



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
Office of the Executive engineer
Mahananda Link Canal Division
2nd mile, Sevoke Road, Siliguri ,E-mail: eemlcd@gmail.com

Memo :- 137

Dated :- 28/02/2022

N.I.Q. NO. 13/EE/MLCD of 2021-2022

Sealed quotation is here by invited by the Executive engineer Mahananda Link Canal Division from the bonafied and resourceful agencies and will be received by the Executive engineer, Mahananda Link Canal Division, 2nd mile, Sevoke Road, Siliguri.

Name of work:- Non-Comprehensive annual maintenance 3 Nos Xerox machine in different offices at Teesta Sech Bhawan, 2nd mile, Sevoke Road, Siliguri, during the year 2022-23.

- a) Last date and time of receipt of application of quotation papers-07/03/2022 upto 15:00 Hrs .
- b) Last date and time of issue of quotation papers- 08/03/2022 upto 16:00 Hrs
- c) Last date of receiving quotation paper- 10/03/2022 upto 15:00 Hrs .
- d) Date & time of opening quotation paper :- 10/03/2022 at 15:30 Hrs

Terms and Conditions

- 1) The participant must have sufficient knowledge about software and hardware of Xerox machine. If it is a firm, it should have salaried technician. Necessary certificates/documents, regarding knowledge about software and hardware of Xerox machine, have to be attached with the quotation.
- 2) The offered rate shall be deemed to cover all incidental charges.
- 3) The intending applicants shall have to produce copy of valid Trade License, PAN card.
- 4) Quotationers does not fulfill any of the condition specified above or incomplete in any respect shall be treated as informal and will be liable to be summarily rejected.
- 5) Payment will be made monthly/quarterly/yearly by the Executive Engineer, Mahananda Link Canal Division, subject to availability of fund.
- 6) The acceptance of the quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation & reserve the right to reject any or all the quotations without assigning any reason. The quotation will be open on the specific date and time in presence of the intending Quotationers.
- 7) The rate should be quoted in figure as well as in word and it will be per year basis for the year 2022.
- 8) The successful Quotationer must render his/her service or should provide technical person, as the need be, to this department for giving service throughout the year including holidays. The technical person must report to the undersigned or to concerned Sub Assistant Engineer, everyday during office hours, and remain in the office till business hour of the office is closed

- 9) Price escalation clause will not be admissible.
- 10) Any kind of software oriented works will be covered under this contract.
- 11) The successful quotationers will have to execute a formal agreement in W.B.F. No.- 2911 for original & duplicate copies of his quotation. Which will have to be obtained by free of cost in the office of the Executive Engineer, Mahananda Link Canal Division within 7(seven) days from the date of receipt of the intimation of acceptance of his quotation.
- 12) The successful Quotationers whose quotation will be accepted, will have to execute formal tender in original and duplicate, which will have to be obtained free of cost at the office of the **Executive Engineer, Mahananda Link Canal Division, Siliguri.** in W.B.F. No. 2911/2911 (i)/2911 (ii)/2908 which is applicable within 3 (three) days from the date of receipt of the intimation of acceptance of his/her quotation.
- 13) The agreement may be terminated from either side prior one month notice.
- 14) Before offering quotations, the intending quotationer should thoroughly verified himself with the proposed work by local inspection and all other relevant factors should be taken into consideration and the quoted rate should be all sorts of incidental charges, taxes etc. The evolution of lowest quotationer will be based on total quoted amount . and no conditional quotation will be entertained
- 15) Any material not up to standard quality & satisfaction shall be replaced.
- 16) No quotation paper will be issued or received by post
- 17) The acceptance of quotation will rest upon the competent authority and the undersigned reserves the right to cancel one or all quotations/ NIQ without assigning any reason thereof.

All other normal terms and conditions of standard N.I.Q. will also be applicable.



**Executive Engineer
Mahananda Link Canal Division
2nd mile, Sevoke Road, Siliguri**

Memo No :- 137/1(7)

Dated :- 28/02/2022

Copy submitted for information and wide circulation to the:-

1. Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2nd mile, Sevoke Road, Siliguri.
2. Superintending Engineer, Teesta Barrage Circle, Teesta Sech Bhawan, 2nd mile, Sevoke Road, Siliguri.
3. Sub-Divisional Officer, Mahananda Link Canal Sub-Divn. No.IV/V/VI & K.T.B. Sub-Division.
4. Sub Divisional Officer ,Information & Cultural Affairs Department, Siliguri/Jalpaiguri.
5. Divisional Accounts Officer, Mahananda Link Canal Division.
6. Estimating Branch, Mahananda Link Canal Division.
7. Office Notice Board.

**Sd/-
Executive Engineer
Mahananda Link Canal Division
2nd mile, Sevoke Road, Siliguri**

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N.I.Q. NO. 13/EE/MLCD of 2021-2022

Name of work- Non-Comprehensive annual maintenance 3 Nos. Xerox machine in different offices at Teesta Sech Bhawan, 2nd mile, Sevoke Road, Siliguri, during the year 2022-23.

Description of Works	Rate per Month(Including of all Taxes)	Remarks
Maintenance of 3 no Xerox machine of Model No-iRADVC3720, iR2420L, iRADV4225 at Teesta Sech Bhawan, 2nd Mile Sevike Road, Siliguri.		Only Labour Charges without any parts.

Mode of Service:- During The Office Hours Of everyday and/or as per requirement of the office.

Mode of Payment:- Bill may be paid on monthly/quarterly/yearly basis or as per direction of the office.

**Executive Engineer
Mahananda Link Canal Division
2nd mile, Sevoke Road, Siliguri**