



**Notice Inviting Quotation No. 02 of 2021-2022 OF S.D.O/ B.I. Sub-Division No. III**

Memo No. 50

Date – 21/03/2022

Sealed Quotation in letter head pad/plain paper are invited by the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No-III, Kanainatsal, Burdwan from reliable agencies / suppliers for the work as per attached list inclusive of all individual charges, taxes etc complete.

The rate should be quoted in quotation both in figures and words.

SI No	Name of work	Eligibility of contractor/Agency	Accepting authority
1	Supply of Office furniture for the use of office of the Additional Project Director-III, DPMU-I, Kanainatshal, Burdwan.	Bonafied agencies / suppliers	Additional Project Director-III, DPMU-I, Kanainatsal, Purba Bardhaman.

- 1) Last date of receiving application for quotation paper : 25/03/2022 upto 04.00PM
- 2) Last date of issuing quotation paper : 25/03/2022 upto 04.00PM
- 3) Last date of receiving quotation paper : 28/03/2022 upto 03.00PM
- 4) Date of opening quotation paper : 28/03/2022 after 03.30PM

Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.

The Service should start within 7(Seven) days after receiving Work Order.

The successful quotationer shall have to complete the entire work within the stipulated time from the date of commencement. The quality of supplied materials has to be approved by the Engineer-in-Charge prior to supply and if any objection is raised the contract will be terminated without showing any reason.

The Engineer-in-Charge has the full authority to terminate the services at any time in partially/fully with giving one month of Notice.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

The rate quoted by the quotationer should include West Bengal Sales Tax, other taxes taxable under rules.

All other normal terms and conditions of standard N.I.T. will be applicable. Payment will be made as per availability of fund in the appropriate head.

Incase of partial termination, Payment will be made for the rest functional arrangement.

## Terms & Conditions

- 1) Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like registered Partnership (For Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
  - a. P.T. Clearance certificate and I.T., PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority subject to production of authenticated receipt, may also be considered.
- 2) Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by post is not allowed.
- 3) Any suppression/ misrepresentation of fact will automatically debar the application from participation in any Tender/ Quotation under the Sub-Division /Division / Circle for at least (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
- 4) No quotation paper will be supplied by Post.
- 5) No quotation paper will be issued after expiry of date and time mentioned in the notice.
- 6) The quotationers should quote their rate both in figures and in words on each item of work/ supply as per the NIT.
- 7) All corrections are to be attested under the dated signature of the quotationer.
- 8) All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.
- 9) The quotationers who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter in to an agreement on behalf of the company or firm under the Indian partnership Act, failing which the quotation will not be considered.
- 10) Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
- 11) Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
- 12) The quotation accepting authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationers.
- 13) In view of introduction of GST with effect from 01.7.2017, all the bidders intending to participate in this Quotation should quote inclusive of GST applicable for entire composite works/Procurement of goods & services, labour intensive component contained in the schedule. Income Tax, Royalty, GST (CGST, SGST, IGST), Construction Workers' Welfare Cess, Labour Insurances EPF and similar other statutory levy / cess (whichever applicable) will have to be borne by the contractor/bidder and his/her quoted rate should be quoted accordingly after considering all these charges, and no separate payment towards any of the statutory taxes rents or levies shall be made by the work implementing authority.
- 14) The quotation will be opened, in presence of the participating quotationers or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

15) The successful quotationers will have to execute a formal agreement in **W.B.F.No.-2911/ 2911(i)/ 2911(ii)**. Within 7 (SEVEN) days from the date of received of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub-Divisional Officer, Burdwan Irrigation Sub-Division No-III, Kanainatsal, Burdwan** on free of cost.

16) The successful quotationers will have to deposit Earnest Money @ 2% of the estimated amount at the time of executing formal agreement as per Govt. rules.

17) No advance payment to the selected agency will be made under any circumstances.

18) The successful quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation & Abolition) Rules, 1972 & such other Acts as may be applicable, as will be in force from time to time.

19) The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

20) In the following cases a quotation may be unacceptable,

- a) Correction, alterations, additions, etc. if not attested by the quotationer.
- b) If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity & financial stability of the intending quotationer(s), the quotation paper issuing authority may demand production of any necessary document(s) as it may be deem necessary.
- c) Canvassing in connection with the quotation will be liable to rejection.
- d) Any quotation containing over writing is liable to be rejected.

1. **N.I.Q. No & date:- 02 of 2021-2022 of S.D.O/B.I. Sub-Division No-III, Memo No- 50 Dt.- 21/03/2022**
2. **Last date of receiving application** :- 25/03/2022 upto 04.00PM
3. **Last date of issuing quotation paper** :- 25/03/2022 upto 04.00PM
4. **Last date of receiving quotation paper** :- 28/03/2022 upto 03.00PM
5. **Date of opening quotation** :- 28/03/2022 after 03.30PM
6. **Place of dropping of quotation documents** :- Office of the Sub-Divisional Officer,  
B.I. Sub-Division No-III,  
Kanainatsal, Burdwan.
7. **Quotation accepting authority** :- Additional Project Director-III,  
DPMU-I, WBMIFMP  
Kanainatsal, Purba Bardhaman.



**Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No-III  
Kanainatsal, Purba Bardhaman**

**Memo No. - 50/1(5)**

**Date: - 21/03/2022**

Copy forwarded for information to:-

1. Additional Project Director-III, DPMU-I, Kanainatshal, Purba Bardhaman.
2. Executive Engineer, Burdwan Irrigation Division, Kanainatshal, Burdwan.
3. Sub-Divisional Officer, Burdwan Irrigation Sub-Division No. - I /II.
4. Notice Board for wide circulation.



**Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No-III  
Kanainatsal, Purba Bardhaman.**



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**Burdwan Irrigation Sub-Division No.III**  
**Kanainatshal, Burdwan, PO-Spirally, Dist.-Purba Bardhaman**

**SL NO. 1**

**NOTICE INVITING QUOTATION NO. - 02 OF 2021-2022 OF SDO/B.I.SUB-DIVISION NO-III**

**Name of the work:- Supply of Office furniture for the use of office of the Additional Project Director-III, DPMU-I, Kanainatshal, Burdwan.**

SI No	Description of items	Quantity	Unit	Rate in Rupees	Total in Rupees
1	Arm Chair (Nilkamal Indus Visitor Chair)	14	Nos.		
2	Nilkamal Vento Office Table (Mahogany)	01	Nos.		

**Adress:-**

**Signature of Quotationar**