

Dated: 13 / 04 / 2022

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from the Kolkata based bonafide firms for **supply of cartridges** at the Netaji Subhas Administrative Training Institute, West Bengal.
2. Interested eligible bidders may download the quotation from the official website of NSATI ([www.atiwbgov.in](http://www.atiwbgov.in))
3. Eligibility Criteria:
  - a. The bidder must be a registered organization with a valid trade license.
  - b. Contact office should be Kolkata based.
  - c. Valid PAN & GST Registration No.
4. Schedule of dates:
  - a. Date of download of quotation documents from website- 13 / 04 / 2022
  - b. Last date and time of submitting quotation document 02 / 05 / 2022 upto 02:00 P.M.
  - c. Date and time of opening quotation: 02 / 05 / 2022 at 03:00 P.M.
  - d. Place of opening of quotation: In the Official Chamber of the OSD(Admin), NSATI.
  - e. Validity of quotation: 6 Months.
5. Terms & Conditions:
  - a. All disputes should be under Kolkata jurisdiction
  - b. The intending suppliers /firms are requested to drop their sealed quotation superscripted as "**Quotation for Supply of Cartridges at the Netaji Subhas Administrative Training Institute (NSATI)**" and addressed to the OSD (Administration) of NSATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata-700106, along with documents, as mentioned above in the box kept in the office of Netaji Subhas Administrative Training Institute by 02 / 05 / 2022 within 02.00 PM.
  - c. After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.
  - d. The quotations will be opened on the same day at **15:00 hrs.** at the Office Chamber of the OSD(Admin). The representative of suppliers /firms may be present at that time.
  - e. Rates should be quoted in Indian whole Rupee without any paisa.
  - f. Rates should be quoted in the '**PRICE BID FORMAT**' (Annexure-A) as per prescribed in the Quotation Document.
  - g. Rates once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount.

Any correction in the price amount shall be authenticated by the bidder.

- h. The rate should be **quoted for original hp/canon ink cartridge which is applicable and rates shall be inclusive of all taxes, GST, duties, levies, transportation, freight and delivery charges etc.**
- i. **Quoted rates should be valid up to 6 months from the date of approval of lowest rates.**
- j. The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.
- k. Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.
- l. The Institute reserves the right to cancel any or all quotations without assigning any reason and also to split the Supply Order among lowest quotationers, if such situation arises, after opening of quotations.
- m. The selected agency will be given supply order and supply of the cartridges should be completed within 7 days of receipt of the Supply Order.
- n. No advance payment will be made.



**OSD (Administration),**  
**NSATI, WB**

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## ANNEXURE – A

**PRICE BID FORMAT****(to be submitted in the company letter head with duly signed)**

<b>Sl No</b>	<b>Cartridge No.</b>	<b>Printer Name</b>	<b>Rate Per Piece inclusive of all taxes in INR</b>
1	HP 88A	HP LaserJet Pro M202n, HP LaserJet Pro M202dw, HP LaserJet Pro P1108 Printer	
2	Canon 331 Black	Canon MF628CW, Canon Laser Printer LBP7100Cn	
3	Canon 331 Cyan	Canon MF628CW, Canon Laser Printer LBP7100Cn	
4	Canon 331 Magenta	Canon MF628CW, Canon Laser Printer LBP7100Cn	
5	Canon 331 Yellow	Canon MF628CW, Canon Laser Printer LBP7100Cn	
6	HP 959XL Black	HP Officetejet Pro 8210	
7	HP 959XL Yellow	HP Officetejet Pro 8210	
8	HP 959XL Magenta	HP Officetejet Pro 8210	
9	HP 959XL Cyan	HP Officetejet Pro 8210	
10	HP GT51XL Black	HP Ink Tank 315	
11	HP GT52 Cyan	HP Ink Tank 315	
12	HP GT52 Magenta	HP Ink Tank 315	
13	HP GT52 Yellow	HP Ink Tank 315	
14	HP 30A Original Black LaserJet Toner Cartridge CF230A	HP LaserJet Pro MFP M227fdw	
15	HP 32A Original LaserJet Imaging Drum	HP LaserJet Pro MFP M227fdw	
16	Canon 319	Canon ImageClass MF6180 Dw	
17	Canon 318	Laser Printer LBP-7200CDN	

**Date :****Place :****(Signature & Seal of bidder)**