

GOVERNMENT OF WEST BENGAL

IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER-I, JOYNAGAR IRRIGATION DIVISION

2ND FLOOR, ZILLA PARISHAD MARKET COMPLEX BUILDING,
S.D.O. OFFICE CAMPUS, BARUIPUR, SOUTH 24 PARGANAS, KOLKATA - 144
Phone :- (033) 2433-2887 E-MAIL :- iwdeejid@gmail.com

Memo No. 190

Date :- 05.03.18

NOTICE INVITING QUOTATION NO. 19/EE/JID OF 2017-18

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer-I, Joynagar Irrigation Division, Baruipur, Kolkata-144 from the bonafied, reliable and resourceful agency/contractor having sufficient experience in execution of similar type of works as per specification through their own letter pad, for acceptance by the Superintending Engineer, Eastern Circle, I&W Dte., Kol-91 against the following work as below –

- 1) “Annual Maintenance & Repairing of all Computers, Printers etc. including all peripherals installed at the Offices of the Suptd. Engr./Eastern Circle, Jalasampad Bhavan, Kol-91; the Exe. Engrs./Joynagar (I) Divn., Baruipur, Kol-144 and its allied Sub-Division Offices for a period of 1 (one) year.”

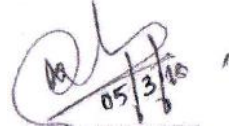
The time schedule of the said quotation is as follows :

- i) Last date of receiving application :- 14.03.2018 upto 2:00 p.m.
- ii) Last date of issue of quotation :- 15.03.2018 upto 2:00 p.m.
- iii) Last date of receiving quotation :- 16.03.2018 upto 2:00 p.m.
- iv) Last Date & time of opening quotations :- 16.03.2018 after 2:30 p.m. (In the chamber of EE/ JID)

Terms and Condition for the quotation is as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, PTPC, Trade License, latest ITR, GSTIN application document etc. together with credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over ‘OWN - LETTER - HEAD’ of the agencies. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.

6) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in-charge (i.e. Executive Engineer-I, Joynagar Irrigation Division) at the time of executing Formal Agreement in W.B.F. No. 2911 **within 7 (Seven) days** from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.



**Executive Engineer-I
Joynagar Irrigation Division
Irrigation & Waterways Directorate**

Memo No.

Date :-

Copy forwarded for information and having it displayed on the office Notice Board for wide circulation to the:-

- 1) The Superintending Engineer, Eastern Circle, I&W Dte, Government of West Bengal, 8th Floor, Jalsampad Bhawan, Salt Lake, Kolkata – 700091.
- 2) The Executive Engineer-II, Joynagar Irrigation Division, Baruipur, Kol-144.
- 3) The Executive Engineer, Cannals / Kakdwip / Bashirhat Irrigation Division.
- 4) The Sub – Divisional Officer, Kuemari / Kultala / Canning / Raidighi / Basanti / Gosaba (I) Sub-Divn.
- 5) Accounts Section / Estimating Branch, Joynagar Irrigation Division, Baruipur, Kol-144.
- 6) Notice Board of Joynagar Irrigation Division.

Sd /-

**Executive Engineer-I
Joynagar Irrigation Division
Irrigation & Waterways Directorate**

ADDITIONAL TERMS & CONDITIONS

- 1) The successful quotationer must provide at least 2 (two) *TECHNICAL PERSONS* or more, as the need be, to the Circle as well as Division office for giving service throughout the year including holidays. The technical persons must report to the Office of the Executive Engineer, Joynagar Irrigation Division "as and when required" basis during office hours they must be conversant with the technical intricacies of the operating system, hardware, software and all kind of peripherals.
- 2) The technical persons, who will be giving service, must have mobile phones (maintenance cost of which must be borne by the quotationer) for communication. They must be well aware of all kinds of trouble-shooting of the computers & their peripherals and well conversant with configuring Local Area Networking etc.
- 3) The successful quotationer may have the right to change the service personnel, but with pre-intimation and approval of the undersigned.
- 4) The supply articles as mentioned in the Schedule of Work would have to be supplied as asked by the authority according to demand.
- 5) In case of replacement of any peripherals, standby arrangement for functioning of computer will have to be made.
- 6) The warranty period for supplied articles except ink cartridge shall be for a period of at least 1 (one) year.
- 7) During the period of agreement, execution of any item may be kept suspended if the authority so decides.
- 8) The no. of Computers, Printers & other peripherals are mentioned in the Schedule which may be increased during the agreement period. The extra work would have to be done by the successful quotationer which would be treated as excess.
- 9) In the event of unsatisfactorily service, the contract will be terminated abiding by the clauses of Form-2911
- 10) Payment shall be made quarterly / upon satisfactory execution of the work, on the availability of fund.

