



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 5434/NKDA/Admn-726/2017

Dated: 20.11.2018

NOTICE INVITING TENDER (NIT) No. 05/NKDA/Admn of 2018

Sub : Rate Contract for Supply & Delivery of Computer related items like Cartridges/Toner, Pen Drive and Print Head etc. for office use of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.

Sealed Tender are invited from the bonafide, reputed and resourceful Suppliers with proven ability of functioning as a regular supplier for supply and delivery of items, as shown in details in Annexure-I attached herewith, in various Govt. offices/Undertakings/Autonomous bodies/Corporate offices, for supply and delivery of those items in the office of the New Town Kolkata Development Authority, 03, Major Arterial Road, New Town, Kolkata – 700 156 for a period of one year from the date of execution of agreement on the terms and conditions given herein below.

New Town Kolkata Development Authority will have the right to reject any bid or refuse to accord permission to participate in the Tender for which the Authority shall not be bound to give explanation/clarification.

1. Important date & Time:

Last date of receiving bids	:	04.12.2018 up to 2:30 p.m.
Date of opening of bids	:	04.12.2018 at 3:00 p.m.

2. Documents to be submitted along with the bid:

- 1) Valid Trade License.
- 2) GST Registration Certificate.
- 3) The audited financial statement / audited annual report of the last three financial years.
- 4) Bidder should be an authorized vendor of HP and Canon and copy of such certificate is to be submitted.
- 5) Copy of Work Orders of similar nature of work for the last two years in Government sector/ Government undertaking.
- 6) Should have local office at Kolkata.
- 7) Declaration in stamp paper that the item(s) to be supplied would be genuine products of the manufacturer and in case of detection of ingenuity of any item supplied the contract would be cancelled forthwith and the EMD/security deposit submitted will be forfeited.

3. Terms & Conditions:

- 3.1. Evaluation of the Tender will be done on the basis of Lowest Price of maximum number of items quoted by a bidder.
- 3.2. Item-rate contract for supply of computer related items like cartridges/Toner, Maintenance cartridges, Print head, Pen drive, CD/DVD etc. for use of New Town Kolkata Development Authority will be awarded to the bidders selected on the basis of condition mentioned in the NIT.
- 3.3. Supply orders will be placed upon the lowest bidders in phased manner as per actual requirement.

3.4. **The List of Printer/ Plotter / Photocopier attached herewith for ready reference :**

Hp Laser Jet 100 Color, Hp Office jet Pro 8100, Hp Laser Jet Pro M 4345 MFP, HP 500 Plotter, Hp Officejet pro8610, Hp Learjet P1606dn, Hp Laser Jet P1108, Hp Color Laser Jet Pro MFP M 177fw, Hp Laser Jet Pro M202dw, Hp Laser Jet Pro MFP M177fw, Hp Office Jet Pro 8600 Plus, Hp Laser Jet P1007, Hp Office Jet 7612, Hp Desk Jet D2668, Hp Office Jet 7610, Hp Laser Jet P1106, Hp Office Jet 7000 Wide Format, Hp Office Jet 7500a, Hp Laser jet P1107, Hp Desk Jet F2235, Hp Officejet Pro 6230, Hp Desk Jet D2568, Fargo Card Printer HD DTC 1250e, Cannon MAXIFY (MB5170), Cannon LBP 6230 DN, Cannon Image Runner advance (C3330), HP Design Jet Plotter T-2500, Canon - IPF 771 Image PROGRAF, Canon inkjet Pixma iP 8770 (K 10391) and Hp Laser Jet 100 Color MFP M175 nw.

- 3.5. Intending bidder have to quote the price for Cartridges/Toner, Maintenance Cartridges, Print head of all Printer/ Plotter/ Photocopier/ Card printer (as applicable) as mentioned under Sl. no - 3.4. Bidder may have the option to collect information of Cartridges/Toner, Maintenance Cartridges, Print Head, Pen Drive, Card printer etc. through physical checking at the office of NKDA.
- 3.6. The bidder(s) shall submit Photocopy of GST Registration Certificates in support of his/their bonafide in the field of their performance as regular supplier of such items.
- 3.7. The rate(s) once quoted in the bid will be treated as final and under no circumstances be withdrawn/changed/modified. Rates should be quoted inclusive of all Tax (as applicable).
- 3.8. The bidder(s) must put his/their signature(s) in one language on each page of the Tender Papers/Schedules which forms part of the Tender document.
- 3.9. The intending bidders will have to deposit Earnest Money of Rs.20,000/- (Rupees Twenty Thousand) only in the shape of Bank Draft/Demand Draft drawn in favour of "New Town Kolkata Development Authority" payable at "Kolkata" on any Nationalized/Scheduled Bank in India. In case of successful bidder, this amount of earnest money will be converted to Security Deposit.
- 3.10. Conditional Tender will not be entertained and shall be treated as 'invalid'/'informal'. In case of conditional bids, EMD may be forfeited.
- 3.11. The Tender will be opened in the presence of the bidders or their duly authorized representatives who may be present at the time of opening.
- 3.12. A declaration of the bidder must be submitted with Tender that the item(s) to be supplied would be genuine products of the manufacturer. In case detection of ingenuity of any item supplied the contract will be cancelled forthwith and the EMD/security deposit submitted will be forfeited. Thus Acceptance of any item(s) supplied/to be supplied is subject to full satisfaction of the New Town Kolkata Development Authority.
- 3.13. The selected supplier(s) will have to make supply of the items shown in 'Annexure – A' for which his/ their rate (s) has/have been accepted and ordered for, direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.
- 3.14. If any bidder withdraws the offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, he/she shall be disqualified for submitting Tender to this authority at least for 2 (Two) years.
- 3.15. After acceptance of the Tender(S), the Firm/Agency/Supplier will have to undergo a formal Agreement with the Authorities of the New Town Kolkata Development Authority on a non-Judicial stamp paper of Rs.100/- (Rupees One Hundred) only.

