



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, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo No. ADDA-11015 (11)/9/2023-DGP-IT(ADDA)/966 Date : 07/02/2025

NIQ No: ITQ-109/2024

NOTICE INVITING QUOTATION FOR SUPPLY OF TONER CARTRIDGES

Asansol Durgapur Development Authority invites sealed Quotations from leading suppliers for supply of toner cartridges for Hp Printers, Multi Function Printers etc. at Durgapur office of this Authority as per specification prescribed in the Table and as per Terms & Condition mentioned below and to reach this Authority's Office at Durgapur by **27.02.2025** before **03:00 PM**. The submitted bid to be opened on **28.02.2025** at **03:00 PM**.

Sl. No.	Item Description	No. of Units Required	Rate per Unit
1.	Toner Cartridge for Hp Printer cum Scanner Model - <u>Hp Laser MFP 136w</u> Toner type - <u>110 A</u>	5 Nos.	
2.	Toner Cartridge for Hp Multi Function Printer Model - <u>Hp Laser MFP M438nda</u> Toner type - <u>335 S</u>	3 Nos.	
3.	Toner Cartridge for Hp Multi Function Printer Model - <u>Hp Laser MFP M438nda</u> Toner type - <u>CF257 A</u>	3 Nos.	
4.	Toner Cartridge for Hp Laserjet Mono Network Printer Model - <u>Hp Laserjet M208DW</u> Toner type - <u>137 A</u>	2 Nos.	
5.	Toner Cartridge for Hp Laser Multi Function Printer Model - <u>Hp Laser MFP 1188nw</u> Toner type - <u>166 A</u>	5 Nos.	
6.	Toner Cartridge for Hp Laserjet 1020 Plus Printer Model - <u>Hp LaserJet 1020 Plus</u> Toner type - <u>12 A</u>	5 Nos.	

Terms and Condition:

1. Prices quoted should be valid for the entire period of 1 (One) year. Price to be quoted inclusive of GST and inclusive of all taxes. Prices quoted shall be complete for the complete item including supply, installation, testing, commissioning, etc. The number of units may increase from the one specified in the above table. The actual quantity will be mentioned on the Work Order issued to the successful bidder.



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Memo No.

Date :

2. Bidders should have support centre at Durgapur.
3. Terms of Delivery and collection Free Delivery at site at Durgapur including freight & forwarding Insurance.
4. Bidders should submit PAN CARD, EPF/ESIC Registration Certificate, GST Registration Certificate, and Income Tax Return for last financial year.
5. Delivery to be made within 2 (Two) days on receipt of Work Order.
6. Terms and conditions of the bidder sent along with the tender, if any, put by the Bidder shall not be binding on the Authority.
7. Payment to be made within 30days from date of delivery.
8. Prices are all 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.
9. The authority reserves the right to cancel or reject the quotation without assigning any reason thereof.

Chief Executive Officer
Asansol Durgapur Development Authority

Memo No. ADDA-11015(11)/9/2023-DGP-IT(ADDA)/966(4) Date: 07/02/2025

Copy forwarded for information to:

1. AEO (Land)
2. HOD (I.T. Cell)
3. System Manager, ADDA with a request to publish the notice in the website of ADDA
4. HA, Durgapur with a request for publishing in the Office Notice Board

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