



GOVERNMENT OF WEST BENGAL  
Irrigation & Waterways Directorate,  
Office of the Sub-Divisional Officer,  
Sub-Division No. - II

**RIVER RESEARCH INSTITUTE, WEST BENGAL.**  
Haringhata Central Laboratory,  
P.O.-Mohanpur, Dist.-Nadia.

**NOTICE INVITING QUOTATION**

**N.I.Q. No- 01/SDO-II/RRR/HCL of 2020-21 dt 24.12.2020.**

Memo No. **364**

Date: 24.12.2020

Sealed quotations for the work **Collection of rate for "Arrangement of Food, Snacks and Drinking Water at River Research Institute, HCL for three (03) nos. training cum seminar to be held during the year 2020-21 excluding GST but including other charges complete(Delivering and Serving)"** as per Annexed proforma are invited by the SDO-II, RRI, HCL, as instructed by higher authority from reliable resourceful Bonafide agencies. Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	31.12.2020	Up to 16.00Hrs.
2.	Date of issue of quotation papers	01.01.2021	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	05.01.2021	Up to 15.00 Hrs.
4.	Date and time for opening quotation	05.01.2021	At 15:30 Hrs.

**Terms and Conditions:**

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be excluding GST but including other charges complete.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The rates have been collected for the preparation of estimate only.
9. The quotationers are requested to submit all the requisite documents such as **Valid 15 digit Good & Service Tax payer Identification Number (GSTIN)**, Trade Licence, PAN Etc. at the time of submission of the application.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Enclose. – Proforma for quoting rates - One copy.

*Sub-Divisional Officer-II*  
*River Research Institute,*  
*HCL, Mohanpur, Nadia*  
*Govt. of West Bengal*

*9/12*

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.

*[Signature]*  
 Sub-Divisional Officer-II  
 River Research Institute,  
 HCL, Mohonpur, Nadia  
 Govt. of West Bengal

*9/12*

Sl. No.	Particulars	Amount	Total
1.	Particulars		
2.	Particulars		
3.	Particulars		
4.	Particulars		

**Terms and Conditions**

1. All documents shall be submitted to the undersigned in triplicate.

2. The tender documents shall be available for inspection from the undersigned on working days from 10.00 AM to 4.00 PM.

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10. The tender documents shall be available for inspection from the undersigned on working days from 10.00 AM to 4.00 PM.

*[Signature]*  
 Sub-Divisional Officer-II  
 River Research Institute,  
 HCL, Mohonpur, Nadia  
 Govt. of West Bengal



**GOVERNMENT OF WEST BENGAL**

Irrigation & Waterways Directorate,

Office of the Sub Divisional Officer

Sub Division II

Sunderban Delta Project

**RIVER RESEARCH INSTITUTE, WEST BENGAL.**

Haringhata Central Laboratory,

P.O.-Mohanpur, Dist.-Nadia, PIN- 741246.

**PROFORMA FOR QUOTING RATE**

**N.I.Q. No- 01/SDO-II/RRI/HCL of 2020-21 dt 24.12.2020.**

**Name of Work: Collection of rate for “Arrangement of Food, Snacks and Drinking Water at River Research Institute, HCL for three (03) nos. training cum seminar to be held during the year 2020-21 excluding GST but including other charges complete(Delivering and Serving)”**

Sl. No.	Description of Item	Qty.	Unit	Amount in Rs. (Excluding GST) ( Figures/words)	Total Amount in Rs. (Excluding GST) ( Figures/words)
1	Tea and Snakes (Biscuits).	600	Per head		
2	Lunch Packet ( Two types Non Veg Item, One sweet for a day with supply of plastic plates, spoon, fork)	150	Per head		
3	Drinking water 500 ml bottle ( Reputed Brand)	200	Per head		

*Schmitz 24.12.2020*  
Sub -Divisional Officer,  
Sub-Division No.-II,  
River Research Institute,  
HCL, Mohanpur, Nadia.

Signature of the Quotationer with seal