



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
BANARHAT IRRIGATION SUB-DIVISION
BANARHAT, JALPAIGURI

NOTICE INVITING QUOTATION NO: - WBIW/SDO/BNH/NIQ NO-02/ 2018-19

As per instruction of Executive Engineer, Jalpaiguri Irrigation Division sealed quotations in plain papers are hereby invited by the Sub-Divisional Officer/Banarhat Irrigation Sub-Division from registered and bona fide suppliers for the work – **“Supply and installation Desktop Computer and accessories at Banarhat Irrigation Sub-Division, Banarhat, Jalpaiguri.**

Details of Items

Sl.No	Description of Item	Quantity
1	ECS Mother Board	1
2	Intel Core I-3 processor	1
3	Corsair 4 GB Desktop Ram	1
4	Toshiba 1 TB Hard disk	1
5	LG DVD Writer	1
6	Iball president Cabinet	1
7	Samsung 19” LED Monitor	1
8	HP Combo Key Board and Mouse	1
9	Frontech Electra725 UPS	1
10	Digisol WIFI Device	1
11	Quickheal Antivirus	1
12	Windows Operating System	1
13	HP AIO Inktank Printer with WIFI	1

The specifications of the supply are given against the items. The other terms and conditions are given below: Quotation duly accompanied with the i) GST clearance certificate, ii) Professional Tax clearance Certificate, iii) GST Registration Certificate, iv) Pan Card v) Trade License will be received by the undersigned in the above mentioned office up to **15:00 Hrs on 14-02-2019 and will be opened on the same day after 15:30 Hrs.** The intending quotationers or his authorized representatives may remain present at the time of opening of the quotation.

TERMS AND CONDITIONS

1. **Format of quotation:** The quotationers should quote their rates both in words and figures inclusive of all the taxes as per following format. No Tax /GST will be borne by the department separately.

Sl. No.	Item Description	Quantity	Unit Rate with tax	Total Amount
1	2	3	4	5

Correction in the rates or in any documents should be supported by the initial duly fixing the rubber stamp on the participating quotationers in the case of quotation submitted by the farm.

Also mention Delivery time and warranty. (**Minimum Three years warranty**)

2. Contractor will be fully responsible to labour payments, accident, mishappening, damages & other labour welfare & safety measures.
3. **Validity of Rates:** The rates offered should be valid for at least 90 (Ninety) days.
4. **Payment Terms:** No advance payment would be made. Only those suppliers are requested to send their quotations which are willing to abide by the payment terms indicated earlier. Payment will be made as per availability of fund.
5. **Delivery:** Only those suppliers which have ready stock and in a position to deliver and installation within **7 (seven) days** of the issue of the supply order, are requested to submit their quotation. The materials as per specification are to be delivered in the office premises of the undersigned during office hours to the authorized representatives of the Sub-Divisional Officer/Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri for which no extra payment will be made.
6. **GST:** GST to be levied on this transaction as per rules may be clearly indicated.
7. **Payment Made:** Payment will be made through treasury on receipt of the bill in **duplicate** after completion of full supply in correct and good condition. The payment of R/A as well as Final Bill for the work will be made according to the availability of fund and claim due to delay in payment will not be entertained.
8. The items should be of standard quality and approved make as mentioned herein and should conform to the relevant specification.
9. The items which are not supplied as per requirement / specification will be rejected and no payment will be made for the reason.
10. The nos. / Quantities of items indicated are liable to be changed and no claim thereof will be accepted.
11. The acceptance of quotation will be rest upon the Executive Engineer/ Jalpaiguri Irrigation Division, Jalpaiguri who does not bind himself to accept the lowest quotation and reserve the right to exercise his powers which will be favorable to the Govt. without assigning any reason.
12. The undersigned reserves the right to accept / reject any or all quotation(s) without assigning any reason.
13. The supply items should be supported with a delivery chalan referring which the follow up action will be taken.
14. **Agreement:** The lowest bidder will have to execute an agreement with the Executive Engineer / Jalpaiguri Irrigation Division, Jalpaiguri in the West Bengal form no. 2911 (i), (ii), (iii) for which he has to deposit an amount 2.00% of his offer rate in the form of D.C.R. in favour of the Executive Engineer / Jalpaiguri Irrigation Division, Jalpaiguri at the time of execution of the agreement. Work order will be issued after the execution of the contract. The same amount will be released after the offer-warranty/offer-guarantee period.
15. **Penalty:** i) The supplier is to deliver the materials on or before the date mentioned in his quotation or the date mentioned in the supply – order whichever is earlier, failing which, he will be liable to pay penalty and his whole amount which will be deposited at the time of execution of formal agreement within the prescribed form will be forfeited totally. However, the penalty shall be waived off only in the cases of the delay caused due to such incidents like Natural Calamities, Disruption of Communication, etc. which are beyond the control of the bidder.

The above relaxation shall be subject to the conditions that the bidder will immediately intimate to the Sub-Divisional officer / Banarhat Irrigation Sub-Division, Banarhat about the reasons of delay and reasons put forwarded by the bidder found satisfactory.

ii) Failure of rendering service during the warranty/guarantee period he is liable to pay penalty –

a) The whole deposited amount will be forfeited for rendering non-service.

b) During the warranty/guarantee period, failure of rendering service the Sub-Divisional officer / Banarhat Irrigation Sub-Division, Banarhat reserves every right to repair / maintenance the material(s). The cost of which will be deducted from the deposited amount.

16. If the date of opening of quotation falls holiday, the quotation will be opened on the next working day. The other terms and conditions will remain unchanged.

17. The undersigned will not be responsible for any loss or theft during the carrying period of materials, (i.e., from receiving centre of the required materials to the office of the undersigned during office hours).

Sd/- Subrata Sur
Sub-Divisional Officer
Banarhat Irrigation Sub-Division
Banarhat, Jalpaiguri

Memo no: - 22.

Dated – 25-01-2019

Copy Forwarded for favour of information and wide circulation by display through his Office Notice Board to the:-

1. Superintending Engineer, North East Irrigation Circle-II Club Road, Jalpaiguri
2. Executive Engineer, Jalpaiguri Irrigation Division, Jalpaiguri.
3. Sub –Divisional Officer, Jalpaiguri / Jalpaiguri Investigation / Maynaguri / Malbazar Sub-Division.
4. Divisional Accountant of this office.
5. Divisional Estimating Branch of this office.
6. Office Notice Board.

Sd/- Subrata Sur
Sub-Divisional Officer
Banarhat Irrigation Sub-Division
Banarhat, Jalpaiguri