West Bengal Industrial Development Corporation Limited
"Protiti", 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017

NOTICE INVITING QUOTATION

Tender No.	**ED/SECRETARIAT/2026/IT/**
Tender Notice issued by	Executive Director, WBIDC Ltd.
Tender to be opened on	04.12.2026 at 15:30 Hrs.

1. Sealed quotations are invited on behalf of WBIDCL by the Managing Director, West Bengal Industrial Development Corporation, PROTITI, 23, Abanindranath Thakur Sarani, Kol – 700017 from authorized HP dealers/ OEM (Original Equipment Manufacturer) or their authorized partner or IT items Distributers for supply of HP all in one colour printer Model No. HP 3303 sdw All in One color Printer at West Bengal Industrial Development Corporation Limited, "Protiti", 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017. The quotation paper is available at the above mentioned office address from 23.11.2026 during the office working hours and at the website of '***www.wbidc.com***'.

2. Interested dealers are requested to submit quotation in a sealed envelope addressed to The Managing Director, West Bengal Industrial Development Corporation Limited, "Protiti", 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017. The quotations in sealed envelope should be dropped in the "Quotation Box" kept at the Reception of this office, from 23rd November, 2026 to 3rd December, 2026 upto 15:00 Hrs. The envelope containing the quotation should be super scribed as under:

"***Quotation for supply of HP 3303 sdw All in One color Printer at WBIDC Office, PROTITI, 23, Abanindranaththakur Sarani, Kol – 700017"***

3. Any Overwriting/Erasing in the unit rates and in the quotations documents will render the entire bid/quotation invalid and will be rejected.

4. Submission of quotation will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this Corporation to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

5. This Corporation reserves the right to reject/any/all bid (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of supply.

6. On successful supply, installation and demonstration of the ***HP 3303 sdw All in One color Printer*** 80% of the payment will be released on production of bill in triplicate. The balance 20% will be released after 30 days subject to satisfactory performance of items by Management.

7. Please also see Annexure -I for terms and conditions of the purchase, Annexure -II to be filled by the bidder(s) providing their acceptance, Annexure -III to be filled by the bidder(s) giving their Company/Agency details, Annexure-IV – for rates & details of the items**.**

Schedule of Tendering Process:

Submission of Quotations	From 23/11/2026 To 03/12/2026
Last date for Submission of Quotations	03/12/2026 @ 15.00 hrs
Opening of Bid	04/12/2026 @ 15.30 hrs

For query contact at: 033-22553893/799/800

Executive Director
West Bengal Industrial Development Corporation Limited
Date: 23rd November, 2026

The purchase shall be governed by the following terms and conditions:-

i) The supplier should be an authorized dealer of the Original Equipment Manufacturer (OEM) of HP ***Printer***.

ii) The ***HP 3303 sdw All in One color Printer*** is required to be delivered within 7 (Seven) Days from the date of receiving the supply order.

iii) The authorized dealer should supply the ***HP 3303 sdw All in One color Printer*** strictly as per the detailed technical specification provided.

iv) It will be the responsibility of the firm to deliver the ***HP 3303 sdw All in One color Printer*** at West Bengal Industrial Development Corporation Limited, "Protiti", 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017. No transportation and labour charges in this account will be paid.

v) The bidder will be entirely responsible for any damage caused to the above items as long as the same is in transit and before installation of the same at our site. The bidder will be liable to replace the damaged items with a new one if so required and WBIDC Ltd. under any circumstances will not be liable for the extra cost whatsoever.

vi) This office reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason there for.

vii) Payment will be made after satisfactory delivery, installation and demonstration of ***HP 3303 sdw All in One color Printer*** in the office and on submission of bills in triplicate.

viii) All payment will be made in account payee cheque / direct bank transfer only.

ix) At the time of placing the supply order, the Corporation reserves the right to increase or decrease the stipulated quantity of goods/services mentioned in the "Notice Inviting Quotation" without any change in unit price and other terms & conditions quoted by the bidders.

x) You are requested to read and understand the terms and conditions of the bid before submitting quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this Corporation.

xi) The contractor shall abide by all the local bylaws and act relating to the works and the regulations e.t.c of the Government and local authorities.

xii) The quotation will be opened at 15:30 Hrs on 04.12.2026.

xiii) Statutory deduction towards ST, IT, GST etc. or as applicable time to time will be deducted from the bill/bills.

For query contact at: 033-22553893/799/800

Executive Director
West Bengal Industrial Development Corporation Limited
Date: 23rd November, 2026

ANNEXURE – II

To,
The Managing Director WBIDC
"PROTITI",
23, Abanindranath Tagore Sarani (Camac Street), Kolkata-
700 017

Subject: Supply of ***HP 3303 sdw All in One color Printer*** at "PROTITI", 23, Abanindranath Tagore Sarani (Camac Street), kolkata-700 017

Sir,

With respect to the "NOTICE INVITING QUOTATION" I / We hereby submit our quotation in a required format.

Sl. No.	**Details**	**Unit Rate (in Rs.)**	**Total Rate including all taxes (Rs.)**

I / We have adhered to the requirements prescribed by WBIDC Ltd. I / We have carefully gone through the guidelines, terms & conditions and specification as per the prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully

Signature & Stamp of Bidder
Date:
Address:

ANNEXURE-III

PARTICULARS TO BE FURNISHED BY THE BIDDER

1. Name of the authorized HP dealers/ OEM (Original Equipment Manufacturer):

2. Address:

3. Name of the proprietor of the authorized HP dealers/ OEM (Original Equipment Manufacturer):

4. Telephone No. of authorized HP dealers/ OEM (Original Equipment Manufacturer) and Proprietor:

5. Details of Ministry/Department/Corporation/Office in which the authorized HP dealers/ OEM (Original Equipment Manufacturer) had supplied similar items as mentioned in this "Notice Inviting Quotation":-

Sl. No.	**Name of the Ministry/Department/Corporation/Office (Attach copy of Contract)**	**Year**	**Name/Contact No. of the Officers of client Ministry/Department/Corporation/ Office**
1.			
2.			
3.			
4.			

6. PAN/TIN number of the agency:

7. Authorized dealership certificate:

8. GST NO:

7. Bank details:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the Tender Notice no. **ED/SECRETARIAT/2026/IT/** dated 23.11.2026 and will abide by them till the completion of the bidding process.

Dated:

Place:

(Signature of Proprietor)
Seal of the firm/Agency

Annexure-IV

QUOTATION – PROFORMA

Rates :

Sl. No.	Details	Unit Rate (in Rs.)	Total Rate including all taxes (Rs.)
1.	***HP 3303 sdw All in One color Printer***		

Details of taxes, if any, should be mentioned. Guarantee/warranty clauses may be clearly mentioned

Dated:

Place:

(Signature of Proprietor)
Seal of the firm/Agency