



**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**  
**Office of the Executive Engineer**  
**Damodar Survey & Investigation Division**  
**5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700 091**

**Memo No: 862<sup>E</sup>**

**Dated: 05-09-2019**

**NOTICE INVITING QUOTATION NO. 01 OF 2019-20 OF E.E/D.S. & I.D.**

Sealed quotations are invited by the Executive Engineer, Damodar Survey & Investigation Division on behalf of the Governor of West Bengal, for the works as per list attached herewith from the bonafide reliable and resourceful Contractor having sufficient experience in execution of similar type of works as per detailed herein under. The work stated below on the following terms and conditions.

1. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like Registered Partnership (For Partnership Firms) etc. are to be produced on demand, as well as during interview (If any).
  - a. P.T. Clearance certificate and I.T.PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
  - b. Declaration by the Applicant to the effect that there is no other application for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
2. Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours between 11.00 A.M and 3.00 P.M on every working day, till 11-09-2019 in the office of the Executive Engineer, Damodar Survey & Investigation Division.
4. Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
5. No quotation paper will be supplied by Post.
6. No quotation paper will be issued after expiry of date and time mentioned in the notice.
7. The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.
8. All corrections are to be attested under the dated signature of the quotationer.
9. All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. Conditional quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

(Contd.....P/2)

12. The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer. GST, Royalty, Building & other constructional workers, Cess and all other statutory Levy/Cess etc. will have to borne by the contractor(He/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work). It may further be noted that if GST registration certificate is produced before receiving payment, deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made, other-wise such deduction shall be as per present GST rule, or as may be prescribed by the Finance Department(If applicable).
13. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.
14. The successful quotationer will have to execute a formal agreement in **W.B.F.No.-2911(i)/2911(ii)** within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied on free of cost from the office of the Executive Engineer, Damodar Survey & Investigation Division.
15. a. The successful quotationers will have to deposit earnest money @ 2% of the estimated amount at the time of executing formal agreement as per Govt. Rules. Anybody desirous of exemption from depositing Earnest Money is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (If applicable).  
b. Earnest Money in the form other than those mentioned below, will not be accepted.  
**Demand Draft, Banker's Cheque, in favour of the "Executive Engineer, Damodar Survey and Investigation Division" of any scheduled Bank Guaranteed by the Reserve Bank of India may be accepted as Earnest Money.**
16. No advance Payment to the selected agency will be made under any circumstances.
17. The successful quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
18. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
19. In the following cases a quotation may be unacceptable.
  - a. Correction, alterations, additions, etc. if not attested by the quotationer.
  - b. If the quotation paper is not properly filled in respect of the general description of the work. Q/P verify the competency, capacity and financial stability of the intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deem necessary.
  - c. Canvassing in connection with the quotation will be liable to rejection.
  - d. Any quotation containing over writing is liable to be rejected.

#### **Additional Terms & Conditions**

1. The successful quotationer must provide at least 2 (two) technical persons or more, as the need be, to this department for giving service throughout the year including holidays. The technical persons must report to the office of the Executive Engineer, Damodar Survey & Investigation Division, Jalasampad Bhawan, Salt Lake City everyday during office hours and remain in the office till business hours of the office is closed. The technical persons must be conversant with the technical intricacies of the operating system, hardware and all kinds of peripherals.
2. The technical persons, who will be giving service, must have mobile phones maintenance cost of which must be borne by the quotationer. The technical persons must be well aware of all kinds of trouble-shooting, specifically, all other peripherals of Desktop Computer and Laptop, associated with CRT monitors, TFT monitors, Printers of all types, Scanners, and presently marketed 3 in 1 peripherals etc.

