender is unsuccessful then EMD will be returned within 45 days from the date of opening of the tender.

The tender is successful then EMD will be released on completion of successful supply of entire tender quantity.

No interest will be paid on the earnest money for the period during which it (the earnest money) lies in deposit with the Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit, Jalgaon

3.0 FINAL AUTHORITY:

At the time of submitting the Tender, the Tenderer shall supply detailed information about their activities in the enclosed format as per annexure III & IV.

In matters of interpretation of the above clauses, the decision of the Managing Director, JMU shall be final and binding on all concerned.

For all disputes the jurisdiction shall be Jalgaon. No court outside Jalgaon will have any jurisdiction.

4.0 ARBITRATION:

In case of any dispute, if arises between the parties, relating to any terms and conditions of the Tender/Agreement and/or regarding the Agreement/Tender before or after the filing of the Tender and/or execution of the Agreement, any party may refer the dispute to a Sole Arbitrator who will be the Managing Director of JMU or a person nominated by him whose decision and award shall be final and binding to both the parties. The arbitration proceedings shall be under and accordance with the provision of Arbitration and Conciliation Act 1996.

ANNEXURE – II
Material Quantity & Specification

5.0 Quantity : Refilling of Laser 12A Toner, Approx Qty 1400-1500 in year.

6.0 Working:

- 1) Working Period : - Within 1 to 2 days from the intimate by Sangh.
- 2) Working Place : F.O.R. Dudh Sangh, Jalgaon, Maharashtra.

7.0 General Terms & conditions.

- a. If it is observed that printing pages are less than specified copies then penalty will be charged accordingly by EDP department
 - b. You have to clean the waste drum powder whenever required
 - c. You shall refill the Toner in our premises in front of representative of our EDP / Store department.
 - d. It is mandatory to fill the powder in toner as per mentioned quantity, if we found less quantity of powder, then JMU has rights to terminate the contract.
2. Toner weight must be calculated before Refilling then after refilling toner.
 3. Keep record accordingly with signature of service provider as well as sangh representative, who will present on the time of tonner refilling
 4. Otherwise payment will not be release.

5.0 PRICES:

The prices should be quoted F.O.R. Destination, inclusive of packing & forwarding, GST & duties, insurance & transportation charges etc.

No price change shall be allowed during contract period.

Tenderer have to quote the rate as per attached commercial format / or should be covered commercial format points on your letter head.

6.0 PENALTIES:

If Supplier does not supply material in full or part after receipt of Purchase Order, then EMD amount will be forfeited.

7.0 INSURANCE:

Insurance shall be arranged by the Supplier at his own cost. The JMU will not be responsible for any transit damages and losses.

8.0 INSPECTION:

The inspection of received material will be carried in our EDP Dept. only. If material gets rejected due to defective or wrong supply, the report of our inspector in this respect shall be final and no correspondence on the subject would be entertained. The rejected material should be lifted from the Dairy within 10 days after receipt of our inspection report.

9.0 PAYMENT:

Our normal term of payment is "Full payment on acceptance of material after inspection within a period of 30 days". The payment shall be made by Accounts payee Cheque/DD only.

10.0 WHARFAGE/DEMURRAGE:

Wharfage/Demurrage etc. on account of incorrect or delayed dispatch of material or documents shall be the responsibility of supplier and shall be recovered from his current payable bill.

11.0 TERMINATION OF CONTRACT:

The Managing Director, JMU reserves the right to cancel the contract at any stage without prior notice.

ANNEXURE - IV

KYC Details.

INFORMATION REQUIRE FROM CUSTOMER FOR GST		
SR NO	PARTICULARS	
1	Name of Business	
2	Name of Proprietor/ Partnership Firm/ Company/ Society/ Group	
3	Address of Principal Place of Business	
4	Address of Additional Place of Business	
5	GST Number	
6	PAN Number	
7	TAN Number	
8	Office Contact Number	
9	FAX Number	
10	Official e-Mail Id	
11	Type of Business - Manufacturer/Trader/Service provider/Contractor/Others (Specify)	
12	Type of Tax Payer - Regular/ Composite	
13	Nature of Special Status - SEZ, STP, EOU, FTW	
14	Authorised/Contact Person Details	
	Name of Person	
	Designation	
	Address	
	Mobile Number	
	E - Mail Id	
15	Bank A/c Details	
	A. Name of the Bank	
	B. Name of Branch	
	C. Full Bank A/c Number	
	D. IFSC Code	
	E. MICR Code	
16	Additional Information - For Goods	
	1. Sr No	2. Description of Goods
		3. HSN Code
17	Additional Information - For Service	
	1. Sr No	2. Description of Goods
		3. SAC Code

Annexure - V

TDS Declaration format



जळगांव जिल्हा सहकारी दूध उत्पादक संघ मर्यादित, जळगांव.
Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit, Jalgaon.

