



(INTERNAL OFFICE COPY)

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

No: KDHM/ 76/ IT/ 19 - 20,

Date: 02-03-2020

TENDER NOTICE

According to the prior administrative approvals on our Official Note Sheet, Dated: 12-02-2020 as passed on our C-I-C Meeting vide Dated: 13-02-2020, sealed tenders 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 rest of the FY: 2020 – 2021), strictly according to the technical specifications as well as the terms and conditions given below --

Printer Cartridges / Toners (InkJet / 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 - Branded (OEM Make)	New - Branded (Compatible)	Refurbishing		
1	Canon iR2320L A3 – Mono MFP	Canon	NPG – 28	-				
2	HP DeskJet All-in-One Printer - A4 (Model: K-209A Colour)	HP	703 Black 703Tri-Col.					
3	HP Colour DeskJet Printer - A4 (Model: HP 2515 Ink Adv. A-I-O)	HP	678 Black 678 Tri-Col.					
4	EPSON - L455 Colour DJ Printer (A4-Size Multifunction Colour DeskJet Printer -- Barrel Ink Container Model)	EPSON	664 Black - Large/Small					
			664 Cyan – Large/Small					
			664 Magenta Large/Small					
			664 Yellow - Large/Small					
5	EPSON - L1455 Colour DJ Printer (A3-Size Multifunction 4-In-1 Colour DeskJet Printer -- Barrel Ink Container Model)	EPSON	774 Black - Large Size					
			664 Cyan – Small Size					
			664 Magenta - Small Size					
			664 Yellow - Small Size					
6	SAMSUNG ML-2851ND (A4) Mono LaserJet Network Printer	SAMSUNG	ML-D2850A / ML-D2850B					

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

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				a	b	c		
				New - Branded (OEM Make)	New - Branded (Compatible)	Refurbishing		
7	HP LaserJet 1007 / 1008	HP	88A					
8	HP LaserJet - M1005 MFP/ M1136 MFP/ 1012/ 1018/ 1020/ 1020 Plus/ Canon Mono LaserJet 2900B	HP / Canon	12A / 303					
9	Brother LaserJet HL-L2321D	Brother	TN-2365					
10	TVS MSP 345 STAR (136 Col.)	TVSE						
11	TVS-345 Champion XL (136 Col.)	TVSE		-				
				-				
Computer Peripherals & Accessories								
Sl. No.	Name of the Item	Brand (OEM Make)	Model	Quoted Price (₹)	Warranty / Offers (In Months / Terms)			
12	Laptop Screen Guard	Branded						
13	Laptop Keyboard Guard	Branded						
14	Laptop Cooling Stand	Branded						
15	16 GB Pen Drive (Hard Body Only)	Transcend/ Kingston/ Sony/ SanDisk/ MoserBaer/ HP-Metal Body						
16	32 GB Pen Drive (Hard Body Only)	Transcend/ Kingston/ Sony/ SanDisk/ MoserBaer/ HP-Metal Body						
17	64 GB Pen Drive (Hard Body Only)	Transcend/ Kingston/ Sony/ SanDisk/ MoserBaer/ HP-Metal Body						
18	128 GB Pen Drive (Hard Body Only)	HP-Metal Body (Pref.)/ Transcend/ Kingston/ Sony/ SanDisk/ MoserBaer						
19	600 VA UPS System (With Large Cord Length)	APC / Emerson (Preferably) / Other Approved Leading Brand						
20	1100 VA UPS System (With Large Cord Length)	APC / Emerson (Preferably) / Other Approved Leading Brand						

