

Government of West Bengal
Department of Urban Development and Municipal Affairs
[IT & e-Gov Cell]
Nagarayan, 3rd Floor, DF-8, Sector-I, Salt Lake, Kolkata -700064

No. 151- IT& e-Gov/UDMA/E 677025

Date: 23 .07.2026

NOTICE INVITING QUOTATION

The undersigned is directed to invite **all Government Approved Wholesale Consumers Co-operative Societies** to quote the rates of the **Cartridges/Toners** detailed in the **Annexure-I** attached hereto for supply in a sealed cover **within 7 (seven) days** from the date of publication / issuance of this Notice.

The quotations can be submitted in the '**Drop Box**' placed in the office chamber of the **Assistant Secretary of this Department at 1st Floor, 'Nagarayan'** on all working days **from 10:00 AM to 05:00 P.M.**

The sealed quotations will be opened on **6th August, 2026** in the **chamber of the Assistant Secretary** of this Department.

The Department reserves the right to accept or reject any quotations without stating the reason(s) whatsoever and the quotations will be kept in custody of the **Assistant Secretary** of this Department.

The Co-operatives whose quotations will be accepted **must supply the articles within 3 (three) working days** from the dated of receiving supply orders, failing which their offer may be rejected without further notice and they may be blacklisted from any subsequent purchase of articles from this Department.

The **rate quoted will remain valid till September, 2027**. All inclusive rates should be quoted and the **quoted price should not exceed the MRP of the Toners**. Relevant documents viz. I.T., PAN, GST etc.) should be enclosed with the quotation for consideration. The co-operatives should quote rates for original cartridges only. **RATES QUOTED FOR NO COMPATIBLE CARTRIDGES WILL BE ACCEPTED**. The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and / or explanation.

The selected Co-operatives shall supply the items based on the following terms and conditions: -

1. The Supplier will supply the Toners at the 3rd Floor of 'Nagarayan' in the IT Cell.
No transportation charges will be provided.
2. Proprietor/Partners of the firm must be resident of West Bengal & citizen of India.
The primary place of business must be within West Bengal.
3. Must have valid Trade License, PAN, GSTN and TAN.
4. Must have filed ITR in preceding three financial years.
5. Should not have any criminal case/ FIR against the proprietor/Owner of the firm.

6. Submission of application will not create any right for selection.
7. The rate quoted by the Co-operatives should be inclusive of all costs and taxes.
8. No claim for damage / pilferage would be entertained.
9. Payment will be made as per extant Government Rules on submission of bills in triplicate to this Office.
10. Competent authority of UDMA Department reserves the right to select the applicant as supplier as per its need and subject to verification of original documents. In case of any dispute regarding selection of applicant, the decision of UDMA Department will be final.
11. The authority in the UDMA Department does not bind itself to accept the lowest bid and can reject any quotation without citing any reason whatsoever.
12. In case of **emergency** the selected Co-operatives will be obliged to supply certain Toners **within twenty-four (24) hours** as per instructions of the UDMA Departmental authority.
13. The quotation will have to be dropped in the 'Tender Box' within the stipulated time.

Sd/-

Assistant Secretary

No. 151/1(2)- IT& e-Gov/UDMA/E 677025

Date: 23 .07.2026

Copy forwarded for information and necessary action to:-

1. The Notice Board of U.D. & M.A. Department, Nagarayan, Salt Lake;
2. The IT Cell, UD & MA Department for uploading.



Assistant Secretary

ANNEXURE-I

Type of ink cartridges required by the Department	
<u>Sl. No.</u>	<u>Ink-Cartridge</u>
1.	12A
2.	18A
3.	19A
4.	30A
5.	32A
6.	36A
7.	56A
8.	78A
9.	88A
10.	110A
11.	TN118
12.	125A/540A
13.	130A
14.	131A
15.	206A
16.	215A
17.	304A
18.	336X
19.	532AC
20.	533AC
21.	803(B&C)
22.	137A
23.	158X
24.	126A
25.	204A
26.	416A
27.	181A
28.	103A Black
29.	80A