

I/197381/2022

**GOVERNMENT OF WEST BENGAL**  
**Panchayats and Rural Development Department**  
Joint Administrative Building (6<sup>th</sup> to 9<sup>th</sup> Floor), Sector – III, Block-HC-7  
Salt Lake, Kolkata- 700106.

**Notice for inviting quotation from reputed Firm for Purchase of Laser  
printer Cartridges & Pen drives.**

*Dated :- 03/06/2022*

Panchayats & Rural Development Department, Government of West Bengal, **Joint Administrative Building (6<sup>th</sup> to 9<sup>th</sup> Floor), Sector – III, Block-HC-7 Salt Lake, Kolkata- 700106**, desires to purchase **HP LaserJet Printer Cartridges (5A & 36A one each), two nos. 64Gb Pendrive and two nos. 8Gb Pendrive** from reputed companies.

For the purpose of selection of the agencies, sealed quotations are invited from reputed company having sufficient experience in this line. Selection of firm for purchase will be made strictly considering their experience and reputation.

They must have the following documents:-

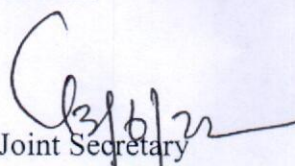
1. GST
2. Income Tax clearance certificate
3. Trade Licence

Photo copies of the above mentioned documents have to be attached. At the time of opening of quotation original certificates have to be produced.

The quotation paper will be available **from the departmental website ([www.wbprd.nic.in](http://www.wbprd.nic.in)) from 03/06/2022 to 13/06/2022 upto 12:00pm**. The last date of receipt of sealed quotation (along with the particulars) at this office at 9<sup>th</sup> Floor MIS Cell is **13/06/2022 upto 1:30 P.M.**

The sealed quotation will be opened in the Computer Cell of this department at 9<sup>th</sup> floor MIS cell on **13/06/2022 at 2:00 P.M.** One representative of each quotationer will be allowed to remain present at the time of opening the sealed quotations. The representative of each quotationer should carry the identity card and letter of authority of the quotationer.

This Department reserves the right to accept or reject any quotation, received from any firm without showing reason or any correspondence whatsoever.

  
Joint Secretary

to the Government of West Bengal