

**Government of West Bengal
Sundarban Development Board
Department Of Sundarban Affairs
Mayukh, 1st Floor, Salt Lake City, Kolkata-91**

NOTICE INVITING QUOTATIONS

(No.124/SDB/AGRIL/2R-3/13 Pt-I, (2025-26) dated 2nd February'2026)

Sealed quotations are invited from reputed bonafide suppliers registered under the rules prevailing in Kolkata, West Bengal/India for purchase of Laser Printer and Scanner of reputed Brand along with installations which is required under Agriculture Division, Sundarban Development Board. Specifications are given below. Delivery & installation of items will be made in the Chamber of Additional Director of Agriculture(P), Sundarban Development Board, Mayukh (1st Floor), Salt Lake, Kolkata-700091.

Sl. No.	Description of Items	Quantity(Pc.)
1.	Desktop Computer : Core I5 , 12 th Gen Processor ,MB,16 GB DDR4 RAM, KB, Mouse, Cabinet with SMPS,512 GB NVME,22 Inch Monitor, UPS	01
2.	Printer: Inkjet Thermal Smart Tank Printer. Color and Black & white printer. Manual Duplex printing. Wireless as well as USB enabled printing. Print Speed upto 12 PPM(Black) and 5 PPM(Color).	01

The general terms & conditions of the contract are as follows:-

1. The Goods & Services Tax (GST) as applicable in connection with the sale of goods shall be shown separately.
2. The firm offering rate has to bear all costs associated with the preparation and submission of its quotation. The authority inviting quotation will be in no case responsible or liable for these costs regardless of the conduct or outcome of the tender process.
3. The bidder/tenderer shall have to submit copy of Pan card, current trade license, GSTIN registration certificate(if applicable) and income tax return of last three financial years.
4. Penalty shall be imposed for any kind of supply that is inferior or late or undelivered. Any deficiency seen in the above respect shall attract penal

measures including black listing for the next three years and legal action against such offender/defaulter.

5. All goods or material shall be strictly in accordance with the specifications. No deviation from such specifications shall be made without SDB's written consent which must be obtained before any work against the order is commenced. No assembled material will be accepted. Only reputed Brand materials will be accepted.
6. Quotation to be submitted must remain valid for at least sixty (60) days from the date of opening of the quotation.
7. All pages of the quotation shall have to be signed by the authorised representative of the supplier. Any erasing or overwriting in the quotation shall have to be properly attested by the person(s) signing the quotation.
8. *The last date& time of receipt of sealed quotation is 12.02.2026 up to 2:00 P.M.* The quotation submitted late will not be accepted by the authority. The envelope, containing quotation should be properly sealed and super scribed "Quotation for supply of Scanner & Printer under Agriculture Division, Sundarban Development Board" & it is to be dropped in the "Tender Box" placed at the office of the S. D. Board at noted address.
9. The quotations will be opened on *12.02.2026 at 3:00 P.M.* in the office chamber of the Additional Director of Agriculture(P), Sundarban Development Board in presence of bidder's representatives who may choose to attend during the quotation opening to be held as per date and time stated herein above. Only authorised representatives of the firms, submitting quotations, with valid identity will be allowed to attend at the time of quotation opening.
10. The quotations, which are found to be substantially responsive i.e. the quotations which conform to the laid down terms & conditions and specifications, will only be evaluated and compared.
11. The Office authority reserves the full authority to cancel or accept any quotation without assigning any reason whatsoever without thereby incurring any liability to the affected supplier or any obligation to inform the affected supplier the grounds for the purchaser's action.
12. In case of any dispute, the purchaser and the supplier shall make every effort to resolve it amicably by direct informal negotiation. If such informal negotiations fails, either party may require that the dispute be referred for resolution to the formal mechanisms.

13. Suppliers shall quote rate for each item. Consolidated rate for the items will not be accepted. Rates quoted are to be stated in Indian Rupee, both in figures and words. In case of any discrepancy between figures and words, the rate quoted in words shall prevail. In case of discrepancy between unit price and total price, the unit price shall prevail. No alternate rate or specification is acceptable. The evaluation of bid will be made as per existing rules & regulations of the Government of West Bengal. It is not obligatory to accept the lowest bid /rate. The quotations would be evaluated separately for each item. No rate above MRP will be accepted by the authority.

14. The payment towards this contract will be made after satisfactory completion of the entire performance obligation along with the completion of installations, wherever necessary. The payment of final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.

15. Necessary deductions such as Income Tax/GST/any other taxes/charges as per Government norms will be made from the billed amount at the time of payment to the supplier.

16. Bill is to be prepared in favour of the Member Secretary & Project Director, Sundarban Development Board in quadruplicate, duly marked Original, Duplicate, Triplicate & quadruplicate and to be submitted along with duly receipted challans under cover of a letter. The Successful Bidder/Manufacturer can raise Challan/Bill/GST Invoice etc. of his own to S.D. Board against supply of indented materials.

17. In case the last date of receipt of sealed quotation or the date of opening of quotation is declared as a public holiday, the dates will be the following working day for which no notice will be served.

18. Credentials of completed similar kind of work may be produced, if any.

7/02/26
Additional Director of Agriculture (P)
Sundarban Development Board
Dated 02.02.2026

Memo No. 124 /1(6) /SDB/AGRIL/2R-3/13 Pt-I
Copy forwarded for information to the:-

- 1) Member Secretary & Project Director, Sundarban Development Board.
- 2) Jt. P.D (A/cs.), Sundarban Development Board.
- 3) Deputy Project Director (Admin.), Sundarban Development Board.
- 4) Dy. P.D (A/cs.), Sundarban Development Board.
- 5) Notice Board for display.
- 6) File copy.

7/02/26
Additional Director of Agriculture(P)
Sundarban Development Board

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