

Government of West Bengal

Irrigation & Waterways Directorate
(Teesta Barrage Project)

Office of the Sub Divisional Officer
Mahananda Barrage Sub Division No- I
Fulbari, Jalpaiguri

Notice Inviting Quotation No.-01/ SDO / MBSD-I of 2017-18.

Sealed quotation in the prescribed proforma are hereby invited by The Sub-Divisional Officer, Mahananda Barrage Sub-Division No-I, Fulbari, Jalpaiguri for the below noted work in Letter head pad from the interested bonafide agencies having sufficient experience in similar nature of job.

Name of the Work:- **“Packing with dusting & Unpacking, Loading & Unloading, Shifting & Placing properly, Fixing & Unfixing and carriage of all office materials including Chairs, Tables,, Almirahs, Scientific Instruments documents etc. of the offices of the Sub-Divisional Officer, Mahananda Barrage Sub-Division No-I from old office building to the new office building , Fulbari, P.S.- NJP, Jalpaiguri.”**

Time Schedule

Sl. No.	Particulars	Dates & Time
1.	Time allowed for completion of work	7 days
2.	Last date and time of submission of Application	07/03/2018 upto 4.00 P.M.
3.	Date of issue of quotation Paper	09/03.2018 upto 4.00 P.M.
4.	Date & time of dropping quotation	14/03/2018 upto 4.00 P.M.
5.	Date & time of opening quotation	14/03/2018 upto 4.30 P.M.

No quotation will be entertained by post. In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated the next working day.

The rate should be quoted in both figures & words of each item in column 5 & 6 of the Quotation Format. The quotation must be unconditional and quotationers must put his/her signature in the quotation and may visit the site at their own cost before quoting rates. The quotationers will have to produce the following photocopy of the valid self attested documents with the quotation and the original will have to be produced if required for verification, otherwise quotation will not be entertained.

Documents :- (i) Pan Card, (ii) Income Tax returned for last financial year, (iii) Certificates of GST, (iv) Professional Tax upto date clearance and (v) Credentials of past experience of similar nature of works under any Govt. Organization within last 5 (Five) years.

The Earnest Money amounting to **Rs.2000/-** (Two thousand) only in the form of Demand Draft or Bankers Cheque from any Nationalized Bank in favour of The

Executive Engineer, Mahananda Barrage Division payable at Siliguri is to be deposited at the time of submitting quotation otherwise the quotation will be declared informal.

The accepting authority has right to reject any or all the quotation received without assigning any reason thereof.

The successful quotationer will have to execute the formal agreement with The Executive Engineer, Mahananda Barrage Division in proper form within 7 (days) from the date of issue of acceptance letter with depositing the balance Earnest Money to make @ 2% of the lowest quotation in the shape of Demand Draft or Banker's Cheque from any Nationalize Bank in favour of The Executive Engineer, Mahananda Barrage Division payable at Siliguri. The Earnest Money of the unsuccessful quotationers will be refunded in due course and successful quotationer will be refunded after fulfilling of contract.

The Earnest Money will be forfeited to the Government if the lowest quotationer fails to execute the formal agreement within 7 (Seven) days from the date of issue of acceptance letter. No claim in this regard will be entertained.

The quotationers should liable for any lost of Govt. materials, files and office records etc. Lost and defects of the materials, if any, is to be rectified or replaced within 15 (fifteen)days.

The quotation which do not fulfill any aforesaid conditions or incomplete in any respect would be rejected forthwith.

Payment will be made subject to availability of fund no communications will be entertained for delayed payment by the undersigned

Sl No	Description of Item	Unit	Quantity
1	Steel Almirah (6.5' x 3' x 1.5')	Each	4
2	Steel Almirah (6.5' x 3'3" x 1.5')	Each	1
3	Steel Almirah (2.5' x 1.5' x 4')	Each	10
4	wooden table (2' x 3')	Each	1
5	Steel frame Ply table (2' x 4')	Each	1
6	Steel Basin	Each	2
7	Cash Box (1'2"x10")	Each	1
8	Wooden Table (2.5'x1.5')	Each	1
9	Wooden table (2.5' x 4')	Each	4
10	Half Secretariat wooden table (3' x 5')	Each	1
11	Half Secretariat wooden table with glass (5' x 3')	Each	2
12	Full Secretariat wooden table with glass (5' x 3')	Each	3
13	Full Secretariat wooden table with glass (6' x 4')	Each	1
14	Wooden foot rest (2'x1'x6")	Each	8
15	Bench(7'X1'X1.5')	Each	1
16	Bucket With mug	Each	1
17	Taken out Chest Locker (2'4"x 1'10"x 4')(Door:2'x1'8") and refixing (with concrete , Net cement,colour paint etc.) the same	Each	1

18	wooden chair with arm	Each	7
19	Steel S-Type chair with cushion	Each	9
20	Wooden chair cushion seated	Each	3
21	Wooden (cane seated)	Each	1
22	Tender Box (1'4" x 1'9" x 2.5')	Each	1
23	Steel Chair Wheel Base	Each	1
24	Incumbency	Each	2
25	Sofa(2.5'X5'X2')	Each	1
26	G I sheet trunk (1.5'x 2.5' x 1')	Each	1
27	Book Self (1.3ft x 3ft x 3.1ft)	Each	4
28	Meter Panel Box(Switch Fuse Unit)	Each	3
29	Clock	Each	3
30	Survey Instrument(staff, tripod stand)	Each	12
31	Motor with wooden box	Each	8
32	Battery (Small)	Each	4
33	Battery (Big)	Each	2
34	Power supply box large	Each	3
35	Power supply box small	Each	3
36	Solar Panel (3' x 3')	Each	3
37	Power supply Machine	Each	1
38	Computer Set (Moniter,C.P.U.,U.P.S,Key Board,Mouse,Printer etc.)	Each	3
39	Broken table frame	Each	5
40	Poly or gunny bag containing office file , documents office stationary materials,books etc.(including stitching packing , loading into a truck & unloading at destination & resetting the same etc.) including supply of gunny bag.	Each	250
41	Steel frame broken	Each	5
42	Cast iron pipe of dia 3.5" & 1.5" and length 21'3"	Each	21

Sd/-
Sub-Divisional Officer
Mahananda Barrage Sub- Division No.-I
Fulbari. Jalpaiguri

Copy forwarded for information and wide circulation to :-

- 1) The Chief Engineer/ Teesta Barrage Project, Sech Bhawan, 2-Mile, Sevoke Road, Siliguri.
- 2-4) The Superintending Engineer, Mahananda Barrage Circle/ Teesta Barrage Circle/ Teesta Canal Circle/Resources Circle.
- 5) The Executive Engineer, Mahananda Barrage Division, Tinbatti, Siliguri.
- 6-13) The Executive Engineer, Mahananda Canal Division/ Teesta barrage Division/ Teesta Barrage Left Bank Division/ Mahananda Link Canal Division/ Teesta Canal Division No.- I/ Teesta Canal Division No.- II/ Teesta Canal Division No.- III/ Teesta Resources Division No.-II.
- 14) Sub Divisional Officer, Mahananda Barrage Sub-Division No.-II, Mahananda Canal Sub-Division No.-I/II, Mahananda HQ Sub-Division
- 15) The Estimating Section / Accounts Section, Mahananda Barrage Division .
- 16) S.D.O/ Information & cultural affairs, Ghosh Villa, Subhash Pally, Siliguri.
- 17) Office Notice Board.

**Sd/-
Sub-Divisional Officer
Mahananda Barrage Sub- Division No.-I
Fulbari, Jalpaiguri**