Sd /-
Executive Engineer
Joynagar Irrigation Division
Irrigation & Waterways Directorate

NOTICE INVITING QUOTATION NO. 19/EE/JID OF 2017-18

Schedule of Items for the work of : “Annual Maintenance & Repairing of all Computers, Printers etc. including all peripherals installed at the Offices of the Suptd. Engr./Eastern Circle, Jalasampad Bhavan, Kol-91; the Exe. Engrs./Joynagar (I) Divn., Baruipur, Kol-144 and its allied Sub-Division Offices for a period of 1 (one) year.”

Sl. No.	Description of Item	Qty.	Unit	Rate per unit (₹)	Amount (₹)
	<u>A. Maintenance</u>				
1	Maintenance of Desktop Computer (any make) including UPS, Monitor, Keyboard, Mouse etc. (without spares)	29	Each set		
2	Maintenance of Printers (any make) Single/Multi function Laserjet/Deskjet (without spares)	29	Each		
3	Maintenance of Photocopier (any make) machine (without spares)	04	Each		
4	Maintenance of Network & Internet connectivity (Wired & Wireless) of entire office of the SE/EC, Jalasampad Bhavan & EE/JID, Baruipur	02	Each Job		
	<u>B. Supply</u>				
5	Supply of LED Monitor, 19" size in exchange of existing monitor including cost of installation & fixing.	01	Each		
6	Supply of Key Board (same make of Monitor) in exchange of existing Key Board.	04	Each		
7	Supply of optical Mouse (same make of Monitor) in exchange of existing Mouse.	06	Each		
8	Supply of 1 TB Hard Disk in exchange of existing Hard Disk.	01	Each		
9	Supply of DDR-3, 4 GB RAM in exchange of existing RAM including cost of installation.	02	Each		
10	Supply of line interactive UPS of APC / Microtech in exchange of existing UPS.	01	Each		
11	Supply of Battery of UPS of AMCO / Exide in exchange of old Battery.	05	Each		
12	Supply of SMPS of any make (min. 400W) in exchange of old SMPS.	02	Each		
13	Supply, installation and activation of Antivirus software of any latest Brand including necessary license papers valid for at least one year for each computer.	05	Each		
14	Supply and renewal of Antivirus software of any latest Brand valid for at least three years for each computer.	15	Each		

<i>Sl. No.</i>	<i>Description of Item</i>	<i>Qty.</i>	<i>Unit</i>	<i>Rate per unit (₹)</i>	<i>Amount (₹)</i>
15	Supply of new Ink cartridge / Ribbon / Toner cartridge of Printer / Photocopier HP 88A/12A NPG 28/59	20 08	Each Each		
16	Refilling of Ink cartridge / Ribbon / Toner cartridge of Printer / Photocopier including cost of installation & testing HP 88A/12A.	10	Each		
Total quoted rate in figures =					
(Total Amount in Rupees only)					

Note:

- *I/We agree to supply the above mentioned items in accordance with technical specifications including all taxes, transportation cost etc. within 7 (seven) days from the issue of Supply Order.*
- *I/We also confirm that the normal commercial warrantee/guarantee shall be applied to all supplied items.*
- *I/We also agree and abide with the specifications, terms & conditions stipulated in the quotation document.*

Bidder's Address with contact No.:-

*Signature of the Quotationer
with official seal if any*