

Government of West Bengal  
Education Directorate  
Bikash Bhavan , Salt lake, Kolkata- 91.

Memo No. 373-AC

Dated, Kolkata, the 18.11.2021

**NOTICE INVITING QUOTATIONS**

Sealed Quotations are invited for the purchase of photo copier Drum and Toner Cartridges (RICOH model no. 2001L, RICOH model no. 2000L2, XEROX WC 5225, XEROX WC 5024, HP Laserjet MFP M436dn) from the reputed suppliers. Detailed information can be available from the Accounts Section of the D.P.I, W.B. Bikash Bhavan, 8<sup>th</sup> Floor, Salt lake, Kolkata-700091.

Sealed Quotations should be submitted to the Receiving Section of the D.P.I., W.B. within 4.00 p.m. on 30.11.2021. The rate should be submitted for per item including all taxes as per Annexure -'A'. Relevant documents (IT return, PAN. GST. NO.) should be enclosed for consideration. The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and explanations. The sealed cover of quotations will be opened on 06.12.2021 at 12 Noon at Room no. 802, 8<sup>th</sup> floor Bikash Bhavan, Salt lake, Kolkata- 700091.

*M. Kama* 18/11/21  
for Director of Public Instruction,  
West Bengal.

*Bml*  
18/11/2021

Annexure -'A' of Quotation Notice no 373-AC dt. 18.11.2021

Quotation No.-----

Dated-----

QUOTATION AS PER NOTICE NO.----- DATED-----

SL.No.	Particulars	Rate including all Taxes for per item.(Rs.)	REMARKS
1.	Drum Cartridge (RICOH Model No. 2001L.)		
a)	Toner Cartridge (RICOH Model No. 2001L.)		
b)	Drum Cartridge (RICOH Model No. 200L2.)		
c)	Toner Cartridge (RICOH Model No. 200L2.)		
d)	Drum Cartridge (XEROX Model No. WC 5225.)		
e)	Toner Cartridge (XEROX Model No. WC 5225.)		
	Drum Cartridge (XEROX Model No. WC 5024.)		
	Toner Cartridge (XEROX Model No. WC 5024.)		
	(Drum Cartridge) HP Laserjet Model No. MFP M436dn.		
	(Toner Cartridge) HP Laserjet Model No. MFP M436dn.		

List of enclosure:-

1. Photo copy of ITreturn of last year.
2. Photo copy of PAN.
3. Photo copy of GST NO.

M. Manu  
18/11/21

P. S. W.  
18/11/2021.