



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. 11/SDO-II/RRI/HCL of 2017-18 Dt.03.11.2017

Sealed quotations as per Annexed proforma are invited by the SDO-II, RRI, HCL . as instructed by higher authority for the work, “Arrangement of refreshments for Software Training Programme (MIKE 11 & MIKE 21) for 4 days from 20<sup>th</sup> November to 23<sup>rd</sup> November, 2017” As per Annexed proforma are invited by the SDO-II, RRI, HCL as instructed by the higher authority ,from reliable resourceful Bonafide caterer for arrangement of food etc.as stated in Annexed proforma.  
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	10.11.2017	Up to 15.00 Hrs.
2.	Date of issue of quotation papers	13.11.2017	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	15.11.2017	Up to 15.00 Hrs.
4.	Date and time for opening quotation	15.11.2017	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.
6. All the materials should be up to the standard quality & satisfaction.
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 , Valid 15 digit Goods & Service Tax payer Identification Number(GSTIN),, Trade Licence, Valid IT PAN etc. at time of submission of the application.
10. Lowest quotationer shall have to deposit requisite amount of earnest money at the time of execution of formal agreement.
11. No conditional quotation will be entertained.

Enclose. – Proforma for quoting rates - One copy.

*Acharya*  
Sub -Divisional Officer, 03/11/17  
Sub-Division No.-II,  
River Research Institute,  
HCL, Mohanpur, Nadia.