



GOVERNMENT OF WEST BENGAL  
Irrigation & Waterways Directorate.  
Office of the Sub-Divisional Officer.  
Sub-Division No. - II

**RIVER RESEARCH INSTITUTE, WEST BENGAL.**  
Haringhata Central Laboratory,  
P.O.-Mohanpur, Dist.-Nadia.

**NOTICE INVITING QUOTATION**

**N.I.Q. No- 04/SDO-II/RRR/HCL of 2017-18 dt.25.07.2017**

Sealed quotations for the work "Purchasing 2 ( Two ) nos high performance Lap Top for Seminar hall at River Research Institute, HCL, Mohanpur, Nadia during the year 2017- 18." as per Annexed proforma are invited by the SDO-II, RRI, HCL, as instructed by higher authority from reliable resourceful Bonafide agencies. Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	02.08.2017	Up to 15.00Hrs.
2.	Date of issue of quotation papers	03.08.2017	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	04.08.2017	Up to 15.00 Hrs.
4.	Date and time for opening quotation	04.08.2017	At 15:30 Hrs.

**Terms and Conditions:**

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be inclusive all taxes & also delivery charges including fitting & fixing proper position wherever applicable.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The lowest quotation shall have to execute a formal agreement within 3 working days from the date receipt of work order.
9. The quotationers are requested to submit all the requisite documents such as P-Tax Clearance, Valid 15 digit Goods & Service Tax payer Identification Number (GSTIN ), Trade Licence, Valid IT, PAN etc. at time of submission of the application.

Enclose. – Proforma for quoting rates - One copy.

*A. K. Saha*  
Sub -Divisional Officer, 25/07/17  
Sub-Division No.-II,  
River Research Institute,  
HCL, Mohanpur, Nadia.