



Government of West Bengal

Irrigation & Waterways Directorate
Office of the Executive Engineer-I
Lower Damodar Irrigation Division

Singur : Hooghly: Telephone No. 033-26300170: E-Mail ID-eeldi2014@gmail.com

NOTICE INVITING QUOTATION NO. 02 OF 2021-22 OF E.E-I/L.D.I.DN.

Sealed quotations are invited by the Executive Engineer-I, Lower Damodar Irrigation Division on behalf of the Governor of West Bengal, for the works as per list attached herewith from the bonafide reliable and resourceful Contractor having sufficient experience in execution of similar type of works as per detailed herein under . The work stated below on the following terms and 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, G.S.T 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.
 - b. Completion Certificate / Payment Certificate (S) for similar works, as desired by the quotation paper issuing authority. (Terms and Condition)
 - c. Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

“Completion certificates issued by competent Authority will normally be considered as Credential. Apart from Credentials of works executed under Irrigation & Waterways Department, Credential of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department& other State Government Department , Zilla Parishads, WBHIDCO, WBSIEDCL, KMDA, KMW & KMC, HRBC, Engineering Departments of Central Government and Organizations like Railway, KPT and Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. 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. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours between 11.00 A.M and 4.00 P.M on every working day, till **06-04-2022** in the office of the Executive Engineer, Lower Damodar Irrigation Division.
4. Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 2 (Two) years from the date of detection, in addition to such other penal action as the Government may deem proper.
5. No quotation paper will be supplied by Post.
6. No quotation paper will be issued after expiry of date and time mentioned in the notice.
7. The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.
8. All corrections are to be attested under the dated signature of the quotationer.
9. All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. Conditional quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

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12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
13. 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 quotationer.
14. G.S.T, Royalty, Building & other constructional workers, Cess and all other statutory Levy/Cess etc. will have to borne by the contractor(He/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
15. The quotation will be opened, in presence of the participating quotationer 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.
16. The successful quotationer will have to execute a formal agreement in **W.B.F.No.-2911** within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied on free of cost from the office of the Executive Engineer-I, Lower Damodar Irrigation Division.
17. 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. Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (If applicable).
18. No advance Payment to the selected agency will be made under any circumstances.
19. The successful quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules,1972 and such other Acts as may be applicable, as will be in force from time to time.
20. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
21. 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 and 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.

Additional Terms & Conditions

1. The successful quotationer must provide at least 2 (two) technical persons or more, as the need be, to this Division for giving service throughout the year including holidays. The technical persons must report to the office of the Executive Engineer, Lower Damodar Irrigation division, Singur, Hooghly everyday during office hours and remain in the office till business hours of the office is closed. The technical persons must be conversant with the technical intricacies of the operating system, hardware and all kinds of peripherals.
2. The technical persons, who will be giving service, must have mobile phones maintenance cost of which must be born by the quotationer. The technical persons must be well aware of all kinds of trouble-shooting, specifically, all other peripherals of Desktop Computer and Laptop, associated with CRT monitors, TFT monitors, Printers of all types, Scanners, and presently marketed 3 in 1 peripherals etc.
3. The technical persons must be well conversant with Local Area Networking, configuring net work devices, like hubs, switches of all makes, routers etc.
4. Through knowledge of multi-user operating system like Unix, Linux will be of added advantage.
5. The supply articles as mentioned in the schedule of work would have to be supplied as asked by the authority according to demand.
6. The warranty period for supplied articles except ink cartridge shall be for a period of at least 1 (one) year.
7. **Payment shall be made, quarterly/ upon satisfactory execution of the work, on the availability of fund and there is no guarantee that the payment shall be made every month or at a regular interval of time.**
8. All unserviceable parts shall be taken back by the agency, observing necessary formalities and rate should be quoted showing the amount of deduction against supply of such items.
9. The successful quotationer may have the right to change the service personnel, but with pre intimation at least 7 (seven) days ahead, and approval of the undersigned.
10. During the period of agreement, execution of any item may be kept suspended if the authority so decides.
11. In the event of unsatisfactory service, the contract will be terminated, abiding by the clauses of Form-2911.
12. In case replacement of any peripherals, standby arrangement for functioning of computer will have to be made.
13. The nos. Of Desktop Computers are **24** nos., which may be increased. The extra work would have to be done which would be treated as excess.

(TAPAN PAL)

Executive Engineer-I
Lower Damodar Irrigation Division

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1. N.I.Q No & Date : 02 of 2021-22 of E.E.-I/L.D.I.D Dated-24.03.2022
2. Last Date of Application : 05.04.2022 till 16.00 Hrs..
3. Date of issue of quotation documents : 06.04.2022 Till 17.00 Hrs.
4. Date of dropping of quotation Documents : 07.04.2022 till 15.00 Hrs.
5. Place of dropping of quotation Documents: Office of the Executive Engineer-I, Lower Damodar Irrigation Div.
Singur, Hooghly.
6. Date & time of opening quotation : 07.04.2022 after 15.00 Hrs.
7. Quotation Accepting Authority : Superintending Engineer, Damodar Irrigation Circle.

Name of the work: Annual maintenance & repair of all computers, printers, & photocopier machines including peripherals installed at different offices under the jurisdiction of E.E.-I, Lower Damodar Irrigation Division including Division office.

