

Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734003



Phone : Siliguri : (0353) 2512922, 2515647

: Jalpaiguri : (03561) 230874

Fax : (0353) 2510056

E-mail: sjdwb@gmail.com

Memo No.: _____ /SJDA

Date: _____

NOTICE INVITING QUOTATION

No. 36/ 18 – 19/ Plg/ SJDA dated 17.07.2018

Sealed quotations are invited by the undersigned from reputed and bonafide dealers / agencies for supplying of under mentioned computer stationeries within **25.07.2018** upto 3:00 p.m. Interested dealers / agencies shall quote for the following items in rupee terms.

Sl No.	Item	Specification	Printer Make & Model	Required Brand
1.	LJ Toner Cartridge	88A, Refill	HP 1008	Own brand
2.	LJ Toner Cartridge	05A, Refill	HP 2055d	Own brand
3.	LJ Toner Cartridge	12A, Refill	HP 1020	Own brand
4.	LJ Toner Cartridge	78A, Refill	HP 1606dn	Own brand
5.	LJ Toner Cartridge	53A, Refill	HP 2015	Own brand
6.	LJ Toner Cartridge	16A, Refill	HP 5200	Own brand
7.	OfficeJet Cartridge	18 (Black) Refill	HP K8600	Own brand
8.	OfficeJet Cartridge	18 (Yellow) Refill	HP K8600	Own brand
9.	OfficeJet Cartridge	18 (Magenta) Refill	HP K8600	Own brand
10.	OfficeJet Cartridge	18 (Cyan) Refill	HP K8600	Own brand
11.	LJ Toner Cartridge	TN-2365, Refill	Brother DCP-L2520D	Own brand
12.	LJ Toner Cartridge	TN-2365, Refill	Brother DCP-L2541DW	Own brand
13.	LJ Toner Cartridge	SAMSUNG SCX3401	Black MLT-D101S	Own brand
14.	Drum for LJ Toner Cartridge	12A	HP 1020	Own brand
15.	Drum for LJ Toner Cartridge	53A	HP2015	Own brand
16.	Drum for LJ Toner Cartridge	49A	HP1320	Own brand
17.	Drum for LJ Toner Cartridge	88A	HP 1008	Own brand
18.	Drum for LJ Toner Cartridge	05A	HP 2055d	Own brand
19.	Drum for LJ Toner Cartridge	78A	HP 1606dn	Own brand
20.	Drum for LJ Toner Cartridge	16A	HP 5200	Own brand
21.	Drum & Blade for LJ Toner Cartridge	TN-2365	Brother DCP-L2520D	Own brand
22.	Drum & Blade for LJ Toner Cartridge	TN-2365	Brother DCP-L2541DW	Own brand

Terms and Conditions:

1. The contract will be valid for six months from the supply order date.
2. The contract shall be renewed for another six months if SJDA and selected agency will mutually agreed upon.
3. Materials to be delivered to this office within a day from the date of requisition.
4. All the supplies are to be made in sealed pack, inspected by SJDA and then to be installed.
5. The license no. shall be given by the Agency alongwith the software and hardware wherever applicable.
6. Warranty, Service and support period shall be same as per the standard provision of the manufacturer/developer from the date of full and satisfactory installation and should be attended by the supplier/service provider as and when required.
7. Rate shall be inclusive all the taxes.
8. Number of item may vary.
9. **Submission of Quotations:**

A) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri – 734003.

B) **Documents to be submitted:** Copy of the following documents will be submitted by the quotationer(s) for pre-qualification

Contd. to Page 2

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Page-2

- i) Trade License.
- ii) Income Tax (I.T.) PAN.
- iii) Professional Tax (P.T.) Registration Certificate/ updated challan.
- iv) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt. 13.07.2017 of Finance Department, Govt. of West Bengal.

10. Receiving of Quotations: Quotation will be received through box kept in the office of the Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Tenzing Norgey Road, Pradhan Nagar, Siliguri.

11. Last date & time of Submission: 25.07.2018 up to 3.00 PM.

12. Opening of Quotations: Quotation will be opened on 25.07.2018 at 4.00 PM.

13. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

14. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

15. Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.

16. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.

17. The lowest quotationer will have to enter into an agreement in SJDA's format within 7 (Seven) Days else the same will be treated as cancelled.

Sd/-
Chief Executive officer,
Siliguri Jalpaiguri Development Authority

Memo No. 6026/1(14) /SJDA

Date: 12.7.18

Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Additional District Magistrate, Siliguri.
4. Principal, North Bengal Medical College & Hospital, Siliguri.
5. Sub Divisional Officer, Siliguri.
6. Commissioner, Municipal Corporation, Siliguri.
7. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
8. Sr. Area Manager, N. F. Railway, NJP.
9. Post Master, Head Post Office, Siliguri.
10. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
11. Accounts Officer, SJDA.
12. A.P., SJDA, Siliguri for uploading in website.
13. SJDA Notice Board.
14. SJDA website.

Sd/-
Chief Executive officer,
Siliguri Jalpaiguri Development Authority

20/7/18
13/7/18