

No:1/704024/2025

Date:03-11-2025

NOTICE INVITING QUOTATION

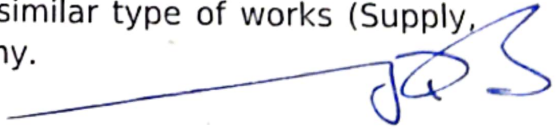
Sub:- Invitation of Quotation for "Supply of original cartridges and refilling of cartridges at office of the PBSSD, Karigari Bhawan"

Sealed Quotations are hereby invited by the Project Director, PBSSD from bonafide experienced agencies for supply of original cartridges and refilling of cartridges at Office of the PBSSD, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160 as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the PBSSD at Karigori Bhawan, Newtown, Kolkata-700160 **within 14.11.2025**. The envelope containing the quotation must be sealed and super scribed as under:-

"QUOTATION FOR Supply of original cartridges and refilling of cartridges at Office of the PBSSD, Karigari Bhawan"

General Terms & Conditions:

1. The rates once approved will not be enhanced in any case during the period of the contract.
2. The **contract shall be for a period of upto one year**, which will commence from the date of Work Order and may be extended further by another year at the sole discretion of this office. However, this office reserves the right to terminate the contract at any time without assigning any reason.
3. Second hand/ imitation parts/ duplicate parts will not be allowed.
4. The total cost/amount will be taken in consideration for L1 bidder.
5. Becoming L1 will not be the criteria for awarding of order unless the rates are reasonable & justified. The firm / agency / supplier must satisfy the following conditions and attach self-attested copy of the same with the quotation: -
 - I. Valid PAN card.
 - II. GST Registration Certificate.
 - III. Professional Tax Registration Certificate.
 - IV. Valid current Trade license/ Registration of Firm/Agency.
 - V. Self-Declaration - "Not black listed by any Government (State & Central) organizations or not debarred from participation in Govt. tender."
 - VI. Past Working experience/ Work order for executing similar type of works (Supply, Installation, Testing, Repairing & Servicing etc.) - If any.


Project Director, PBSSD

(Bidder's Letter Head)

(Ref: NIQ No. Dated.....)

1	Full Name of the firm/agency	
2	Office Address for correspondence	
3	Contact Details:	
	E-mail ID	
	Name of Contact person	
	Phone no. and/or Mobile no.	
4	Valid PAN No. of the firm/agency	
6	Charges of Cartridge for Laser Jet Printer (In Rs.) (for one piece) - (Including all taxes and charges) - % Below/Above MRP at which these will be supplied	 % Above/ Below
7	Charges of Cartridge for Ink Jet Printer (In Rs.) (for one piece) - (Including all taxes and charges) - % Below/Above MRP at which these will be supplied	 % Above/ Below
8	Rate of Refilling Charges for Ink Jet Printer (In Rs.) (for each unit) - (Including all taxes and charges)	Black & White - Rs..... Colour (Black, Yellow, Cyan, Magenta) - Rs.....
9	Rate of Refilling Charges for Laser Jet Printer (In Rs.) (for each unit) - (Including all taxes and charges)	Black & White - Rs.....

The above stated information is correct and our firm fulfils the eligibility conditions to participate in the bidding process.

Authorized Signatory signature:-

Office

seal:

Name in block letter:-

Designation:-

Date:-

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