



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

L. T. Department

No. 002/IT/HOD/24-25

Date: 03-04-2024

E - TENDER

E-Tender is invited by the OSD-IT, Assistant Engineer, HMC, for the supply & installations of ink (refilling / reconditioning) of toner and also maintenance support including all ancillary spare parts of following BROTHER make printers under Howrah Municipal Corporation from the reputed resourceful and bonafide Suppliers / Agencies having experience in the supply & installations of ink refilling / reconditioning and also maintenance support of various types printers. Intending Tenderers will have to download the documents which are to be submitted online with digital signature along with valid G.S.T Certificate & Return (Current Quarter), P.T, I.T, Trade License, Credentials along with completion certificate of similar nature of work & fifty percent of work value in single order executed within last 5 (Five) years regarding their ability to execute the work.

Earnest Money and The Cost of Tender Papers to be deposited online as is available in E-Tender Portal of Govt. of West Bengal in favour of *MUNICIPAL AFFAIRS DEPARTMENT // URBAN LOCAL BODIES // HOWRAH MC*

Sl. No.	Name of Work	Qty. Nos.	Estimated Amount	Adm. Approval No.	Earnest Money	Cost of Tender Paper	Duration of contract period
1	Maintenance support including all ancillary spare parts for BROTHER make DCP-B7500D model Scanner cum LaserJet printer.	20	₹3,87,288/-	COF/AA/23-24/1401 Dated- 25/01/2024	₹7,746/-	₹1,500/-	45 Days
2	Maintenance support including all ancillary spare parts for BROTHER make MFC-B7715DW model Scanner cum LaserJet printer.	7					
3	Maintenance support including all ancillary spare parts for BROTHER make HL-L2321D model LaserJet printer.	29					
4	Maintenance support including all ancillary spare parts for BROTHER make HL-L5100DN model LaserJet printer.	2					
5	Maintenance support including all ancillary spare parts for BROTHER make HL-3270 CDW model Colour LaserJet printer.	2					
6	Supply & Installation of refilling/reconditioning of TN-B021 model ink tonner/cartridge for BROTHER make DCP-B7500D & MFC-B7715DW model Scanner cum LaserJet printers.	162					
7	Supply & Installation of refilling/reconditioning of TN-2365 model ink tonner/cartridge for BROTHER make HL-L2321D model LaserJet printers.	174					
8	Supply & Installation of refilling/reconditioning of TN-3428 model ink tonner/cartridge for BROTHER make HL-L5100DN model LaserJet printers.	12					
9	Supply & Installation of new TN-263/267 BK (Black) model ink tonner / cartridge for BROTHER make HL-3270 CDW model Colour laser jet printers.	4					
10	Supply & Installation of new TN-263/267 C (Cyan) model ink tonner / cartridge for BROTHER make HL-3270 CDW model Colour laser jet printers.	2					
11	Supply & Installation of new TN-263/267 Y (Yellow) model ink tonner / cartridge for BROTHER make HL-3270 CDW model Colour laser jet printers.	2					
12	Supply & Installation of new TN-263/267 M (Magenta) model ink tonner / cartridge for BROTHER make HL-3270 CDW model Colour laser jet printers.	2					



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I. T. Department

Date and Time Schedule:

#	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	05.04.2024 5:00 PM
2	Documents download/sell start date (Online)	05.04.2024 6:00 PM
3	Bid submission start date (On line)	05.04.2024 6:00 PM
4	Document Download/Sell End Date	18.04.2024 6:00 PM
5	Bid Submission closing date(On line)	18.04.2024 6:00 PM
6	Date of uploading list for Technically Qualified Bidder(online)	22.04.2024 12:00 PM
7	Date for opening of Financial Proposal (Online)	ANY WORKING DAY

Intending participants are requested to visit the SITE on any working days prior to submitting BID by contacting OSD-IT, Assistant Engineer, Howrah Municipal Corporation, 4, M.G. Road, Howrah-711101 (Phone No- 033 2638 3211/12/13) Ext. No- 247.

The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

All Computers, Printers and others mentioned in first page table installed at following various branch offices of HMC. Vendor should provide support at on-site of those branch offices of HMC.