SI No	Description of Items	Quantity	Unit
01.	Annual Maintenance of Desktop /Laptop of any make (without spares)	24	Each set
02.	Annual Maintenance of Printer of any make (without spares)	15	Each set
04.	Annual Maintenance of Photocopier of any make (without spares)	2	Each set
05.	Annual Maintenance of Scanner of any make (without spares)	10	Each set
06.	Maintenance of Network & Internet connectivity (wire & wireless) of entire office of the Executive Engineer/L.D.I.D including 4 no. Sub Divisions.	5	Each Job
07.	Supply & installation of different types of computer & spares parts, ink, toner etc as per requirement.	Detail in schedule	Each set

(TAPAN PAL-I)
Executive Engineer
Lower Damodar Irrigation Division

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Declaration by the Applicant as per clause 1.c of standard Form for Notice
Inviting Quotation for Public Works

I/We do hereby declared that there is no other application for quotation paper for work in this NIQ (NIQ No.02 of 2021-22 of E.E.-I/L.D.I.D) in which I/We have common interests.

(Signature of contractor with seal)

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Memo No:702 /1(4)

Dated: 24.03.2022

Copy forwarded for information & having displayed in Notice Board to:

1. The Chief Engineer (West), , I & W. Dte, Kanainatsal, Purba Bardhaman.
2. The Joint Secretary to the Govt of West Bengal, I & W. Deptt. , Jalsampad Bhawan, Salt Lake city.
3. The Superintending Engineer, Damodar Irrigation Circle, I & W. Dte, Purba Bardhaman.
4. The Executive Engineer-II, Lower Damodar Irrigation Division.

(TAPAN PAL)

Executive Engineer-I
Lower Damodar Irrigation Division

Memo No:702 /1(3)/ /(7)

Dated: 24.03.2022

Copy forwarded to

1. Sub-Divisional Officer, Arambagh / Memari/Champadanga/Jamalpur Irrigation Sub-division.
2. Account Section, Lower Damodar Irrigation Division.
3. Estimating Section, Lower Damodar Irrigation Division.
4. Notice Board of Lower Damodar Irrigation Division.

(TAPAN PAL)

Executive Engineer-I
Lower Damodar Irrigation Division

Issued to:---



Government of West Bengal

Irrigation & Waterways Directorate

Office of the Executive Engineer-I

Lower Damodar Irrigation Division

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Schedule of items for the work “Annual maintenance & repair of all computers, printers, & photocopier machines including peripherals installed at different offices under the jurisdiction of E.E.-I, Lower Damodar Irrigation Division including Division office.”

Working Period :- 12 Months.

Sl. No.	Description of items	Quantity	Unit	Rate (Rs.)	G.S.T. (@18%)	Cess (@1%)	Rate with G.S.T. & Cess (Rs.)	Amount (Rs.)
1.00	A. Maintenance							
1.01	Maintenance of Desktop computer (any make) including UPS, Key Board, Mouse, Monitor, etc. (without spares)	24.00	Each					
1.02	Maintenance of Printers i) Single/Multi function Laser Jet/Desk Jet (without spares)	15.00	Each					
1.03	Maintenance of Photocopier (any make) machine (without spares)	2.00	Each					
1.04	Maintenance of Scanner (without spares)	10.00	Each					
1.05	Maintenance of Network & Internet connectivity (Wired & Wireless)	5.00	Each					
2.00	B. Supply							
2.01	Supply & Installation and activation of antivirus software Quickheal or other latest Brand including necessary license papers valid for at least one year for each computer	24.00	Each					
2.02	Supply of TFT Monitor HP brand, 19" size in exchange of existing monitor including cost of installation and fixing.	5.00	Each					
2.03	Supply of Key Board (HP/Dell/Logitech) in exchange of existing key board.	5.00	Each					
2.04	Supply of optical scroll mouse (Logitech/Dell)	5.00	Each					
2.05	Supply of 1 TB Hard Disk in exchange of existing one.	3.00	Each					
2.06	Supply of RAM in exchange of old RAM including cost of installation. i) DDR 3 – 4 GB, 1066/1333 MHz	3.00	Each					

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Sl. No.	Description	Quantity	Unit	Rate (Rs.)	G.S.T. (@18%)	Cess (@1%)	Rate with G.S.T. & Cess (Rs.)	Amount (Rs.)
2.07	Supply of line Interactive UPS of APC make in exchange of existing UPS	3.00	Each					
2.08	Supply of Battery in UPS of AMCO/Excide in exchange of old battery.	5.00	Each					
2.09	Supply of SMPS of any makes minimum 400W in exchange of old SMPS.	4.00	Each					
2.10	Supply of Pen Drive 16GB or higher	10.00	Each					
2.11	Supply of computer cabinet of any make.	2.00	Each					
2.12	Supply of new printer ink cartridge / Ribbon / Toner Cartridge.							
2.13	i) HP Laser Toner 88A	10.00	Each					
2.14	ii) HP Laser Toner 85A	5.00	Each					
2.15	iii) Drum for canon photocopier	3.00	Each					
2.16	iv) D.C.Blade for canon photocopier	3.00	Each					
2.17	v) Teflon for canon photocopier	3.00	Each					
2.18	vi) Toner for canon photocopier NPG 28	10.00	Each					
2.19	Refilling of printer ink cartridge / ribbon / toner cartridge including cost of installation, testing and cost of technical person as per direction of E.I.C. i) HP Laser Toner 12A / 88A / 53A (including Drum / Blade)	45.00	Each					

Total-----Rs.

(In words rupees-----)

Signature of the Quotationer with date

FULL NAME & ADDRESS
(IN CAPITAL LETTER) :--