3. The technical persons must be well conversant with Local Area Networking, configuring net work devices, like hubs, switches of all makes, routers etc. Through knowledge of multi-user operating system like Unix, Linux will be of added advantage.
4. The supply articles as mentioned in the schedule of work would have to be supplied as asked by the authority according to demand.
5. The warranty period for supplied articles except ink cartridge shall be for a period of at least 1 (one) year.
6. Payment shall be made, quarterly/ upon satisfactory execution of the work, on the availability of fund and there is no guarantee that the payment shall be made every month or at a regular interval of time.
7. All unserviceable parts shall be taken back by the agency, observing necessary formalities and rate should be quoted showing the amount of deduction against supply of such items.
8. The successful quotationer may have the right to change the service personnel, but with pre intimation at least 7 (seven) days ahead, and approval of the undersigned.
9. During the period of agreement, execution of any item may be kept suspended if the authority so decides.
10. In the event of unsatisfactory service, the contract will be terminated, abiding by the clauses of Form-2911(ii).
11. In case replacement of any peripherals, standby arrangement for functioning of computer will have to be made.
12. The 12 nos. Of Desktop Computers are, which may be increased. The extra work would have to be done which would be treated as excess.
13. If any person or firm does not participate in Quotation after receiving Quotation paper, he may be debarred to participate in quotation for the time span as decided by Quotation inviting authority.

### **Time Schedule of Quotation:-**

- |                                              |                                                                                                              |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1. N.I.Q No & Date                           | : 01 of 2019-20 of E.E./D.S & I. Divn. Date : 05-09-2019                                                     |
| 2. Last Date of Application                  | : 11.09.2019 till 2:00 P.M.                                                                                  |
| 3. Date of issue of quotation documents      | : 12.09.2019 till 4:00 P.M.                                                                                  |
| 4. Date of dropping of quotation Documents:  | 17.09.2019 till 2:00 P.M..                                                                                   |
| 5. Place of dropping of quotation Documents: | Office of the Executive Engineer, D S & I Divn.<br>5 <sup>th</sup> Floor, Jalasampad Bhawan, Salt Lake City. |
| 6. Date & time of opening quotation          | : 17.09.2019 after 2.30 P.M.                                                                                 |
| 7. Quotation Accepting Authority             | : Superintending Engineer, IPC-II.                                                                           |

**Sd/- A. Adhya**  
(ACHIRA ADHYA)  
Executive Engineer

Damodar Survey & Investigation Division

*Adhya*  
05/9/19

**Name of the work:** "Annual maintenance & repair of all computers, printers, fax & photocopier machines including peripherals installed at the office of the SE/IPC-II, EE/DS & I Divn & SDO-I / DS & I Sub-Divn No –I of Irrigation & Waterways Directorate."

Sl. No.	Description of Items	Quantity	Unit	Rate(Rs.)	Amount(Rs.)
01.	<b>A. Maintenance</b> Maintenance of Desktop computer ( any make)including UPS, Key Board, Mouse, Monitor etc. (without spares).	12Nos	Each set		
02.	Maintenance of Printers( any make) i) Single/Multi function Laser Jet (without spares).	11Nos	Each set		
03.	Maintenance of Fax machine of any make (without spares).	1No	Each set		
04.	Maintenance of Photocopier of any make (without spares).	2Nos	Each set		
05.	Maintenance of Scanner of any make (without spares).	2Nos	Each set		
06.	Maintenance of Network & Internet connectivity (wire & wireless) of entire office of the SE/IPC-II, EE/DS & I Divn and SDO-I / DS & I Sub-Divn No – I at 5 <sup>th</sup> floor, Jalsampad Bhawan.	3Nos	Each set		
07.	<b>B. Supply</b> Supply of DVD writer (HP) dual layer in exchange of existing CD ROM including cost of installation and cost of technical person as per direction of the E.I.C.	1 No	Each Set		
08.	<b>A.</b> Supply & Installation and activation of antivirus software Quick heal or other latest Brand including necessary license papers valid for at least one year for each computer.	5 Nos	Each Set		
	<b>B.</b> Supply & Renewal of antivirus software Quick heal Internet Security valid for at least three years for each computer.	7 Nos	Each Set		
09.	Supply of Key Board (HP/Dell/ Logitech) in exchange of existing key board.	4 Nos	Each Set		
10.	Supply of optical scroll mouse (Logitech/Dell)	4 Nos	Each Set		
11.	Supply of line Interactive UPS of APC make in exchange of existing UPS.	1 Nos	Each Set		
12.	Supply of Battery in UPS of AMCO/Excide in exchange of old battery.	4 Nos	Each Set		
13.	Supply of Pen Drive 16GB or higher.	10 Nos	Each Set		
14.	Supply of computer cabinet of any make.	1 No	Each Set		

