



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**Kaliaghai-Kapaleswari-Baghai-Project Sub-Division No-I**  
**Temathani (Sabang), Paschim Medinipur.**  
( [E-mail-sdokkbpsd1@gmail.com](mailto:E-mail-sdokkbpsd1@gmail.com) )

Memo. No.: -72<sup>E</sup>

Date: -19.04.2022

**Notice Inviting Quotation No.:- WBIW/SDO/KKBPSD-I/NIQ-01/2022-23**

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Kaliaghai-Kapaleswari-Baghai-Project Sub- Division No-I, Temathani (Sabang), Paschim Medinipur From the bonafied and resourceful owners / suppliers according to the enclosed terms & conditions and Schedule of Rate for the works.

**Annexure- I**

Sl.No.	Name of the Work	Time allowed for completion of the work	Quotationer's eligibility for participation
1	Supply, installation testing and commissioning of 01 (One) No. new photocopier cum printer for official works of office of the Chief Engineer (South-West), Khas Jungal, Abas, Dist. Paschim Medinipur.	5 (five) days	Bonafied and resourceful manufacturer/contractor/supplier having credentials in supplying of similar kind of materials.
2	Supply, installation testing and commissioning of 01 (One) No. new photocopier cum printer for official works of office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur.	5 (five) days	Do
3	Supply, installation testing and commissioning of 1 (One) No. HP Desktop PC along with 1 (One) No. UPS for official works of office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur.	5 (five) days	Do

**Annexure- II**

**IMPORTANT DATES AND TIMES:-**

Sl. No.	Particulars	Date	Time	Place of dropping of quotation documents
1	Last Date & time of submission of application	26.04.2022	Up to 1:00 P.M.	Sub-Divisional Officer, K.K.B Project Sub-Division No.-I, Temathani (Sabang), Paschim Medinipur.
2	Last Date & time for issuing of Quotation paper	28.04.2022	Up to 4:00 P.M.	Do
3	Date and time of receiving quotation	29.04.2022	Up to 2:30 P.M.	Do
4	Date and time of opening quotation	29.04.2022	Up to 3:00 P.M.	Do

**Sub-Divisional Officer**  
**K.K.B. Project Sub-Division No-I**  
**Irrigation & Waterways Directorate**  
**Temathani (Sabang), Paschim Medinipur**

- The supplier should quote their rates strictly as per prescribed form 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. The quotation will be received up to 2:30 pm on **29.04.2022** and will be opened by the Undersigned at 3:00 pm. on the same day in presence of quotationer(s) who may be present at this time.
- Acceptance of quotation will be rest with the Superintending Engineer; Western Circle-II who does not bind himself to accept the lowest quotations & reserves the right to reject any or all the quotations without assigning any reason thereof.
- The quotation papers will be available from the office of the undersigned from **10.15 am to 4:00 pm** on all working day excluding holiday on free of cost after receiving application. The last date and time for receiving of application for issuing of quotation paper is **26.04.2022 and 1:00 p.m.**
- Quotationer(s) /Bidder(s) have to apply on his Letter Head Pad with credential along with NIQ, for evaluation. All information consisting of NIQ and related documents, WBFR 2908, Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.

**Encl:** *Schedule of Rate with terms & conditions.*



**Sub-Divisional Officer  
K.K.B. Project Sub-Division No-I  
Irrigation & Waterways Directorate  
Temathani (Sabang), Paschim Medinipur**

**(Enclosure of Notice Inviting Quotation No. – WBIW/SDO/KKBPSD-I/NIQ-01/2022-23, SI No.-1 issued vides memo no.72<sup>E</sup>, Dated: 19.04.2022)**

**GENERAL TERMS AND CONDITIONS**

1. The intending quotationers will have to apply in their own letter head to the undersigned for permission to participate in the said quotation. The quotationers should produce (original) and enclosed with application (photo copies) of the valid current Income Tax, Professional Tax Clearance Certificate, PAN Card, VAT/GST Clearance Certificate.
2. After obtaining quotation paper in complete set, the participants have to quote their rates both in figure & in words inclusive of all taxes & other incidental expenditure if any in that printed form attach to WBFR 2908 in the space provided for the purpose.
3. No application for obtaining quotation form will be received & no quotation form will be issued after specified date & time. Quotation submitted after the specified date & time will not be accepted.
4. No quotation paper will be submitted by post and e-mail/fax.
5. Departure of any terms & condition or inclusion of any additional conditions will cause the quotation as “Informal”.
6. Each page of the documents supplied by the department related to the above mentioned NIQ is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the individual/company failing which the quotation will be treated as “Informal”.
7. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
8. In case of any dispute arise the contract may be terminated by the undersigned with one week notice to the supplier.
9. Incomplete and illegible quotations will be invalidated over-writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotations.
10. The acceptance of the quotation will rest with the Superintending Engineer, Western Circle-II, who does not bind himself to accept the lowest quotations and reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.
11. After acceptance of quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Sub-Divisional Officer, K.K.B Project Sub-Division No. I, Temathani (Sabang), Paschim Medinipur. He must execute a formal agreement with the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur in WBF 2908 printed form within 07 (Seven) days from the date of receipt of acceptance letter.
12. In case of violation of the above terms and conditions the quotation will be liable to be rejected.



