



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division No. II,
Tinbatti, Siliguri

Memo no:30

Date:14-02-2020

Notice Inviting Quotation No:- WBIW/SDO/TBESD-II/NIQ-01/2019-20

Separate Sealed Quotations are here by invited by the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-II, Tinbatti, Siliguri on behalf of the Governor of West Bengal from reliable and authorized dealers/distributors/Contractors for the work: **“Supplying & delivery of 02(Two) nos steel Almirah, 04(Four) nos Leatherette Office Arm Chair for the Office of the Teesta Barrage Electrical Division & Teesta Barrage Electrical Sub-Division-II, Tinbatti, Siliguri.”**. Documents will be supplied free of cost.

Sl.no.	Specification of works	Quantity	Eligibility of suppliers
01.	Supplying & delivery of new steel Almirah. Dimensions W x H x D (cm) 91.6 x 198 x 48.6 Number of Shelves-4/5 Warranty 1 Year. Make-Godrej	02(Two) nos.	Reliable, Resourceful and Authorized dealers/ Distributors/Contractors
02.	Supplying & delivery of new trenvi leatherette office arm chair (Black) Make:Nilkamal	02(Two) nos.	Reliable, Resourceful and Authorized dealers/ Distributors/Contractors
03.	Supplying & delivery of Chopper/Dominion Leatherette Office Arm Chair (Black) Make:Nilkamal	02(Two) nos.	Reliable, Resourceful and Authorized dealers/ Distributors/Contractors

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the above mentioned NIQ as per following time schedule from the office of the undersigned.

01.	Last Date & Time for application	24-02-2020	Up to 15:00 hrs.
02.	Last Date & Time for issue of Quotation Paper	25-02-2020	Up to 16:00hrs.
04.	Date & Time for dropping Quotation paper at the office of the undersigned.	27-02-2020	Up to 15:00hrs.
05.	Date and time for opening Quotation paper at the office of the undersigned.	27-02-2020	After 15:00hrs.

GENERAL TERMS AND CONDITIONS

- 1) The agency/supplier will have to be supplied accessories mentioned in schedule of work. Any addition and alterations in configuration matching with the purpose will be accepted with prior approval of the undersigned.
- 2) The materials supplied, if not found as per specification/configuration for which rates have been quoted, the undersigned reserves the right to reject the materials without assigning any reason thereof.
- 3) The intending quotationers will have to apply in their own letter head to the undersigned for permission to participate in the said quotation. The quotationers should produce (original) and enclosed with application (photo copies) of the valid current Income Tax, Professional Tax Clearance Certificate, PAN Card, Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt., Trade License Certificate etc and credentials of supply of similar type of items.
- 4) Rate should be quoted as per Serial Number.
- 5) After obtaining quotation paper in complete set, the participants have to quote their rates both in figure & in words inclusive of all taxes & other incidental expenditure if any in that issued printed form of schedule of work attaches with NIQ in the space provided for the purpose.
- 6) Name of the work, NIQ No should be superscribed on the sealed cover of the quotation.
- 7) Quotations will be received upto 3.00P.M. on 27/02/2020 and will be opened shortly thereafter in presence of the quotationers present at that time.
- 8) If for any unavoidable reasons the quotation cannot be opened on the fixed date and hours mentioned in this NIQ, revised date and time of opening of the quotation will be notified and hung up in office notice board of the undersigned.
- 9) No application for obtaining quotation form will be received & no quotation form will be issued after specified date & time. Quotation submitted after the specified date & time will not be accepted.
- 10) Departure of any terms & condition or inclusion of any additional conditions will cause the quotation as "Informal".
- 11) Each page of the documents supplied by the department related to the above mentioned NIQ is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the individual/company failing which the quotation will be treated as "Informal".
- 12) Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
- 13) In case of any dispute arise the contract may be terminated by the undersigned with one week notice to the supplier.
- 14) Incomplete and illegible quotations will be invalidated over-writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotations.
- 15) The acceptance of the quotation will rest with the **Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri**, who does not bind himself to accept the lowest quotations and reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.
- 16) After acceptance of quotations, the successful quotationer shall have to take up the work or goods to be dispatched after order in writing is issued from the Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-II, Tinbatti, Siliguri. The supply of computer and allied accessories should be completed within **15(Fifteen)** days from the date of issue of work order. He must execute a formal agreement with the **Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri** in WBF No **2908** in duplicate printed form within 07 (Seven) days from the date of receipt of acceptance letter.

17) The successful Quotationers will be required a sum to be deposited @ 2.00% on their quoted value in the shape of Demand Draft/Banker's Cheque/Deposit at Call Receipts (DCR) of the following Schedule Banks guaranteed by the Reserve Bank of India in favour of the **Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri Payable at SBI Siliguri.**

18) Demand Draft/Banker's Cheque /Deposit at Call Receipts (DCR) issued from any other than the schedule banks will liable to rejection of the quotation.

A) List of Scheduled Banks in India (Public Sector):- 1) State Bank of India 2) State Bank of Bikaner and Jaipur 3) State Bank of Hyderabad 4) State Bank of Indore 5) State Bank of Mysore 6) State Bank of Saurashtra 7) State Bank of Travancore 8) Andhra Bank 9) Allahabad Bank 10) Bank of Baroda 11) Bank of India 12) Bank of Maharashtra 13) Canara Bank 14) Central Bank of India 15) Corporation Bank 16) Dena Bank 17) Indian Overseas Bank 18) Indian Bank 19) Oriental Bank of Commerce 20) Punjab National Bank 21) Punjab and Sind Bank 22) Syndicate Bank 23) Union Bank of India 24) United Bank of India 25) UCO Bank 26) Vijaya Bank.

B) List of Scheduled Banks in India (Private Sector):- 1) ING Vysya Bank Ltd 2) Axis Bank Ltd 3) IndusindBank Ltd 4) ICICI Bank Ltd 5) South Indian Bank 6) HDFC Bank Ltd 7) Centurion Bank Ltd 8) Bank of Punjab Ltd 9) IDBI Bank Ltd.

19) Goods will be delivered free at consignee's end, including freight, forwarding and under standard transitinsurance clause, that the purchaser will not pay separately for the insurance charges and it will be the supplier's responsibility for the safe arrival of goods in full and good condition.

20) Machines shall conform to Guarantee/Warranty period from the date of Commissioning.

21) Warranty covers free service and free spare parts.

Sd/-

**Sub-Divisional Officer,
Teesta Barrage Electrical Sub-Division No. II,
Tinbatti, Siliguri**

Memo no:30

Date:14-02-2020

Copy forwarded for favour of information and wide circulation through the Office Notice Board of:-

01. The Chief Engineer, Teesta Barrage Project, I & W. Directorate, 2nd Mile, Sevoke Road, Siliguri.
02. The Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri
03. The Executive Engineer, Teesta Mechanical Division, Tinbatti, Siliguri.
04. The Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri.
18. The SDO, Teesta Barrage Electrical Sub-Division-I, Oodlabari
19. The Divisional Accountant, T.B. E Division
20. Notice Board, Teesta Barrage Electrical Sub-Division II, Siliguri.
21. Estimating Section, T.B.Electrical Division

Sd/-

**Sub-Divisional Officer,
Teesta Barrage Electrical Sub-Division No. II,
Tinbatti, Siliguri**