



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- 02/SDO-II/RRI/HCL of 2020-21 dt.08.02.2021

Memo No. 43

Date: 08.02.2021

Sealed quotations for the work **Collection of rate for “Annual maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Mohanpur, Nadia excluding GST but including other charges complete”** 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	17.02.2021	Up to 16.00Hrs.
2.	Date of issue of quotation papers	19.02.2021	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	22.02.2021	Up to 15.00 Hrs.
4.	Date and time for opening quotation	22.02.2021	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 delivery, fitting & fixing in proper position wherever applicable.
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 quotationers are requested to submit all the requisite documents such as, PT, GST, Trade Licence, PAN etc. at time of submission of the application.
9. The rates will be collected for the preparation for estimate only.

Enclose. – Proforma for quoting rates - One copy.

Sd-
Sub -Divisional Officer,
Sub-Division No.-II,
River Research Institute,
HCL, Mohanpur, Nadia.

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.

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



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Sub Division II

RIVER RESEARCH INSTITUTE, WEST BENGAL.

Haringhata Central Laboratory,
P.O.–Mohanpur, Dist.–Nadia, PIN- 741246.

PROFORMA FOR QUOTING RATE

N.I.O. No- 02/SDO-II/RRI/HCL of 2020-21 dt 08.02.2021.

Name of Work: Collection of rate for “Annual maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Mohanpur, Nadia excluding GST but including other charges complete”

Sl. No.	Description of Item	Approx - imate Qty.	Unit	Rate per unit in Rs. (Excluding GST) (Figures)	Rate per unit in Rs. (Excluding GST) (Words)
A) Maintenance					
1	Maintenance of Desktop computer and Laptop including Key Board, Mouse, Monitor, etc. including all spares [Except Screen of monitor, Hard Disk and consumable items] including cost of technical person per year as per direction of the E.I.C.	39	Nos		
2	Maintenance of Printers excluding consumables (toner, cartridge, drum, prc etc.) including cost of technical person per year as per direction of the E.I.C.		Nos.		
	A) Mono Laser jet Printer	26			
	B) Multifunctional Laser jet Printer	5			
3	Maintenance of UPS excluding Battery and including cost of technical person per year as per direction of the E.I.C.	30	Nos.		

4	Maintenance of Photocopier excluding consumables (Toner, Drum, Developer unit etc.) including cost of technical person per year as per direction of the E.I.C.	03	Nos.		
5	Maintenance of Scanner excluding Lamp and Scan Head including cost of technical person per year as per direction of the E.I.C.	03	Nos.		
B) Supply					
6	Supply of TFT Monitor 18.5" size in exchange of existing monitor including cost of installation and fixing and cost of technical person as per direction of the E.I.C. Make: LG/SUMSUNG /DELL	2	Nos		
7	Supply of Key Board in exchange of existing key board including cost of installation and cost of technical person as per direction of the E.I.C. Make: HP/Dell/ Logitech/TVS	5	Nos		
8	Supply of optical scroll mouse in exchange of existing mouse including cost of installation and technical person as per direction of the E.I.C. Make: Logitech/Dell/HP	5	Nos		
9	Supply of hard disk drive 1TB, 7200 RPM, SATA in exchange of old one including cost of installation and cost of technical person as per direction of the E.I.C. Make: Seagate/WD	2	Nos		
10	Supply of RAM in exchange of old RAM including cost of installation and cost of technical person as per direction of the E.I.C. Make: Starlite/Kingston		Nos		
	a) DDR 3 – 4 GB	2	Nos		
	b) DDR 4 – 4 GB	2	Nos		

11	Supply of back up UPS any make rated KVA 0.65 in exchange of existing UPS including cost of installation and cost of technical person as per direction of E.I.C Make: APC/Microtek	2	Nos		
12	Supply of Battery in UPS of any make in exchange of old battery including cost of installation, testing and cost of technical person as per direction of the E.I.C Make: Exide/ Microtek	8	Nos		
13	Supply of SMPS of any makes minimum 400W in exchange of old SMPS including cost of installation, testing and cost of technical person as per direction of the E.I.C. Make: Frontech/ Gibronic	4	Nos		
14	Supply of Key Board for Laptop including cost of installation, testing and cost of technical person charge as per direction of the E.I.C. Make: Dell / HP supported	2	Nos		
15	Supply of Screen for Laptop including cost of installation, testing and cost of technical person charge as per direction of the E.I.C. Make: Dell / HP supported	2	Nos		
16	Supply of Fuser pressure Roller of Photocopier machine including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Make: Cannon supported	2	Nos		
17	Supply of Drum and Developer unit of Photocopier machine including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Make: Cannon supported	2	Nos		
18	Supply of HP 88A Black Laser Toner as as per direction of the Engineer-in-charge. Make: HP supported	4	Nos		

19	Refill of HP 88A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	20	Nos		
20	Supply of HP 18A Black Laser Toner as as per direction of the Engineer-in-charge. Make: HP supported	2	Nos.		
21	Refill of HP 18A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	5	Nos.		
22	Supply of HP CE310A Black Laser Toner as per direction of the Engineer-in-charge. Make: HP supported	2	Nos.		
23	Refill of HP CE310A Black Laser Toner with Drum as per direction of the Engineer in-charge. Make: HP supported	4	Nos.		
24	Supply of HP CE311A/312A/313A Color Laser Toner (C,Y,M) as per direction of the Engineer-in-charge. Make: HP supported	2	Nos		
25	Refill of HP CE311A/312A/313A Color Laser Toner (C,Y,M) as per direction of the Engineer-in-charge. Make: HP supported	4	Nos		
26	Supply of HP 85A Black Laser Toner as per direction of the Engineer-in-charge. Make: HP supported	2	Nos		
27	Refill of HP 85A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	4	Nos.		

28	Supply of HP 803 Black Cartridge as per direction of the Engineer-in-charge. Make: HP supported	3	Nos		
29	Supply of HP 803 Color Cartridge as per direction of the Engineer-in-charge. Make: HP supported	3	Nos.		
30	Supply of Canon NPT 59 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
31	Supply of Canon NPT 28 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
32	Supply of Canon NPG 73 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
33	Supply of Canon NPG 73 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
34	Supply of Canon NPG 67 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
35	Supply of Canon NPG 67 Cyan Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
36	Supply of Canon NPG 67 Magenta Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		
37	Supply of Canon NPG 67 Yellow Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	2	Nos		

38	Supply of Canon Black Laser Jet 337starter Toner as per direction of the Engineer-in-charge. Make: Canon supported	10	Nos		
39	Refill of Canon Black Laser Jet 337 starter With Drum as per direction of the Engineer in-charge. Make: Canon supported	20	Nos		

Sd-

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

Signature of the Quotationer with seal