



Government of West Bengal

Personnel & Administrative Reforms Department
Office of the Resident Commissioner
New Delhi

Memo

Date 20

NIQNo. 22 -RCWB/2026-27

Memo. No.:- 1160 -RCWB/D-3/2026-27

Date:- 25.08.2026

e-Notice Inviting Quotation for procuring toner/ink cartridges for computer printers/fax as and when required basis in Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Khark Singh Marg, New Delhi-110001.

On behalf of the Office of the Resident Commissioner Govt. of West Bengal, New Delhi the undersigned invites e- Notice Inviting Quotation for procuring toner/ink cartridges for computer printers/fax as and when required basis in Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Khark Singh Marg, New Delhi-110001.

Interested agencies may download the details of the e-NIQ from the e-tender portal at <https://wbtenders.gov.in> and submit the proposal through the e-tender portal at <https://wbtenders.gov.in>.

The pre-bid meeting will be held at the Conference Room of the Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Buildings, Baba Khark Singh Marg, New Delhi -110001

Sd/-
Principal Resident Commissioner
Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
OFFICE OF THE RESIDENT COMMISSIONER
A/2 STATE EMPORIA BUILDING, BABA KHARAK SINGH MARG
NEW DELHI-110001

BID DOCUMENT

Subject :- Notice Inviting Quotation for procuring toner/ink cartridges for computer printers/fax as and when required basisin Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi , West Bengal - 110001.

Earnest Money :- Rs.15000/- in favour of the Executive Engineer, PWD Govt. of West Bengal

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GOVERNMENT OF WEST BENGAL
OFFICE OF THE RESIDENT COMMISSIONER
A/2 STATE EMPORIA BUILDING, BABA KHARAK SINGH MARG
NEW DELHI-110001

Bid Document for the work filled Quotations, on behalf of the Office of the Resident Commissioner, Govt. of West Bengal, New Delhi, are invited from reputed firms/Agencies procuring toner/ink cartridges for computer printers/fax as and when required basis as per table below:

SI NO.	Name of the Items
1	88A Toner
2	cartridge 125A (set of four colour)
3	cartridge 126A
4	cartridge DR2365
5	cartridge 05A
6	cartridge 55A
7	cartridge CANON 337
8	cartridge CE310A
9	cartridge GT52
10	cartridge 934B
11	cartridge 935XL
12	cartridge 790
13	cartridge 335X
14	cartridge Epson 008
15	Epson Ink-001

Download of e-NIQ through Website: <http://wbtenders.gov.in>

Sl. No.	Particulars	Date and Time
1.	Date of uploading of RFP online (Publishing Date)	27.08.2026 4.00 pm
2.	Documents download start date (On-line)	27.08.2026 4.00 pm
3.	Date of publishing of RFP in the newspaper	28.08.2026
4.	Pre-bid meeting at Office of the Resident Commissioner, West Bengal at A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001	31.08.2026 12pm
5.	Uploading of reply to queries raised at pre-bid meeting	31.08.2026 4.00 pm onwards
6.	Bid submission start date (On-line)	01.09.2026 10.00am
7.	Documents download end date (On-line)	08.09.2026 10.00am
8.	Bid submission closing (On-line)	08.09.2026 12 noon
9.	Bid opening date for Technical Proposals (On-line) regarding technical eligibility	10.09.2026 12.00pm
10.	Publication of list of qualified bidders short listed as per stipulated criteria (technical eligibility) on the web portal of PWD http://wbpwd.in as well as in the web portal of office of the resident Commissioner, Govt. of West Bengal http://rcwb.in	11.09.2026
11.	Tentative Date for opening of Financial Proposal (Online)	14.09.2026
12.	Formal declaration of panel of names of the bidders in successive order of preference	15.09.2026

SCOPE OF WORK

- The bidders are requested to quote unit price for the cartridges/toner mentioned above.
- The requisition will be made as and when required basis.

TERMS&CONDITIONS FORSUBMISSION OF TENDER

- (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 supplyingtoner/ink cartridges to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc
- (c) The firm should have a valid PAN number & GST 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) Thetoner/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 year 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. **Technical Bids are required to be submitted both online and offline.**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.

