



Government of West Bengal

Office of the Executive Engineer
Teesta Design Division No. III
Teesta Administrative Building
Tinbattimore, Siliguri

NOTICE INVITING QUOTATION NO. 03/ T.D.D. NO. III OF 2016 -17

Sealed quotations in plain paper are hereby invited by the Executive Engineer, Teesta Design Division No. III, Irrigation & Waterways Directorate, from the experienced in similar nature of job for “ **Packing & unpacking, loading & unloading, shifting, fixing & unfixing and carriage of all office materials including Chairs, Tables, Almirahs, Scientific instruments Computer, Iron chests, (unfixing from the lifting point & fixing at the destination) along with all files and other official documents etc. of the offices of the Executive Engineer, Teesta Design Division No-III / Assistant Engineer / S.D.O. , Teesta Design Sub Division No - IX , X , XI & XII from Teesta Administrative Building, Tinbattimore, Siliguri -05 to the premises of Chief Engineer (North East) at Club Road , Jalpaiguri ”. for the office of the Executive Engineer, Teesta Design Division No-III Tinbattimore, Siliguri”.**

Quotations along with the terms and condition will be received by the undersigned as per prescribed times as stated below: -

- 1) Last date and time of application 21.09.16 upto 3:00 pm
- 2) Last date and time of issue of quotation paper 22.09.16 upto 3:00 pm
- 3) Last date and time of dropping of quotation paper 23.09.16 upto 3:00 pm
- 4) Last date and time of opening of quotation paper 23.09.16 upto 3:30 pm

TERMS AND CONDITIONS

1. The rates should be quoted both in figures and words in the respective letter head of the quotationers, along with terms and conditions. Corrections if any should invariable be attested under dated signature by the quotationers.
2. The intending quotationers shall also have to produce attested photo copies of PAN card and VAT registration certificate with the application for obtaining the prescribed NIQ paper from the office of the undersigned.
3. The acceptance of quotation would rest upon the Superintending Engineer, Teesta Design Circle. The accepting authority has right to reject any or all the quotations received without assigning any reason thereof.
4. The successful quotationer shall have to submit attested photo copy of the professional Tax Clearance Certificate (PTCC) for the adequate satisfaction of the undersigned to issue the work order in this respect and will have to execute formal agreement in W.B.F. no 2911(i) / (ii) whichever is applicable in duplicate at his own cost within 03 (three) days from the date of issue of the same on payment of requisite amount.
5. Lowest quotationer shall normally be determined considering the total value of work.
6. The quotationer should liable for any lost of Govt. materials, files and office records etc.
7. All materials should be insured through Govt. Insurance company so as to ensure safe and effective transportation of the same.
8. Lost and defects of the materials, if any, is to be rectified or replaced within 15 (Fifteen) days.
9. The quotation which do not fulfil any of the aforesaid conditions or incomplete in any respect would be rejected forthwith.
10. The time of completion for the said work is seven days.

Executive Engineer
Teesta Design Division No. III
Tinbattimore, Siliguri

Memo No.471(14)

Dated ...12.09.16

Copy with copy of enclosure is submitted for his information and necessary action to the:

1. Chief Engineer, Teesta Barrage Project, 2nd Mile, Sevoke road, Siliguri.
2. Superintending Engineer, Teesta Design Circle, Siliguri. The quotation has been invited as per discussion with him on **05.09.2016**.
3. Superintending Engineer, Mahananda Barrage Circle, Siliguri
4. Executive Engineer, Teesta Design Division No-I.
5. Executive Engineer, Teesta Design Division No-II.
6. Executive Engineer, Teesta Design & Planning Division.
7. S.D.O./Teesta Design Sub Division No. IX, X, XI, XII.
8. SDO / Information & Cultural Affair, Siliguri, Darjeeling.
9. J. E. / Teesta Design Division No. III.
10. DAO / Accounts Section, T.D.D. No. III
11. Notice Board.

Executive Engineer
Teesta Design Division No. III
Tinbattimore, Siliguri

Schedule for the Work :- “ Packing & unpacking, loading & unloading, shifting, fixing & unfixing and carriage of all office materials including Chairs, Tables, Almirahs, Scientific instruments Computer, Iron chests, (unfixing from the lifting point & fixing at the destination) along with all files and other official documents etc. of the offices of the Executive Engineer, Teesta Design Division No-III / Assistant Engineer / S.D.O. , Teesta Design Sub Division No - IX , X , XI & XII from Teesta Administrative Building, Tinbattimore, Siliguri -05 to the premises of Chief Engineer (North East) at Club Road , Jalpaiguri ”. for the office of the Executive Engineer, Teesta Design Division No-III Tinbattimore, Siliguri”.