**Sub-Divisional Officer  
K.K.B. Project Sub-Division No-I  
Irrigation & Waterways Directorate  
Temathani (Sabang), Paschim Medinipur**

**Memo No. 72<sup>E</sup>/ (9)**

**Date: 19.04.2022**

**Copy forwarded for information & wide circulation to the: -**

1. Chief Engineer (South-West), Khas Jungal, Abas, Dist. Paschim Medinipur
2. Superintending Engineer, Western Circle-II, Midnapore, Paschim Medinipur.
3. Executive Engineer, K.K.B Project Division, Temathani, (Sabang), Paschim Medinipur. This has reference to his verbal instruction in this regard.
4. Sub-Divisional Officer, K.K.B Project Sub-Division No. II
5. Sub-Divisional Officer, K.K.B Project Sub-Division No III.
6. Estimating Section, K.K.B Project Division.
7. Accounts Section, K.K.B. Project Division.
8. Notice Board of this office.
9. Office Copy

**Encl:** Schedule with terms & Conditions.



*Sub-Divisional Officer  
K.K.B. Project Sub-Division No-I  
Irrigation & Waterways Directorate  
Temathani (Sabang), Paschim Medinipur*

Issued to:

**SCHEDULE OF RATES**

For Notice Inviting Quotation No. – WBIW/SDO/KKBPSD-I/NIQ-01/2022-23, SI No.-1 issued vides memo no.72E, Dated: 19.04.2022

**Name of the work:-** Supply, installation testing and commissioning of 01 (One) no. new photocopier cum printer for official works of office of the Chief Engineer (South-West), KhasJungal, Abas, Dist. Paschim Medinipur

Sealed quotation is hereby invited by the Sub-Divisional Office, K.K.B. Project Sub-Division No-I, Irrigation & Waterways Directorate, Temathani (Sabang), Paschim Medinipur from the bonafied reliable and resourceful agencies for supply of new photocopier cum printer for below noted schedule of item for use at office of the Chief Engineer (South-West), KhasJungal, Abas, Dist. Paschim Medinipur.

**(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)**

<b>Sl. No.</b>	<b>Description item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Quoted Rate in Rs. Including all taxes as applicable (In figure &amp; words)</b>	<b>Amount in Rs. (In figure &amp; words)</b>
1	Supply, installation testing and commissioning of new photocopier cum printer of KYOCERA Make (Model Taskalfa-2201) along with 01 No. Document processor DP 480, 01 No. Dublex Unit DU 480, 01no. Toner Kit 4109 Printer	01	Each		

**Note:-** Rate should be quoted including all type of taxes as applicable, including service tax, GST etc.

I do hereby agree to do the aforesaid work according to the rate furnished by me in the above Schedule Of Rates

Date :-  
Place :-

Signature of the Agency/Contractor  
with official seal if any.

Issued to:

**SCHEDULE OF RATES**

For Notice Inviting Quotation No. – WBIW/SDO/KKBPSD-I/NIQ-01/2022-23, Sl No.-2 issued vides memo no.72<sup>E</sup>, Dated: 19.04.2022

**Name of the work:-** Supply, installation testing and commissioning of 01 (One) no. new photocopier cum printer for official works of office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur

Sealed quotation is hereby invited by the Sub-Divisional Office, K.K.B. Project Sub-Division No-I, Irrigation & Waterways Directorate, Temathani (Sabang), Paschim Medinipur from the bonafied reliable and resourceful agencies for supply of new photocopier cum printer for below noted schedule of item for use at office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur.

**(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)**

<i>Sl. No.</i>	<i>Description item</i>	<i>Quantity</i>	<i>Unit</i>	<i>Quoted Rate in Rs. Including all taxes as applicable (In figure &amp; words)</i>	<i>Amount in Rs. (In figure &amp; words)</i>
1	<i>Supply, installation testing and commissioning of new photocopier cum printer of KYOCERA Make (Model Taskalfa-2320) along with 01 No. Document processor DP 480, 01 No. Dublex Unit DU 480, 01no. Toner Kit 4109 printer</i>	01	Each		

**Note:-** Rate should be quoted including all type of taxes as applicable, including service tax, GST etc.

I do hereby agree to do the aforesaid work according to the rate furnished by me in the above Schedule Of Rates

Date :-  
Place :-

Signature of the Agency/Contractor  
with official seal if any.

Issued to:

**SCHEDULE OF RATES**

For Notice Inviting Quotation No. – WBIW/SDO/KKBPSD-I/NIQ-01/2022-23, Sl No.-3 issued vides memo no.72<sup>E</sup>, Dated: 19.04.2022

**Name of the work:-** Supply, installation testing and commissioning of 1 (One) No. HP Desktop PC along with 1 (One) No. UPS for official works of office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur.

Sealed quotation is hereby invited by the Sub-Divisional Office, K.K.B. Project Sub-Division No-I, Irrigation & Waterways Directorate, Temathani (Sabang), Paschim Medinipur from the bonafied reliable and resourceful agencies for supply of new HP Desktop PC and 1 (One) No. UPS for below noted schedule of item for use at office of the Executive Engineer, K.K.B. Project Division, Temathani (Sabang), Dist. Paschim Medinipur.

**(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)**

<b>Sl. No.</b>	<b>Description item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Quoted Rate in Rs. Including all taxes as applicable (In figure &amp; words)</b>	<b>Amount in Rs. (In figure &amp; words)</b>
1	Supplying & Installation of HP Desktop PC -INTEL CORE i3, 10 <sup>th</sup> Generation, 1 TB HDD, 4 GB, 20' LED, Mouse & Key Board	01	Each		
2	UPS - Microtek make - 650 VA	01	Each		

**Note:-** Rate should be quoted including all type of taxes as applicable, including service tax, GST etc.

I do hereby agree to do the aforesaid work according to the rate furnished by me in the above Schedule Of Rates

Date :-  
Place :-

Signature of the Agency/Contractor  
with official seal if any.