

Government of West Bengal
Office of the Resident Commissioner
Personnel & Administrative Reforms Department
A-2 State Emporia Building, Baba Khark Singh Marg,
New Delhi - 110 001.
Tel: 011 2334 4269, Fax: 011 2374 7203

Memo No. 754/RCWB/D-3/2023

Dated: 17.05.2023.

Notice Inviting Quotations For procurement of toner / ink cartridges for computer printers by the Office of the Resident Commissioner, Government of West Bengal, New Delhi.

Sir,

I am directed to say that the Office of the Resident Commissioner, Government of West Bengal, New Delhi, intends to procure toner/ink cartridges for computer printers/fax as and when required basis. The details of items to be procured are given in Annexure.

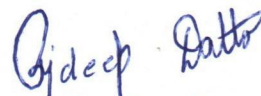
1. The following are the terms and conditions for the firms for submission of bids:-
 - (a) The firm should be a reputed firm having its registered office in Delhi.
 - (b) The firm should have a minimum of two years' experience in supplying toner/ink cartridges to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
 - (c) The firm should have a valid PAN number.
 - (d) The firm should be in a position to supply toner/ink cartridges at a short notice as and when requisitioned by the Office of the Resident Commissioner, Government of West Bengal, New Delhi.
 - (e) The rates quoted for different toner/ink cartridges shall be valid for a period of one year. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
 - (f) The toner/ink cartridges should be of standard quality and of the make specified. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Office of the Resident Commissioner, Government of West Bengal, New Delhi to return back these items. In case of repetition of such an act on the part of the firm, the Office of the Resident Commissioner, Government of West Bengal, New Delhi may terminate the contract and also forfeit the Earnest Money.
 - (g) The Office of the Resident Commissioner, Government of West Bengal, New Delhi reserves the right to accept or reject any or all the bids without assigning any reason thereof.
 - (h) The contract for supply of these items will be awarded for the period of one hour which may be extended or curtailed subject to satisfactory performance of the firm.
 - (i) In case the firm is not able to supply the required items to this office in time after placing of the supply order by it during the currency of the contract, the Office of the

Resident Commissioner, Government of West Bengal, New Delhi may terminate the contract and also forfeit the Performance Security.

- (j) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (k) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (l) The tenderers are required to deposit Earnest Money of Rs. 10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of "Resident Commissioner, Government of West Bengal". The Earnest Money will be refunded to the unsuccessful tenderers after finalization of the bids.

2. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be super scribed "Quotation for toner/ink cartridges" addressed to the "Office of the Resident Commissioner, Government of West Bengal, New Delhi" may be dropped in the Tender box kept in Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi. The Quotations shall not be entertained after the deadline under any circumstances, whatsoever. The quotation should

reach this office by 01.00 PM on or before 25.05.2023 positively. Tender received after the stipulated date/time shall not be entertained. The quotations will be opened on the same at 03.00 P.M on 25.05.2023. in the presence of the bidders or their representatives who may wish to be present.



Deputy Resident Commissioner
Government of West Bengal

Memo no- 754 -RCWB/D-3/2023

Date: - 17.05.2023,

Copy forwarded for information and necessary action to:

1. The Joint Secretary, P&AR Department, Govt. West Bengal, Kolkata.
2. The Deputy Director Information, I& CA Department, Govt. of West Bengal, New Delhi, with the request to put it on their office notice board.
3. The Officer-in-Charge & Assistant Engineer, PWD, Banga Bhawan, New Delhi, with the request to put it on their office notice board.
4. The notice may kindly be pasted on the office notice board for wide publicity.
5. Upload on official website www.rcwb.in



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Technical Bid Format

The information is to be filled in by the bidder in the following pages will be used for purpose of evaluating the Technical Part of the bid.

1. Documents:-

Bidder shall submit self-attested copies of following documents with the quotation:

- a. Registration copy of GST
- b. Company incorporation certificate
- c. Valid PAN Card
- d. Valid Sale Tax / WCT registration Certificate.
- e. Last three years financial turnover certificate certified by CA.
- f. Last three years profit & loss statement certified by CA
- g. Latest Bank Solvency certificate.

2. Details of Work performed for similar nature of work in any of Govt. offices / Multi-National Companies along with attached copies in support of their claim.

Name of Organization	Description of work	Contract No.	Value for the contract	Date of issue of work (from-to)

3. Demand Draft No. _____ dt. _____ (for Rs. 10,000/-) in favour of "Resident Commissioner, Government of West Bengal".

4. This is to certify that I/We before signing this tender (Memo No..... dt. _____) of Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Seal and Signature (Firm)

Annexure-II

FORMAT FOR FINANCIAL BID

SI NO.	Name of the Items	Quantity	Unit Rate (Rs.)	Taxes if any	Total Amount with taxes
1	88A Toner	1			
2	125A	1			
3	126A	1			
4	901	1			
5	05A	1			
6	55A	1			
7	CANON 337	1			
8	905XL	1			
9	INK GT52	1			
10	335A	1			

Name:.....

Signature:.....

Date.....

Firm's Seal:

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