PROCESS OF EVALUATION AND SELECTION

Two bidding system will be followed. First the Technical Bid will be evaluated on basis of technical score to ensure a fair and transparent mode of selection. The credentials of bidders as uploaded online will be evaluated by a designated 'Evaluation Committee' followed by opening of the Financial Bids only of the bidders who qualified the technical parameters . Contract would be awarded to the vendor quoting the lowest rate i.e; L1.

The credentials for technical evaluation will broadly cover the following areas:

- a. Technical document(s)(Part I) uploaded online.

CRITERIA FOR TECHNICAL EVALUATION OF BIDS

A	Name of the Organization / Firm	
B	Certificate of Registration (to be enclosed)	
C	Place of business	
D	Contact details (Landline/Mobile)	
E	e-mail ID of the Firm	
F	PAN of the organisation	
G	GST No. (Attach copy)	
H	Bank details (Current A/c no., IFSC Code & Branch Name) cancelled cheque to be attached	
I	Last three years financial turnover Statement certified by CA	
J	Last three years Profit loss statement duly certified by CA	

The authority reserves the right to cancel, amend/modify or rescind the tender, at any point of time without assigning any reason whatsoever.

Eligibility Criteria

The invitation to bid is open to all bidders who fulfill the following eligibility criteria:

Sl.	Clause	Documents Required
1	Bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	<i>Valid documentary proof of:</i> ✓ Proof of Office Address in India ✓ GSTIN number. ✓ Income Tax registration/PAN number ✓ Certificate of updated Income tax Return for last 3 years ✓ Audited balance sheet for the last 3 years as per IT Act with acknowledgement.
2	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government Agency.	Declaration in this regard by the authorized signatory of the bidder.

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will summarily be rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances whatsoever. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

BIDDER'S DECLARATION

Form of Tender

The Resident Commissioner,
Government of West Bengal,
A/2, State Emporia Buildings,
Baba Kharak Singh Marg, New Delhi - 110001.

Dear madam / Sir,

Re.: Notice Inviting Quotation for procuring toner/ink cartridges for computer printers/fax as and when required basis in Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi -110001
Inviting by reference to the RFP issued by you for procuring toner/ink cartridges for computer printers/fax as and when required basis in Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Building, Baba Kharak Singh Marg, New Delhi -110001
We do, hereby offer to perform, execute and complete the works in conformity with the Scope of Work, conditions of Tender and other specifications issued to us along with the Tender Document in accordance with your RFP document.

We have satisfied ourselves of the site conditions and examined all aspects of the Tender Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

Baba Kharak Singh Marg, New Delhi - 110001

Abide by, perform and fulfill all the terms and conditions of the RFP Document.

Complete the Scope of Work within the Time Frame given in the RFP Document on issuance of the Work Order.

We understand and acknowledge that the acceptance of any Bid shall be at the sole and absolute discretion of Resident Commissioner, Government of West Bengal, New Delhi and it is not binding upon the Resident Commissioner, Government of West Bengal, New Delhi to accept the lowest bid or any bid whatsoever. We accept the condition that the Resident Commissioner, Government of West Bengal, New Delhi reserves the right to reject any or all bids received, If the above -mentioned conditions are not fulfilled or are incomplete in any respect.

We also understand that in order to participate we have to submit all documents online. We also undertake to submit Hard copies wherever required by the Office of the Resident Commissioner, Government of West Bengal, New Delhi .

Dated this _____ day of _____ 2026

Name:

Signature:

Designation:

Address:

TO BE SIGNED BY THE PROPRIETOR / ALL PARTNERS OF THE FIRM / DIRECTORS OF THE COMPANY UNDER ITS COMMON SEAL

FORMAT FOR SCHEDULE OF QUOTATION/RATES

SI NO.	Name of the Items	Quantity	Unit Rate (Rs.)	Taxes if any	Total Amount with taxes
1	88A Toner	1			
2	cartridge 125A (set of four colour)	1			
3	cartridge 126A	1			
4	cartridge DR2365	1			
5	cartridge 05A	1			
6	cartridge 55A	1			
7	cartridge CANON 337	1			
8	cartridge CE310A	1			
9	cartridge GT52	1			
10	cartridge 934B	1			
11	cartridge 935XL	1			
12	cartridge 790	1			
13	cartridge 335X	1			
14	cartridge Epson 008	1			
15	Epson Ink-001	1			

Total amount in figure:-

Name:.....

Signature:.....

Date.....

Firm's Seal: