

**Government of West Bengal**  
**Urban Development & Municipal Affairs Department**  
**(Computerisation Section)**  
**'Nagarayan', DF-8, Sector-1, Bidhannagar,**  
**Kolkata-64.**

**No: 1517 - T & CP/ CUMP/3P-8/2010.**

**Dated, Kolkata, the 21<sup>st</sup> June,2017.**

**Notice Inviting Quotation**

Sealed quotation are hereby invited from bona fide authorise suppliers/vendors/distributors for item wise rates for supply of different kind of computer toner as per terms and conditions given below for the financial year 2017-18.

**1. General terms & conditions.**

- The rates must be quoted inclusive of taxes and VAT 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 that MRP of the items in any case.

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

- Duly filled in Annexure-I.
- Copy of income tax reference (if any)/PAN NO.
- Sales Tax /VAT Registration No
- Professional Tax Registration No
- Trade License No
- Co-operative Registration No (for co-operative Societies)
- Experience and past performance on similar contract in Government Departments/PSUs for the last two years.
- For participation in the quotation, the quotationer must submit documents of annual turnover. Annual turnover should not be less than Rs. One Lakh for the last three consecutive years.
- The individual signing the rate quotation or any document forming a part thereof on behalf of the Proprietor/Company/Firm shall be responsible for producing an authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour in Stamped paper.
- The quotationer should quote only one rate for one item as per specification.
- The quotationer should give warranty against any item supplied by them and replace any defective item(s) at their own cost.
- In the event of breach/violation or contravention of any terms and conditions contained therein by the selected vendor, a penalty shall be charged and the Proprietor/Company/Firm shall be blacklisted in addition to the termination of contract.
- The Schedule of the required items is given in the Annexure-II.
- Orders will be placed to the selected bidder(s) as per requirements of this Department and supply is to be made with seven days from the date of the order.
- The decision of the "Selection Committee" is final and binding in the matter of selection of quotation. Urban Development & Municipal Affairs Department, UD Branch reserves the right to accept or cancel/reject any or all quotation or in part with assigning any reason whatsoever.
- Any dispute arising out this contract will be settled amicably. All disputes are subject to Jurisdiction in the High Courts of Kolkata, West Bengal.

Complete sealed quotations must be submitted either by hand against proper receipt to the Deputy Secretary, Urban Development & Municipal Affairs Department, UD Branch 1<sup>st</sup> floor or in the drop box kept in the ground floor, Urban Development & Municipal Affairs Department, UD Branch latest by 2 p.m. on 05.07.2017 & the same will be opened at 2.30p.m..



Joint Secretary  
to the Government of West Bengal

**ANNEXURE-I**

**Application/Eligibility Criteria for empanelment of Bidder for Computers, Printers and UPS.**

SL No	Particulars	Bidder Response
1.	Name of the Proprietor/Vendor/Company/Firm	
2.	Address: Tel No: Fax No: email:	
3.	Name of the contract person with designation, contract no and email	
4.	PAN/TAN No	
5.	Sales TAX/VAT Registration No	
6.	Professional TAX Registration No	
7.	Trade Licence No	
8.	Co-operative Registration No (if applicable)	
9.	Sales turnover for the last 3 years	2014-15 2015-16 2016-17
10.	Experience or past performance	

With reference to the Notice inviting quotation no:1517-T&CP dated 21.06.2017 of Urban Development & Municipal Affairs Department, UD Branch, Government of West Bengal for supply of different kind of computer toners, 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 fulfil all the terms and conditions of the contract annexed hereto. Should I/We fail to supply items as per terms and conditions of the contract the penalty will be charged on me/us bound to pay to the Government.

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(Signature of the Vendor)

**ANNEXURE-II**

SL NO	ITEM WITH SPECIFICATION	REQUIRED BRAND	RATE
1.	HP 88A	HP	
2.	HP78A	HP	
3.	HP12A	HP	
4.	HP53A	HP	
5.	HP36A	HP	
6.	HP CB540A	HP	
7.	HP CB541A	HP	
8.	HP CB542A	HP	
9.	HP CB543A	HP	
10.	HP CC530A	HP	
11.	HP CC 531A	HP	
12.	HP CC 532A	HP	
13.	HP CC533A	HP	
14.	HP 727 (Set)	HP	
15.	HP 18A	HP	