



Government of West Bengal

Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division No. I,
Oodlabari, Jalpaiguri

Memo no: 128/18-2

Date: 26-08-16

Notice Inviting Quotation No:- NIQ-03/SDO/TBESD-I of 2016-17.

Separate Sealed Quotations are here by invited by the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-I, Oodlabari, Jalpaiguri on behalf of the Governor of West Bengal from reliable and authorized dealers/distributors/Contractors for the work: "Supply, installation testing and commissioning of three nos. new photocopier cum printer for official works of NBM&E circle office, Division office & Sub-Division-I under the jurisdiction of Teesta Barrage Electrical Division". Documents will be supplied free of cost.

Sl.no.	Specification of works	Quantity	Eligibility of suppliers
01.	<p>Photocopier Machine</p> <ul style="list-style-type: none"> ➤ Print / Copy / Scan ➤ Copy Speed- A4-20ppm / A3-10ppm ➤ Maximum Original Size - Max. A3 ➤ Memory-Standard: 128MB ➤ Resolution - Scan: 300x300 dpi / Copy & Print: 600x600 dpi ➤ Paper Capacity (64gsm)-300 sheets paper capacity ➤ Resolution - BW: Up to 600x600 dpi / CL: Up to 300x300 dpi ➤ Paper Weight- 64 to 90gsm ➤ Network Interface -Ethernet (100Base-TX/10Base-T)USB,2.0 ➤ Network Supported OS - Windows 8.1/8/7/Vista/XP/2000/Windows Server 2003/Server 2008/Server 2012/Mac OS X 10.5.8 or later <p>Make: Canon/Ricoh/Xerox or equivalent</p>	1(One)	Reliable, Resourceful and Authorized dealers/ Distributers/Contractors
02.	<p>Photocopier Machine with Duplex</p> <ul style="list-style-type: none"> ➤ Print / Copy / Scan ➤ Copy Speed- A4-20ppm / A3-10ppm ➤ Multiple Copies - 1 to 999 sheets ➤ Magnification- 25% to 400% (1% increment) ➤ Maximum Original Size - Max. A3/11"x17" ➤ Memory-Standard: 256MB/Max. 512MB ➤ Resolution - Reading: 600x600 dpi / Writing: 1200x1200 dpi ➤ Paper Sources (A4, 80gsm)-250 sheets paper capacity ➤ Network Supported OS - Windows 8.1/8/7/Vista/XP/2000/Windows Server 2003/Server 2008/Server 2012 ➤ Resolution - BW: Up to 600x600 dpi / CL: 	2(Two)	Reliable, Resourceful and Authorized dealers/ Distributers/Contractors

	Up to 300x300 dpi ➤ Network Interface -Ethernet (100Base-TX/10Base-T)USB,2.0 ➤ Paper Weight - 64 to 128gsm ➤ PDL - Standard: UFR II LT ➤ Cassette Module-W1 - Paper Sizes- A4, A4R, A3, A5R, B4, B5 ➤ Paper Capacity (80gsm) - 550 sheets Duplex – Standard Make: Canon/Ricoh/Xerox or equivalent		
03.	2KVA Automatic Stabilizer: Make: Opto	3(Three)	

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the above mentioned NIQ as per following time schedule.

01.	Last Date & Time for application	02-09-2016	Up to 15:00 hrs.
02.	Date, Time and Venue for Scrutiny Committee (in the chamber of the undersigned)	02-09-2016	From 12:00hrs. & Up to 16:00hrs.
03.	Last Date & Time for issue of Quotation Paper	02-09-2016	Up to 16:00hrs.
04.	Date & Time for dropping Quotation paper at the office of the undersigned.	06-09-2016	Up to 15:00hrs.
05.	Date and time for opening Quotation paper at the office of the undersigned.	06-09-2016	After 15:30hrs.

GENERAL TERMS AND CONDITIONS

- 1) The intending quotationers will have to apply in their own letter head to the undersigned for permission to participate in the said quotation. The quotationers should produce (original) and enclosed with application (photo copies) of the valid current Income Tax, Professional Tax Clearance Certificate, PAN Card, VAT Clearance Certificate and credentials of supply of similar type of items.
- 2) Rate should be quoted as per Serial Number.
- 3) After obtaining quotation paper in complete set, the participants have to quote their rates both in figure & in words inclusive of all taxes & other incidental expenditure if any in that printed form attach to WBF 2908 in the space provided for the purpose.
- 4) No application for obtaining quotation form will be received & no quotation form will be issued after specified date & time. Quotation submitted after the specified date & time will not be accepted.
- 5) Departure of any terms & condition or inclusion of any additional conditions will cause the quotation as "Informal".
- 6) Each page of the documents supplied by the department related to the above mentioned NIQ is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the individual/company failing which the quotation will be treated as "Informal".
- 7) Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.

- 8) In case of any dispute arise the contract may be terminated by the undersigned with one week notice to the supplier.
- 9) Incomplete and illegible quotations will be invalidated over-writing & erasing in rates will also be invalidated the quotation. All correction should be initialled and dated by the quotations.
- 10) The acceptance of the quotation will rest with the Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri, who does not bind himself to accept the lowest quotations and reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.
- 11) After acceptance of quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-I, Oodlabari, Jalpaiguri. He must execute a formal agreement with the **Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri** in WBFB 2908 printed form within 07 (Seven) days from the date of receipt of acceptance letter.
- 12) The successful Quotationers will be required a sum to be deposited @ 2.00% of the total value of the quoted rate for each serial separately in the form of the original copies of the Demand Draft/Banker's Cheque /Deposit at Call Receipts (DCR) of the following Schedule Banks guaranteed by the Reserve Bank of India in favour of the **Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri Payable at SBI Siliguri**.
- 13) Demand Draft/Banker's Cheque /Deposit at Call Receipts (DCR) issued from any other than the schedule banks will liable to rejection of the quotation.

