



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DEPARTMENT**  
OFFICE OF THE SUB- DIVISIONAL OFFICER  
JALPAIGURI INVESTIGATION SUB-DIVISION  
CLUB ROAD : JALPAIGURI  
Email : [sdojisdiwd@gmail.com](mailto:sdojisdiwd@gmail.com)  
Phone no: 03561-222759

**NOTICE INVITING QUOTATION NO - WBIW/SDO/JInvSD/NIQ-02/20-21**

**Memo No. 302**

**Dated: 14/08/2020**

Sealed Quotation are hereby invited by the Sub Divisional Jalpaiguri Investigation Sub-Division, Club Road, Jalpaiguri, from bonafide resourceful servicing centre /garage owner/supplier/manufacturer/dealer having sufficient experiences in execution of similar type of works/supply of materials of similar magnitude more or less. The name of the work with schedule and other particulars are noted below:-

Name of Work: **Repairing and Maintenance of departmental Govt. vehicle (Petrol Ambassador) bearing No.WGU-6754.**

- a) **Last date of application:- 28-08-2020 upto 15:00 hr.**
- b) **Last date of issue of quotation :- 01/09/2020 upto 15:00 hr**
- c) **Last date and time of receiving quotation in sealed cover in the Quotation Box in the office of the undersigned. :- 03/09/2020. Up to 14:00 hr**
- e) **Date and time of opening of quotation:- 03/09/2020 After 15:00 hr. in presence of participants.**
- f) **Time for completion of work or supply:- 10 (Ten) Days from the date of issue of work/supply order.**

1. The contractor must have his valid I.T. and S.T. clearance certificate and valid Mechanical(Automobile) /electrical contractor license and supervisory certificate of competency in requisite part in case of mentioned work and credential in support of his past experience, which are required to be produced when called for. Failing of the above may be treated as informal/cancellation of the quotation without further reference in the matter.
2. The acceptance of any quotation is not obligatory and the Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri, reserve the right to reject any of all the quotations received without assigning any reason.
3. The intending participant should thoroughly acquaint themselves with the proposed works, site condition etc. by local inspection of the site and he should take into consideration the difficulties likely to be involved in the execution of work or delivery of the material on the above address.
4. Details specification including schedule of work/supply may be had from the office of the undersigned during the office hour or any working day between 11 a.m. to 4 p.m.
5. The contractor whose quotation will be accepted shall have to execute a deed of contract in duplicate in W.B. Form No.2911(i)/2911(ii)/2908 etc. as applicable with other documents which will be available from the office of the Executive Engineer , Jalpaiguri Irrigation Division, Club Road, Jalpaiguri , on free of cost and on production of registered documents in respect of constitution of the firm ( so that competence to sign on behalf of the firm into an agreement may be justified) within 7 days from the date of issuing a notice of work order /supply order otherwise the acceptance of the quotation including the work order/supply order will automatically be cancelled.

6. Item wise rate are to be quoted both in words and in figures very clearly and should sign properly. The full name and address (Telephone Number, if any) should be mentioned very clearly.
7. Quantities mentioned in the schedule of work/supply may be increased or decreased at the time of placing of work order for which no claim from the contractor will be entertained.
8. Rejected material should have to be taken back at the contractor own cost and arrangement.
9. GST and other incidental charges will have to be borne by the contractor and the rates should be for complete item of the work /supply inclusive of all taxes, charges and delivery on the above address.

**Encl.:** 1 No. Schedule of Work/Supply



**Sub –Divisional Officer  
Jalpaiguri Investigation Sub- Division  
Club Road, Jalpaiguri**

**Memo. No. :- 302/1**

**Date .14/08/2020**

Copy forwarded for his kind information and necessary action to the Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri. This has a reference to his memo no-1166, dated- 14/07/20



**Sub –Divisional Officer  
Jalpaiguri Investigation Sub- Division  
Club Road, Jalpaiguri**

**Memo. No. :- 302/2(5)**

**Date .14/08/2020**

Copy forwarded for information & wide circulation by display through office Board to:-

1. The Sub-Divisional Officer Malbazar Irrigation Sub Division/ Maynaguri Irrigation Sub Division/ Jalpaiguri Irrigation Sub Division / Banarhat Irrigation Sub-Division
2. Office Notice Board.



**Sub –Divisional Officer  
Jalpaiguri Investigation Sub- Division  
Club Road, Jalpaiguri**

**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DEPARTMENT**  
OFFICE OF THE SUB- DIVISIONAL OFFICER  
JALPAIGURI INVESTIGATION SUB-DIVISION  
CLUB ROAD : JALPAIGURI  
Email : [sdojisdiwd@gmail.com](mailto:sdojisdiwd@gmail.com)  
Phone no: 03561-222759

**SCHEDULE OF WORK IN CONNECTION WITH NIQ NO - WBIW/SDO/JInvSD/NIQ-02/20-21**

(Circulated vide T.O No- 302, dated- 14/08/20)

Issued to .....

| Sl No | Particulars of work   | Unit | Quantity | Rate Quoted |          |
|-------|---|------|----------|-------------|----------|
|       |   |      |          | In Figure   | In words |
| 1     | Self start opening & repairing fitting & fixing including necessary spares, if required     | Each | 1 Item   |             |          |
| 2     | 4 (Four) wheels opening, greasing and fitting fixing with all components                    | Each | 1 Item   |             |          |
| 3     | Steering wheel opening, repairing & fitting including necessary spares, if required         | Each | 1 Item   |             |          |
| 4     | Supplying & fitting fixing of new Fan Belt, DP & Condenser including tuning of engine       | Each | 1 Item   |             |          |
| 5     | Supplying good quality towel for seat (white)   | Each | 8 No     |             |          |
| 6     | Supplying & fitting fixing Horn of good quality   | Each | 2 No     |             |          |
| 7     | Supplying & fitting fixing Hose pipe, good quality, for Radiator                            | Each | 2 No     |             |          |
| 8     | Supplying & fitting fixing Petrol Filter, Petrol Pipe, of good quality                      | Each | 1 Item   |             |          |
| 9     | Supplying & fitting fixing Exide Express 800Ah 80 Amp battery ( in exchange of old battery) | Each | 1 No     |             |          |



**Sub -Divisional Officer**  
**Jalpaiguri Investigation Sub- Division**  
**Club Road, Jalpaiguri**

.....  
Signature of the quotationer