#	Name of Branch Office	Address	Approx. Dis. from H.O.
1	All department at Head Office	4, Mahatma Gandhi Road, Howrah -711101	-
2	Borough - I	28, Sri Aurobindo Road, Howrah -711106	3 KM
3	Borough - II	43, Jelia Para Lane, Howrah -711106	2.5 KM
4	Borough - III	50, Panchanan Tala Road, Howrah -711101	1 KM
5	Borough - IV	82, Narasingha Dutta Road, Howrah -711101	2.5 KM
6	Borough - V	14, Gopal Lal Chowdhury Lane, Howrah -711102	4.5 KM
7	Borough - VI	446, Sarat Chatterjee Road, Howrah -711103	4.5 KM
8	Borough - VII	57, Sastri Narendranath Ganguly Road, Howrah-711108	5 KM
9	Sarat Sadan Project Office	5, Mahatma Gandhi Road, Howrah -711101	0.5 KM
10	Padma Pukur Water Treatment Plant	9, Andul Road, Howrah - 711109	7 KM
11	Health, UPHC I	55, Sastri Narendranath Ganguly Road, Howrah-711108	5 KM
12	Health, UPHC II	18, Jelia Para Lane, Howrah -711106	2.5 KM
13	Health, UPHC III	125/126, Sambhu Halder Lane, Howrah -711106	3 KM
14	Health, UPHC IV	35, F Road, Howrah - 711108	5 KM
15	Health, UPHC V	163, G. T. Road, Howrah -711102	3 KM
16	Health, UPHC VI	21, Round Tank Lane, Howrah -711101	0.5 KM
17	Health, UPHC VII	37, Unsani Majher Para, Howrah -711109	12 KM
18	Health, UPHC VIII	82/2, Narasingha Dutta Road, Howrah -711101	2.5 KM
19	Health, UPHC IX *	37, Buxara Road, Howrah - 711110	9 KM
20	Health, UPHC X	22/2, Kumor Para Lane, Howrah - 711204	7 KM
21	Health, UPHC XI	1, Bimala Charan Laha Lane, Howrah -711201	8 KM
22	Health, UPHC XII	58, Rajen Seth Lane, Howrah - 711202	7 KM
23	Health, Bashtala Burning Ghat	26, Gangadhar Mukherjee Road, Howrah - 711101	2 KM



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I. T. Department

24	Health, Salkia Burning Ghat	8, Brindaban Dutta Lane, Howrah - 711106	3.5 KM
25	Health, Sunirray Pathological Laboratory	55, Sastri Narendranath Ganguly Road, Howrah-711108	5 KM
26	Dr. Shital Chandra Ghosh Laboratory	50, Panchanan Tala Road, Howrah -711101	1 KM
27	Conservancy Sector 1A	19, Satyanarayan Temple Road, Howrah - 711106	3.5 KM
28	Conservancy Sector 1B	35, F+G Road, Belgachia Bhagar, Howrah - 711108	6 KM
29	Conservancy Sector 2A	43, Jelia Para Lane, Howrah -711106	2.5 KM
30	Conservancy Sector 2B	50, Panchanan Tala Road, Howrah -711101	5 KM
31	Conservancy Sector 3A	142, Narasingha Dutta Road, Howrah -711101	2.5 KM
32	Conservancy Sector 3B	4, Mahatma Gandhi Road, Howrah -711101	-
33	Conservancy Sector 4A	61/4, Gulam Hossain Sarder Lane, Howrah - 711102	8 KM
34	Conservancy Sector 4B	23, Onkarmal Jetia Road, Howrah - 711103	5 KM
35	Conservancy Sector 5A	233, Mahendra Bhattacharjee Road, Howrah - 711104	4 KM
36	Conservancy Sector 5C	Buxarah Road, Howrah - 711110	9 KM
37	Conservancy Sector 5E	Birajmoyee Road, Dasnagar, Howrah - 711105	4 KM
38	Belgachia Trenching Ground	35, F+G Road, Belgachia Bhagar, Howrah - 711108	6 KM

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

The bidders must submitted rates for refilling/reconditioning of Tonner/Ribbon/Cartridges including changes of all ancillary articles like Drum, Blade, PCR, chip etc. and also including solving printer problems respectively.

Payment will be made on quarterly basis, on production of bill and only after the completion of work for rendering maintenance service. Payment for refilling/reconditioning of Tonner/Cartridges will be made as per actual usage with authenticated challan duly signed by the head of the department.

Total nos. of printer quantity may be differ. If it is increased or decreased proportioned payment may be adjusted as per submitted quoted unit rate.