A) List of Scheduled Banks in India (Public Sector):- 1) State Bank of India 2) State Bank of Bikaner and Jaipur 3) State Bank of Hyderabad 4) State Bank of Indore 5) State Bank of Mysore 6) State Bank of Saurashtra 7) State Bank of Travancore 8) Andhra Bank 9) Allahabad Bank 10) Bank of Baroda 11) Bank of India 12) Bank of Maharashtra 13) Canara Bank 14) Central Bank of India 15) Corporation Bank 16) Dena Bank 17) Indian Overseas Bank 18) Indian Bank 19) Oriental Bank of Commerce 20) Punjab National Bank 21) Punjab and Sind Bank 22) Syndicate Bank 23) Union Bank of India 24) United Bank of India 25) UCO Bank 26) Vijaya Bank.

B) List of Scheduled Banks in India (Private Sector):- 1) ING Vysya Bank Ltd 2) Axis Bank Ltd 3) Indusind Bank Ltd 4) ICICI Bank Ltd 5) South Indian Bank 6) HDFC Bank Ltd 7) Centurion Bank Ltd 8) Bank of Punjab Ltd 9) IDBI Bank Ltd.
- 14) Goods will be delivered free at consignee's end, including freight, forwarding and under standard transit insurance clause, that the purchaser will not pay separately for the insurance charges and it will be the supplier's responsibility for the safe arrival of goods in full and good condition.
- 15) Machines shall conform to Guarantee/Warranty period of at least 12(twelve) months from the date of Commissioning.
- 16) Warranty covers free service and free spare parts excluding the consumables.
- 17) Work Order will be issued after execution of the agreement.




Sub-Divisional Officer,
Teesta Barrage Electrical Sub-Division No. I,
Oodlabari, Jalpaiguri

Memo no: 128/(19)

Date: 26-8-16

Copy forwarded for favour of information and wide circulation through the Office Notice Board of:-

- 1) Chief Engineer, Teesta Barrage Project, Teesta Barrage Circle, 2nd Mile, Siliguri.
- 2) Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri
- 3) Executive Engineer, Teesta Barrage Electrical Division, Tinbattimore, Siliguri-5.
- 4) Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
- 5) Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
- 6) Divisional Accounts Officer of Teesta Barrage Electrical Division.
- 7) Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division No. II, Tinbatti, Siliguri.
- 8) Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division No. III, Karnojora, Raiganj.
- 9) Divisional Estimator of Teesta Barrage Electrical Division.
- 10) Accounts section / Teesta Barrage Electrical Division.
- 11) Office Notice Board, Oodlabari, Jalapiguri.


Sub-Divisional Officer,
Teesta Barrage Electrical Sub-Division No. I,
Oodlabari, Jalpaiguri

Schedule of Work

Name of Work: "Supply, installation testing and commissioning of three nos. new photocopier cum printer for official works of NBM&E circle office, Division office & Sub-Division-I under the jurisdiction of Teesta Barrage Electrical Division".

Sl. no.	Description of Item	Quantity	Rate(₹)	Amount(₹)
01.	Photocopier Machine > Print / Copy / Scan > Copy Speed- A4-20ppm / A3-10ppm > Maximum Original Size - Max. A3 > Memory-Standard: 128MB > Resolution - Scan: 300x300 dpi /Copy & Print: 600x600 dpi > Paper Capacity (64gsm)-300 sheets paper capacity > Resolution - BW: Up to 600x600 dpi / CL: Up to 300x300 dpi > Paper Weight- 64 to 90gsm > Network Interface -Ethernet (100Base-TX/10Base-T)USB,2.0 > Network Supported OS- Windows8.1/8/7/Vista/XP/2000/Windows Server 2003/Server 2008/Server 2012/Mac OS X 10.5.8 or later Make: Canon/Ricoh/Xerox or equivalent	1(One) nos.		
02.	Photocopier Machine with Duplex > Print / Copy / Scan > Copy Speed- A4-20ppm / A3-10ppm > Multiple Copies - 1 to 999 sheets > Magnification- 25% to 400% (1% increment) > Maximum Original Size - Max. A3/11"x17" > Memory-Standard: 256MB/Max. 512MB > Resolution - Reading: 600x600 dpi / Writing: 1200x1200 dpi > Paper Sources (A4, 80gsm)-250 sheets paper capacity > Network Supported OS - Windows 8.1/8/7/Vista/XP/2000/Windows Server 2003/Server 2008/Server 2012 > Resolution - BW: Up to 600x600 dpi / CL: Up to 300x300 dpi > Network Interface -Ethernet (100Base-TX/10Base-T)USB,2.0 > Paper Weight- 64 to 128gsm > PDL - Standard: UFR II LT > Cassette Module-W1- Paper Sizes- A4, A4R, A3, A5R, B4, B5 > Paper Capacity (80gsm) - 550 sheets Duplex - Standard Make: Canon/Ricoh/Xerox or equivalent	2(Two) nos.		
05.	2KVA Automatic Stabilizer: Make: Opto	3(Three) nos.		

Total Amount in word:

Signature of the Bidder with seal



Sub-Divisional Officer

Teesta Barrage Electrical Sub-Division-I