



**GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH**

Memo No. 298

Date: 01.07.2019

NOTICE INVITING QUOTATION NO : 01/SDO/TDD of 2019-2020

Sealed quotations are hereby invited from the agencies/companies/reliable and bonafied firms in their letter headed Pad by the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta, Howrah, West Bengal, having experience and ability in similar type of work specified below; (Items in details of work attached)

Name of work: Loading, unloading and transportation of office records, furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division due to shifting of the office from its present premises located at Jalsampad Bhawan (9th Floor), Salt Lake City, Kolkata-700 091 to New office building at Onkarmal, Jatia Road, Near Nabanna Bus Stand, P.S- Shibpur, Howrah-711103 and few Almirah and Tools & plants shifted to L.D. Sub-Division No.-I, Mahisrekha, T.D.D. Sub-Division, Amta and L.D.C. Sub-Division No-III, Ulughata.

Interested agencies should apply to the undersigned in their letter heads for the format in which the rate is to be quoted both in numerical and words. The format will be issued free of cost.

Accepting authority: The Additional Project Directorate-IV, DPMU-II, Irrigation & Waterways Directorate, Government of West Bengal

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

Fixture:

1. Date of NIQ: : 01.07. 2019.
2. Last Date of application from the agencies : 10 .07. 2019 up to 14.00 hrs.at the office of the undersigned.
3. Date of Issued of the Format(Free of cost) : 10 07. 2019 up to 16.00 hrs.at the office of the undersigned.
4. Date of dropping of sealed Quotation : 11.07. 2019 up to 14.00 hrs.at the office of the undersigned.
5. Date of opening of sealed Quotation : 11.07. 2019 after 16.00 hrs.at the office of the undersigned.

Terms & Conditions:-

- 1) No conditional quotation will be entertained and quotation by post will not be allowed.
- 2) Quoting rates in any other format will not be accepted and will be rejected summarily.
- 3) Valid PAN Card, P. Tax, valid GSTIN & Trade License should be produced in original/Attested Xeroxed copy of those certificates should be submitted during submitting the quotation papers.
- 4) 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.
- 5) No conditional/incomplete rate will be accepted under any circumstances.
- 6) The quotationer should quote their rates including all taxes,.

**Sd/-
Sub-Divisional Officer
Trans Damodar Drainage Sub-Division**

Memo No. 298/1(5)

Dated: 01/07/2019

Copy forwarded for information & necessary action to:-

- 1) The Additional Project Directorate-IV, DPMU-II, Jalsampad Bhavan 9th floor, Salt Lake city, Kolkata-91.
- 2) The Executive Engineer, Howrah Irrigation Division, Jalsampad Bhavan 9th floor, Salt Lake city, Kolkata-91.
- 3) The Sub-Divisional Officers, Lower Damodar Construction Division No.- III, Uluberia, Howrah.
- 4) The Sub-Divisional Officers, Lower Damodar Sub- Division No-I, Mahisrekha, Howrah.
- 5) Notice Board/ Trans Damodar Drainage Sub-Division.

**Sd/-
Sub-Divisional Officer
Trans Damodar Drainage Sub-Division**

Schedule of Items for the of Work : Loading, unloading and transportation of office records, furniture and tools & plants of the office of the Executive Engineer, Howrah Irrigation Division due to shifting of the office from its present premises located at Jalasampad Bhawqan (9th Floor), Salt Lake City , Kolkata-700 091 to New office building at Onkarmal, Jatia Road, Near Nabanna Bus Stand, P.S- Shibpur, Howrah-711103 and few Almirah and Tools & plants shifted to L.D. Sub-Division No.-I, Mahisrekha, T.D.D. Sub-Division, Amta and L.D.C. Sub-Division No-III, Ulughata.

NOTICE INVITING QUOTATION NO: 01/SDO/TDD OF 2019-20

Sl No.	Description of items	Quantity	Unit	Rate	Amount in Rs.
1.00	<i>Packaging fragile & sensitive articles for completion of smooth transportation</i>				
1.01	Desktop	15 Nos.	Each		
1.02	Printer	08 Nos.	Each		
1.03	Scanner Machine	01 No.	Each		
1.04	Photo copier machine	02 Nos.	Each		
1.05	Fridge	01 No.	Each		
1.06	Drawing sheet cabinet	01 No.	Each		
1.07	Cartoon Box for file	300 Nos.	Each		
2.00	<i>Loading into truck & unloading same material in the destination point including transportation of materials from Salt Lake to Onkarmal, Jatia Road, Near Nabanna Bus -Stand.</i>				
2.01	Desktop	15 Nos.	Each		
2.02	Printer	08 Nos.	Each		
2.03	Scanner Machine	01 No.	Each		
2.04	Photo copier machine	02 Nos.	Each		
2.05	Fridge	01 No.	Each		
2.06	Drawing sheet cabinet	01 No.	Each		
2.07	Cartoon Box for file	300 Nos.	Each		
2.08	Almirah	26 Nos.	Each		
2.09	Steel Chair	13 Nos.	Each		
2.10	Steel Drawer Chest	04 Nos.	Each		
2.11	Amonia printer + Gas chamber	01 No.	Each		
2.12	Tender box	01 No.	Each		
2.13	Iron Chest	01 No.	Each		
3.00	<i>Rearrange the office material in the New office building at Onkarmal, Jatia Road, Near Nabanna Bus - Stand as Directed.</i>		Each		
3.01	Desktop	15 Nos.	Each		
3.02	Printer	08 Nos.	Each		
3.03	Scanner Machine	01 No.	Each		
3.04	Photo copier machine	02 Nos.	Each		
3.05	Fridge	01 No.	Each		
3.06	Drawing sheet cabinet	01 No.	Each		
3.07	Cartoon Box for file	300 Nos.	Each		
3.08	Almirah	26 Nos.	Each		
3.09	Steel Chair	13 Nos.	Each		
3.10	Steel Drawer Chest	04 Nos.	Each		
3.11	Amonia printer + Gas chamber	01 No.	Each		
3.12	Tender box	01 No.	Each		
3.13	Iron Chest	01 No.	Each		

4.00	<i>Loading into truck & unloading same material in the destination point including transportation of materials from Salt Lake to L.D. Sub-Division No.-I, Mahisrekha, T.D.D. Sub-Division, Amta and L.D.C. Sub-Division No-III, Ulughata.</i>				
4.01	Almirah	18 Nos.	Each		
4.02	Computer table	2 Nos.	Each		
4.03	Drawing sheet cabinet	2 Nos.	Each		
5.00	<i>Rearrange the office material in the L.D. Sub-Division No.-I, Mahisrekha, T.D.D. Sub-Division, Amta and L.D.C. Sub-Division No-III, Ulughata.</i>				
4.01	Almirah	18 Nos.	Each		
4.02	Computer table	2 Nos.	Each		
4.03	Drawing sheet cabinet	2 Nos.	Each		

(Considering all Taxes as applicable)

Sd/-
Sub-Divisional Officer
Trans Damodar Drainage Sub-Division