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Memo No: 272

Dated: 23.03.2022

**NOTICE INVITING QUOTATION: WBIW/EE/BDD/NIQ-02 of 2021-22**

**Name of work:** "Annual maintenance and repair (without spare parts) of all computers, laptops, printers & photo-copier machines including peripherals installed at the office of the Executive Engineer, Bidyadhari Drainage Division & 4nos Sub-Division (Bidyadhari Drainage Sub-Division, Barasat Drainage Sub-Division, Basirhat Drainage Sub-Division & Jamuna Basin Drainage Sub-Division) under this division 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, laptops, 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 Executive Engineer; Bidyadhari Drainage Division at Taki Road, Barasat, Kolkata-700124 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**

1. Last date and time of submission of Application: 30.03.2022 upto 17:00 hrs.
2. Last date and time of Issuing Quotation Format: 31.03.2022 upto 17:00 hrs.
3. Last date and time of Dropping Quotation: 01.04.2022 upto 14:00 hrs.
4. Date & Time of Opening Quotation: 01.04.2022 at 15:00 hrs.


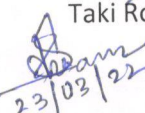
The rate should be quoted both in figure & words in the column of Rate & Amount as well as the total value of the work in the Quotation Format.

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 application and original will have to produce if required/on demand for verification otherwise quotation paper will not be issued.

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, WBSSEDCL, 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.

- A. The quotation papers will be available from the office of the undersigned from 10:15 am to 5:00 pm on all working day excluding holiday on free of cost after receiving application. 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. They may also visit the official website of I & WD, Govt. of West Bengal, [www.wbiwd.gov.in](http://www.wbiwd.gov.in) for detail information.
- B. The acceptance of the quotation shall be at the discretion of the Superintending Engineer, Greater Calcutta Drainage Circle and reserves the right to accept or reject the lowest of quotation of any quotation without assigning any reasons thereof.
- C. 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, Bidyadhari Drainage Division, Taki Road, Barasat, Kolkata-700124.
- D. Payment will be made from the office the Executive Engineer, Bidyadhari Drainage Division, Taki Road, Barasat, Kolkata-700124 subject to availability of fund & no communication will be entertained for delayed payment by the undersigned.
- E. 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.
- F. Service will be delivered on spot at division and sub-division offices mentioned in the name of works.


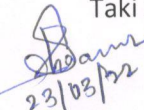
  
Executive Engineer  
Bidyadhari Drainage Division  
Taki Road Barasat.  
  
23/03/22

Memo No.: 272/1

Dated: 23/03/2022

Copy submitted for favour of kind Information to:-

- 1) The Superintending Engineer, Greater Calcutta Drainage Circle, 2nd floor Jalasampad Bhawan .


  
Executive Engineer,  
Bidyadhari Drainage Division  
Taki Road, Barasat.  
  
23/03/22

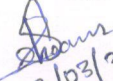
no No.: 272/1/1(5)

Dated: 23/03/2022

copy forwarded for information and wide circulation to:-

- 1) The Sub-Divisional Officer, Basirhat Drg. Sub-Division, Basirhat.
- 2) The Sub-Divisional Officer, Jamuna Basin Drg. Sub-Division, Banipur.
- 3) The Sub-Divisional Officer, Bidyadhari Drg. Sub-Division, Bongaon.
- 4) The Divisional Accounts Officer, Bidyadhari Drg Division, Barasat.
- 5) Notice Board of this Office.

  
Executive Engineer  
Bidyadhari Drainage Division  
Taki Road Barasat

  
23/03/22