- 3.16. Canvassing in any form is strictly prohibited.
- 3.17. The authorities will have the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
- 3.18. No escalation of the cost of the product(s)/ item(s) during the period in question will be entertained.
- 3.19. Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other than the rate quoted in word shall be taken as correct.
- 3.20. Rates are to be quoted in the boxes against each and every item shown in the Annexure or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
- 3.21. Overwriting, if there be any in the Tender document is to be corrected by crossing through under the initial of the person eligible to sign and submit the Tender document and to be written the correct one be the same ink. No correction Fluid will be allowed.
- 3.22. The authority reserves the right to issue addendum to the Tender document, to clarify, to amend, modify, delete or supplement any portion of Schedule 'A' at any time before submission of the Tender document under issuance of a separate notice as a Corrigendum to the original Tender notice.
- 3.23. No carriage charge will be paid extra.
- 3.24. For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his/their own cost.
- 3.25. The supplier firm will have to submit bill(s) in Triplicate immediately after delivery of the items.
- 3.26. The undersigned reserves the right to reject any or all the Tender(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

Memo No. /1(5)/NKDA/Admn-726/2017

Copy forwarded for information and necessary action to:

1. The Finance Officer, NKDA
2. PA to Hon'ble Chairman, NKDA
3. PA to CEO, NKDA.
4. NKDA official website.
5. Notice Board of NKDA


Administrative Officer
New Town Kolkata Development Authority
Pm

Dated: .11.2018


Administrative Officer
New Town Kolkata Development Authority
Pm

Annexure – ‘A’

Attached to Memo No. _____ Date _____

COMPUTER RELATED ITEMS LIKE CARTRIDGES/TONNER & PENDRIVE ETC.					
SI No.	ITEMS	BRAND /SPECIFICATION	UNIT	PRISE QUOTED PER UNIT (Rs.)	
				Figure	Words
1.	Cartridge 310 Black	H.P. Printer	Piece		
2.	Cartridge 311 Cyan	H.P. Printer	Piece		
3.	Cartridge 312 Yellow	H.P. Printer	Piece		
4.	Cartridge 313 Magenta	H.P. Printer	Piece		
5.	Cartridge 314 Drum Unit	H.P. Printer	Piece		
6.	Cartridge Black 10	H.P. Plotter	Piece		
7.	Cartridge 82 Colour (Yellow, Magenta, Cyan)	H.P. Plotter	Each		
8.	Cartridge No.932 XL Black	H.P. Printer	Piece		
9.	Cartridge 933 XL Colour (Yellow, Magenta, Cyan)	H.P. Printer	Each		
10.	Cartridge No.934 XL Black	H.P. Printer	Piece		
11.	Cartridge No.935 XL Colour (Yellow, Magenta, Cyan)	H.P. Printer	Each		
12.	Cartridge for Laser-jet Printer No. 78A	H.P. Printer	Piece		
13.	Cartridge for Laser-jet Printer No. 88A	H.P. Printer	Piece		
14.	Cartridge/Toner for Photo Copier Machine (NPG -28)	Canon	Piece		
15.	Cartridge/Toner for Photo Copier Machine (NPG -51)	Canon	Piece		
16.	Cartridge/Toner for Photo Copier Machine (NPG-67) – Black	Canon	Piece		
17.	Cartridge/Toner for Photo Copier Machine (NPG-67) – Cyan	Canon	Piece		
18.	Cartridge/Toner for Photo Copier Machine (NPG-67) – Magenta	Canon	Piece		
19.	Cartridge/Toner for Photo Copier Machine (NPG-67) – Yellow	Canon	Piece		
20.	Cartridge No. - 920 XL Black	H.P. Printer	Piece		

