

GOVERNMENT OF WEST BENGAL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
Joint Administrative Building (6th to 10th Floors), HC-7, Sector-III
Bidhannagar, Kolkata-700106



Date : 28.08.2025

Notice Inviting Quotation for Item-wise Rate for Refilling/ Re-manufacturing of Printer Cartridges / Toner Cartridges/ Ink Tank

Sealed quotations are hereby invited by the undersigned from reputed and experienced firms/suppliers/service providers for **Item-wise Annual Rate for Refilling / Re-manufacturing of Printer Cartridges/Toner Cartridges/ Ink Tank** for the Department of Panchayats & Rural Development, Government of West Bengal having its office at Joint Administrative Building, 6th to 10th Floor, Block- HC7, Sector – 3, Salt Lake, Kolkata – 700106, which will be valid for one year.

1. Scope of Work

The selected firm will be responsible for refilling of various types of cartridges (ink/ toner/ ink tank) of printers used in this office, as and when required, during the contract period of **one year**. The following are the related jobs –

- 1) Cartridge/ Tank Refilling; 2) OPC Drum Replacement; 3) Doctor Blade Replacement; 4) Wiper Blade Replacement; and 5) PCR Replacement

2. Terms & Conditions

1. The **Rate Contract Period** will be valid for **One Year** w.e.f. the date of awarding contract.
2. Quotation should be submitted in sealed cover superscribed **"Quotation for Annual Rate for Refilling/ Re-manufacturing of Printer Cartridges/Toner Cartridges/ Ink Tank"**.
3. The rates should be quoted **inclusive of all charges (labour, material, delivery, etc.) but exclusive of GST**, which shall be paid as applicable.
4. The cartridges must be refilled with **good quality ink/toner** ensuring proper functioning and yield equivalent to new cartridges.
5. In case of defective refilling or poor quality output, the firms/suppliers/service providers will have to **replace/refill the cartridge/ Tank at no additional cost**.
6. Payment will be made on submission of bill along with certification of satisfactory service by the concerned authority.
7. The office reserves the right to reject any or all quotations without assigning any reason.
8. The Annual Rate Contract may be extended for a further period based on satisfactory performance.

3. Eligibility Criteria

- The firm should have prior experience in refilling cartridges in Government/PSU organizations (attach proof).
- GST Registration certificate and PAN card copies must be enclosed.

4. Submission of Quotation

- Quotations should reach this office on or before **11/09/2025 (up to 3:00 PM)** to the following address –

(1)

MOUSAM MUKHERJEE
W.B.C.S (Exe.)
Sr. Deputy Secretary
Panchayats & R. D Deptt.
Govt. of West Bengal

Office of the Joint Secretary, IT & Statistical Cell, Joint Administrative Building, 8th Floor,
Block- HC7, Sector – 3, Salt Lake, Kolkata – 700106.

- The quotations will be opened on the same day i.e. **on 11/09/2025 at 4:00 PM** in presence of intending suppliers or their representatives, if any at the Chamber of Joint Secretary, IT & Statistical Cell, Joint Administrative Building, 8th Floor, Block- HC7, Sector – 3, Salt Lake, Kolkata – 700106

6. Notwithstanding, the above, the authority 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 without assigning any reason thereof.

5. Format for Quotation:


Type of Cartridge	Task	Rate
HP 88A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 12A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 36A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 53A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 78-A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 80-A Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 05-X Toner	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 15A	Refilling	
	Drum replacement	
	PCR replacement	

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Type of Cartridge	Task	Rate
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 18A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 146A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 77A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 152A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
CANON 925	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
CANON 337	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
CANON 071	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 158X / A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	

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Type of Cartridge	Task	Rate
	Doctor Blade replacement	
HP 110A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 137A / X	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Canon 057	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 10A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 05A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 49A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Canon FX-3	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Canon FX-9	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	

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Type of Cartridge	Task	Rate
HP 35A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Pantum P2200/6500 Series	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 125A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 119A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 410A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 416A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 215A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 230A (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	

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MOUSAM MUKHERJEE
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Govt. of West Bengal

Type of Cartridge	Task	Rate
Canon 054 (Four Colour)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Canon GI 71 (4 Colour Tank)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP W9084MC/ HP W9085MC	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 335X	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Canon 071	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP GT 52, GT 53 (Four Colour Tank)	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP 166A	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
HP W9025MC	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Lexmark 50F3000	Refilling	

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Type of Cartridge	Task	Rate
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	
Lexmark 50F0Z00	Refilling	
	Drum replacement	
	PCR replacement	
	Wiper Blade replacement	
	Doctor Blade replacement	

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



Sr. Deputy Secretary
to the Government of West Bengal

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Govt. of West Bengal