



# HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

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I. T. Department

No. 43/IT/HOD/20-21

Date: 22-02-2021

## NOTICE INVITING TENDER

Sealed Tender are invited by HOD-IT, Howrah Municipal Corporation from reputed resourceful and bonafide Service Provider having 3 years' of experience in **Refilling of blank Cartridges for 50 Nos. PANTUM LaserJet printers** with non-returnable current copies of PAN, GST, Certificate of Enlistment(Trade License), PT & IT signed by the applicant with the seal of the company/firm. Further details in this connection may be obtained from the office of the I. T. Department, Howrah Municipal Corporation, Annex Building (4<sup>th</sup> Floor) during any working days. Tenders in sealed cover to be submitted at the I. T. Department, HMC on/before 01.03.2021 at 3.00PM. The item details are mentioned below-

S N	Item Tendered	QUANTITY	Estimated rate per enrolment (in Rs.)
1	Refilling of PC-210KEV cartridge for PANTUM M6502 & PANTUM P2200 printers	125 Nos.	To be quoted
2	Refilling of TL-412HK cartridge for PANTUM M7102DN & PANTUM 3302DW printers	75 Nos.	To be quoted

### Terms & condition

- The Contract for supply should be for 1 year and the Supplier has to delivery the refilled cartridges as per our requirement and whenever needed.
- The Supplier has to deliver 200 Nos. cartridges throughout the contract period.
- The blank cartridge will be supplied by I.T. department.
- The billing cycle will be quarterly as per supply and requirement of re-filled cartridges.
- Corporation reserve the right to accept or reject any or all offers or part thereof without assigning any reasons whatsoever.

  
22/2/21

HOD (IT)

Howrah Municipal Corporation

Memo No. 43/1-9/ /IT/HOD/20-21

Date: 22-02-2021

Copy Forwarded to:

1. Commissioner, HMC.
2. Dy. Commissioner-I, 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.



HOD (IT)

Howrah Municipal Corporation