Five to ten percent of the total number of Computers, Printers and others may not work. After getting the work order, those printers must be repaired without payment of any extra cost.

The bidder should have an office in the jurisdiction of Howrah/Kolkata.

Special Terms and Conditions -

- The Contracting Agency will depute at list three full time experienced and qualified Resident Engineer to rectify the faults instantly.
- Replacement of defective parts should be made with spares/parts of the same specification and, in case these are not available, the higher specification will have to be installed. In no case will any defective parts be replaced with old spares.
- The maintenance charges also include free supply and replacement of all spare parts required for perfect running of the computers.



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- The Maintenance Engineer of the Contracting Agency should have valid photo I-Card.
- The Resident Engineer of the Contracting Agency should provide maintenance service as and when necessary on all working days from 10:00 h to 18:00 h (Monday to Saturday) or up to late hours, as per requirement. Provision for availability of service engineers on Saturdays (Holidays), Sundays or other holidays should be made in case of emergency.
- The repair work will have to be carried out at the location of the equipment except in the exceptional cases where the equipment or any component may be required to be taken out for repairs. Under such cases, necessary intimation should be made with the competent Officer.
- Vendor should mentioned services call log process in written.

Corporation reserve the right to accept or reject part or whole tender without showing any reason what so ever.

1. Intending bidder may download the tender document from the website <https://wbptenders.gov.in> directly with the help of Digital Signature Certificate.
2. Tenderers will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net Banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

SD/-

OSD (IT)

Howrah Municipal Corporation

Memo No. 002/1-9/8/IT/HOD/24-25

Dated: 03-04-2024

Copy Forwarded to:

1. Commissioner, HMC.
2. Dy. Commissioner - II, HMC.
3. Controller of finance, HMC.
4. Chief Auditor, HMC.
5. Secretary, HMC - with a request for publication in newspaper.
6. Resident Audit Officer, HMC.
7. Notice Board, HMC Central Office.
- ✓ 8. HMC Website.
9. Office Copy.

OSD (IT)

Howrah Municipal Corporation



HOWRAH MUNICIPAL CORPORATION
4, MAHATMA GANDHI ROAD. HOWRAH-711101
INFORMATION TECHNOLOGY DEPARTMENT
LIST OF ENTIRE PRINTER CUM SCANNER USING IN ALL OFFICES OF HMC

