



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 Roa
Near Kalyanpur Housing Mor
Asansol -71330

Memo No. ADDA-11015(13)/3/2023-DGP-JT(ADDA)-ADDA/1022

Date: 13.03.2026

NOTICE INVITING QUOTATION FOR REFILLING & RECONDITIONING OF TONER CARTRIDGES OF LASER PRINTER

Asansol Durgapur Development Authority invites sealed Quotations for Annual Refilling & Reconditioning of Cartridges for the laser Printers installed 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 **23.03.2026** Durgapur before **3PM**. The submitted bid to be opened on **23.03.2026** at **4PM**.

Date Of Publish:- 16.03.2026

Last Date of submission :- 23.03.2026

Sl. No.	Item Description	Rate per Unit
1.	Refilling of Cartridge (The work will consist of Refilling with approved Toner available in the market and compatible with HP Printers)	
2.	Reconditioning of Cartridge (The work will consist of fixing of Cover, replacement of Drum roller, PCR Roller, Magnet Roller, Blade (Doctor & Wiper) and replacement of Chip where necessary)	

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.
2. Bidders should have support centre at Durgapur.
3. Free Collection and delivery at site at Durgapur office of the Authority including freight & forwarding Insurance.



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4. If a refilling or reconditioning is found to be inappropriate and not working then it will liable of the agency to refill/recondition the same without any additional cost.
5. Bidders should submit PAN CARD, GST Registration Certificate and Income Tax Return for last financial year.
6. Delivery to be made within 2 (Two) days on receipt of empty cartridges.
7. Terms and conditions of the bidder sent along with the tender, if any, put by the Bidder shall not be binding on the Authority.
8. The refilling and reconditioning will be examined after every two months and if is found to be unsatisfactory the Authority will have the right to cancel the same without assigning any reason thereof.
9. Payment to be made within 30days from date of delivery.
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.
10. 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(13)/2023-DGP-IT-ADDA/1022 Date: 13.03.2026

Copy forwarded for information to:

1. AEO (Land)& AEO (IT), ADDA, Durgapur
2. AEO(Admin), ADDA, Durgapur
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


Chief Executive Officer

Asansol Durgapur Development Authority