

GOVERNMENT OF WEST BENGAL
Department of Personnel & Administrative Reforms
Establishment Cell

7nd Floor, NABANNA, 325, Sarat Chandra Chatterjee Road, Howrah-711102

No. 974-PAR & e-G(Estt)/PUR-04/17

Dated, Howrah, 24th October, 2017

From: Sri A.K. Pal
Joint Secretary to the Government of West Bengal

To:

URGENT

Limited Tender Inquiry(LTI)

Sealed quotation is hereby invited from registered suppliers/vendors/distributors in this Department for item wise rates for supply of cartridges as per schedule given below for the for an emergency basis.

Prescribed quotation forms along with the detailed terms and conditions for the quotation can be downloaded from the departmental website <http://wbpar.gov.in/> as well as the notice board of the Establishment Cell of this department free of cost.

Name of the quotation	Last date & time of submission of quotation	Date & time of opening of quotation
Cartridges for Printer and Fax	31.10.2017 up to 2 p.m.	31/10/2017 at 2 p.m.

Sealed Quotations complete in all respects, must be submitted before the last date and time of submission of the Quotation.

Sd/-
Joint Secretary
Establishment Cell
Department of Personnel And
Administrative Reforms & e- Governance

No. 974 /1(2) -PAR & e-G(Estt)/PUR-04/17

Dated, Howrah, 24th October, 2017

1. Joint Secretary, IT Cell, Department of Personnel And Administrative Reforms & e- Governance---- He is requested to upload the Limited Tender Inquiry along with the Annexure to the Official Website <http://wbpar.gov.in/> of this Department.
2. Sr. P.S. to the Principal Secretary of this Department.


Assistant Secretary to the Government of West Bengal

Terms & Conditions for submission of quotation towards supply of cartridges for printers, and fax for Department of Personnel And Administrative Reforms & e-Governance.

Sealed quotations must be submitted either by hand against proper receipt to the Registrar & DDO, Department of Personnel And Administrative Reforms & e-Governance or by Registered Post latest by 2 p.m. on 27/10/2017. (Postal address of the Registrar & DDO, Department of Personnel And Administrative Reforms & e-Governance is Room no. 708, 7th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.)

1. General terms & conditions:

- The rates must be quoted inclusive of GST as may be applicable on such articles.
- The rates quoted for items should be of the specified brand as mentioned in the list of items mentioned in Annexure-II.
- The rates quoted for the branded items should not be more than MRP of the items in any case

2. The quotationers should submit sealed quotation along with the following documents

- i) Duly filled in Annexure-I
- ii) Copy of Income tax reference (if any)/PAN No.
- iii) GST Registration No.
- iv) Professional Tax Registration No.
- v) Trade License No.
- vi) Co-operative Registration No (for Co-operative Societies)
- vii) C&SSI Registration No (for C&SSI Units)
- viii) The Schedule of the required items are given in the **Annexure-II**
- ix) Orders will be placed to the selected bidder(s) as per requirement of this Department and supply is to be made with seven days from the date of the order.
- x) Items supplied by the selected vender should strictly conform to the items specified in the Annexure.

Annexure-I

Application/Eligibility Criteria for empanelment of Bidder for Cartridges for Printers and Fax

Sl.	Particulars	Bidder Response
1	Name of the Vendor/Firm	
2	Address Telephone no Fax no Email	
3	Name of the contact person with designation, contact no and email id	
4	Income tax PAN	
5	GST Registration No	
6	Professional Tax Registration No	
7	Trade Licence No	
8	Co-operative Registration No (if applicable)	
9	Cottage & small scale industries Registration no (if applicable)	

With reference to the Notice inviting quotation no –PAR & e-G(Estt)/PUR-04/17 dated of the Department of Personnel And Administrative Reforms & e-Governance, Government of West Bengal, for supply of cartridges for printers, and fax, I/we do hereby submit all the necessary documents for evaluation in accordance with the instructions mentioned in the clauses of the terms and conditions.

Should this quotation be accepted I/we hereby agree to abide by and fulfill all the terms and conditions of the contract annexed here to.

(Signature of the vendor)

Annexure-II

List of items

Sl no	Item	Specification	For Printer/photocopier make & model	Required Brand
1.	Laserjet Toner Cartridge	HP 12A Dual Pack	HP 1020 / HP 1020 Plus	OEM
2.	Laserjet Toner Cartridge	HP 78A Dual Pack	HP M 1536dnf Multifunction Printer	OEM
3.	Laserjet Toner Cartridge	HP 88A Dual Pack	HP P1007/HP P1108/HP P1008	OEM
4.	Laserjet Toner Cartridge	HP CE320AD(128A) Black Dual Pack Toner Cartridge	HP CM 1415 colour MFP	OEM
5.	Laserjet Toner Cartridge	HP CF371AM(128A) Cyan/Magenta/Yellow Colour Original LaserJet Toner Tri pack	HP CM 1415 colour MFP	OEM
6.	Laserjet Toner Cartridge	HP CE 320A(128A)	HP CM 1415 colour MFP	OEM
7.	Laserjet Toner Cartridge	HP CE 321A(128A)	HP CM 1415 colour MFP	OEM
8.	Laserjet Toner Cartridge	HP CE 322A(128A)	HP CM 1415 colour MFP	OEM
9.	Laserjet Toner Cartridge	HP CE 323A(128A)	HP CM 1415 colour MFP	OEM
10.	Laserjet Toner Cartridge	HP CF230A(30A) Black Toner Cartridge	HP LaserJet M227sdn MFP	OEM
11.	Laserjet Toner Cartridge	HP 126A 3-pack Cyan/Magenta/Yellow Original LaserJet Toner	HP LaserJet 100 color MFP M175a	OEM
12.	Laserjet Toner Cartridge	HP 45A (Q5945A)	HP 4345 MFP	OEM
13.	Fax toner cartridge	KX-FAT 411E	Panasonic KX-MB 2030	OEM
14.	Fax drum cartridge	KX-FAD 412E	Panasonic KX-MB 2030	OEM
15.	Fax toner cartridge	KX-FAD 410SX	Panasonic KX-MB 1520	OEM
16.	Fax drum cartridge		Panasonic KX-MB 1520	OEM

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25/10/18