



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India)
बी.टी. रोड बनहुगली, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090
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File ref. NILD-17012/1/2023-IT Cell

Date 07.11.2025

Delivery required within: 24 hrs as per requirement

Last date of submission of quotation: 2811.2025

Sub: Limited Tender Notice

REF: inviting quotations for 02 years rate contract for comprehensive refilling of cartridges

SL.NO	NAME OF THE ITEMS	SPECIFICATION	QTY
1.	HP LaserJet Cartridge	12A, 28A, 32A, 88A, 30A, 110A, 77A, 137A, 152A & Other equivalent	120 to 150
2.	Canon LaserJet Cartridge	51 & 337 or equivalent	

NOTE-

1. Comprehensive refilling means no other extra charges will be paid for (Drum, Blade, PCR Change etc)
2. Presently the rate contract period will be for 02 years and same may be extended for further 06 months with same rate and same terms and conditions of the tender after satisfactory performance and approval of the Competent Authority of this Institute.
3. Item wise L-1 rate will not be considered. Bidders are hereby requested to quote their rate in item wise but L-1 will be selected whose rate is found lowest in total.

GENERAL TERMS & CONDITIONS

Tender documents can only be downloaded from the web site. The cost of tender paper amounting to Rs. 500.00 and EMD amounting Rs.5000.00 have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online mode, on or before the last date of bid submission date of tender. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned below. The original copy of the transaction slip, duly signed by the tenderer, must be up loaded along with tender document.

BANK ACCOUNT DETAIL OF NILD, KOLKATA FOR DEPOSITION OF TENDER COST, EARNEST MONEY

Name of the Account Holder	National Institute for the Orthopaedically Handicapped
A/c No	53015297593
Name of the Bank	State Bank of India
Name of the Branch	NIOH Campus Kolkata
IFSC	SBIN 0030468

1. Quote the rate according to our specification in the given format along with all relevant documents i.e. GST Sale Tax., Trade license, PAN card, Income Tax etc.
2. Reputed agencies/ dealers/ manufacture are requested to submit their quotation for the above mentioned items in a sealed envelope, to the Purchase Section / Tender Box within 28.11.2025 between 10 AM to 4 PM addressed to 'The Director, NILD, B.T. Road, Bon-Hooghly, Kolkata – 90' with the word **"Comprehensive Refilling Of Cartridge Under 02 Years Rate Contract** along with NIT No. COMPU-SYS/644/DIR/2002/NIOH/P-V dated 07.11.2025 boldly super scribed on the top of the envelope
3. Delivery period: **Supply of cartridges within 24 hrs is mandatory.**
4. **Validity- Rate will be remained valid for 02 years.**
5. Any delay in supply will attract Liquidated damage as per GOI rules.
6. Failure to supply in time may also lead to cancellation of Purchase order and forfeiture of EMD amount.
7. The bidder should provide the complete details of Bank Account like Name of the account holder, Account No., Name of the Bank and Branch, IFS code for online transaction.
8. Free delivery at NILD MAIN STORE. Rate should be quoted in the given format

Sl. No	Name of the item	Specification as per our NIT	Unit Price	GST	Total of unit price with GST
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Thanking you

Yours faithfully,

Officer In-charge
Material Management