Asset Tag No	Make/OEM Model	Serial No	Location	User	Printer Type	Toner Model
PCS000020	BROTHER DCP-B7500D	E78345F1N277318	BOROUGH-3	BENOY KUMAR DHARA	LASERJET CUM SCANNER	TN-B021
PCS000021	BROTHER DCP-B7500D	E78345F1N277331	BOROUGH-5	SANJIB NASKAR	LASERJET CUM SCANNER	TN-B021
PCS000022	BROTHER DCP-B7500D	E78345F1N277244	GENERAL - RTI CELL	ABHIJIT GHOSH	LASERJET CUM SCANNER	TN-B021
PCS000023	BROTHER DCP-B7500D	E78345F1N277255	POURASAKHA	SUMIT SAHA	LASERJET CUM SCANNER	TN-B021
PCS000024	BROTHER DCP-B7500D	E78345F1N277246	INFORMATION TECHNOLOGY	RAJDWIP RAY	LASERJET CUM SCANNER	TN-B021
PCS000025	BROTHER DCP-B7500D	E78345F1N277327	ENGINEERING-LIGHTING	SAYAN GHOSH	LASERJET CUM SCANNER	TN-B021
PCS000026	BROTHER DCP-B7500D	E78345F1N277243	ASSESSMENT	SUJAY KUMAR GHOSH	LASERJET CUM SCANNER	TN-B021
PCS000027	BROTHER DCP-B7500D	E78345F1N277257	DY.COMMISSIONER-2	SOMNATH DUTTA	LASERJET CUM SCANNER	TN-B021
PCS000028	BROTHER DCP-B7500D	E78345F1N277296	BOA	RAJ KAMAL SINGH	LASERJET CUM SCANNER	TN-B021
PCS000029	BROTHER DCP-B7500D	E78345F1N277269	ENGINEERING-WATER SUPPLY		LASERJET CUM SCANNER	TN-B021
PCS000030	BROTHER DCP-B7500D	E78345F1N277242	LICENSE	SHYAMAPADA DHARA	LASERJET CUM SCANNER	TN-B021
PCS000031	BROTHER DCP-B7500D	E78345K0N362791	HEALTH-DEPT		LASERJET CUM SCANNER	TN-B021
PCS000032	BROTHER DCP-B7500D	E78345L0N366314	CONSERVANCY-DEPT.	NILAY SAHA	LASERJET CUM SCANNER	TN-B021
PCS000033	BROTHER DCP-B7500D	E78345L0N367149	ENGINEERING-WATER SUPPLY		LASERJET CUM SCANNER	TN-B021
PCS000034	BROTHER DCP-B7500D	E78345L0N366186	PWTP	PRITHWISH ROY	LASERJET CUM SCANNER	TN-B021
PCS000035	BROTHER DCP-B7500D	E78345L0N367135	BALLY SUB OFFICE		LASERJET CUM SCANNER	TN-B021
PCS000036	BROTHER DCP-B7500D	E78345L0N367158	ENGINEERING-EOB		LASERJET CUM SCANNER	TN-B021
PCS000037	BROTHER DCP-B7500D	E78345L0N366222	BOA		LASERJET CUM SCANNER	TN-B021
PCS000038	BROTHER DCP-B7500D	E78345L0N367148	BOROUGH-2	ABHIJIT MUKHERJEE	LASERJET CUM SCANNER	TN-B021
PCS000039	BROTHER DCP-B7500D	E78345L0N367160	BOROUGH-1		LASERJET CUM SCANNER	TN-B021
	BROTHER DCP-B7500D Count	20				
PCS000040	BROTHER MFC-B7715DW	E78118D0N164187	BOROUGH-7		LASERJET CUM SCANNER	TN-B021
PCS000041	BROTHER MFC-B7715DW	E78118D0N164210	BOROUGH-7		LASERJET CUM SCANNER	TN-B021
PCS000042	BROTHER MFC-B7715DW	E78118D0N164220	BOROUGH-6	PROSENJIT CHAKRABORTY	LASERJET CUM SCANNER	TN-B021
PCS000043	BROTHER MFC-B7715DW	E78118D0N164136	ENGINEERING		LASERJET CUM SCANNER	TN-B021
PCS000044	BROTHER MFC-B7715DW	E78118D0N164303	LAW	PUJA CHATTERJEE	LASERJET CUM SCANNER	TN-B021
PCS000045	BROTHER MFC-B7715DW	E78118D0N164169	BOROUGH-1	DEB KUMAR KOLEY	LASERJET CUM SCANNER	TN-B021
PCS000046	BROTHER MFC-B7715DW	E78118D0N164238	ENGINEERING-EOB		LASERJET CUM SCANNER	TN-B021
	BROTHER MFC-B7715DW Count	7				
	Grand Count	27				



