

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph. No. 2280-5277; FAX- 2280-7373**

No. 2497-SEC/11C-4/2011(Pt.-III)

Date: 25.08.2022

**NOTICE INVITING QUOTATION**

Sealed quotations are invited by the West Bengal State Election Commission only from the Authorized Distributor/ Registered Supplies Reseller, having their Registered Office or one of the Branch Offices at Kolkata for supply of genuine Hewlett-Packard (HP) or Brother or Canon or Panasonic Brand toner/ Inkjet Cartridges of different specifications to the Commission. The specification of the toner/ Cartridges is given below;

Sl. No.	Toner Specification	Printer Model Number	Required Quantity	Unit Price (including GST)	Total Price (including GST)
1.	Toner Model number: 12A (Black)   Brand: HP   Product Class: OEM   Colour of Cartridge: Black	HP LaserJet 1020 Plus	12 (twelve)		
2.	Toner Model number: TN2365 (Black)   Brand: Brother   Product Class: OEM   Colour of Cartridge: Black	Brother L-2321D	12 (twelve)		
3.	Toner Model number: 18A CF218A (Black)   Brand: HP   Product Class: OEM   Colour of Cartridge: Black	HP 132A	02 (two)		
4.	Toner Model number: 054 (Black)   Brand: Canon   Product Class: OEM   Colour of Cartridge: Black	Canon MF641 CW	02 (two)		
5.	Toner Model number: 054 (Cyan)   Brand: Canon   Product Class: OEM   Colour of Cartridge: Cyan	Canon MF641 CW	01 (one)		
6.	Toner Model number: 054 (Yellow)   Brand: Canon   Product Class: OEM   Colour of Cartridge: Yellow	Canon MF641 CW	01 (one)		
7.	Toner Model number: 054 (Magenta)   Brand: Canon   Product Class: OEM   Colour of Cartridge: Magenta	Canon MF641 CW	01 (one)		
8.	Toner Model number: KXFAT 4725X   Brand: Panasonic   Product Class: OEM   Colour of Cartridge: Black	Panasonic KXMB32120	02 (two)		

2. The intending bidders have to submit their rates in sealed cover in respect of the above items and the quotations are to be dropped in the earmarked box at this Commission at the West Bengal State Election Commission, 18, Sarojini Naidu Sarani (Rawdon Street), 2nd floor, Kolkata-700 017. Quotation dropped directly to the earmarked Box, will be accepted only. Quotations sent by any other ways will not be accepted.
3. Bid submission will start from 11 AM of 26.08.2022. The last date for submitting bid will be on 02.09.2022 by 2 PM and quotation will be opened on 02.09.2022 at 3:30 PM at this Commission. Bidders or their representatives may remain present at that time of bid opening.
4. Lowest Price Bidder (L1) will be considered for selection from the bidders who will furnish lowest rate for each of the items.
5. Validity of quoted price by the bidder for each item with the above specifications will remain unaltered for the period of 06 months from the date of finalization of the quotation.
6. The Commission reserves the right to cancel / alter the quotation as well as number of item to be supplied, due to unavoidable circumstances, and no claim in this respect will be entertained. While submitting the quotation, if any of the prescribed conditions are not fulfilled or are incomplete in any form or stipulation of any condition by the bidder himself, the quotation is liable to be rejected.
7. The Companies/ supply agencies must supply the original product and will mention the warranty period for the product.
8. Bidders must submit their PAN & Trade License / Authorization for his company as agency etc. The firm should be supplying presently toner/ ink cartridges in any Central or State Govt. Dept., PSUs or Autonomous Bodies.
9. The overall time limit for satisfactory Supply must be one week from the date of the work order. In case of further procurement of the any of such above items Service of the item will have to be provided within 24 (twenty four) hours, when called for.
10. The supplier shall be responsible for supply of poor quality/ outdated products, if any.

  
25/8/22

Secretary

West Bengal State Election Commission

**No. 2497/1(1)-SEC/11C-4/2011(Pt.-III)**

**Date: 25.08.2022**

Copy forwarded to the Accounts Officer, West Bengal State Election Commission for information and necessary action.

  
25/8/22

Secretary

West Bengal State Election Commission