



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL HEAD QTR. SUB-DIVISION
KANAINATSAL, PURBA BURDWAN.**

Notice inviting Quotation No. 01/D.C. Hd. Qtr. Sub-Division/2017-18

Sealed quotations in plain paper are invited by the Sub-Divisional Officer, Damodar Canal Head Quarter Subdivision on behalf of the Governor of West Bengal, from the bonafide Outsiders/Suppliers for the works as per attached list inclusive of all individual charges, taxes etc, complete The rate should be quoted in quotation both in figures and words..

Sl. No.	Name of work	Eligibility of contractor	Working Period	Accepting authority
1	Supply of office stationary materials at the office of the Superintending Engineer, Damodar Irrigation Circle, office of the Sub-Divisional Officer, Damodar Canal Head Quarter sub-division, Kanainatsal Inspection Bunglow , Kanainatsal, Purba Burdwan	Bonafied outsiders/Suppliers	7 days	Superintending Engineer, Damodar Irrigation Circle.

1.	Last date and time of receipt of application of quotation papers :-	28/04/2017 upto 16.00 Hrs.
2.	Last date and time of issue of quotation papers :-	01/05/2017 upto 16 Hrs.
3.	Last date and time of receipt of quotation papers :-	03/05/2017 upto 15.30 Hrs.,
4.	Date and time of opening of quotation papers :-	03/05/2017 At 16.00 Hrs.,

Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.

Working Period 7 Days.

The successful quotationer will have to complete the entire work within the stipulated time from the date of commencement. The quality of supplied materials has to be approved by the Engineer-in-Charge prior to supply and if any, objection is raised the contract will be terminated without showing any reason.

The Quotationers whose quotation will be accepted, will have to execute formal tender in original and duplicate in W.B.F. No. 2908

Before offering quotations, the intending quotationer should thoroughly verified himself with the proposed work by local inspection and all other relevant factors should be taken into consideration. Before quoting rates as no claim what-so-ever on any of the amounts will entertained after works.

The rate quoted by the quotationer should include West Bengal Sales Tax, other taxes taxable under rules.

All other normal terms and conditions of standard N.I.Q. will also be applicable. Payment will be made as per availability of fund in the appropriate head.

**Sub-Divisional Officer
Damodar Canal Head Qtr. Sub-Division
Kanainatsal, Burdwan**

Memo No. 557(15) Dated: - 21/04/2017

Copy forwarded for information and wide circulation to the :-

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
2. Executive Engineer, D.C. Division
3. Executive Engineer, Hd. Works Division
4. Executive Engineer, L.D.I. Division
5. Executive Engineer, B.I. Division
6. Executive Engineer, R.B.I Division
7. DVC Study Cell for uploading in Departmental website.
8. District Information Officer, Burdwan .
9. Office Notice Board, D.C. Hd. Qrt. Sub-Division
10. Estimating Branch of D.C. Division
11. Accounts Branch of D.C. Division
12. Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I)

**Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan**

GENERAL TERMS & CONDITION

1. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like Registered Partnership (For Partnership Firms) etc. are to be produced on demand, as well as during interview (If any).
 - a. P.T. Clearance certificate and I.T.PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b. Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
2. Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized
Representatives during office hours between 11.00 A.M and 4.00 P.M on every working day, till **01/05/2017** in the office of the Sub-Divisional Officer D.C. Hd. Qr. Sub-Division.
4. Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

5. No quotation paper will be supplied by Post.
6. No quotation paper will be issued after expiry of date and time mentioned in the notice.
7. The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.
8. All corrections are to be attested under the dated signature of the quotationer.
9. All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. Conditional quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
13. The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
14. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

The successful quotationer will have to execute a formal agreement as per rules by submitting the earnest money @ 2% of the total value of quotation in the form No.- **W.B. 2908** Within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub-Divisional Officer, D.C. Hd. Qr.Sub-Division** on free of cost.

15. No advance Payment to the selected agency will be made under any circumstances.
16. The successful quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules,1972 and such other Acts as may be applicable, as will be in force from time to time.
17. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
18. In the following cases a quotation may be unacceptable.
 - a. Correction, alterations, additions, etc. if not attested by the quotationer.
 - b. If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity and financial stability of the intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deemed necessary.
 - c. Canvassing in connection with the quotation will be liable to rejection.
 - d. Any quotation containing over writing is liable to be rejected.

Sub-Divisional Officer
Damodar Canal Head Quarter Sub-Division

1. N.I.Q No & Date: **01/D.C. Hd. Qrt. Sub-Division/2017-18 dt. 21/04/2017**
2. Last Date of receiving application : **28/04/2017 upto 16.00 Hrs.**
3. Last Date of issuing quotation paper : **01/05/2017 upto 16.00 Hrs.**
4. Last Date of receiving quotation : **03/05/2017 upto 15.30 Hrs.,**
5. Date of opening quotation : **03/05/2017 At 16.00 Hrs.,**
6. Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, D.C. Hd. Qr.Sub-Division , Kanainatsal, Burdwan.**
7. Quotation Accepting Authority :. **Superintending Engineer, Damodar Irrigation Circle.**

Name of the work: Supply of office stationary materials at the office of the Superintending Engineer, Damodar Irrigation Circle, office of the Sub-Divisional Officer, Damodar Canal Head Quarter sub-division, Kanainatsal Inspection Bungalow , Kanainatsal, Purba Burdwan

SI No	Description of Items	Quantity	Unit
1	A4 Paper	40	Ream
2	Legal Paper	2	Ream
3	Fax roll	2	Nos.
4	Xerox ink NPG-51	3	Nos.
5	Printer ink-88A	5	nos.
6	Printer ink-12 A	10	nos.
7	Stapler pin (small & Big)	15	Nos.
8	Battery (950)	4	Box
9	Good night advance	5	Box
10	Carbolic acid	8	Bottles
11	Room freshener	8	Nos.
12	Harpic	20	bottles
13	Use &through pen	20	Box
14	Small shop (medimix)	60	Nos.
15	Broom stick (nurkel)	25	nos.
16	Full Jharu	20	Nos.
17	Naphthalene	30	Pkt
18	Vim bar	20	Nos.
19	Belching powder	100	Pkt.
20	Phenyl	30	Bottle
21	Lock	15	Nos.
22	Duster	10	Pcs.
23	Vim powder (500 gm)	6	Pkt.
24	Good night oil	10	Pcs.

Sub-Divisional Officer
Damodar Canal Head Quarter Sub-Division

LIST OF WORK
NOTICE INVITING QUOTATION
NO. 01/ D.C. HD. QTR. SUB-DIVISION/2017-18

Name of Work :-	Supply of office stationary materials at the office of the Superintending Engineer, Damodar Irrigation Circle, office of the Sub-Divisional Officer, Damodar Canal Head Quarter sub-division, Kanainatsal Inspection Bungalow, Kanainatsal, Purba Burdwan Working Period :- 7 Days.
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Sl. No.	Description of Items	Qty	Unit	Rate in Rupees	Total in Rupees
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2	Legal Paper	2	Ream		
3	Fax roll	2	Nos.		
4	Xerox ink NPG-51	3	Nos.		
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Sub-Divisional Officer
Damodar Canal Head Quarter Sub-Division

Declaration by the Applicant as per clause 1.c of standard Form for
Notice Inviting Quotation for Public Works

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I/We do hereby declared that there is no other application for quotation paper for work in this NIQ (NIQ No **01 of 2017-18of D.C. Hd. Qr. Sub-Division**) in which I/We have common interests.

(Signature of contractor with seal)
