



Time 1.30 PM

Government of West Bengal
Irrigation & Waterways Directorate,
Office of the Sub-Divisional Officer,
Damodar Survey & Investigation Sub-Division No.I
Jalasampad Bhavan, 5th. floor, Salt Lake City, Kolkata-700 091.

NIQ NO SDO-I/03 OF 2018-19

Dated : 16.07.2018

Sealed quotation for rates are hereby invited by the Sub-Divisional Office, Damodar Survey & Investigation Sub-Division No-I, Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake City, Kolkata-700 091 from the bonafied reliable and resourceful agencies for supply of Canon make photo copier with Double Tray & DADF / Duplex unit (Model No.2004n) for use at office of the Superintending Engineer, Investigation & Planning Circle No-II as per specification mentioned in attached schedule of items. Intending quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below:-

Eligibility criteria:-

1. The quotationer having experience of dealing with similar type of work in any Govt./Govt. undertaking/public sector, Zilla parishad etc. (Agency has to furnish self attested copy of such supply order/completion certificated etc) will be preferable.
2. The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License, PAN, valid PT, VAT/GST, IT etc. as applicable.

Time schedule of quotation:-

- | | | | |
|---|---|------------|-----------------|
| 1 | Last date & time of receiving application: | 30.07.2018 | up to 2.00 p.m. |
| 2 | Last date & time of collecting quotation paper: | 31.07.2018 | up to 2.00 p.m. |
| 3 | Last date & time of receiving quotation paper: | 03.08.2018 | up to 2.00 p.m. |
| 4 | Last date & time of opening quotation: | 03.08.2018 | after 2.30 p.m. |

Terms and condition:-

1. The schedule of items and other documents are to be collected by the eligible quotationer free of cost from the office of the Sub-Divisional Office, Damodar Survey & Investigation Sub-Division No-I, Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake City, Kolkata-700 091.
2. The eligible quotationers should quote their rates both in figures and in words. Any correction in the rates must be duly signed by the quotationers and each page of the schedule are to be signed by the quotationer along with his seal.
3. No quotation paper will be supplied by post/e-mail/fax.
4. No quotation paper will be issued after expiry of date and time mentioned above.
5. Duly filled up sealed quotation as supplied from this office is to be submitted in the Quotation /Tender box on & before 2.00 p.m., 3rd August, 2018.
6. Accepting authority i.e. The Superintending Engineer, Investigation & Planning Circle-II, I & W. Directorate, reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
7. Informal/conditional quotation is liable to summarily rejected.
8. Any letter or other instrument submitted separately in modification of sealed quotation will not be entertained.
9. The successful quotationer will have to execute a formal agreement within 7 (Seven) days in WBFR NO. 2908 with this office.

Sub-Divisional Officer
Damodar Survey & Inv. Sub-Division-I
Irrigation & Waterways Directorate
Government of West Bengal

Memo No. 61/1(6)

Dated : 16.07.2018

Copy forwarded for his kind information and necessary action to:-

1. The Superintending Engineer, Investigation & Planning Circle No-II, Jalasampad Bhawan, Irrigation & Waterways Department.
- ✓ 2. The Executive Engineer, DVC Study Cell & Nodal officer e-Governance, I & W Dte. Requested to upload the NIQ in the Departmental website at the earliest.
3. The Executive Engineer, Damodar Survey & Investigation Division, Jalasampad Bhawan, Irrigation & Waterways Department.
4. The Divisional Accounts officer, DSID
5. The Estimating branch, DSID
6. Notice Board of Division Office.

A handwritten signature in black ink is written over a circular stamp. The stamp contains the text 'SP' and '16/7/18'. The signature is written in a cursive style.

Sub-Divisional Officer
Damodar Survey & Investigation Sub-Division-I
Irrigation & Waterways Directorate



Government of West Bengal
Irrigation & Waterways Directorate,
Office of the Sub-Divisional Officer
Damodar Survey & Investigation Sub-Division No. I
Jalasampad Bhavan, 5th floor, Salt Lake City, Kolkata-700 091.


SCHEDULE OF WORKS
NIQ NO.SDO-I/03 OF 2018-19

Sealed quotation is hereby invited by the Sub-Divisional Office, Damodar Survey & Investigation Sub-Division No-I, Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake City, Kolkata-700 091 from the bonafied reliable and resourceful agencies for supply of Canon make photo copier with Double Tray & DADF / Duplex unit (Model No.2004n) for use at office of the Superintending Engineer, Investigation & Planning Circle No-II, Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake City".

| Sl. No. | Description item | Quantity | Unit | Quoted rate in Rs. Including all taxes as applicable (in figure & in words) | Amount in Rs. (in figure & in words) |
|---------|---|----------|------|---|--------------------------------------|
| 1. | Supply of Canon make photo copier with Double Tray & DADF / Duplex unit (Model No.2004n) | 1 | each | | |

Note:-Rate should be quoted including all type of taxes as applicable, including service tax, GST etc.

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Signature of Quotationer
(With Stamp)


Sub Divisional Officer
Damodar Survey & Inv. Sub-Division Division-I
Irrigation & Waterways Directorate
Government of West Bengal