



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer, Silabati Sub-Division
Silda, Jhargram

Memo No: -40

Dated: -08.04.2022

NOTICE INVITING QUOTATION NO – 02/WBIW/SDO/SSD-2022-23

A. Sealed quotation are invited in company's letter head from the Manufacturer/ Authorized dealer/bonafide contractor having sufficient experience for the work-

Sl.No.	Name of Work	Eligibility of supplier	Time Period	Cost of quotation document
1.	Procurement of 4(four) nos Desktop computer for use in the office of the Sub-Divisional Officer, Silabati Sub-Division, Silda, Jhargram.	bonafied, resourceful & experienced contractors/ suppliers	15 (Fifteen) Days	Free of cost.

- B. The intending quotationers should submit their quotation to the Sub-Divisional Officer, Silabati Sub-Division, Silda, Jhargram, strictly as per prescribed proforma which will be available in the office of undersigned free of cost, along with terms and conditions. The rate should be quoted both in figure as well as in words.
- C. The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.
- D. The successful quotationer will have to execute an Agreement in W.B.Form No.-2911 accepting terms and conditions for the work as mentioned above within 07 (Seven) days from the issue of acceptance letter positively. Failure of which agreement will be treated as cancelled.
- E. Quotation papers will be issued to the intending quotationers after verifying all necessary papers, as per following time schedule-

Time Schedule of Tender Procedure

Sl no	Descriptions	Date	Time
i)	Last date & time for submission of application	18.04.2022	Upto 13:00 hrs.
ii)	Last date & time for issuing quotation paper	19.04.2022	Upto 15:30 hrs
iii)	Last date & time for dropping quotation paper at the chamber of SDO/Silabati Sub-Division, Silda, Jhargram.	22.04.2022	Upto 15:00 hrs.
iv)	Date & time for opening of quotation paper at the chamber of SDO/ Silabati Sub-Division, Silda, Jhargram	22.04.2022	After 15:30 hrs.

N.B:- Under any unavoidable circumstances the above mentioned dates can be rescheduled by the tender inviting authority without showing any explanation to intending tenderers.

TERMS & CONDITIONS OF QUOTATION

1. Quotation papers will be issued to the intending supplier/bidder on production of following documents (photo copy should have to submit with prescribed pro forma and have to verified with original on submission time) :-
 - i) Trade License
 - ii) Professional Tax clearance certificate.
 - iii) GST Registration.
 - iv) PAN
 - v) IT Return
 - vi) Aadhar Card/Voter Card.
2. Quotation will be liable to rejection if names of the makes & full specification are not given.
3. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will invalidate the quotation. All correction should be initialled and dated by the quotationers.
4. The intending quotationers should thoroughly acquaints himself/herself with the proposed work and all other relevant factors should be taken into consideration before quoting rates as no claims whatsoever will be entertained afterwards.
5. The acceptance of the quotations will rest with the Superintending Engineer, Kangsabati Circle– II, Abas, Khasjungle, Midnapore, Paschim Medinipur, **who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.**
6. After acceptance of the quotation, the quotationer is required to take up the works within 3 (Three) days from date of issuing of work order from the Sub-Divisional Officer, Silabati Sub-Division, Silda, Jhargram. The quotationer must execute the work as per rule.
7. Payment will be made as per availability of fund. Price escalation clause will not be admissible.
8. Work should be completed within 15 days from the date of issuance of work order.
9. All goods supplied will be subjected to approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the quotationer for which no claim will be entertained.
10. If packing & forwarding and all other incidental charges are claimed extra, the rate thereof should be quoted in the original quotation otherwise such claims is liable to rejection.
11. The quotationers should produce the proof of credentials/experience on demand failing of which his / their quotation will be liable to rejection.
12. No payment will be made against proforma invoice, Payment of works will be made subject to availability of fund and 90% of payment will be made after satisfactory completion of work i.e. satisfactory operation of materials rest 10% of payment (including earnest money) will be deducted as security money and will be released after guarantee period.
13. Usual recovery as per rule will be made from the payment on account of Security Deposit, Income Tax, GST, Cess, and Royalty as applicable.
14. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
15. Any application and sealed quotation paper sent by post will not be entertained.

16. The quotation inviting authority reserve the rights to cancel the quotation at any stage without assigning any reasons whatsoever.

Enclosure:-Quotation Format

Sd/-
(A. Bairagi)
Sub-Divisional Officer
Silabati Sub-Division
Silda, Jhargram

Memo No: - 40

Dated: - 08.04.2022

Copy forwarded for information & wide circulation to the:-

1. Superintending Engineer, Kangsabati Circle-II, Khas Jungle, Abas, Paschim Medinipur.
2. The Executive Engineer, Kangsabati Canals Division No. V. Jhargram.
3. The Sub-Divisional Officer, Kangsabati Canals Sub-Div.No.XIII./ XIX / XXI.
4. The Divisional Accountant/Estimator, Kangsabati Canals Division No V, Jhargram.
5. Office Notice Board.

Sd/-
(A. Bairagi)
Sub-Divisional Officer
Silabati Sub-Division
Silda, Jhargram

Issued to :-

NIQ No: - 02/WBIW/SDO/SSD-2022-23,
Circulated vide Memo No: - 40, dated: 08.04.2022

Name of Work: - Procurement of 4(four) nos Desktop computer for use in the office of the
Sub-Divisional Officer, Silabati Sub-Division, Silda, Jhargram.

(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)

Item No.	Description of Items	Qty	Unit	Rate(Including Taxes) ₹	Amount ₹
1.	Dell New Inspiron 3910 Desktop(12th Gen Intel® Core™ i7-12700 (25 MB cache, 12 cores, 20 threads, 2.10 GHz to 4.80 GHz Turbo, Intel® UHD Graphics 770, Memory 16 GB, 1 x 16 GB, DDR4, 3200 MHz, Memory 512 GB, M.2, PCIe NVMe, SSD, 300W PSU Chassis with Bronze EPA, Dell Wired Keyboard KB216 Black (US/International), Dell Wired Mouse MS116 Black, Dell 22 Monitor - E2222H, Office Home & Student 2021, McAfee® Multi Device Security 15-month subscription, 1Year In-Home Hardware Service)	4	Nos		
2.	Luminous ECO watt neo 800 UPS	4	Nos		
Total					

** All Accessories mentioned are inclusive to the product, no additional cost will be payable for accessories.

(In words) Rupees.....

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“I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the quotation no-02/WBIW/SDO/SSD-2022-23

Full Signature of the Quotationer with date.