21.	Cartridge No. - 920 XL Colour (Yellow, Magenta, Cyan)	H.P. Printer	Each		
22.	Cartridge 680 Black	H.P. Printer	Piece		
23.	Cartridge 680 Colour	H.P. Printer	Piece		
24.	Cartridge No. 950 XL Black	H.P. Printer	Piece		
25.	Cartridge No. 951 XL Colour (Yellow, Magenta, Cyan)	H.P. Printer	Each		
26.	Computer Printer Cartridge No. - 818 (Black)	H.P. Printer	Piece		
27.	Computer Printer Cartridge No. - 818 (Colour)	H.P. Printer	Piece		
28.	Cartridge No. 350 Black	H.P. Printer	Piece		
29.	Cartridge No.351, 352 & 353 Colour	H.P. Printer	Each		
30.	DVD SONY (50 Nos) Spindal (Piece offered per pc)	DVD/Sony	Piece		
31.	External Hard Disk 1 TB	Seagate	Piece		
32.	External Hard Disk 2 TB	Seagate	Piece		
33.	Fax Cartridge (PG - 40)	Canon	Piece		
34.	HP 45A Black Laser Jet Toner Cartridge (Q5945A)	H.P. Printer	Piece		
35.	Plotter Cartridge B3P19A	H.P. Plotter	Piece		
36.	Plotter Cartridge B3P20A	H.P. Plotter	Piece		
37.	Plotter Cartridge B3P21A	H.P. Plotter	Piece		
38.	Plotter Cartridge B3P22A	H.P. Plotter	Piece		
39.	Plotter Cartridge B3P23A	H.P. Plotter	Piece		
40.	Plotter Cartridge B3P24A	H.P. Plotter	Piece		
41.	Plotter CartridgeC1Q12A Black (300 ml)	H.P. Plotter	Piece		
42.	Print Head C-9460A HP91	H.P. Plotter	Piece		
43.	Print Head C-9461A HP91	H.P. Plotter	Piece		
44.	Print Head C-9462A HP91	H.P. Plotter	Piece		
45.	Print Head C-9463A HP91	H.P. Plotter	Piece		
46.	Print Head C-4810A	H.P. Plotter	Piece		
47.	Print Head C-4811A	H.P. Plotter	Piece		
48.	Print Head C-4812A	H.P. Plotter	Piece		
49.	Print HeadC-4813A	H.P. Plotter	Piece		
50.	Plotter Cartridge C-9464 A HP 91	H.P. Plotter	Piece		
51.	Plotter Cartridge C-9465 A HP 91	H.P. Plotter	Piece		
52.	Plotter Cartridge C-9466 A HP 91	H.P. Plotter	Piece		
53.	Plotter Cartridge C-9467 A HP 91	H.P. Plotter	Piece		
54.	Plotter Cartridge C-9468 A HP 91	H.P. Plotter	Piece		
55.	Plotter Cartridge C-9469 A HP 91	H.P. Plotter	Piece		

56.	Plotter Cartridge C-9470 A HP 91	H.P. Plotter	Piece		
57.	Plotter Cartridge C-9471 A HP 91	H.P. Plotter	Piece		
58.	Plotter Maintenance Cartridge C-9516A	H.P. Plotter	Piece		
59.	PFI 8107 MBK (HSN CODE: 8443)	Canon	Piece		
60.	PFI 8107 BK (HSN CODE: 8443)	Canon	Piece		
61.	PFI 8107 Y (HSN CODE: 8443)	Canon	Piece		
62.	PFI 8107 M (HSN CODE: 8443)	Canon	Piece		
63.	PFI 8107 C (HSN CODE: 8443) MC 10	Canon	Piece		
64.	MC 10 (HSN CODE: 8443)	Canon	Piece		
65.	Cartridge 326	Canon	Piece		
66.	Cartridge PGI 2700 BK XL	Canon	Piece		
67.	Cartridge PGI 2700 MBK XL	Canon	Piece		
68.	Cartridge PGI 2700 Cyan XL	Canon	Piece		
69.	Cartridge PGI 2700 Magenta XL	Canon	Piece		
70.	Cartridge PGI 2700 Yellow XL	Canon	Piece		
71.	Cartridge Inkjet PGI 750 PGBK XL	Canon	Piece		
72.	Cartridge Inkjet CLI 751 BK XL	Canon	Piece		
73.	Cartridge Inkjet CLI 751 Yellow XL	Canon	Piece		
74.	Cartridge Inkjet CLI 751 Magenta XL	Canon	Piece		
75.	Cartridge Inkjet CLI 751 Cyan XL	Canon	Piece		
76.	Cartridge Inkjet CLI 751 Grey XL	Canon	Piece		
77.	Blank CD	50 Pack	Piece		
78.	CD/DVD Cover Packet with Sponge	25 Pack	Piece		
79.	Pen Drive 16 GB	HP/Sony/SanDisk	Piece		
80.	Pen Drive 32 GB	HP/Sony/SanDisk	Piece		
81.	Fargo DTC 1250e Colour Ribbon	Fargo	Piece		

Administrative Officer
New Town Kolkata Development Authority

04