

Society for Training & Research on Panchayats & Rural Development (STARPARD)

Panchayats & Rural Development Department, Government of West Bengal

Mrittika Bhaban, 8th Floor, DD 18/9, Sector-I, Bidhan Nagar, Kolkata – 700 064

E-mail: itservice.starpard@gmail.com // Website: wbprd.gov.in // ☎: 033 – 2985 0203 / 2359 2930

No.299/STARPARD/I-9(Proc)/2 Pt. I/2021

Dated: 28/09/2021

Notice Inviting Quotation (NIQ)

1. Sealed Quotations are hereby invited from reputed vendors / Original Equipment Manufacturer (OEM) / or authorised dealers for supplying at this office address as per the specification & terms conditions are given below. Interested vendors / Original Equipment Manufacturer (OEM) / or authorised dealers i.e. Bidders are requested to drop their sealed quotation in Tender Box kept at 8th floor of this office using this format by 04/10/2021 (Friday) within 2.00 PM at the office of undersigned. Quotation will be opened at 3.00 PM on the same day, in presence of interested Bidders.

2. Specifications are as follows:

Sl. No.	Description of Items	Make	Required Qty. (in nos.)	Rate per unit including all taxes & Charges	Total Amount including all taxes & Charges
a)	Toner Cartridges of HP LJ P1606DN Printer [CE278AC]	HP	05 Sets		
b)	Toner Cartridges of HP LJ Pro M202DW Printer [CC388AC]	HP	05 Sets		
c)	Toner Cartridges of HP M203DN Printer [CF230A]	HP	02 Sets		
Total Amount (Rupees Should be mentioned in figure and words) Total amount will considered for selection of Financial Bid.					

3. Bidders are also requested to submit the following documents along with their Financial Bid using format given above:
- Photocopy of Trade License / equivalent
 - Photocopy of PAN
 - Photocopy of GST
 - Photocopy of at least one work order(s) /credential certificate(s) from Central / State Government Offices/ Government undertaking / PSU
4. Award of Contract: STARPARD will issue work order in favour of L1 (Lowest-1) Bidder for supplying the cartridges within 10 (ten) working days from the issuing date of this Supply order.
5. On completion of supply of HP toner cartridges at the site, bill in duplicate may be submitted to office of the Society address together with challan etc.
6. Selection of L-1 (Lowest-1) Bidder will be considered on the basis of lowest amount of Grant Total.

7. Payment will be made within 15 days after receiving the bill and supply the toner cartridges in good condition.
8. Notwithstanding, the above, the STARPARD reserves the right to accept or reject any quotations and to cancel the Bidding process and reject all quotations at any time prior to the award of contract.

We look forward to receive your quotation and would like to thank you for your interest in this work.



The Joint Secretary to the Govt. of West Bengal,
Panchayats & Rural Development Department
&
Member Secretary, STARPARD

No.299/1(8)/ STARPARD/I-9(Proc)/2 Pt. I /2021

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Copy forwarded for information & necessary action to:

1. The District Magistrate North 24 Parganas / South 24 Parganas with request to publish this notice on your office notice board.
2. The Additional Secretary, Computerization Cell, Panchayats & Rural Development Department, Govt. of West Bengal with request to publish this notice on departmental website
3. The Sub Divisional Officer, Bidhannagar, North 24 Parganas with request to publish this notice on your office notice board.
4. The Deputy Secretary, Department of Panchayats & Rural Development. Govt. of West Bengal & Administrative Officer, STARPARD
5. The Section Officer, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal
6. Shri / Smt.
7. The Notice Board of STARPARD Office
8. The Guard File.


The Joint Secretary to the Govt. of West Bengal,
Panchayats & Rural Development Department
&
Member Secretary, STARPARD
Dr. Akanksha Bhaskar (IAS)
Member-Secretary, STARPARD &
Joint Secretary to the Government of West Bengal
Department of Panchayats & Rural Development