

GOVERNMENT OF WEST BENGAL  
Panchayats & Rural Development Department, MIS(Computer) Cell,  
Ph.23406600(Extn.346/345/344)  
Joint Administrative Building, Block HC-7, Sector-III, Salt Lake, Kolkata-700 106.

-:: () ::-

**Notice for inviting tender from reputed computer hardware  
firms for refilling, recycling of Printer Cartridges.**

No. - 4700-RD/MIS (Com) /5M-16/01 (Pt. II) Dated- 7/9/2017

Panchayats & Rural Development Department, Government of West Bengal, Joint Administrative Building, Block-HC7, Sector-III, Salt Lake, Kolkata-700106 desires to engage a reputed agency for refilling, repairing of various types of printer cartridges as detailed in annexure-A. The selected agency will be engaged for a period of two years [the period may be extended further with same Terms of References, subject to service performance of the vendor] by this office at the above address. For the purpose of selection of the agencies, sealed tenders are invited from reputed firms/ agencies having sufficient experience in this field, especially on refilling, reconditioning and remanufacturing of various Printer cartridges. The firms must have registered under GST and will have to produce Income Tax clearance certificate (Xerox copies of the certificates are to be enclosed alongwith the quotation).

Sealed Expression of Interest (EOI)/ tender (as per prescribed proforma at annexure-A) should reach the MIS(Computer) Cell of this Department at the above address [Block-B(9<sup>th</sup> floor)] within 2:30 pm on 15/9/2017. No EOI will be accepted after the said date & time. EOIs submitted by *post/ courier/ telex / telegrams / fax / e-mail will not be considered*. The sealed tender will be opened in the aforesaid Cell on 15/9/2017 at 3:00 pm. Performa of tender papers are available at this departmental website [www.wbprd.nic.in](http://www.wbprd.nic.in).

The interested firms must note:-

- 1) It should have work experience in Government Department (copy of paper is to be attached).
- 2) This Department reserves the right to accept or reject any quotation received from any firm without showing reason or any correspondence whatsoever.
- 3) The selected firm will have to come & refill/remanufacture minimum of two(2) toners of this Department.
- 4) The selected firm will have to comply the work to satisfaction within 5 working days from the date of issue of work order.
- 5) The contract may be terminated prior to the scheduled period, if performance of the selected firm is unsatisfactory.

  
(S. Bandyopadhyay)  
Joint Secretary

**ANNEXURE -A**

(Annexure to the tender notice No.- 4700-RD/MIS(Com)/5M-16/01(Pt.II) Dated- 7/9/2017)

The Department possesses approximately 120 nos. of various types(Laser/ Desk Jet) of printers and presuming 60 cartridges(50% out of above 120 nos.) will have to be refilled/ remanufactured (presuming total cost involvement would Rs. 30,000/-) in a year, the following proforma needed to be filled in by the quotationer :-

| Type of Cartridge      | Task                     | Cost of task (Rs.) | Number of task | Total (Rs.) |
|------------------------|--------------------------|--------------------|----------------|-------------|
| <b>H.P. 88A Toner</b>  | Refilling                |                    | 6              |             |
|                        | Drum replacement         |                    | 3              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>H.P. 12A Toner</b>  | Refilling                |                    | 5              |             |
|                        | Drum replacement         |                    | 3              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>H.P. 36A Toner</b>  | Refilling                |                    | 6              |             |
|                        | Drum replacement         |                    | 2              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 2              |             |
| <b>H.P. 53A Toner</b>  | Refilling                |                    | 3              |             |
|                        | Drum replacement         |                    | 2              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>H.P. 78-A Toner</b> | Refilling                |                    | 3              |             |
|                        | Drum replacement         |                    | 1              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>H.P. 80-A Toner</b> | Refilling                |                    | 1              |             |
|                        | Drum replacement         |                    | 1              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>H.P. 05-X Toner</b> | Refilling                |                    | 1              |             |
|                        | Drum replacement         |                    | 1              |             |
|                        | PCR replacement          |                    | 1              |             |
|                        | Wiper Blade replacement  |                    | 1              |             |
|                        | Doctor Blade replacement |                    | 1              |             |
| <b>Grand Total :-</b>  |                          |                    |                |             |

\*\* This may be noted that cartridge models and tasks as incorporated above are for example only & the Department possesses other types of cartridges also(e.g. HP-10A, HP-05A HP-49A, Canon FX-3, Canon FX-9, HP-15A, HP-35A etc.) and hence, the quotationer should be equipped to deal in all types of toners.