

**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
LOWER DAMODAR SUB-DIVISION NO- I  
MAHISREKHA :::: HOWRAH**

MEMO NO: 298

DATED :24/09/2020

**NOTICE INVITING QUOTATION NO : 02 / L.D. OF 2020 – 2021**  
**FOR EXPRESSION OF INTEREST**

Sealed quotation are hereby invited from the agencies / companies / bonafied outsiders in their letter headed Pad by the Sub-Divisional Officer, Lower Damodar Sub-Division No-I, Mahisrekha, Howrah having experience and ability in similar nature of work for the work specified below;

**Name of work : “ Maintenance & repair of all Computers, Printers & Copier Machine including peripherals installed at the office of the Executive Engineer, Howrah Irrigation Division ”**

- |  |   |
|--|---|
| 1. Last Date of receiving application      | : 05.10.2020 up to 5.00 PM  |
| 2. Place of receiving application          | : Sub-Divisional Officer, L.D.Sub-Div. No.-I, Mahisrekha. Howrah.                   |
| 3. Last date of issuing quotation paper    | : 06.10.2020 up to 2.00 PM  |
| 4. Date & time of dropping quotation paper | : 07.10.2020 up to 2.30 PM  |
| 5. Date & time of opening quotation        | : 07.10.2020 at 3.00 PM   |
| 6. Quotation accepting authority           | : The Additional Project Director-IV , DPMU-II , Irrigation & Waterways Directorate |

**Terms & Conditions :**

- 1) The rates shall be quoted both in figure & in word & shall be inclusive of all taxes and no extra rate will be entertained. No quotation will be allowed by post.
- 2) The quotation will be addressed to in favour of the Sub- Divisional Officer , Lower Damodar Sub Division No-I, Mahisrekha , Howrah.
- 3) No conditional quotation will be entertained, up to date clearance certificate of of P. Tax Challan/ Trade License / PAN Card, G.S.T Certificate. Etc.. should be produce in original / Attested photo copies of those certificates should be submitted during submitting quotation papers.
- 4) This NIQ for EOI is invited for obtaining budget quotes for preparation of estimates. No conditional/incomplete rate will be accepted under any circumstances.
- 5) The Additional Project Director-IV , DPMU-II, I & W.Dte. reserves the right to accept or cancel any quotation without assigning reason what so ever.

Sd/- S.Bag  
Sub Divisional Officer,  
Lower Damodar Sub Division No.-I ,  
Mahisrekha , Howrah

**Memo No. 298/1(5)**

**Dated: 24 /09/2020**

Copy forwarded for information and wide circulation to the .....

- 1) The Additional Project Director-IV , DPMU-II, I & W.Dte.
- 2) The Executive Engineer, Howrah Irrigation Division.
- 3-4) The S.D.O / .T.D.D Sub Division/ L.D.C- Sub-Division No.-III
- 5). Notice board / L.D. Sub-Division No-I , Mahisrekha , Howrah .

Sd/-  
Sub Divisional Officer,  
Lower Damodar Sub Division No.-I ,  
Mahisrekha , Howrah

**Notice Inviting Quotation No. 02 /L.D.of 2020-21**  
**FOR EXPRESSION OF INTEREST**

Circulated vide memo No. 298

Dated: 24.09.2020

**Name of Work :- “ Maintenance & repair of all Computers, Printers & Copier Machine including peripherals installed at the office of the Executive Engineer, Howrah Irrigation Division”**

Sl. No.	Description of Items	Qty	Unit	Unit Rate	Total
	<b>A. Maintenance</b>				
1	Annual Maintenance, Formatting, installation of software etc of Desktop computer / Laptop of any make including Monitor, etc, including all spares ( Except picture tube, Hard Disk ,EHT of monitor and consumable items ) including cost of technical person as per direction of the E.I.C. (Including G.S.T. & Cess)	01	Each		
2	Annual Maintenance of Printers of any make including cost of technical person as per direction of the E.I.C ( without spares ) (Including G.S.T. & Cess)	01	Each		
3	Annual Maintenance of Copier Machine ( of any make ) including cost of technical person as per direction of the E.I.C ( without spares ) (Including G.S.T. & Cess)	01	Each		
4	Annual Maintenance of Network & Internet Connectivity ( Wire & Wireless ) for entire office of the Circle /Division /Sub-Divisions. (Including G.S.T. & Cess)	01	Each		
	<b>B .Supply</b>				
1	Supply of antivirus software ( Quick heal Internet Security ) valid for at last one year for each computer as per direction of the E.I.C. (Including G.S.T. & Cess) For Existing Computer	01	Each		
2	Supply & Renewal of antivirus software Quick heal Internet Security valid for at last three year for each computer as per direction of the E.I.C. (Including G.S.T. & Cess) For Existing Computer	01	Each		
3	Supply of new printer ink cartridge /Ribbon /Toner Cartridge.				
	i) HP Laser Toner 88A /12A /53A (Including G.S.T. & Cess) For Existing Printer	01	Each		
	ii) NPG 28/59 Toner (Including G.S.T. & Cess) For Existing Photocopier	01	Each		
	iii) NPG 51 Toner (Including G.S.T. & Cess) For Existing Photocopier	01	Each		
	iv) Cartridge for DeskJet printer (Black ) HP 678 (Including G.S.T. & Cess) For Existing Printer	01	Each		
	v) Cartridge for DeskJet printer (color) HP 678 (Including G.S.T. & Cess) For Existing Printer	01	Each		
	vi) HP Laser Toner 36A (Including G.S.T. & Cess) For Existing Printer	01	Each		
4	Supply of UPS Battery 7amp 12v in exchange of existing UPS Battery including cost of installation and cost of technical person as per direction of the E.I.H. (Including G.S.T. & Cess) For Existing Computer	01	Each		
5	Refilling of printer ink cartridge/ribbon /Toner cartridge including cost of spares, installation & testing as per direction of E.I.C. (Including G.S.T. & Cess) For Existing Printer	01	Each		
6	Supply of 16GB Pen Drive (Including G.S.T. & Cess)	01	Each		
7	Supply of 32GB Pen Drive (Including G.S.T. & Cess)	01	Each		

8	Supply of Keyboard (Dell/Logitech make) (Including G.S.T. & Cess) For Existing Computer	01	Each		
9	Supply of optical mouse (Dell/Logitech make) (Including G.S.T. & Cess) For Existing Computer	01	Each		
10	Supply of 4GB DDR3 Ram (Including G.S.T. & Cess)	01	Each		
11	Supply of SMPS 450 Watt (Including G.S.T. & Cess)	01	Each		
12	Supply of Hard Disk 1TB (Seagate/WD) (Including G.S.T. & Cess) For Existing Computer	01	Each		
13	Supply of 19" LED Monitor (Including G.S.T. & Cess) For Existing	01	Each		
14	Supply of External Hard Disk 1TB (Seagate/WD) (Including G.S.T. & Cess)	01	Each		

Rupees in Word:

G.Total=

Sd/- S.Bag  
Sub Divisional Officer,  
Lower Damodar Sub Division No.-I ,  
Mahisrekha , Howrah