



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Metropolitan Electrical Division  
Jalasampad Bhawan (4<sup>th</sup> floor)  
Salt Lake City, Kolkata-700091  
Telephone No-03323215609  
Email Id: [emed.iwd@gmail.com](mailto:emed.iwd@gmail.com)**

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**NOTICE INVITING QUOTATION**

Memo No: 119 / 7E-6/2019-2020

Dated:- 27.01.2020

**N.I.Q No - WBIW/EE/MED / NIQ- 04 of 2019-2020**

1. Sealed Quotation(s) are invited from bonafied Contractors/Agencies/Original Manufacture/Genuine Suppliers/Authorized Dealer for similar nature of works. The Terms and Conditions are given overleaf which may be studied before quoting of any Quotation.
2. The Rates should be quoted inclusive of all taxes and other charges only.
3. Last Date of Submission of Quotation is upto 3.00 p.m. on **05.02.2020** which should be super scribed both on the cover and on the Quotation.
4. Quotation will be opened at 4.00 p.m. on the **05.02.2020** in presence of such Quotationer (s) or their authorized representative who may be choose to be present at the time.

**NAME OF WORK**

**Scanning of Service Books and allied works of Govt. employees of Metropolitan Electrical Division under Mechanical & Electrical Circle, Kolkata for introduction of online system of service book management in HRMS module of IFMS at Metropolitan Electrical Division, I & W Directorate, Jalasampad Bhawan, Kolkata-91.**

(AS PER ENCLOSED SCHEDULE)

**(S.Basu)  
Executive Engineer  
Metropolitan Electrical Division,  
Irrigation & Waterways Directorate.**

**P.T.O**

## TERMS AND CONDITIONS

1. The Rate should be quoted in words and figures and it is to be valid for a minimum period of 6 (six) months from the date of Quotation.
2. The Contractor may inspect the site before submission of the Quotation with the permission from the appropriate authority.
3. Test Certificate from the Manufacturer is to be submitted at the time of supply of materials, at their own cost.
4. Arrangement for approval of sample should be made by the concerned suppliers at their own cost, if necessary.
5. Quantities mentioned in the Quotation may be reduced or increased at the time of placing supply order.
6. All goods supplied will be subject to our approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the Quotationer for which no claim will be entertained.
7. Only goods of standard and good quality will be accepted, inferior quality is not acceptable decision taken by the consignee in respect of the quality will be final.
8. OEM authorization certificate must be submitted along with offer in case of authorized dealers, failing which his Quotation will be rejected.
9. The Agency will arrange for scaffolding work at their own cost for installation of the system.
10. No advance payment will be admissible.
11. Items wise rate for all the items should invariably be quoted.
12. Incomplete and Illegible Quotation will be treated as informal.
13. Successful Quotationer (s) have to submit earnest money @ 2% (two percent) on the total quoted amount in favour of Executive Engineer, Metropolitan Electrical Division, I. & W. Directorate in the form of Demand Draft on any nationalized bank prior to execute Formal Agreement in WBF No.2911 in duplicate/triplicate within 15 (fifteen) days from the issue of placing Work Order and an amount of 8% of the work value will be deducted as Security Deposit. The agency may furnish bank guarantee of equal amount which will be refunded on completion of 1 (one) year.
14. Conditional Offer which does not fulfill any of the above condition are liable to be informal.
15. The acceptance of the lowest Quotation will not be obligatory and Executive Engineer, Metropolitan Electrical Division reserves the right to reject or cancel part/whole quotation without assigning any reason thereof.
16. Quotation accepting authority reserve the right to reject any or all the quotation without assigning any reason therefore and the quotationer shall have no claim or compensation in such an event.
17. Work must be commenced within the time stated on the Work Order.
18. Anybody not satisfied with the decision of Executive Engineer, Metropolitan Electrical Division refusing to supply schedule of specification would be free to appeal to the Superintending Engineer, Mechanical and Electrical Circle, Jalasampad Bhawan (6<sup>th</sup> floor), Bidhannagar, Kolkata-91 against the refusal.
19. Price Preference will be granted to Industrial Unit of this State (West Bengal) as provided for in Finance Deptt. Memo No.8167 dt.27.7.1988.

(S.Basu)  
Executive Engineer  
Metropolitan Electrical Division,  
Irrigation & Waterways Directorate.

**P.T.O**

Copy submitted for favour of kind information to:

1. The Secretary to the Govt. of West Bengal, I&W Department.
2. The Chief Engineer, Mechanical & Electrical, I&W Directorate, Govt of West Bengal
3. The Chief Engineer (South), I&W Directorate, Govt of West Bengal
4. The Joint Secretary (Works) to the Govt of West Bengal, I&W Department.
5. The Deputy Secretary (Works) to the Govt of West Bengal, I&W Department.
6. The Superintending Engineer, Metropolitan Drainage Circle, I&W Dte.
7. The Superintending Engineer, Western Circle-I, I&W Dte.
8. The Superintending Engineer, Eastern Circle, I&W Dte.
9. The Superintending Engineer, Mechanical & Electrical Circle, I&W Dte.
10. The Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Dte.

(S.Basu)  
Executive Engineer  
Metropolitan Electrical Division,  
Irrigation & Waterways Directorate

Copy forwarded for favours of kind information to:

- 1) The Assistant Engineer, Metropolitan Electrical Division.
- 2) The SDO/ Metropolitan Electrical Sub-Division.
- 3) The SDO/ Dredger Sub-Division No-II.
- 4) The Director of information, Department of Information & cultural Affairs, Nabanna, Shibpur, Mandirtala, Howrah-711102 for wide circulation.
- 5) The Estimating Section, Metropolitan Electrical Division.
- 6) The Accounts Section, Metropolitan Electrical Division.
- 7) Notice Board of Metropolitan Electrical Division.

(S.Basu)  
Executive Engineer  
Metropolitan Electrical Division,  
Irrigation & Waterways Directorate