



( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE****B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**No: KDH(M)/845/17,Date: 17-03-17**TENDER NOTICE**

According to the prior administrative approvals from our C-I-C Meeting vide dated. 16-03-2017, sealed quotations are hereby invited as per the decision from The Chairman, Khardah Municipality; from Reputed, Reliable and Resourceful Suppliers/ Vendors/ Stockists/ Resellers/ Retailers of I.T. Products upon the following items on annually – specifically as and when required basis (for the FY: 2017 – 2018), strictly according to the technical specifications as well as the terms and conditions given below --

**Printer Cartridges / Toners (DeskJet / LaserJet / Dot Matrix)**

Sl. No.	Name of the Item	Brand	Model	Quoted Price ( ₹ )			A4/A3 Page Yields (a/b/c)	Warranty / Offers (In Months / Terms)
				a	b	c		
				New (Original)	New (Recycled)	Refurbishing		
1	Canon iR2320L A3 – Mono Network LaserJet MFP	Canon	NPG – 28					
2	Canon Mono LaserJet 2900B	Canon	Canon-303 / HP-12A					
3	HP Colour DeskJet Printer (HP 7000 Wide Format –A3)	HP	920 Black - Large / Small					
			920 Cyan – L/S					
			920 Magenta – L/S					
			920 Yellow – L/S					
4	HP DeskJet All-in-One Printer - A4 (Model: K-209A Colour)	HP	703 Black					
			703 Tri-Col.					
5	HP Colour DeskJet Printer - A4 (HP 2515 Ink Adv. A-i-O)	HP	678 Black					
			678 Tri-Col.					
6	EPSON – L455 Colour DeskJet A4-Size Multifunction Printer (Barrel Ink Container Model)	EPSON	664 Black - L / S					
			664 Cyan – L / S					
			664 Magenta – L/ S					
			664 Yellow – L / S					
7	SAMSUNG ML-2851ND (A4) Mono LaserJet Network Printer	SAMSUNG	ML-D2850A / ML-D2850B					
8	HP LaserJet 1007	HP	88A					
9	HP LaserJet - M 1005 MFP / 1012/ 1018/ 1020/ 1020 Plus	HP	12A					



PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)Website: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)





( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

**Printer Cartridges / Toners (DeskJet / LaserJet / Dot Matrix)**

Sl. No.	Name of the Item	Brand	Model	Quoted Price ( ₹ )			A4/A3 Page Yields (a/b/c)	Warranty / Offers (In Months / Terms)
				a	b	c		
				New (Original)	New (Recycled)	Refurbishing		
10	TVS HD 245 GOLD (132Col.)	TVSE						
11	TVS MSP 345 STAR (136 Col. DMP)	TVSE						
12	TVS MSP 345 Champion XL (136 Col. DMP)	TVSE						
13	TVS HD 745 / 755 (132 Col.)	TVSE	HD- 7XX / 9XX					
14	EPSON LX-310 (80 Col DMP)	EPSON	LX – 310 Ribbon Cartridge Set					

**Computer Peripherals & Accessories**

Sl. No.	Name of the Item	Brand	Model	Quoted Price ( ₹ )	Warranty / Offers (In Months / Terms)
15	Anti-Glare Screen	Branded			
16	Laptop Screen Guard	Branded			
17	Laptop Keyboard Guard	Branded			
18	Laptop Cooling Stand	Branded			
19	<b>8 GB Pen Drive</b> (Hard Body only, Thin Paper-Chip Model will Not Allowed)	Transcend/ Kingston/ SanDisk/ MoserBaer/ Sony/ HP (Metal)			
20	<b>16 GB Pen Drive</b> (Hard Body only, Thin Paper-Chip Model will Not Allowed)	Transcend/ Kingston/ SanDisk/ MoserBaer/ Sony/ HP (Metal)			
21	<b>32 GB Pen Drive</b> (Hard Body only, Thin Paper-Chip Model will Not Allowed)	Transcend/ Kingston/ SanDisk/ MoserBaer/ Sony/ HP (Metal)			
22	<b>64 GB Pen Drive</b> (Hard Body only, Thin Paper-Chip Model will Not Allowed)	Transcend/ Kingston/ SanDisk/ MoserBaer/ Sony/ HP (Metal)			





( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**

**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

**Computer Peripherals & Accessories**

Sl. No.	Name of the Item	Brand	Model	Quoted Price (₹)	Warranty / Offers (In Months / Terms)
23	External USB2 HDD – 500 GB	Seagate/ Western Digital/ Buffelo			
24	External USB2 HDD – 01 TB	Seagate/ Western Digital/ Buffelo			
25	External USB2 HDD – 02 TB	Seagate/ Western Digital/ Buffelo			
26	External USB-2/3/4 DVD-R/W Optical Disk Drive	Samsung/ LG/ Asus/ Buffelo/ HP			
27	700MB CD-R (100 pc. Barrel)	Moserbear / Sony			
28	700MB CD-R/W (Single Case)	Moserbear			
29	4.7 GB DVD-R (100pc. Barrel)	Moserbear / Sony			
30	8.5 GB DVD-R (Single Case)	Mosebear / Sony			
31	4.7GB DVD-R/W(Single Case)	Mosebear / Sony			
32	CD/ DVD Lense Cleaning Disk	Branded			
33	CD-Wallet (40 Flaps / Higher)	Standard			
34	CD Holder(Single Plastic Case)	Good Quality			
35	CD Pouch with Envelop Flap	Best Quality			
36	CD Pouch with Foam	Ordinary			
37	Dust Cover Pack (CPU + KBD + Mouse + VDU → 17' CRT and 17'/19'/21' TFT)	Branded			
38	CMOS Battery	Branded			
39	Computer Power Cord(2/5Mtr.)	Branded			
40	Monitor Data Cable (2/5 Mtr.)	Branded			
41	USB PRN Data Cable (2/5Mtr.)	Branded			
42	DMP – Data Cable (2 & 5 Mtr.)	TVSE – 9 Pin			
43	DMP – Data Cable (2 & 5 Mtr.)	TVSE – 24 Pin			
44	Ink-Bank- TVS DMP Cartridge	TVSE			
45	PS/2 Mouse	Logitech			
46	USB Mouse	Logitech / Microsoft / Genius / Intex			
47	USB Wireless Mouse	Logitech / Intex			
48	Windows PS/2 Keyboard	Logitech/ TVSE			

PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Website: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)





( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

**Computer Peripherals & Accessories**

Sl. No.	Name of the Item	Brand	Model	Quoted Price (₹)	Warranty / Offers (In Months / Terms)
49	Windows USB Keyboard	Logitech/ TVSE/ Microsoft			
50	USB Wireless Keyboard	Logitech / Intex			
51	Windows USB Mini Keyboard	Logitech / Microsoft			
52	Windows USB KBD + Mouse (Combo Pack)	Logitech / Microsoft			
53	PS/2 to USB Connector	Standard			
54	Single USB to USB Extension	Standard			
55	Multi-ports USB Extension	Standard			
56	Multi-slot Data Card Reader	Branded			
57	2 Mtr. RJ-45 Patch cord	D-Link / Digi-Link / Molex			
58	5 Mtr. RJ-45 Patch cord	D-Link / Digi-Link / Molex			
59	IDE Data Cable	Branded			
60	SATA Data Cable	Branded			
61	IDE Power Cable	Branded			
62	SATA Power Cable	Branded			
63	IDE "Y" Cable	Branded			
64	SATA "Y" Cable	Branded			
65	06 Sockets Spike Guard – Min. 05 Mtr. Chord Length (Pure Copper with Separate Switch)	Branded			
66	Mouse Pad	Branded			
67	Cleaning Brush (Hard)	Standard			
68	Cleaning Brush (Soft)	Standard			
69	Cleaning Solution – External (Small Container)	Branded			
70	Sulphur Cleaning Oil (Small Container)	Branded			

**Note :-**

- All the Dot Matrix Printer Cartridge Refurbishing should be made by Tracing Ink upon the Silk Ribbon only.
- All the Printer Cartridges / Toners should be delivered with the air-tight sealed cover after Refurbishing Work.





( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

**TERMS & CONDITIONS:-**

1. The intended vendors can collect this Tender Notice from the **Municipal Cash Office**, within **17/03/2017 to 23/03/2017** between our official cash hours (**MON – SAT : 10:30 AM to 01:30 PM**), except the 2<sup>nd</sup> & 4<sup>th</sup> Saturday along with our Official Holidays, towards payment of **₹100/- (Rupees Hundred) in cash only**.
2. The intended **vendors should furnish the quotations on their company letter head**, containing authorized signatures on all the pages along with the photocopy of the Original Money Receipt, duly sealed and authorized signature by you, after receiving from our Cash Office on account of purchasing this Tender Notice and **an Earnest Money Deposit of ₹2,000/- (Rupees Two Thousands only) in form of Bank Draft** thereof and will have to be dropped the same in sealed envelopes, addressed to **The Chairman, Khardah Municipality, 21 B. T. Road, Khardah, Kolkata - 700117** and clearly marked as **“Annual Quotation for Supply and Refurbishing of Printer Cartridges / Toners with Computer Peripherals & Accessories for the Financial Year 2017 - 2018”** along with our **Tender Ref. No. and Invitation of Tender Date** in the **Tender Box at the Chamber of The Executive Officer, Khardah Municipality, within 27/03/2017, up to 03:30 PM sharp**. The Sealed Quotation Document(s) will open on: **The 27<sup>th</sup> March, 2017 at 04:30 P.M.**
3. The vendors will furnish the photocopy of the latest I.T., P.T., S.T., VAT, Valid PAN, Current Trade License Certificate, Clearance Certificate and other relevant Credentials / Certifications of satisfactory completion of similar types of works during the last two / three years from their clients along with their quotations.
4. The rates quoted by the vendors should be inclusive of all sorts of taxes and other incidental charges and will be **valid for the entire next financial year (i. e. 01-04-2017 to 31-03-2018) from the acceptance date**.
5. The successful vendors have to be served this municipal office, in terms of supply the stationary items or required refurbishing works within the next financial year, as and when required basis. The delivery of the materials / required refurbishing works have to be accomplished within the 07 (seven) calendar days from the date of issue of the corresponding work order excepting any sorts of force majeure like Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo.
6. In case of the Refurbishing Work of Printer Cartridges / Toners, the selection of the Successful Vendor will strictly be made on prior to the best quality delivery, page yields and support assurance, rather than price.
7. The intended vendors should also submit / abide **an Earnest Money Deposit of ₹2,000/- (Rupees Two Thousands only) in the form of Bank Draft (valid for minimum six months), payable at Any Nationalized Bank of India, having Branch at Kolkata, in favour of The Chairman, Khardah Municipality, Khardah, 24 Parganas (N), Kolkata – 700117 along with their quotation**, which is completely refundable after successful completion of the stated transaction period of the forthcoming financial year (i.e. The FY: 2017 – 2018). The Authority also has the right to forfeit the entire Earnest Money Deposit / Part of Thereof, in case de-gradation of quality of the materials served or failure to accomplish any work order within that stipulated period. In such cases, the Standing L1 Vendor can be black-listed and the corresponding order may be awarded to the L2 vendor by this municipal authority.
8. For inspection or verification of sample checking of the I. T. Related Stationeries & Consumable Items, the Office Super / I. T. Coordinator, Khardah Municipality may be contacted at their office, if required.

PHONE: 2553-3060 / 2583-4943 ★ FAX: 2563-1171

Email: [khardahmunicipality@yahoo.co.in](mailto:khardahmunicipality@yahoo.co.in)

Website: [www.khardahmunicipality.in](http://www.khardahmunicipality.in)





( INTERNAL OFFICE COPY )

**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

9. The vendor should confirm the acceptance of all the 'Terms & Conditions' relating to technical specification, comprehensive on-site warranty, delivery, validity etc. furnished in the quotation notice. Offer by vendor not conforming to the tender's terms and conditions explicitly will be rejected.
10. The Authority reserves the exclusive right to further negotiate with the successful vendors. While negotiating, the following aspects may be considered: Further reduction in unit price of the quoted items for undertaking the Work / Advancing the Delivery Schedule / Any Additional Services or Offers.
11. The Authority has every right to cancel / reject any or all quotations without assigning any reason thereof. However, in calculating the lowest rate offered by the vendor, parameters including yearly consumption will be considered on unit wise and strictly as per the technical specifications as well as the terms & conditions.

SD/- TAPOSH PAUL  
Chairman  
Khardah Municipality

**Copy forwarded for information and necessary action to:**

- 1) The Vice-Chairman, Khardah Municipality
- 2) The Executive Officer, Khardah Municipality
- 3) The Finance Officer, Khardah Municipality
- 4) The Assistant Engineer (PWD), Khardah Municipality
- 5) The Assistant Engineer (BSUP), Khardah Municipality
- 6) The I. T. Coordinator, Khardah Municipality
- 7) The Office Super, Khardah Municipality
- 8) The Accountant, Khardah Municipality
- 9) The Cashier, Khardah Municipality
- 10) The Establishment Dept., Khardah Municipality
- 11) The Central Store, Khardah Municipality
- 12) The Front Office, Khardah Municipality
- 13) The Office File, Khardah Municipality
- 14) The Website of this Municipal Office
- 15) The Notice Board of this Municipal Office

*Taposh Paul*  
Chairman  
Khardah Municipality

Chairman  
Khardah Municipality