HOWRAH MUNICIPAL CORPORATION
4, MAHATMA GANDHI ROAD. HOWRAH-711101
INFORMATION TECHNOLOGY DEPARTMENT

LIST OF ENTIRE PRINTER WITHOUT SCANNER USING IN ALL OFFICES OF HMC

Asset Tag No	Make/OEM Model	Serial No	Location	User	Printer Type	Toner Model
PNR000185	BROTHER HL-3270 CDW	E79038D1N571185	ENGINEERING-WATER SUPPLY		COLOUR LASERJET	TN-263 BK/C/M/Y
PNR000186	BROTHER HL-3270 CDW	E79038D1N571184	ENGINEERING-WATER SUPPLY		COLOUR LASERJET	TN-263 BK/C/M/Y
	BROTHER HL-3270 CDW Count	2				
PNR000187	BROTHER HL-L2321D	E73793E1N590587	ENGINEERING-EOB		LASERJET	2365
PNR000188	BROTHER HL-L2321D	E73793E1N590588	HEALTH-UPHC 11	DIPIKA GHOSH	LASERJET	2365
PNR000189	BROTHER HL-L2321D	E73793E1N590568	I.T. (STOCK)		LASERJET	2365
PNR000190	BROTHER HL-L2321D	E73793E1N590580	ENGINEERING	SIDDARTHA DUTTA	LASERJET	2365
PNR000191	BROTHER HL-L2321D	E73793E1N590544	HEALTH-UPHC 10	PUJA PAUL	LASERJET	2365
PNR000192	BROTHER HL-L2321D	E73793E1N590698	COLLECTION-DEPT		LASERJET	2365
PNR000193	BROTHER HL-L2321D	E73793E1N590552	HEALTH-UPHC 20		LASERJET	2365
PNR000194	BROTHER HL-L2321D	E73793E1N590541	ACCOUNTS	ARGHA CHATTERJEE	LASERJET	2365
PNR000195	BROTHER HL-L2321D	E73793E1N590356	HEALTH-DEPT	NANDA LAL MANNA	LASERJET	2365
PNR000196	BROTHER HL-L2321D	E73793L0N425431	ENGINEERING-MARKET	TANUSREE GHOSH	LASERJET	2365
PNR000197	BROTHER HL-L2321D	E73793L0N425067	HEALTH-UPHC 11		LASERJET	2365
PNR000198	BROTHER HL-L2321D	E73793L0N425210	ENGINEERING-ROADS	BIKASH SINGH	LASERJET	2365
PNR000199	BROTHER HL-L2321D	E73793L0N425052	COLLECTION-DEPT		LASERJET	2365
PNR000200	BROTHER HL-L2321D	E73793L0N425132	HEALTH-UPHC 10		LASERJET	2365
PNR000201	BROTHER HL-L2321D	E73793L0N425216	HEALTH-UPHC 23		LASERJET	2365
PNR000202	BROTHER HL-L2321D	E73793L0N425027	HEALTH-DEPT		LASERJET	2365
PNR000203	BROTHER HL-L2321D	E73793L0N425122	ENGINEERING		LASERJET	2365
PNR000204	BROTHER HL-L2321D	E73793L0N425196	I.T. (STOCK)		LASERJET	2365
PNR000205	BROTHER HL-L2321D	E73793L0N425211	HEALTH-UPHC 03		LASERJET	2365
PNR000206	BROTHER HL-L2321D	E73793L0N425031	HEALTH-UPHC 12	LOKENATH SAHA	LASERJET	2365
PNR000207	BROTHER HL-L2321D	E73793L0N425271	ASSESSMENT	SUJOY KR SENGUPTA	LASERJET	2365
PNR000208	BROTHER HL-L2321D	E73793L0N421606	HEALTH-UPHC 22		LASERJET	2365
PNR000209	BROTHER HL-L2321D	E73793L0N424616	HEALTH-UPHC 15	SOUMASREE PARUI	LASERJET	2365
PNR000210	BROTHER HL-L2321D	E73793L0N421602	HEALTH-DEPT	ASHUTOSH KUNDU	LASERJET	2365
PNR000211	BROTHER HL-L2321D	E73793L0N425037	HEALTH-DEPT	ASHA PANDA	LASERJET	2365
PNR000212	BROTHER HL-L2321D	E73793L0N425090	BUILDING	BISWAJIT SENGUPTA	LASERJET	2365
PNR000213	BROTHER HL-L2321D	E73793L0N425049	HEALTH-DEPT		LASERJET	2365
PNR000214	BROTHER HL-L2321D	E73793L0N425041	CONSERVANCY-DEPT.		LASERJET	2365
PNR000215	BROTHER HL-L2321D	E73793L0N425202	BALLY SUB OFFICE		LASERJET	2365
	BROTHER HL-L2321D Count	29				
PNR000312	BROTHER HL-L5100DN	E75662L9N722278	LICENSE	SANJIB GHOSH	LASERJET	TN-3428
PNR000313	BROTHER HL-L5100DN	E75662M9N765351	ASSESSMENT	DIPANJAN CHATTERJEE	LASERJET	TN-3428
	BROTHER HL-L5100DN Count	2				
	Grand Count	33				



HOWRAH MUNICIPAL CORPORATION
4, MAHATMA GANDHI ROAD. HOWRAH-711101
INFORMATION TECHNOLOGY DEPARTMENT

LIST OF REQUIREMENTS OF BROTHERS
MAKE PRINTERS INK IN ALL OFFICES OF HMC

Sl. No.	Item	No. of Printers	Ink Toner Model	Tentative quantity required for further one year.
1	BROTHER DCP-B7500D	20	TN-B021	120
2	BROTHER MFC-B7715DW	7		42
3	BROTHER HL-L2321D	29	TN-2365	174
4	BROTHER HL-L5100DN	2	TN-3428	12
5	BROTHER HL-3270 CDW	2	TN-263/267 BK (Black)	4
6			TN-263/267 C (Cyan)	2
7			TN-263/267 Y (Yellow)	2
8			TN-263/267 M (Magenta)	2