



GOVERNMENT OF WEST BENGAL
Irrigation & Waterways Directorate,
Office of the Sub-Divisional Officer,
Sub-Division No. - I
RIVER RESEARCH INSTITUTE, WEST BENGAL.
Haringhata Central Laboratory,
P.O.–Mohanpur, Dist.–Nadia.

NOTICE INVITING QUOTATION

N.I.O. No- 07/SDO-I/RRI/HCL of 2018-19 dt.27.08.2018

Memo No. 184

Date: 27.08.18

Sealed quotations for the work “**Purchasing of stationery materials for office use of River Research Institute, Mohanpur Nadia .**” as per Annexed proforma are invited by the SDO-I, RRI, HCL, as instructed by higher authority from reliable resourceful Bonafide agencies. Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	04.09.2018	Up to 16.00Hrs.
2.	Date of issue of quotation papers	06.09.2018	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	07.09.2018	Up to 15.00 Hrs.
4.	Date and time for opening quotation	07.09.2018	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be inclusive all taxes & also delivery charges including fitting & fixing proper position wherever applicable.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The lowest quotationer shall have to execute a formal agreement within 7 working days from the date receipt of work order.
9. The quotationers are requested to submit all the requisite documents such as P-Tax Clearance, **Valid 15 digit Goods & Service Tax payer Identification Number (GSTIN)**, Trade Licence, Valid IT, PAN etc. at time of submission of the application.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Enclose. – Proforma for quoting rates - One copy.

*Sub-Divisional Officer-I
River Research Institute,
HCL, Mohanpur, Nadia
Govt. of West Bengal*

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.

***Sub-Divisional Officer-I
River Research Institute,
HCL, Mohanpur, Nadia
Govt. of West Bengal***