15.	Supply of RAM for Desktop Computer 4 GB DDR3/ DDR4.	2 Nos	Each Set		
16.	Supply of 1 TB Hard Disk for Desktop Computer.	1 No	Each Set		
17.	Supply of new printer ink cartridge/Ribbon/Toner Cartridge. i) HP Laser Toner 88A.	16 Nos	Each Set		
	ii) Drum for canon photocopier.	2 Nos	Each Set		
	iii) D.C.Blade for canon photocopier.	2 Nos	Each Set		
	iv) Teflon for canon photocopier.	2 Nos	Each Set		
	v) Toner for canon photocopier NPG 28.	6 Nos	Each Set		
18.	Refilling of printer ink cartridge / ribbon / toner cartridge including cost of installation, testing and cost of technical person as per direction of E.I.C. i) HP Laser Toner 12A/88A/53A (including Drum/Blade)	10 Nos	Each Set		
19.	Supply of Cat 6e cable for net working.	100 mtrs.	Each Metre		
20.	Supply of 8 port unmanaged switch.	1 No	Each Set		
21.	Supply of Technical Person for Hardware Maintenance and Allied works. The person will attend to D.S. & Inv. Divn. office on all working days during the time 11am to 03 Pm.	1 No	Each Person		

[ Note : The rate should be inclusive of all taxes and all other incidental charges as applicable]

**Sd/- A. Adhya**  
(ACHIRA ADHYA)

Executive Engineer

Damodar Survey & Investigation Division

*Adhya*  
05/01/19

---

Declaration by the Applicant as per clause 1.b of standard Form for Notice  
Inviting Quotation for Public Works

---

I/We do hereby declared that there is no other application for quotation paper for work  
in this NIQ ( NIQ No.01 of 2019-20 of E.E./D.S & I.D ) in which I/We have common interests.

**(Dated Signature of contractor with seal)**

(---P/7---)

Memo No:

Dated:

Copy forwarded for information & having displayed in Notice Board to:

1. The Director of Personnel & Ex-Officio Chief Engineer, I & W.Dte, Jalasampad Bhawan, Salt Lake city.
2. The Chief Engineer (D &R), I & W. Dte., Jalasampad Bhawan, Salt Lake city.
3. The Joint Secretary to the Govt of West Bengal, I & W.Deptt. , Jalasampad Bhawan, Salt Lake city.
4. The Superintending Engineer, IPC-II, Jalasampad Bhawan.

**Sd/- A. Adhya**

(ACHIRA ADHYA)

Executive Engineer

Damodar Survey & Investigation Division

*Signature*  
05/09/19

Memo No:

862E/1(4)/1(5)

Dated:

05/09/19

Copy forwarded to

1. Sub-Divisional Officer, D S & I Sub-Divn No – I, II, III.
2. Account Section, Damodar Survey & Investigation Division.
3. Estimating Section, Damodar Survey & Investigation Division.
4. Notice Board of Damodar Survey & Investigation Division.
5. ~~Public Relation~~ Cell for Uploading in the I & W. Dte. Website

D.V.C Study  
*Signature*

*A. Adhya*  
05.09.19  
(ACHIRA ADHYA)

Executive Engineer

Damodar Survey & Investigation Division

*Signature*  
05/09/19