



Memo. 769

Dated. 27/08/18

**NOTICE INVITING QUOTATION NO. 10 OF DAMODAR HEAD WORKS**  
**SUB-DIVISION OF 2018-19**

Sealed Quotation in letter head pad/plain paper are invited by the Sub-Divisional Officer, Damodar Headworks Sub- Division, Durgapur-02, Paschim Bardhaman for the following work from the bonafide eligible quotationers.

**Name of work: Supply & installation of one number Laser Jet with Multi Functional Computer printer of Cannon at the Office of the Executive Engineer, Damodar Head Works Division, and D.V.C. New Colony, Durgapur - 02.**

The prescribed Proforma or the quotation document will be available at the office of the Damodar Headworks Sub-Division, Durgapur-02, Paschim Bardhaman as well as Govt. Website portal [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

- |   |               |               |
|---|---------------|---------------|
| 1) Last Date of receiving application   | : 06.09.2018. | upto 04:00PM  |
| 2) Last Date of issuing quotation paper | : 07.09.2018. | upto 04:00PM  |
| 3) Last Date of receiving quotation     | : 10.09.2018  | upto 03:00PM  |
| 2) Date of opening quotation            | : 10.09.2018  | after 03:00PM |

**Documents to be produce at the time of submission of the Quotation papers:-**

Credentials (i.e. Work-order, completion certificate, payment certificate etc.) in original along with a set of photocopies of all such documents I.Tax, P.Tax, & GST Registration certificate.

**Terms & Conditions**

- 1) Price to be quoted clearly both in figure and words which is inclusive cost of articles, all taxes,& delivery.
- 2) After completion of the work bill should be submitted to the Executive Engineer, Damodar Headworks Division for making payment.
- 3) Successful quotationer will have to be execute an agreement in W.B Form no. 2911/2911(i)/2911(ii) (as applicable) alongwith necessary documents and earnest money amounting to 2% of total quoted amount of work in the shape of Bank Draft in favour of Executive Engineer, Damodar Headworks Division required to be deposited.
- 4) All other information in this regard will be had from the office of the undersigned in any working day.
- 5) Superintending Engineer, Damodar Irrigation Circle reserves the right to accept or reject any or all the quotations without assigning any reason.
- 6) Payment will be made after completion of supply and as per availability of fund.

Sub-Divisional Officer  
Damodar Head works Sub- Division,  
Durgapur-02

Memo. No. 769/1(6)

Dated. 27/08/18

Copy forwarded for information and wide circulation to the -

1. Executive Engineer, Damodar Head Works Division
2. Office Notice Board, D.H. W Division/ D.I.Circle.
3. Estimating Branch, D.H.W Division.
4. Accounts Section of D.H.W Division
5. S.D.O/ G.I Sub Division, Guskara, Purba Bardhaman.
6. S.D.O/ D.C. Sub-Division, Rondiha.

Sub-Divisional Officer  
Damodar HeadworksSub- Division,  
Durgapur-02



Issued to.....

**NOTICE INVITING QUOTATION NO. 01 OF DHW DIVISION OF 2017-18**

Name of the work: Supply & installation of one number Laser Jet with Multi Functional Computer printer of Cannon at the Office of the Executive Engineer, Damodar Head Works Division, and D.V.C. New Colony, Durgapur - 02.

Sl. No.	Description of the Item	Qty	Unit	Rate In `Rs	Amount In `Rs
1.	Supply & installation of one number Laser Jet with Multi Functional Computer printer of cannon vide model no. Cannon Image Class MF237W at the office of the Executive Engineer, Damodar Head Works Division, D.V.C. New Colony, Durgapur - 02	1 no	1 no		

Sub-Divisional Officer  
Damodar Headworks Sub-Division,  
Durgapur-02

I / We do hereby agree to do the work @ ...../- (Rupees.....) Only.

Contractor's Signature.