N.I.Q. No. 03 / T.D.D. NO. III OF 2016 -17

Sl no	Description of Item	Unit	Quantity	Rate (Rs.)	Amount(Rs.)
1.	Steel Almirah (3ft x 2ft x 6ft)	Each	23 Nos		
2.	Steel Almirah (3ft x 2ft x 3.5ft)	Each	11 Nos		
3.	Steel Whatnot (2ft x 2ft x 3ft)	Each	04 Nos		
4.	Steel S-type chair with cushion	Each	04 Nos		
5.	Steel S-type chair (cane seated)	Each	04 Nos		
6.	Wooden Almirah (3ft x 2ft x 5ft)	Each	04 Nos		
7.	Drawing Table (5ft x 4ft)	Each	01 No		
8.	Wooden chair (cane seated)	Each	09 Nos		
9.	Full Secretariat table with glass top (6ft x 4ft x 3ft)	Each	06 Nos		
10.	Half Secretariat table with glass top (5ft x 3ft x 3ft)	Each	12 Nos		
11.	Iron chest (2ft x 2ft x 1.5ft)	Each	05 Nos		
12.	Wooden chair (armless)	Each	07 Nos		
13.	Telephone stand (1ft x 1ft x 2.5ft)	Each	01 No		
14.	Drawing board (4ft x 3ft)	Each	01 No		
15.	HP desktop computer with (CPU, Printer (2 nos), UPS, Key board, Monitor & Mouse) complete set.	Each	03 Nos		
16.	Revolving chair	Each	01 No		
17.	Godrej make chair	Each	04 Nos		
18.	Canon digital photo copier with Automatic stabilizer	Each	01 No		
19.	Fax machine (model HP jet 4500)	Each	01 No		
20.	Computer table (4ft x 2ft x 2.5ft)	Each	01 No		
21.	Steel File cabinet (2ft x 3ft x 4ft)	Each	02 Nos		
22.	Notice board (4ft x 3ft)	Each	01 No		
23.	Typewriter machine	Each	03 Nos		
24.	Aqua guard	Each	01 No		
25.	Poly or gunny bag containing office file, documents office stationery materials, books etc. (including stitching packing, loading into truck & unloading at destination & resetting the same etc.) including supply of gunny bag (2.5ft x 2ft)	Each	400 Nos		
26.	Wooden table (4ft x 2.5ft)	Each	08 Nos		
27.	Tender box (3ft x 2ft)	Each	02 Nos		
28.	Book self (4ft x 1.5ft x 5ft)	Each	02 Nos		
29.	Wooden table teak ply top (4ft x 3ft)	Each	03 Nos		

30.	Steel whatnot (4.5ft x 2ft x 10ft)	Each	02 Nos		
31.	Wooden whatnot (3.5ft x 1.5ft x 6ft)	Each	01 No		
32.	Folding chair	Each	02 Nos		
33.	Wooden chair with arm	Each	08 Nos		
34.	Wooden chair cushion seated	Each	01 No		
35.	Iron chair	Each	08 Nos		
36.	Wooden bench (6ft x 1ft x 2.5ft)	Each	01 No		
37.	Wooden bench with backrest (6ft x 1.5 x 2.5ft)	Each	02 Nos		
38.	Wooden stool (1ft x 1ft x 2ft)	Each	08 Nos		
39.	Wooden footrest (2ft x 1ft x 1/2ft)	Each	03 Nos		
40.	Drawing stool (1.5ft x 1ft x 2ft)	Each	02 Nos		
41.	Dumpy level	Each	06 Nos		
42.	Cicico ammonia machine with gas chamber (5ft x 3ft x 2ft)	Each	01 No		
43.	Flow matic drafting machine (5ft x 4ft)	Each	01 No		
44.	G I sheet trunk (2.5ft x 1.5ft x 1ft)	Each	01 No		
45.	Panasonic fax machine	Each	01 No		
46.	Drawing cabinet (5ft x 3ft x 3.5ft)	Each	01 No		
47.	Tube made cane seated chair	Each	01 No		