Format of letter issued by Buyer U/s 194Q of the Income Tax Act 1961

To,

Sub: Regarding change in compliance due to insertion of new sections 194Q under Income Tax Act 1961.

We, **Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit, Jalgaon**, having PAN **AAIAJ0708K** hereby inform you that our total sales/gross receipts/turnover from Business during FY 2020-21 has been more than Rs.10 Crore. Therefore, as per the provisions of Section 194Q, inserted in the Income Tax Act 1961 vide Finance Act 2021 with effect from 01.07.2021, are applicable to us. Hence, we shall be deducting tax at source at per provisions of above section from purchase consideration paid/ credited on or after 01.07.2021 to you against supplies made by you at the rate 0.1 percent of purchase consideration paid / credited exceeding Rs. 50 lacs during the current financial year **2023-2024**.

Since, we are liable to deduct tax at source u/s 194Q of the Act, you may ensure not to take any action to collect tax at source under section 206C(1H) of the Act w.e.f. 01.07.2021, in case provisions of section are applicable to you considering your amount of turnover and our purchases being of more than Rs. 50 lacs.

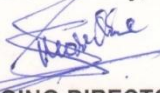
You are also requested to intimate your Permanent Account Number. In case you fail to provide your PAN, tax will be deducted at the rate of 5 % instead of 0.1 % in terms of Section 206AA of the Act.

Further, you are also required to confirm that in your case amount of TDS/TCS was Rs.50,000/- or more in previous years relevant to **Assessment Years 2021-22 and 2022-23** and you have filed your returns of income for these assessment years according to section 139(1), otherwise tax is required to be deducted at the rate of 5 % in terms of Section 206AB of the Act.

You may send to us your declaration in the enclosed draft on or before **30.04.2023** to enable us to take note of same and modify our accounting software accordingly. In case your declaration is not received by us by the above date, we will modify our software to deduct tax at the rate of 5 % and it would be difficult for us to take corrective action to reduce the rate during the current financial year.

Thanking you,

Yours faithfully,


MANAGING DIRECTOR

**Format of letter issued by Seller & declaration by Buyer for the purpose of
section 206C(1H) & 194Q**

To,

**Sub: Declaration / information for deduction of tax at source u/s 194Q of the
Income Tax Act 1961**

Dear Sir,

This is with reference to your letter dated _____ requiring our declaration /
information in regard to deduction of tax at source u/s 194Q of the Act. The
information is being provided hereunder:

1. Since your company is liable to deduct tax u/s 194Q of the Act, you may deduct
the tax @0.1 % of sale consideration paid /credited by your company to us on
the amount exceeding Rs.50 lacs during the current financial year. We also
confirm that we will not take any action to collect tax at source under section
206C (1H) of the Act w.e.f. 01.07.2021.
2. Permanent Account Number of our company is _____. Further, we
have duly filed our returns of income for **Assessment Years 2021-22 and
2022-23** as per the information given hereunder:

A.Y.	Date of Filing return	Acknowledgement No.
2021-22		
2022-23		

Please take note of the above information and confirmation and deduct tax at the
appropriate rate taking cognizance of the above information.

Thanks & Regards,

Annexure - VI

CommercialFormat

(To be given on the letterhead)

Date: -

To,
The Managing Director,
Jalgaon Jilha Sahakari Dudh Utpadak Sangh Maryadit,
Post Box No. 32, Shivaji Nagar Road,
JALGAON.

Dear Sir,

After the acceptance all term & condition of your Tender Notice for Toner Refilling we are submitting our Tender offer as under.

Sr. No.	Particulars	Required Approx Qty.	Rate per Nos.	Total (Rs.)
1	Refilling Toner charges	1500		
	Packing & Forwarding			
	Freight			
	GST			
	Other Charges (if any)			
	Total : - F.O.R. rate			
	Payment term :-			
	Contact name & no.:-			

Above rates are offered as per specifications given by you & rates are valid for a period of one month.

Yours faithfully,