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Computer Peripherals & Accessories					
Sl. No.		Brand	Model	Quoted Price (₹)	Warranty / Offers (In Months / Terms)
21	External USB2 HDD – 01 TB	Seagate/ Western Digital/ Buffelo			
22	External USB2 HDD – 02 TB	Seagate/ Western Digital/ Buffelo			
23	External USB-2/3/4 DVD - R/W Optical Disk Drive	Samsung/ LG/ HP/Asus/Buffelo			
24	700 MB CD-R (100 pc. Barrel)	Moserbear/ Sony			
25	CD-R/W – 700MB (Single Case)	Moserbear			
26	4.7 GB DVD-R (100 pc. Barrel)	Moserbear / Sony			
27	8.5 GB DVD-R (Single Case)	Mosebear / Sony			
28	4.7GB DVD-R/W (Single Case)	Mosebear / Sony			
29	CD / DVD Lense Cleaner Disk	Branded			
30	CD-Wallet (40 Flaps / Higher)	ISI Standard			
31	CD Holder (Single Plastic Case)	Good Quality			
32	CD Pouch with Envelop Flap	Best Quality			
33	CD Pouch with Foam	Ordinary			
34	Dust Cover Pack (CPU + KBD + Mouse + VDU - 17" CRT and 15"/19"/21" TFT)	Branded			
35	CMOS Battery	Branded			
36	Computer Power Cord (2 & 5 Mtr.)	Branded			
37	Monitor Data Cable (2 & 5 Mtr.)	Branded			
38	USB Printer Data Cable (2 & 5Mtr.)	Branded			
39	DMP – Data Cable (2 & 5 Mtr.)	TVSE –9 Pin			
40	DMP – Data Cable (2 & 5 Mtr.)	TVSE –24 Pin			
41	Ink-Bank of TVSE DMP Cartridge	TVSE			
42	USB Mouse	Logitech/ Microsoft/ Genius/ Intex			
43	USB Wireless Mouse	Logitech/ Intex/ Genius			
44	Windows USB Keyboard	Logitech/ TVSE/ Microsoft			
45	USB Wireless Keyboard	Logitech/ Intex/ Genius			

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Computer Peripherals & Accessories					
Sl. No.		Brand	Model	Quoted Price (₹)	Warranty / Offers (In Months / Terms)
46	Windows USB KBD + Mouse (Combo Pack)	Logitech/ Microsoft			
47	USB 3.0 Wi-Fi Adapter (Automatic Plug & Play)	Leading Brand (Plug & Play)			
48	Single USB to USB Extension	Branded			
49	Multiport USB Extension	Branded			
50	Multi-slot Data Card Reader	Branded			
51	2 Mtr. Patch cord	D-Link / Digi-Link / Molex			
52	5 Mtr. Patch cord	D-Link / Digi-Link / Molex			
53	SATA Data Cable	Branded			
54	SATA Power Cable	Branded			
55	SATA "Y" Cable	Branded			
56	06 Sockets Spike Guard - Minimum 05 Mtr. Chord Length (Pure Copper with Separate Switch)	Branded			
57	Mouse Pad with Hand Rest	ISI Standard			
58	Cleaning Brush (Hard)	ISI Standard			
59	Cleaning Brush (Soft)	ISI Standard			
60	Cleaning Solution - External (Small Container)	ISI Standard			
61	Sulphur Cleaning Oil (Small Container)	ISI Standard			

Note :-

- 1) The Participating Bidder(s) those have been submitted the Photocopy of Original Money Receipt (worth of Rs100/-) as purchased of our Tender Copy from our Cash Department along with their submission of Demand Draft (worth of Rs.2,000/-) as Earnest Money Deposit, have only been considered as the Eligible Participants as per our T&C.
- 2) In case of the Item Sl. No. 2, 3, 4 & 5, the selection of L1 Vendor has been determined upon the Net Quoted Price of the same series of all Inkjet Cartridges (for both black & colours) of the corresponding Colour Inkjet Printers.
- 3) In case, any of the Item from the above, we do not have any quoted price from any of the Eligible Participating Bidder(s) and under this circumstances, we may retailing those items as and when basis according to our departmental requirements on the best market price available, upon the prior administrative approvals.
- 4) The Refurbishing works of all the Printer Cartridges & Toners should be made by ISI Std. Branded Ink only.
- 5) All the Printer Cartridges / Toners should be delivered with the air-tight sealed cover after Refurbishing Work.
- 6) The term of Refurbishing the Printer Cartridges / Toners means, proper refilling work after replacing the existing Drums, Blades, Chips and other components, except the External Empty Body of the issued Cartridges / Toners and in case of any improper function of the same, the vendor(s) will liable to replace their supply / service at free of cost.

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TERMS & CONDITIONS:-

1. The intended vendors can collect this Tender Notice from the **Municipal Cash Office, within 04/03/2020 to 11/03/2020** between our official cash hours (MON – SAT : 10:30 AM to 01:30 PM), except the 2nd & 4th 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 on payment of ₹100/, duly sealed and authorized signature by you, after receiving from our Cash Office on account of purchasing this Tender Notice and the **Earnest Money Deposit of ₹2,000/- (Rupees Two Thousands only) in form of Bank Draft in the name of – The Chairman, Khardah Municipality, payable at Kolkata** 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 Tender for Supply and Refurbishing of Printer Cartridges / Toners with Computer Peripherals & Accessories for rest of the Financial Year 2020 - 2021”** along with our Tender Ref. No. and Invitation of Tender Date in the **Tender Box at the Khardah Municipal Office, within 12/03/2020, up to 01:00 PM sharp.** The Sealed Quotation Document(s) will be opened on: **The 12th September, 2020 at 01:30 P.M.**
3. The vendors will furnish the photocopy of the latest I.T., P.T., G.S.T., 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 rest of entire financial year (i. e. 01-04-2020 to 31-03-2021) from the acceptance date.**
5. The successful vendors have to be served this municipal office, in terms of supply the required computer related items or required refurbishing works within the current financial year, as and when required basis upon the administrative approvals on Central Store Requisition as well as the corresponding Supply / Work Order(s). 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 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 a **Earnest Money Deposit of ₹2,000/- (Rupees Two Thousands only) along with their tender submission**, which is completely refundable after successful completion of the stated transaction period of the present financial year (i.e. The FY: 2020 – 2021) on submission of the Vendor's official prayer for the same. The Authority also has the right to forfeit the entire Earnest Money Deposit / Part of Thereof, in case of 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.

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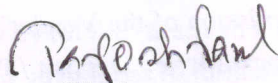
8. For inspection or verification of sample checking of the I. T. Related Stationeries & Consumable Items, the Executive Officer / I. T. Coordinator, Khardah Municipality may be contacted at their office, if required.
9. The Authority reserves the exclusive right to further negotiate with the successful 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.
10. 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.
11. 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.

Sd/- TAPOSH PAUL
Chairman
Khardah Municipality

Copy forwarded for information and necessary action to:

No: **KDHM/ 76/ IT/ 19-20**, Dated: **02-03-2020**

- 1) The District Magistrate, North 24-Pgns, Barasat DM Office
- 2) The Sub Divisional Officer, North 24-Pgns, Barrackpore Administrative Office
- 3) The Project Director, Change Management Unit (SUDA), Salt Lake
- 4) The Vice-Chairman, Khardah Municipality
- 5) The Member of C-I-C (WWD), Khardah Municipality
- 6) The Executive Officer, Khardah Municipality
- 7) The Finance Officer, Khardah Municipality
- 8) The Assistant Engineer (PWD), Khardah Municipality
- 9) The Assistant Engineer (AMRUT), Khardah Municipality
- 10) The Establishment Dept. / Asst. Head Clerk, Khardah Municipality
- 11) The I. T. Coordinator, Khardah Municipality
- 12) The Accountant, Khardah Municipality
- 13) The Cashier, Khardah Municipality
- 14) The Central Store, Khardah Municipality
- 15) The Front Office, Khardah Municipality
- 16) The Office File, Khardah Municipality
- 17) The Website of this Municipal Office
- 18) The Notice Board of this Municipal Office


Chairman
Khardah Municipality
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Khardah Municipality

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