



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, MALDA  
( IT SECTION )

NOTICE INVITE QUOTATION

Sealed quotations in respective letter head of the firms are invited from bona fide firms/agencies having experience or credential of working with Government Departments /Undertaking/Agencies as per the specifications of the quality displayed, and fulfilment of the terms and conditions stated hereunder.

a)Details Of Printer Toner Cartridge:

Sl No.	Item Description	Specifications( Printer Model)	Rate to be quoted for <u>Compatible Product (including GST)</u>	Rate to be quoted for <u>Original Product (including GST)</u>
1	80A Toner Cartridge	HP Laserjet pro 400		
2	88A Toner Cartridge	HP Laserjet 202dw		
3	12A Toner Cartridge	HP Laserjet 1020		
4	79A Toner Cartridge	HP Laser jet pro M12W		
5	110A Toner Cartridge with Chip	HP Laser jet MFP138FNW		
6	4 Pack Set Color INK(932xl black/933xl cyan/magenta/yellow)	HP Officejet 7612 Color Printer		
7	303 TS Toner Cartridge	CANON Laser Shot LBP 2900B		
8	4 Pack Set Color INK	Canon Image Class LBP621CW		
9	326 Starter Toner Cartridge	Canon image CLASS LBP6230dn		
10	285A Toner Cartridge	Canon image CLASS LBP 6030B		
11	925 Toner Cartridge	Canon F166400		
12	103/703/303 Toner Cartridge	Canon L11121E		
13	4 Pack Set Color INK	Canon PIXMA G2000		
14	328 Toner Cartridge	Canon MF4820D		
15	TK1178 Toner Cartridge	KYOCERA Ecosys M2040dn		
16	4 Pack Set Color INK (BK664/C664/M664/Y664)	Epson L565 Color Printer		
17	4 Pack Set Color INK	Epson L4150 Color Printer		
18	4 Pack Set Color INK	Epson L6170 Color Printer		
19	4 Pack Set Color INK (TN-263(BK,C,M,Y))	BROTHER HL-L-3270CDW		
20	TN-2260 Toner Cartridge	BROTHER DR 2250		

**b) Details of Photocopier Toner Cartridge:**

SI No.	Item Description	Specifications( Printer Model)	Rate to be quoted for <u>Original Product</u> (including GST)
1	NPG-59 Toner Cartridge	Canon Photocopier (Image runner 2006N)	
2	NPG-51 Toner Cartridge	Canon Photocopier (Image Runner 2520W)	
3	MP2501sp Toner Cartridge	RICOH MP 2001L/ MP2501 SP Photocopier	
4	MP2555 Toner Cartridge	RICOH Photocopier (MP2555)	
5	MP2014HS Toner Cartridge	RICOH Photocopier MP2014HS	
6	DR-BO21 Drum Cartridge	BROTHER Photocopier DCPW75000	

**c) Details of UPS:**

SI No.	Item Description	Specifications	Rate to be quoted for <u>Compatible Product</u> (including GST)
1	UPS 600 VA	600 VA	

**TIME LINE FOR QUOTATION**

PARTICULARS	DATE AND TIME
Quotation Receiving Start Date and Time	18-09-2021 from 12 noon
Quotation Receiving end Date and Time	25-09-2021 till 12 noon
Opening of Quotation in the Chamber of Officer in-charge IT , Malda	25-09-2021 at 3 PM

**Statutory Documents:** Quotationer shall submit latest GST registration, copy of valid PAN, latest IT return, P.TAX Return, Trade License.

The above mentioned documents are mandatory and if the quotationer fails to submit any of them, their quotation will summarily be rejected.

**Submission of Bids:** The quotation shall be submitted in the drop box kept in the Office Chamber of Officer-in-Charge, I.T.Section, Malda .Quotation received through any other means will not be accepted.

**Validity of the Quotation:** The quotation once submitted will be valid for 365 days.

**Credential:** Minimum 03(three) year's related work experience in respective work/field.

**Other Terms & Conditions:**

- 1) Sealed cover should be mentioned "Quotation for Supply of IT Materials" and Memo No of the quotation to be address to the Officer-In-charge (IT), Malda.
- 2) The rate quoted by the quotationer must be inclusive of all taxes and duties.
- 3) All the items /materials being delivered / supplied should be of reputed company/ brand and service centres should be located in Malda.
- 4) Quotation must be submitted in the prescribed format.
- 5) The authority reserves the right to reject or cancel any or all pre-qualification documents/bid documents without assigning any reason thereof.
- 6) Payment will be made after receipt of supplied materials in good conditioned at the stipulated site.
- 7) **The supply order for qualified supplier will be issued as & when required.**

Additional District Magistrate (Gen),  
Malda

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**Memo No: 379(4)/IT**

**Date: 17/09/2021**

**Copy forwarded for information and necessary action please:**

1. The Officer In Charge, IT, Malda
2. The DIO, NIC, Malda, with a request to upload to the District portal.
3. CA to the District Magistrate, Malda
4. Office Notice Board, DM office, Malda



**Additional District Magistrate (Gen),  
Malda**