



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB – DIVISIONAL OFFICER**  
**KANGSABATI CANAL SUB-DIVISION NO- V**  
**KHATRA::BANKURA**

MEMO NO:- 183

DATED:- 08/03/2018

**NOTICE INVITING QUOTATION NO: - 04 OF 2017– 2018**

Separate Off-line sealed quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, K.C.Sub-Division no-V, Khatra,Bankura 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, Kangsabati Circle-I,

**For the work: Supply of xerox machine & Installation for the official work purpose in the office of Executive Engineer /Kangsabati Canals Division No-II, Khatra.**

Sl No.	Description of items to be supplied	Approximate quantity to be supplied / Executed	Unit	Rate to be quoted
	ASPER	ENCLOSED	LIST	

2. The rate should be inclusive of all charges for supply & carriage to site complete i.e. loading, unloading, handling and stacking to working site & fitting fixing with all taxes if any.
3. The rate should be quoted per unit of each item to be supplied, both in word and figure separately.
4. Last date of application 22.03.2018 upto 3.00PM and the quotation should drop at the office of the under signed up to 2.00 P.M on 23.03.2018. and the same will be opened on the same day at 2.30 P.M in presence of the suppliers; dealers or their legal authenticated representatives who intend to be present on the said date & time .
5. The under signed & the Executive Engineer, K.C.Divn. No-II, Khatra does not bind himself to accept the lowest quotation & reserve the right to accept or cancel any or all quotation without assigning any reason thereof.
6. The successful quotationer shall have to submit attested photocopy of professional tax clearance certificate, Vat registration Certificate, Pan Card & GST.
7. The Quotation which did not fulfill any of the aforesaid conditions or incomplete in any respect would be rejected forthwith.
8. Payment will be made as per availability of fund against total supply of materials & execution of other works as instructed by the higher officers of I&W.Dte.
9. The tender form will be submitted duly filled along with Security Deposit @ 10 % of order value, in the shape of bank draft only, from any scheduled bank in favour of the Executive Engineer, K.C.Division no-II, Khatra.

Sub- Divisional Officer  
K.C.Sub-Division no-V  
Khatra.,Bankura

MEMO NO :- 183/1(8)

DATED:- 08/03/2018

Copy forwarded for favour of kind information & wide circulation to the :-

1. Superintending Engineer, Kangsabati Circle – I, Bankura.
2. Executive Engineer, Kangsabati canals Division no-II, Khatra.
- 3)– 5) Sub-Divisional Officer, K.C. Sub Division No.- III / II Mukutmonipur / VIII – Raipur.
- 6) SAVAPATI, Khatra Panchayet Samity, Khatra.
- 7) Block Development officer, Khatra, Bankura.
- 8) “NOTICE BOARD” of K.C.Sub-division.No-V, Khatra.

Sub- Divisional Officer  
K.C.Sub-Division no-V  
Khatra.,Bankura



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**LIST OF MATERIALS To be Supplied for the :-**  
**(i) K.C. DIVISION NO. – II , KHATRA, BANKURA”.**

Sl. No.	Description of Items	Quantity	Unit	Rate to be submitted for EACH ITEM with delivery Charge .
1	<b>Specification of Xerox Machine:</b> <ul style="list-style-type: none"><li>• 1.Size:A3/A3</li><li>• 2 .Copy Speed:20 CPM.</li><li>• 3.Print Speed:20 PPM</li><li>• 4.Memory:256 Mb</li><li>• 5.Input Paper Tray Capacity:1x256 sheets +100 sheets in by pass tray</li><li>• Computer Interface:USB 2.0</li><li>• Scan:Color</li></ul>	<b>2(TWO) NO.</b>	<b>each</b>	

**N.B.**

1. The rate quoted should be inclusive of all charges for supply & carriage to the K.C. Division No.-II, Khatar complete i.e. loading, unloading, handling and stacking to the site with fitting fixing & all taxes if any.
2. No materials can not be used till approved by the E.I.C.
3. Necessary challans duplicate & Bills in triplicate will have to be submitted.
4. Challan to be submitted address to the undersigned & Bill to be submitted address to the One for Executive Engineer, Kangsabati canals Division no-II, Khatra ; Bankura & One for Sub- Divisional Officer /Kangsabati Canals Sub-Division No-VIII,Raipur.

Sub- Divisional Officer  
K.C.Sub-Division no-V  
Khatra.,Bankura