



2021



भारत सरकार  
Government of India

गृह मंत्रालय

Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106

Janganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106

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ENSURE REGISTRATION OF  
EVERY BIRTH AND DEATH

File No. D15021/05/2019/Estt/ 0089

Dated 03/07/2020

### Notice Inviting Quotations

Sealed quotations are hereby invited from reputed manufacturers/Vendors/dealers/suppliers for supply of 8(eight) numbers of **77 A ink cartridge (OEM)** for using in Laser Jet Pro MFP M429fdw printer for official use as per this office requirement strictly maintaining our specification. The same are to be submitted in sealed envelope super scribing (Quotation for **77 A ink cartridge (OEM)** for using in Laser Jet Pro MFP M429fdw), so as to reach this office within 3.00 P.M. on 10<sup>th</sup> July, 2020 and will be opened on the same day at 4 P.M. in this office in presence of bidders or their representatives. The quotations are to be dropped in the "Tender Box" placed in the right hand side of the office entrance at Ground Floor of Directorate of Census Operations, West Bengal, Janganana Bhawan, IB-199, Sector —III, Salt Lake, Kolkata — 700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate, action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. The Tender must be accompanied by the photo copies of the following.

1.Registration No. of the firm. ]

2.PAN /TIN and GST No.

3. A self-attested certificate specifying that the firm has not been blacklisted by any Govt. Organization.

Quotation received after the specified date and time will not be entertained. The Directorate of Census Operations, West Bengal, however reserves the right to reject any or all quotations without assigning any reason thereof

Eligibility criteria for bidder

- Only Authorized dealer/vendor/manufacturer/supplier/firms dealing in the items listed in the quotation having experience in sale and repair/maintenance, need to apply.
- It should be maintained specifically whether price quoted includes all taxes and duties.
- GST Registration Number and its validity should be indicated.

- iv) The period of quotations and the rates accepted by this office will remain valid and fixed for a period of 90 days from the date of acceptance of rates.
- v) The prospective bidders are required to quote their best inclusive of all taxes and transportation, loading/unloading and delivery charges.
- vi) All tender documents and enclosures are to be signed and stamped.
- vii) Payment will be released on submission of bill in triplicate within one month after satisfactory supply of the items.
- viii) No advance payment shall be made.
- ix) On successful delivery and upon submission Of Invoices.

  
A.Chatterjee 7  
3/2020

Joint Director (EDP)

Annexure

Prescribed proforma for submission of Bid as per NIQ No.....dtd 2/7/2020.

Item	Description	Unit Price	Taxes
77 A ink cartridge (OEM)	for using in Laser Jet Pro MFP M429fdw		

I/we agree to the terms and conditions as mentioned in the Notice Inviting Quotation No..... Dtd 02/07/2020. We have carefully read and understand the terms and conditions of the tender and the conditions of the contract applicable to the tender. We hereby certify the person signing the tender is the authorized by the bidder to sign the tender.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal)

Date

Name (Capital letters): -

Name of the Agency: -

Tel/Fax

E-mail address: