

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT No. B4, SCHOOL AREA (PT.), KALYANI, NADIA

Phone – 9433376174, 7044968111 e-mail – rctrc.kalyani@gmail.com

No. 1320/RCTRC/2022

Date: 04/08/2022

Notice Inviting Quotation for Cartridge of Photocopier at RCTRC, Kalyani.

Sealed quotations are invited from reputed Firms/ Agencies who have experience and necessary license from the concerned authority two no's cartridge following photocopier installed under RCTRC, Kalyani Nadia.

Drum cartridge & all trays and all glasses for this machine are to be quoted inclusive all charges and taxes followed as per Govt. norms.

Sl. No	Cartridge Model	Quantity
1	Cartridge LaserJet W9005MC	2 Nos.

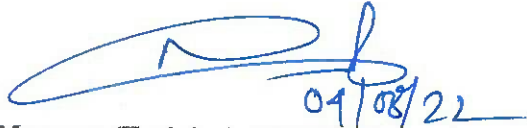
Detailed quotation and conditions of the aforesaid quotation are as follows:

1. Sealed quotation must have the name and address of the tendered.
2. The sealed quotation must be superscripted "Quotation for cartridge of photocopier" sealed quotation must be addressed to the Manager Training, RCTRC, Kalyani, Nadia.
3. The payment may be made once getting relevant bills. Payment will be made as per government rules, formalities and norms.

The quotation may be submitted on or before 04.08.2022 (up to 10AM)

The Quotation will be opened on 05.08.2022 at 4.30PM

Authority reserves the right to accept, reject or cancel any or all the quotations without assigning any reason whatsoever.


04/08/22
Manager (Training), RCTRC Kalyani
&

Superintending Engineer,
RRNMU, Burdwan Circle
P&RD Department, Govt. of West Bengal

No. 1320 1(9)/RCTRC/2022

Date: 04/08/2022

Copy forwarded for information and necessary action to:

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata-700106
- 2) The Director, RCTRC, Kalyani, Nadia & Superintending Engineer, P&RD, HQ, Kolkata-700106.
- 3) The Executive officer, Nadia Zilla Parishad
- 4) The Additional Executive officer, Nadia Zilla Parishad
- 5) The Financial Controller, WBSRDA, Kolkata – 700106
- 6) The Executive Engineer WBSRDA Nadia Division
- 7) The Finance Officer, WBSRDA, Nadia Division
- 8) The District Information Analyst, Nadia Zilla Parishad
- 9) Notice Board of RCTRC, Kalyani, Nadia

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QUOTATION SUBMISSION PROCESS

Quotation is to be submitted in the prescribed format. The service providers will be shortlisted after opening the quotations, incomplete documents shall be summarily rejected.

The bidder shall sign and stamp each page of the documents to be submitted and all other enclosures if any appended to it as a token of having read and understood the terms and conditions contained therein and submitted along with the quotation. The prices should be quoted in figures, no over writing/ corrections in rates will be entertained.

Bidder shall not tamper/ modify the form in any manner. In case if the same is found to be tampered/modified in any manner, quotation will be completely rejected and bidder is liable to be banned.

The short-listed quotation along with the documents will be submitted to the 'competent authority', and upon approval from the 'competent authority', the successful bidders will be intimated about the award of the contract to them.

PAYMENT

1. payments shall be made through electronic transfer NEFT/RTGS to the designated account only. Income Tax shall be deducted at source as per the prevailing rate from the bills.

Important Points for Bidder

The cartridges provided should be of originally from HP. The box should be sealed and with warranty. If the cartridge is found to be leaking it should be replaced and printer to be serviced if it is found to be damaged.

In case more than one bidder quotes the same rates, resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last three years.

The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Organisation reserves the option to select more than one firm for awarded of contract to ensure uninterrupted supply during the currency of the contract.

RCTRC right to reject or to accept any quotation.

If the supplier fails to supply the cartridge in the stipulated time or if the quality of the cartridge is not as per the approved/required norms, the Organisation shall be free to make necessary arrangement to procure cartridge from other sources at the supplier's risk and cost which shall be recoverable from his pending bills. Further in case of any deficiency in service, a penalty of 5% of the total invoice amount.

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Technical Criteria for participation in the Bid

1. The bidder should be supplier of Original HP Printer cartridges
2. The bidder should provide the below mentioned document while participating in the said RFQ:
 - a) Self-attested photocopy of Company Registration Certificate
 - b) Self-attested photocopy of PAN
 - c) Self-attested photocopy of GST Registration Certificate
 - d) Two references from existing clients

Note: All the above documents are mandatory for being considered for qualifying in the Technical Bid. In case of any non-submission, the bid will be liable to be rejected.


04/08/22

Manager (Training), RCTRC Kalyani
&
Superintending Engineer,
RRNMU, Burdwan Circle
P&RD Department, Govt. of West Bengal

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Technical Bid Format

(To be submitted on the Bidder's Letter Head)

SI No	Particulars	Details to be given by the bidder
1	Firm's name and full Postal Address	
2	Registration No. of the firm (Proof thereof)	
3	GST Registration No. (Proof thereof)	
4	PAN (Proof thereof)	
5	Certificate of authorized dealership	
6	Financial status i.e., Annual turnover details (Mandatory requirement)	2020-21: Rs. -----
		2021-2022: Rs -----
7	Experience Certificate (proof to be attached)	

I/We have carefully read the terms and conditions of the contract as stipulated in the tender notice No. and convey our unconditional willingness to accept the same. I/We undertake not to make any representation against the decision of the Organisation.

Agency