



Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Kangsabati mechanical Division  
Khatra, Bankura

Memo No. **1163/77-2**

Dated: 24.08.2017

NOTICE INVITING QUOTATION NO. 03 OF 2016-17 OF EXECUTIVE ENGINEER, KANGSABATI MECHANICAL DIVISION.

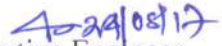

01. Sealed quotation are invited in company pad from the authorized dealer or manufacturer having sufficient experience for the work of "Supply, installation, testing and commissioning of Xerox machine (image runner 2004) for official use in the office of the Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura during the year 2017-18"
02. The intending questioners should submit their quotation to the Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura up to 1:00 P.M. on or before 12.09.2017 and the same will be opened on 12.09.2017 at 2:00 P.M. in the office of the under signed in the presence of the participants who like to be present at that time.
03. Intending quotation should apply for quotation papers in their respective letter heads enclosing 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)  
i) **ST and PT clearance certificates and credentials, Trade registration certificate, SGST registration certificate, latest IT, PAN valid at least 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.**
04. Quotation will be liable to rejection if names of the makes & full specification are not given. The acceptance of the quotation will be made by the Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotation received if any discrepancy is found and in case of equal rate quoted by more than one quotationers for the same work a bid call will be invited after opening.
05. The intending quotationers should thoroughly acquaints himself with the proposed work and all other relevant factors should be taken into consideration before quoting rates as no claims whatsoever will be entertained after words.
06. Work should be completed within 30 days from the date of issuance of work order.
07. Sales Tax, Income Tax & Royalty will be deducted from the bill to be paid by the contractors as per rule.
08. Cess @ 1% will be deducted from the bills to be paid to the contractors under the Building and construction works welfare cess Rule'2004
09. All goods supplied will be subjected to our approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the quotation for which no claim will be entertained.
10. If VAT, packing & forwarding and all other incidental charges are claimed extra, the rate thereof should be quoted in the original quotation otherwise such claims is liable to rejection.
11. **The quotationers should produce the proof of credentials / experience if required and should produce the valid Income Tax and Sales Tax clearance certificate on demand filing of which his / their quotation will be liable to rejection.**
12. No payment will be made against proforma invoice, Payment of works will be made subject to availability of fund and 90% of payment will be made after satisfactory completion of work i.e satisfactory operation of materials rest 10% of payment (including earnest money) will be deducted as security money and will be released after guarantee period.

**24/08/17**  
Executive Engineer  
Kangsabati Mechanical Division  
Khatra, Bankura.

Memo No. 1163/1177-2  
Copy to The.

Dated.24.08.2017

1. Superintending Engineer, Mechanical & Electrical circle, for his kind information



  
Executive Engineer  
Kangsabati Mechanical Division  
Khatra, Bankura.  


Memo No.

Dated.24.08.2017

Copy to :- 1163/11577-2

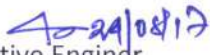

- 1) Executive Engineer, Kangsabati Canals Division No. I/II/III/V/B.I. Division.
- 2) Sub-divisional officer, Kangsabati Mechanical Sub-Division No. I/II/IV/ Electrical Sub Division,
- 3) Divisional Accountant, Kangsabati Mechanical Division.
- 4) Notice Board.
- 5) Estimate Section for office record.

  
Executive Engineer  
Kangsabati Mechanical Division  
Khatra, Bankura.  


**SCHEDULE**

Name of work: Supply, installation, testing and commissioning of Xerox machine (image runner 2004) for official use in the office of the Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura during the year 2017-18.


Sl. No.	Description of Items	Qty		Rate (Rs.)	Unit	Amount (Rs.)
01	Supply, installation, testing and commissioning of Xerox Machine ,Make-canon, A4 Monochrome multifunctional Device, Model No- Image runner 2004, copy speed- A4- 20ppm, working in 220-240V AC, 50/60HZ supply.	01	Nc		NO	

  
Executive Engineer  
Kangsabati Mechanical Division  
Khatra, Bankura  




## TERMS AND CONDITIONS

1. The Rate should be quoted in words and figures and it is to be valid for a minimum period of 6 (six) months from the date of Quotation.
2. The Contractor may inspect the site before submission of the Quotation with the permission from the appropriate authority.
3. Test Certificate from the Manufacturer is to be submitted at the time of supply of materials, at their own cost.
4. Arrangement for approval of sample should be made by the concerned suppliers at their own cost, if necessary.
5. Quantities mentioned in the Quotation may be reduced or increased at the time of placing supply order.
6. All goods supplied will be subject to our approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the Quotationer for which no claim will be entertained.
7. Only goods of standard and good quality will be accepted, inferior quality is not acceptable decision taken by the consignee in respect of the quality will be final.
8. Supply from ready stock is preferred. Work should be completed within ~~30~~ (Thirty) days from the date of placing order.
9. No advance payment will be admissible.
10. Items wise rate for all the items should invariably be quoted.
11. Incomplete and Illegible Quotation will be treated as informal.
12. Successful Quotationer will have to execute formal agreement in WBF No. 2908 in duplicate/triplicate.
13. Conditional Offer which does not fulfill any of the above condition are liable to be informal.
14. The acceptance of the lowest Quotation will not be obligatory and Executive Engineer, Kangsabati Mechanical Division reserves the right to reject or cancel part/whole quotation without assigning any reason thereof.
15. Anybody not satisfied with the decision of Executive Engineer, Kangsabati Mechanical Division refusing to supply schedule of specification would be free to appeal to the Superintending Engineer, Mechanical and Electrical Circle, Jalasampad Bhawan (6<sup>th</sup> floor), Bidhannagar, Kolkata-91 against the refusal.
17. Price Preference will be granted to Industrial Unit of this State (West Bengal) as provided for in Finance Deptt. Memo No.8167 dt.27.7.1988.
18. Materials warranty as per company and Performance guarantee for 06 (six) month satisfactory operation should be given by the agency. Failing of any work found defective with in six months should be mended free of cost by the agency.

  
Executive Engineer  
Kangsabati Mechanical Division  
Khatra, Bankura

