



**Govt. of West Bengal**  
**Office of the Sub-Divisional Officer**  
**Howrah Drainage Sub-Division, Irrigation & Waterways Dte.,**  
Nazirgunj, Howrah 711109, Phone : 033-26886201, e-mail: [sdo.hdsd11@gmail.com](mailto:sdo.hdsd11@gmail.com)

**Memo No:**

**Date:**

**NOTICE INVITING QUOTATION NO- 01/HDSO/IWD/2018-19**

Sealed quotations in company's letter head are hereby invited from the bonafied agencies having experience in similar nature of job as per NIQ for offering rates on prescribed proforma attached with the NIQ only by the Sub-Divisional Officer, Howrah Drainage Sub-Division, Nazirgunj, Howrah 711109 on behalf of the Governor of West Bengal for the work, "Supply and installation of 3(three) nos. Canon Make Multifunction Photocopier (Xerox) Machine in the office of the Executive Engineers, Lower Damodar Construction Division, Fuleswar, Uluberia, Howrah in connection with the work, "Construction of R.C.C. bridge at Joypur over Howrah drainage Channel at Joypur in Block-Bally-Jagacha, P.S.-Nischinda, District-Howrah" as per prescribed proforma attached herewith as per following terms and conditions. The rate should be quoted both in figures and words.

The quotation will be received in the office of the Sub-Divisional Officer, Howrah Drainage Sub-Division, Nazirgunj, Howrah 711109, up to 2.00 on 21.06.2018 p.m. And will be opened at 4.00 p.m. on the same date.

The quotationers should meet the following terms and conditions for the work and will be available in the office of the undersigned on any working day within the office hours. The interested agencies are requested to go through the terms and conditions before quoting their rates.

The work should be completed within 7 (seven) days from the date of issue of work order.

**TERMS AND CONDITIONS: -**

1. Valid copies of Income Tax/PAN/VAT/P. Tax/GST issued by the appropriate authority are to be enclosed along with quotation, failing which the quotation will liable to be rejected.
2. The Department will not be bound to provide the work to the lowest or any other quotationer and any claim in this respect later will not be entertained.
3. No conditional/incomplete rate will be accepted under any circumstances.
4. The quotationer should quote their rates including all taxes, fitting charges, delivery charges etc. thereof.
5. The quotationer have to bind himself for 1(one) year free service after supplying and installation the machines as and when necessary.


Sd/-  
Sub-Divisional Officer  
Howrah Drainage Sub-Division  
Nazirgunj, Howrah

**Memo No: 177/1(5)**

**Date: 14.06.2018**

Copy forwarded for information and necessary action to the: -

1. Superintending Engineer, Western Circle-1, I&W. Directorate, Jalsampad Bhawan, Salt Lake City, Kolkata-91.
2. Executive Engineer-I/ Executive Engineer-II, Lower Damodar Construction Division, Fuleswar, Uluberia, Howrah.
3. S.D.O./L.D.C. Sub-Division No. I/II/III & IV.
4. The AE / SDO, Sijberia Irrigation Sub Division /HD Sub Division, I & W Dte.
5. Notice Board of this Office.

  
Sub-Divisional Officer  
Howrah Drainage Sub-Division  
Nazirgunj, Howrah


**PROFORMA OF NIO NO : 01/HSDS/IWD/2018-19**

Name of work : **“Supply and installation of 3(three) nos. Canon Make Multifunction Photocopier (Xerox) Machine in the office of the Executive Engineers, Lower Damodar Construction Division, Fuleswar, Uluberia, Howrah in connection with the work, “Construction of R.C.C. bridge at Joypur over Howrah drainage Channel at Joypur in Block-Bally-Jagacha, P.S.-Nischinda, District-Howrah”**”

Sl No	MODEL	SPECIFICATIONS OF MODEL	Quantity	Unit	Rate (in Rs.)		Amount (in Rs.)
					In figures	In words	
1	‘Canon’ A3 size Digital Colour Copier Model No-iR C3020 DADF	Speed :20ppm,Memory : 2GB RAM, Zoom- 25% to 400%, Multiple Copier : 1-999 with Network ,Dual Tray, DADF and Duplex facility	1 (one)	Each			
2	‘Canon’ A3 size Digital Black & White Copier Model No-iR-2520W	Speed :20ppm,Memory : 256 MB RAM, Zoom- 25% to 400%, Multiple Copier : 1-999 ,Dual Tray, and Duplex facility	2 (two)	Each			
3	Delivery Charges	N.A.	3 (three)	Each			

Date:

Signature of the Quotationer

  
Sub-Divisional Officer  
Howrah Drainage Sub-Division  
Nazirgunj, Howrah