

**E-5**

**PROCUREMENT OF GOODS  
UNDER  
NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$30,000 each)*

***RFQ No: 08/DPD-VI, DPMU-II, WBMIFMP  
of 2020-2021, issued on 03.02.2021***

**Name of work:**

**"Supplying and installation of Toner for  
printers in the office of SPMU & DPMU-II at 9<sup>th</sup>.  
floor Conference Hall of SPMU, WBMIFMP,  
Jalasampad Bhawan, Salt Lake, Kol-91."**

**INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS**  
**UNDER NATIONAL SHOPPING PROCEDURES**

To

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Dear Sirs,

**Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF "Supplying and installation of Toner for printers in the office of SPMU & DPMU-II at 9<sup>th</sup> floor Conference Hall of SPMU, WBMIFMP, Jalasampad Bhawan, Salt Lake, Kol-91."**

- You are invited to submit your most competitive quotation in hard copy in sealed envelope to the Deputy Project Director(civil)-VI, Office of the Additional Project Director-IV, DPMU-II, WBMIFMP, 9<sup>th</sup> Floor, Jalasampad Bhawan, Salt Lake, Kol-91 for the following goods:-

SL No	Brief Description of the Goods	Specifications*	Quantity	Place of submission of Quotation	Last Date & Time of submission of Quotation	Delivery Period	Place of Delivery	Installation Requirement if any
1	<b>"Supplying and installation of Toner for printers in the office of SPMU &amp; DPMU-II at 9<sup>th</sup> floor Conference Hall of SPMU, WBMIFMP, Jalasampad Bhawan, Salt Lake, Kol-91"</b>	Refer Annexure A	Refer Annexure A	Office of Additional Project Director-IV, DPMU-II, WBMIFMP, 9 <sup>th</sup> Floor, Jalasampad Bhawan, Kolkata-700091	<b>09-02-2021 up to 13-30 Hrs</b>	2 days from issue of Award of Contract	Office of Additional Project Director-IV, DPMU-II, WBMIFMP, 9 <sup>th</sup> Floor, Jalasampad Bhawan, Kolkata-700091	Installation is to be done immediately after delivery of Goods

*\* Where ISI certification marked goods are available in market, procurements should generally be limited to goods with those or equivalent marking only.*

2. Government of India has received a credit from the International Bank for Reconstruction & Development (IBRD and Asian Infrastructure Investment Bank(AIIB)equivalent to US\$ 413 Milliontowards the cost of the WBMIFMP (West BengalMajorIrrigation & Flood Management Project) and intends to apply part of the proceedsofthiscredittoeligible paymentsunderthecontractforwhichthisrequest for quotations is issued.

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections,if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price. The Bill/Invoice raised by the L-1 Bidder must clearly state the break-up of the basic price and taxes/duties as applicable.
- c)The L-1 bidder will be selected on the basis of lowest gross price of all items taken together along with any taxes/duties as applicable, as per laid down specification in this RFQ document under Annexure-A.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed in each and every page including the terms and conditions and submitted within the deadline of submission (mode of submission of Quotation must in hard copy in sealed envelope only, no other mode of submission is acceptable); andconformto the terms and conditions, and specifications.

The Quotation would be evaluated for all the items together in this RFQ

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated therein.

8. Payment shall be made within 20 working days, subject to availability of fund, after delivery and installation, fitting/fixing of the goods. The payment shall be made through e-Payment mode in favour of the Successful bidder on the basis of invoice submitted by the Successful Bidder to the undersigned subject to availability of fund. For payment in such mode, bank mandate form with valid PAN, Mobile Number, GSTIN Number etc is required to be submitted by the successful bidder.

9. Any fake documents/information submitted by the supplier will invite legal action/punishment against the supplier as per rules.

10. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

11. You are requested to provide your offer latest by 13.30 hours on 09.02.2021 in duly signed in each page in hardcopy in sealed envelope to the Deputy Project Director (Civil)-VI, DPMU-II, WBMIFMP, 9<sup>th</sup> Floor, Jalasampad Bhawan, Salt Lake Kol-91. The offer in sealed envelope will be opened on 14.00 hours on 09.02.2021

12. We look forward to receiving your quotations and thank you for your interest in this project.

Name (Purchaser: Soumya Sundar Bhattacharya  
Address: Deputy Project Director (civil)-VI,  
DPMU-II, WBMIFMP, 9<sup>th</sup> Floor Jalasampad  
Bhawan, Salt Lake, Kol-91  
Tel.No..033-23341232  
Fax No. ....

**Annexure-A**  
**FORMAT OF QUOTATION \***

Sl. No.	Description of item	Qty.	Unit	Quoted rate in Rs. (BASE PRICE) (in figure & in words)	Quoted rate in Rs. Including all taxes as applicable and all incidental charges (in figure & in words)	Total Amount in Rs. Including all taxes as applicable and all incidental charges (in figure & in words)
1	<b>Make: Kyocera(Ecosys M-8124cidn)</b> TK8110K	4	Nos			
	TK8110Y	4	Nos			
	TK8110M	4	Nos			
	TK8110C	4	Nos			
2	<b>Make: Cannon (ir C3020)-</b> NPG 67 (BLACK)	2	Nos			
	NPG 67 (COLOUR)(C/M/Y)	6	Nos			
3	<b>Make: Lexmark (MB2236ADW)-</b> Black	18	Nos			
4	<b>Make: Lexmark (CX522 ADE)-</b> Black	2	Nos			
	Colour(C/M/Y)	6	Nos			
5	<b>Make: Cannon (ir 2006N)-</b> NPG 59 (BLACK)	2	Nos			
		<b>Total</b>	Rs.			

**Gross Total Cost:Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for

A total contract price of Rs.....(amounting figures)(Rs.....  
.....amounting words)  
Within the period specified in the Request for Quotations.

We also confirm that the warranty will be NORMAL COMMERCIAL  
WARRANTY/GUARANTEE as applicable on the supplied as well as installed Goods.

**Signature of Supplier**

- \* *Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*