

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

“PROTITI” 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017

Sealed tenders are invited for Supply of Toner Cartridges

16th November, 2016

Sealed quotations are invited from the bonafide suppliers/dealer/firms/ Resellers of Canon and Toshiba for the supply of original Toner Cartridges. The quotation is required to be submitted in a sealed envelope addressed to the Managing Director, West Bengal Industrial Development Corporation Limited so as to reach us on or before 30th November, 2016 (15 days from the date of advertisement) up to 1500 hrs, duly superscripting the work i.e., “Tender for supply of toner cartridges” on top of the envelope.

Bid collection and submission details:

Tender reference Number	Photocopier/09-10/II
Issue of tender forms	From 16/11/2016 To 29/11/2016
Last date and time for receipt of tender offers	30th November, 2016 (15 days from the date of advertisement) up to 1500 hrs
Date of opening of technical bids	30th November, 2016 at 1500 hrs
Earnest Money Deposit	Rs 5,000/- (Rs. Five Thousand Only) by Demand Draft in favour of ‘West Bengal Industrial Development Corporation Limited’ payable at Kolkata.
Place where tender offers would be opened	“Protiti”, 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017
Contact No.	033-22553886/033-22553726

Scope of work:

Supply of original Toner Cartridge for the following photocopier models. The price quoted should be valid for a period of 1 year. Orders would be placed to the selected reseller based on the requirements. However, vendor should quote the rates of toner cartridges for all models stated below.

The approximate annual requirement at present is as follows:

Sl. No.	Model of Photocopier	Approximate yearly consumption
1.	Canon-IR2002N	2
2.	Canon IR ADV4025	2
3.	Toshiba E-Studio 2309A	15 nos.

Terms and Conditions:

1. Price shall be valid for a period of one year from the date of issue of purchase order. The quoted price should include all taxes & duties, labour, material etc. otherwise it will be presumed that the rates so quoted are inclusive of all charges and the selected contractor(s) should be liable to execute the contract accordingly.
2. Payment 100% against delivery and on production of bills in duplicate.
3. Replacement without any additional cost, if the materials supplied are found defective.
4. EMD Rs.5000/- (Rupees Fifty Thousand) in favour of West Bengal Industrial Development Corporation Limited. EMD of the successful bidder will be converted to security deposit and will be returned after completion of the contract period.
5. WBIDC reserves the right to cancel any/all the tender(s) without assigning any reason.
6. WBIDC decision in any of the matter(s) is final and binding on each other.
8. In case of quotations sent in a sealed cover through Post/Courier, the same should reach us on or before 30th November, 2016 upto 15:00 Hours.
9. The short listed vendor is required to furnish PAN number along with Invoice, before releasing the payment.
10. The quantity shown in the tender may increase or decrease. In case the quantity is less, the tenderer will not be entitled to any compensation for the decreased quantity. If the quantity exceeds, payments for the exceeded quantity will be made at the accepted rate.

Sd/-

Managing Director
WBIDC Ltd.

FORMAT FOR SUBMISSION OF QUOTATION

Supply of Toner Cartridges

Name of the Firm:

Address:

Bill of Quantities

Sl. No.	Model of Photocopier	Approximate yearly consumption	Unit Price	Total Price
1.	Canon-IR2002N	2		
2.	Canon IR ADV4025	2		
3.	Toshiba E-Studio 2309A	15		

Signature with Name & Seal

Contact No:

Email ID:

Place:

Date: