



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building
City Centre,
Durgapur -713216

Vivekananda Sarani, Senraliegh Road,
Near Kalyanpur Housing,
Asansol - 713305

Memo No : ADDA / DGP / IT-11015(11)/6/2023/887

DATE : 06.12.2023

QUOTATION NO:- IT Q- 101/2023

NOTICE INVITING QUOTATION FOR SUPPLY OF TONER CARTRIDGE FOR RICOH PHOTO COPIER

Asansol Durgapur Development Authority (hereinafter called "the Authority") invites sealed quotations from leading suppliers for Supply of Toner Cartridge for RICOH Photo Copier Xerox Machine at Durgapur Office of this Development Authority as per the requirement specified in the Table and as per Terms & Condition mentioned below and shall reach this Authority's Office situated at Durgapur by **13.12.2023** before **03.00 pm**. The submitted bid to be opened at **4.00 pm**

	Category	No. of Units
1.	Toner Cartridge for Ricoh Photo Copier Xerox Machine. Toner Type- 2501S	4 (Four)

Terms and Condition:

1. Bidder should be original equipment manufacturers (OEM) / Authorised Dealer / Distributer of OEM.
2. Bidders should have support centre at Durgapur. In case of support through service partners details of such service partners shall be attached.
3. Price to be quoted in respect of unit price and also for the quantity required inclusive of all taxes. Prices quoted should be valid for a minimum of six months. Prices quoted shall be for the complete item including supply, installation, testing, commissioning, etc. The number of units may increase from the one specified in the table above. The actual quantity will be mentioned on the work order issued to the successful bidder.
4. Terms and condition of the bidder sent along with the tender, if any, put by the Bidder shall not be binding on the Authority.
5. Delivery to be made within 7days on receipt of Work Order.
6. Warranty Terms: The supplied toner will be covered by onsite warranty as specified above from the date of installation / commissioning.
7. Terms and conditions of the bidder sent along with the bid, if any, put by the Bidder shall not be binding on the Authority.
8. Payment to be made within 30days from the date of delivery.

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9. Prices are inclusive of taxes and any other duties. Payment will be made only after submission of Bills in triplicate and successful installation and submission of all documents.
10. The Authority reserves the right to cancel the quotation at any stage without assigning any reason.
11. The Authority reserves the right to make necessary deduction as per the prevailing norms of the Authority.



Chief Executive Officer
Asansol Durgapur Development Authority

Memo No : ADDA / DGP / IT-11015(11)/6/2023/887(3)

DATE : 06.12.2023

Copy forwarded for information to:

1. AEO, Durgapur
2. System Manager, ADDA with a request to publish the notice in the website of ADDA
3. HA, Durgapur / Asansol with a request for publishing in the Office Notice Board



Chief Executive Officer
Asansol Durgapur Development Authority