



Siliguri Jalpaiguri Development Authority

A Statutory Authority Under Department of UDMA

An IS/ISO 9001:2008 Certified Organisation

Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010

Phone: Siliguri – 0353-2512922/2515647 Jalpaiguri – 03561-230874 E-mail: sjdawb@gmail.com

Date: 05.12.23

NOTICE INVITING QUOTATION

No. 101/Admn/23-24/ SJDA dated 07.12.2023

Sealed quotations are invited by the undersigned from reputed company for supply of computer materials at SJDA office, Siliguri. Interested agencies may quote for the following items in the following format inclusive all taxes, as applicable.

Sl No.	Item	Specification	Printer Make & Model	Required Brand
1.	LJ Toner Cartridge	88A, Refill (Including drum & other related parts)	HP LJ 1008/1108/1106/ P1007/P1136 MFP/ HP PM126a/ M202dw	Own brand
2.	LJ Toner Cartridge	103A / W1103A Black, Refill (Including drum & other related parts)	HP Neverstop Laserjet 1000a	Own brand
3.	LJ Toner Cartridge	28A / CF228A Black, Refill (Including drum & other related parts)	HP Laserjet M403dw	Own brand
4.	LJ Toner Cartridge	05A, Refill (Including drum & other related parts)	HP 2055d	Own brand
5.	LJ Toner Cartridge	12A, Refill (Including drum & other related parts)	HP 1020	Own brand
6.	LJ Toner Cartridge	78A, Refill (Including drum & other related parts)	HP 1606dn	Own brand
7.	LJ Toner Cartridge	16A ,Refill (Including drum & other related parts)	HP 5200	Own brand
8.	LJ Toner Cartridge	TN-2365, Refill (Including drum & other related parts)	Brother DCP-L2520D/ Brother DCP-L2541DW	Own brand
9.	LJ Toner Cartridge	Black MLT-D101S, Refill (Including drum & other related parts)	SAMSUNG SCX3401	Own brand
10.	ImageCLASS	GPS 925, Refill (Including drum & other related parts)	CanonLBP6030B/ MF 3010	Own brand
11.	LJ Toner Cartridge	110A, Refill (Including drum & other related parts)	HP Laser MFP 136 nw	Own brand
12.	LJ Toner Cartridge	137A, Refill (Including drum & other related parts)	HP LaserJet M233sdw	Own brand

Terms and Conditions:

1. The contract will be valid for one year from the work order date.
2. Materials to be delivered to this office within two days from the date of requisition.
3. All the supplies are to be made in sealed pack, inspected by SJDA and then to be installed.
4. The license no. shall be given by the Agency alongwith the software and hardware wherever applicable.
5. Warranty, Service and support period shall be same as per the standard provision of the manufacturer/developer from the date of full and satisfactory installation and should be attended by the supplier/service provider as and when required.
6. Rate shall be inclusive all the taxes.
7. Quantity of items may vary.

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9. Submission of Quotations:

a) **Mode of submission:** The quotationers shall submit their quotations in sealed envelope addressed to The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010.

b) **Documents to be submitted:** Copy of the following documents will be submitted by the quotationer/(s) for pre-qualification.

i) Valid Trade License.

ii) Income Tax (I.T.) Return for last (03) three Assessment years.

iii) Professional Tax (P.T.) Registration Certificate with updated challan.

iv) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act, 2017. "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017" in terms of 4374 F (Y) dt.13.07.2017 of Finance Department, Govt. of West Bengal.

v) Partnership deed in case of Partnership Firm.

vi) Co-operative Society Registration and Bye-laws in case if Co-operative Society.

vii) Memorandum of Association in case of Company.

viii) PAN Card.

10. **Receiving of Quotations:** Quotation will be received through box kept in the office of The Chief Executive Officer, Siliguri Jalpaiguri Development Authority, Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010.

11. **Last date & time of Submission:** 14.12.2023 up to 3.00 PM.

12. **Opening of Quotations:** Quotations will be opened on 14.12.2023 at 4.00 PM.

13. The quotationers shall have to show original copies of the submitted documents at the time of evaluation of the quotations.

14. The quotationers or their authorized representatives may like to present at the time of opening of quotation. The schedule of opening may be altered depending on unavoidable circumstances.

15. Quotationer shall not be in a conflict of interest with one or more parties in the bidding process.

16. SJDA reserves right to withdraw from whole process or any part thereof to accept or reject any or all offer at any stage of the process. No formal obligation shall accrue to SJDA or in such an event authority shall not be responsible for non-receipt of correspondence sent by post/e-mail/fax/courier.

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority

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Date: 05.12.2023

Copy forwarded for information to:-

1. District Magistrate, Darjeeling.
2. District Magistrate, Jalpaiguri.
3. Principal, North Bengal Medical College & Hospital, Siliguri.
4. Sub Divisional Officer, Siliguri.
5. Commissioner, Municipal Corporation, Siliguri.
6. Additional Executive Officer, Siliguri Mahakuma Parishad, Siliguri.
7. Sr. Area Manager, N. F. Railway, NJP.
8. Post Master, Head Post Office, Siliguri.
9. Sub Divisional Information and Cultural Officer, Ghosh Villa, Siliguri.
10. Finance Officer, SJDA.
11. A.E.O., SJDA, Siliguri for uploading in website.
12. SJDA Notice Board.
13. SJDA website.

Chief Executive Officer,
Siliguri Jalpaiguri Development Authority