

# 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: sjdawb@gmail.com

Memo No.: \_\_\_\_\_/SJDA

Date: \_\_\_\_\_

## NOTICE INVITING QUOTATION

No. 37/ 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.

SI No.	Item	Specification	Printer Make & Model	Required Brand
1	LJ Toner Cartridge	12A	HP 1020	OEM/Own brand
2	LJ Toner Cartridge	16 A	HP 5200	OEM/Own brand
3	LJ Toner Cartridge	53A (Black)	HP2015	OEM/Own brand
4	LJ Toner Cartridge	49 A	HP1320	OEM/Own brand
5	LJ Toner Cartridge	88A	HP 1008	OEM/Own brand
6	LJ Toner Cartridge	05 A	HP 2055d	OEM/Own brand
7	LJ Toner Cartridge	78 A	HP 1606dn	OEM/Own brand
8	LJ Toner Cartridge	TN-2365	Brother DCP-L2520D	OEM/ Own Brand
9	LJ Toner Cartridge	TN-2365	Brother DCP-L2541DW	OEM/ Own Brand
10	LJ Toner Cartridge	SAMSUNG SCX3401	Black MLT-D101S	OEM/ Own Brand
11	officeJet Cartridge	857 (Black, Yellow, Magenta, Cyan)	HP Officejet K7108	OEM/Own brand
12	officeJet Cartridge	853 (Black, Yellow, Magenta, Cyan)	HP Officejet K7108	OEM/Own brand
13	officeJet Cartridge	18( Black)	HP K8600	OEM/Own brand
14	officeJet Cartridge	18 (Yellow)	HP K8600	OEM/Own brand
15	officeJet Cartridge	18 (Magenta)	HP K8600	OEM/Own brand
16	officeJet Cartridge	18 (Cyan)	HP K8600	OEM/Own brand
17	officeJet Cartridge	950 (Black)	8600 Plus MFP	OEM/Own brand
18	officeJet Cartridge	951 (Cyan)	8600 Plus MFP	OEM/Own brand
19	officeJet Cartridge	951 (Magenta)	8600 Plus MFP	OEM/Own brand
20	officeJet Cartridge	951 (Yellow)	8600 Plus MFP	OEM/Own brand
21	PCI Adapter	150 Mbps	--	TP Link
22	CD Bag	(50 capacity)	--	Moserbaer
23	CD Case	(single)	--	Moserbaer
24	CD Mailer	(single)	--	Moserbaer
25	CD-RE-Writable (CDRW)	(single)	--	Moserbaer
26	CD-WRITABLE (CDW)	(50 Pc. without case)	--	Moserbaer
27	DVD RW small	(single)	--	Moserbaer
28	DVD RW for big	(single)	--	Moserbaer/ Transcend
29	USB Extension Cable	(single)	--	Moserbaer/ Transcend
30	USB HUB with Power Adopter	(single)	--	Logitech
31	Optical Mouse small	PS2 and USB	--	Logitech
32	Optical Mouse big	PS2 and USB	--	Logitech
33	USB Pen Drive	8 G.B	--	HP/Sandisk
34	USB Pen Drive	16 G.B	--	HP/Sandisk
35	Key Board	Big		HP/Logitech

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## 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

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



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Memo No.: 6025/1(4) /SJDA


Date: 17.7.18

Memo No. \_\_\_\_\_ /SJDA

Date: \_\_\_\_\_

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.

  
Chief Executive officer,

Siliguri Jalpaiguri Development Authority



