



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer: Urban Drainage Sub-Div.-I**  
**Jalasampad Bhawan (6<sup>th</sup> Floor), Kolkata-91**  
**Ph.: 033-23598079 ; E-mail: sdoudsd1@gmail.com**

**NOTICE INVITING QUOTATION**

Memo No. 31

Dt.: 14.01.2022

N.I.Q. No.- 01/UDSD-I of 2021-22

**Name of work: "Annual maintenance and repair of all computers, printers including peripherals installed at the office of the Urban Drainage Sub-Division No.-I of the Irrigation & Waterways Department, Jalasampad Bhawan (6th floor), Kolkata-700091, for a period of 365 days."**

Sealed Quotations in plain paper/letter head pad are here by invited from the interested bona-fide Institutions/ Agencies having experience in annual maintenance work related to computers, printers, photo-copier machines including peripherals installed etc. and having experience of similar type of works as per format attached with the quotation for the above work. The quotation will be received by the Sub-Divisional Officer, Urban Drainage Sub-Division No.I, Jalasampad Bhawan [6<sup>th</sup> floor], Bidhannagar, Kolkata-700091 in the Tender Box kept in the chamber of the undersigned and will be opened in presence of the participating quotationers as per the prescribed Time Schedule. No quotation will be entertained by post or hand.

**TIME SCHEDULE**

Last date and time of submission of Application:	25.01.2022 upto 4.00 P.m.
Last date and time of Issuing Quotation Format:	27.01.2022 upto 4.00 P.m.
Last date and time of Dropping Quotation:	28.01.2022 upto 2.00 P.m.
Date & Time of Opening Quotation:	28.01.2022 at 3.00 P.m.

The rate should be quoted both in figure & words in the column of Rate & Amount as well as the total value of the work in the Quotation Format.

The quotation must be unconditional and quotationers must put his signature in the quotation. The quotationers will have to produce the following photocopy of the valid self attested documents with the quotation and original will have to produce if required/on demand for verification otherwise quotation will not be entertained.

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Documents i.e. (i) Certificates of GST, (ii) Income Tax returned for last financial year, (iii) Pan Card, (iv) Professional Tax upto date clearance, (v) Valid Trade License and (vi) Intending quotationer should have a credential for similar nature of work from any Govt. Organization for 5 (Five) successive years. Completion Certificates issued by Competent Authority will normally be considered as credential. Apart from credentials of works executed under Irrigation & Waterways Department, credentials of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government and Organizations like Railways, KoPT, and Mackintosh Burn Ltd., Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority. Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under Departments / Organizations other than Irrigation & Waterways Department, failing which credentials may not be considered.

In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated the next working day.

The acceptance of the quotation shall be at the discretion of the Superintending Engineer, Metropolitan Drainage Circle and reserves the right to accept or reject the lowest of quotation of any quotation without assigning any reasons thereof.

The successful quotationer will have to execute the formal agreement in W.B. Form No. 2911 (II) within 10 (days) from the date of issue of acceptance letter in the office of the Sub-Divisional Officer, Urban Drainage Sub-Division No.I, Jalasampad Bhawan [6<sup>th</sup>.floor], Bidhannagar, Kolkata -700091.

The Earnest Money @2% of the quoted amount in the form of Demand Draft or Bankers, cheque from any Nationalize Bank in favour of the Executive Engineer, Urban Drainage Division, Jalasampad Bhawan [4<sup>th</sup>.floor], Bidhannagar, Kolkata -700091 is to be deposited at the time of formal agreements.

Payment will be made from the office the Executive Engineer, Urban Drainage Division, Jalasampad Bhawan [4<sup>th</sup>.floor], Bidhannagar, Kolkata -700091, subject to availability of fund & no communication will be entertained for delayed payment by the undersigned.

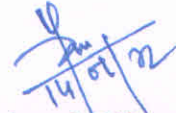
GST as per Govt. rules. While quoting their rate(s), Bidders are requested to consider all taxes, Cess and other expenses including other ensuing notification of Central/ State Govt. Taxes if any.

  
**Sub-Divisional Officer/ A.E.**  
**Urban Drainage Sub-Div. No. I**  
**Jalasampad Bhawan**



Copy submitted for favour of kind information with the request for wide circulation to :

1. The Director of Personnel & Ex-Officio Chief Engineer, Irrigation & Waterways Directorate, Jalsampad Bhawan [2<sup>nd</sup> floor], Bidhannagar, Kolkata -700091.
2. The Chief Engineer (D&R and Central), I&W Dte., Jalsampad Bhawan, Bidhannagar, Kolkata - 91.
3. The Chief Engineer (South), I & W Dte., Jalsampad Bhawan, Bidhannagar, Kolkata - 91.
4. The Superintending Engineer, Metropolitan Drainage Circle, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
5. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
6. The Superintending Engineer, Eastern Circle, Jalsampad Bhawan, Bidhannagar, Kolkata -700 091,
7. The Superintending Engineer, Western Circle-I, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
8. The Superintending Engineer, Mechanical & Electrical Circle, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
9. The Director, Information & Cultural Affairs Department, Govt. of West Bengal, Writers' Building, Block-I (5th floor), Kolkata -700001, with the request to upload the said N.I.T. in the state portal [www.banglarmukh.gov.in](http://www.banglarmukh.gov.in) (encl. Soft copy)
10. The Executive Engineer, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
11. The Executive Engineer, Metropolitan Drainage Division No. I, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
12. The Executive Engineer, Metropolitan Drainage Division No. II, Jalsampad Bhawan, Bidhannagar, Kolkata -700 091.
13. The Executive Engineer, Calcutta Drainage Outfall Division, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
14. The Executive Engineer, Suburban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 91.
15. The Executive Engineer, Magrahat Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.
16. The Executive Engineer, Howrah Irrigation Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 91.
17. The Executive Engineer, Public Relation-cum-Statistical Cell, I&W Deptt., Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091. He is requested to upload the said NIT in the website of I & W Deptt. (encl. Soft copy).
18. The Sub-Divisional Officer, Urban Drainage Sub-Division No. II, Madhyamgram, North 24 Parganas.
19. The Sub-Divisional Officer, Urban Drainage Sub-Division No. III, Khardah, North 24 Parganas.
20. Estimating Section, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
21. Accounts Section, Urban Drainage Division, Jalsampad Bhawan, Bidhannagar, Kolkata - 700 091.
22. NOTICE BOARD, Urban Drainage Sub-Division No.I, Jalsampad Bhawan, Bidhannagar, Kolkata-700 091.

  
**Sub-Divisional Officer/ A.E.**  
**Urban Drainage Sub-Div. No. I**  
**Jalsampad Bhawan**