



Government of West Bengal
Office of the Executive Engineer
Urban Drainage Division
I & W Directorate
Jalasangpad Bhawan, 4th Floor,
Bidhannagar, Kolkata – 700 091
Official e-mail ID: ceuddiwd@yahoo.com

NOTICE INVITING QUOTATION

Memo No.1Q-1/134

Dt.:24.01.2022

N.I.Q. No.- 08/UDD of 2021-22

Name of work: "Maintenance and repair of all computers, printers & copier machines including peripherals installed at the offices of the Executive Engineer, Urban Drainage Division with P&R S Cell of the Irrigation & Waterways Department, Jalasangpad Bhawan (4th floor), Kolkata-700091, for a period of 180 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 has to be submitted in the office of the Executive Engineer, Urban Drainage Division, Jalasangpad Bhawan [4th 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:	01.02.2022 upto 4.00 P.m.
Last date and time of Issuing Quotation Format:	02.02.2022 upto 4.00 P.m.
Last date and time of Dropping Quotation:	03.02.2022 upto 2.00 P.m.
Date & Time of Opening Quotation:	03.02.2022 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.

Contd.

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.

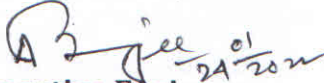
The acceptance of the quotation shall be at the discretion of the Superintending Engineer, Metropolitan Drainage Circle and reserves the right to accept or reject the lowest of quotation of any quotation without assigning any reasons thereof.

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 Executive Engineer, Urban Drainage Division, Jalasampad Bhawan [4th.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 [4th.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 [4th.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.


Executive Engineer
Urban Drainage Division
Jalasampad Bhawan

SCHEDULE OF WORKS
[NIQ- 08/UDD of 2021-22]

Name of work: "Maintenance and repair of all computers, printers & copier machines including peripherals installed at the offices of the Executive Engineer, Urban Drainage Division with P&R S Cell of the Irrigation & Waterways Department, Jalasampad Bhawan (4th floor), Kolkata-700091, for a period of 180 days."

Sl. No.	Scope of Works	Unit	Quantity	Rate including GST & CESS (To be quoted by the quotationer)	Amount
1	Maintenance of Desktop/ Laptop computer (any make) including Key Board, Mouse, Monitor (Without Spares) etc. including cost of technical person as per direction of Engineer-In-Charge for a period of 180 days.	Each	8		
2	Maintenance of Printers (Single/ Multi-functional Laser Jet/ Desk Jet) including cost of of technical person as per direction of Engineer-In-Charge for a period of 180 days.	Each	6		
3	Maintenance of Copier including cost of of technical person as per direction of Engineer-In-Charge for a period of 180 days.	Each	3		
4	Maintenance of Network & Internet connectivity (Wired & Wireless) of different offices for a period of 180 days.	Each	1		
5	Supply & installation and activation of Anti-virus software Quick Heal or other latest brand including license papers valid for a least one year for each computer as per direction of Engineer-In-Charge.	Each	8		
6	Supply of KEYBOARD (Hp/ Dell/ Logitech) in exchange of existing Keyboard including cost of installation and technical person as per direction of Engineer-In-Charge.	Each	1		
7	Supply of Optical Scroll Mouse (Dell/ Logitech) in exchange of existing Mouse including cost of installation and technical person as per direction of Engineer-In-Charge.	Each	1		
8	Supply of line interactive UPS of APC make rated KVA 0.55 in exchange of existing UPS including cost of installation and technical person as per direction of Engineer-In-Charge.	Each	1		
9	Supply of battery in UPS of AMCO/ Excide in exchange of old battery including cost of installation, testing and technical person as per direction of Engineer-In-Charge.	Each	1		
10	Supply of SMPS of any make minimum 400w in exchange of old SMPS including cost of installation, testing and technical person as per direction of Engineer-In-Charge.	Each	2		
11	Supply of new Printer ink Cartridge/ Ribbon/ Toner Cartridge including cost of installation, testing and technical person as per direction of Engineer-In-Charge.				
	i) Hp Laser Toner 88A	Each	4		
	ii) Hp Toner 12A	Each	1		
	iii) Toner for Canon Photo-copier NPG 28	Each	2		
	iv) Toner for Panasonic Photo-copier DP 1086P	Each	2		
	v) Toner for Canon Photo-copier NPG 59	Each	3		
12	Refilling of printer ink Cartridge/ Ribbon/ Toner cartridge including cost of installation, testing and technical person as per direction of Engineer-In-Charge.	Each	4		
	(Rupees				
) only			Total Rs.	

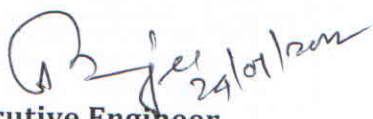
(Signature of Contractor with Seal)

Memo No. 1Q-1/134

Dated: 24.01.2022

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, Jalasampad Bhawan [2nd floor], Bidhannagar, Kolkata -700091.
2. The Chief Engineer (D&R and Central), I&W Dte., Jalasampad Bhawan, Bidhannagar, Kolkata - 91.
3. The Chief Engineer (South), I & W Dte., Jalasampad Bhawan, Bidhannagar, Kolkata - 91.
4. The Superintending Engineer, Metropolitan Drainage Circle, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
5. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
6. The Superintending Engineer, Eastern Circle, Jalasampad Bhawan, Bidhannagar, Kolkata -700 091,
7. The Superintending Engineer, Western Circle-I, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
8. The Superintending Engineer, Mechanical & Electrical Circle, Jalasampad 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 (enclo. Soft copy)
10. The Executive Engineer, Metropolitan Drainage Division No. I, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
11. The Executive Engineer, Metropolitan Drainage Division No. II, Jalasampad Bhawan, Bidhannagar, Kolkata -700 091.
12. The Executive Engineer, Calcutta Drainage Outfall Division, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
13. The Executive Engineer, Suburban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 91.
14. The Executive Engineer, Public Relation-cum-Statistical Cell, I&W Deptt., Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091. He is requested to upload the said NIT in the website of I & W Deptt. (enclo. Soft copy).
15. The Sub-Divisional Officer, Urban Drainage Sub-Division No.I, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
16. The Sub-Divisional Officer, Urban Drainage Sub-Division No. II, Madhyamgram, North 24 Parganas.
17. The Sub-Divisional Officer, Urban Drainage Sub-Division No. III, Khardah, North 24 Parganas.
18. Estimating Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
19. Accounts Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
20. NOTICE BOARD, Urban Drainage Division , Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.


Executive Engineer
Urban Drainage Division
Jalasampad Bhawan