

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.1319/STARPARD/2022

Dated:14/10/2022

Notice Inviting Quotation (NIQ) for Annual Rate Contract for Supply of LaserJet Printer Toner Cartridges (Offline)

1. Sealed Quotations are hereby invited from reputed vendors for **Annual Rate Contract for LaserJet Printer Toner Cartridges in Offline Mode** at this office address as per the specification & terms conditions are given below.
2. Interested vendors i.e. Bidders are requested to drop their sealed quotation in Tender Box kept at 8th floor of this office using this format **by 11/11/2022 (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. **Bidding period 19/10/2022 (Wednesday) to 11/11/2022 (Friday).**
3. Items will be delivered free at consignee's end, including freight, forwarding and under standard transit, insurance clause that the purchaser will not pay separately for the insurance charges and it will be the Bidder's responsibility for the safe arrival of goods in full and good condition.
4. **The Validity of Annual Rate Contract for LaserJet Printer Toner Cartridges up to 31st December 2023**
5. Required toner cartridge details are as follows:

Sl. No.	Description of Items	Make	Rate per unit In ₹ (Inclusive all charges & Excluded of GST /or any other taxes)
1.	HP 206A Black Toner Crtg. Part No. W2110A for HP CLJ Pro M255 dw	HP	Words: Figures:
2.	HP 206A Cyan Toner Crtg. Part No. W2111A for HP CLJ Pro M255 dw	HP	Words: Figures:
3.	HP 206A Yellow Toner Crtg. Part No. W2112A for HP CLJ Pro M255 dw	HP	Words: Figures:
4.	HP 206A Magenta Toner Crtg. Part No. W2113A for HP CLJ Pro M255 dw	HP	Words: Figures:
5.	Toner Cartridges of HP LJ P1606DN Printer [CE278AC]	HP	Words: Figures:
6.	Toner Cartridges of HP LJ Pro M202DW Printer [CC388AC]	HP	Words: Figures:
7.	Toner Cartridges of HP M203DN Printer [CF230A]	HP	Words: Figures:

Sl. No.	Description of Items	Make	Rate per unit In ₹ (Inclusive all charges & Excluded of GST /or any other taxes)
8.	Toner Cartridges of HP LJ Pro 400 Color M451dn Black [CE410A]	HP	Words: Figures:
9.	Toner Cartridges of HP LJ Pro 400 Color M451dn Cyan [CE411A]	HP	Words: Figures:
10.	Toner Cartridges of HP LJ Pro 400 Color M451dn Magenta [CE413A]	HP	Words: Figures:
11.	Toner Cartridges of HP LJ Pro 400 Color M451dn Yellow [CE412A]	HP	Words: Figures:
12.	Toner Cartridges of HP LaserJet 500 Color mfp 575 dn Black [CE400A]	HP	Words: Figures:
13.	Toner Cartridges of HP LaserJet 500 Color mfp 575 dn Cyan [CE401A]	HP	Words: Figures:
14.	Toner Cartridges of HP LaserJet 500 Color mfp 575 dn Magenta [CE403A]	HP	Words: Figures:
15.	Toner Cartridges of HP LaserJet 500 Color mfp 575 dn Yellow [CE402A]	HP	Words: Figures:
16.	Toner Cartridges of HP LJ Enterprise 600 M602dn [CE390A]	HP	Words: Figures:
17.	Toner Cartridges of HP LJ MFP M226dw [CC388AC]	HP	Words: Figures:

6. No separate quotation paper will be issued from this office of the undersigned. **Quotation should be submitted in the Supplier's Letter Head with the following documents.**

- 6.1. Self-attested Photocopy of Trade License / equivalent
- 6.2. Self-attested Photocopy of PAN Card
- 6.3. Self-attested Photocopy of GST Certificate
- 6.4. Self-attested Photocopy of at least one work order(s) /credential certificate(s) from Central / State Government Offices/ Government undertaking / PSU, minimum value supply of Rs. 1 lakh within last three years

Quotations received without the above-mentioned documents will be summarily rejected.


7. The items should be supplied directly at STARPARD under the Panchayats & Rural Development Department, Govt. of West Bengal located at Mrityika Bhaban, 8th Floor, DD 18/9, Sector-I, Bidhannagar, Kolkata – 700 064
8. **Earnest Money Deposit (EMD)** amount of **₹3,000.00** (Rupees Three Thousand) only should be in **Demand Draft** in favour of **"STARPARD A/c PEAIS FUND"** from a schedule commercial bank. **Without earnest money any bidding**

documents will be rejected by the STARPARD authority as non-responsive. In case of successful bidder, the earnest money will be converted to security money & will be released without interest after successful completion of the period of the Annual Rate Contract. Earnest money without any interest will be refunded to unsuccessful bidder(s).

9. Selection of Lowest-1 [L-1] Bidder will be considered based on lowest rate.
10. 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.

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



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

No.1319/1(11)/ STARPARD/I-9(Proc)/2 Pt. I /2022

Dated:14/10/2022

Copy forwarded for information & necessary action to:

1. The District Magistrate North 24 Parganas with request to publish this notice on your office notice board
2. The District Magistrate South 24 Parganas with request to publish this notice on your office notice board
3. The Municipal Commissioner, Bidhan Nagar Municipal Commissioner with request to publish this notice on your office notice board
4. The Joint Secretary (Information Technology), Panchayats & Rural Development Department, Govt. of West Bengal with request to publish this notice on departmental websites
5. The Sub Divisional Officer, Bidhannagar, North 24 Parganas with request to publish this notice on your office notice board.
6. The Deputy Secretary, Department of Panchayats & Rural Development. Govt. of West Bengal & Administrative Officer, STARPARD
7. The Section Officer, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal
8. Smt./ Shri.....
9. The Notice Board of STARPARD Office at Mrittika
10. The Notice Board of STARPARD Office at JAB
11. The Guard File.


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

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