



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Kangsabati Canals Sub Division-IV
Sarenga, Bankura**

Memo No: 426

Date: 17.10.2022

NOTICE INVITING QUOTATION NO: WBIW/SDO/KCSD-IV/NIQ-02 of 2022-23

Sealed quotations are hereby invited from eligible and resourceful dealers/sellers/manufacturers/company or firms having sufficient credential for “**Supply and installation of one no Desktop Computer configured with - 1. Mother Board- ASUS H510M-E PRIME MATX, 2. Processor – INTEL i3-10105 3.7 GHz, 3. RAM – DDR4 CRUCIAL 4GB 2666 MHz, 4. SSD – HP 250GB, 5.HDD – 500 GB DAICHI DI D500 INTERNAL, 6. Monitor – LENOVO S24E-20, 7. Keyboard – USB NEW TVS CHAMP, 8. Mouse – HP 150 BLACK WIRED USB, 9. Cabinet – FOXIN W/O SMPS FC 1114(RE D), 10. SMPS – Zebronics 450w, 11. Uninterruptable Power Supply(UPS) – EMERSON 600VA, 12. Pre-installed Genuine Microsoft 10 Operating System with upgradable feature, 13. MS Office 2019 or above Genuine (Lifetime Validity) 14. SATA ID CABLE in good and running condition to the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.**”

Schedule of Important Dates:

| | | |
|----|--|-----------------------------------|
| 1. | Last date of receiving application: | 03.11.2022 up to 4.00 P.M. |
| 2. | Last date of issuing quotation paper: | 04.11.2022 up to 3.00 P.M. |
| 3. | Last date of receiving quotation paper: | 09.11.2022 up to 2.30 P.M. |
| 4. | Date of opening quotation: | 09.11.2022 after 3.30 P.M. |

N.B. – Under any unavoidable circumstances the above-mentioned dates can be rescheduled by the quotation inviting authority without showing any explanation to the intending quotationer.

The intending bidder/quotationer must read the Terms and Conditions contained in the Notice Inviting quotation (NIQ) carefully. He/She should particularly go through the eligibility criteria and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating the quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are possession of all the required documents. Quotation paper consisting of the schedule and terms & conditions will be issued from the office of the undersigned subjected to the satisfaction of the undersigned.

The accepting authority, Superintending Engineer, Kangsabati Circle II, Abas, Khasjungle, Paschim Medinipur reserves all the right to accept and/or reject any or all the quotations for which no clarification will be given to the quotationer.

***The last date and time of submission of Quotation is on 09.11.2022 till 14.30 Hours IST.**

1. General procedure for submission of bid/Quotation:

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

2. Applications for Quotation: Signed application with Self Declaration in specimen *Form-1* which is *to be submitted* during bid submission.

3. Addenda/Corrigenda: If published in connection with the NIQ is to be submitted in the 'NIQ' during bid submission.

4. (I) Certificate/s: The following are to be submitted in photocopy -

- a. Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States as applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, GoWB irrespective of financial Turn Over of bidders.
- d. Latest authenticated Income Tax Return for current financial year or immediate preceding financial year of bidder.

5. Conditional & incomplete quotations:

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail.

6. Opening of Quotation:

Quotation will be opened by the Quotation Inviting Authority or his authorized representative on due date and time in presence of intending quotationers. Intending bidders may remain present if they so desire.

7. General guidelines for acceptance of Quotation:

Lowest valid rate should normally be accepted in accordance with the procedure. The Quotation Accepting Authority {Superintending Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

8. Signing of formal tender contract/agreement after acceptance of quotation:

The contractor/bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Engineer-in-Charge in quadruplicate in W.B.F. 2911 and all other contract documents, entire set of which may be obtained free of cost from the office of the designated Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura in-charge of the work. No cost escalation in any form is included in the Contract Agreement.

9. Bid validity:

The Bid will be normally valid for **120 days** from the date of opening of the Quotation. However, extension of bid validity may be suitably considered by the Quotation Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

10. Schedule of important dates for the Offline Quotation:

| | | |
|----|---|----------------------------|
| 1. | Last date of receiving application: | 03.11.2022 up to 4.00 P.M. |
| 2. | Last date of issuing quotation paper: | 04.11.2022 up to 3.00 P.M. |
| 3. | Last date of receiving quotation paper: | 09.11.2022 up to 2.30 P.M. |
| 4. | Date of opening quotation: | 09.11.2022 after 3.30 P.M. |

11. Extension of last date for bid submission or any other Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the, Departmental website and in Notice boards at least 24 hours before the original validity period of bid submission. Extension of last bid submission date by issuance of a Corrigendum shall not be treated as 2nd or subsequent call of Re-quotation.

Additional Terms & Conditions

1. The Schedule of item and other documents are to be collected by the eligible quotationer free of cost from the office of the undersigned.
2. The eligible quotationer should quote the rates both in figures and in words. Any correction in the rates must be duly signed by the quotationer and each page of the schedule are to be signed by the quotationer.
3. No quotation paper will be issued after the expiry date and time mentioned above.
4. Duly filled up sealed quotation as supplied from the office to be submitted with a forwarding letter of the undersigned.
5. Accepting authority i.e. The Superintending Engineer, Kangsabati Circle II, I&W Directorate, reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
6. The material to be supplied should conform to the specification mentioned in the quotation in every respect.
7. Delivery of the item(s) including all accessories is to be made within thirty days after issuing supply order.
8. Payment will be made after satisfactory delivery of the item(s) and **subject to availability of fund.**
9. The undersigned will not be responsible for any transportation damage, transportation delay.

Akanda
17.10.22

Sub-Divisional Officer
Kangsabati Canals Sub-Division No-IV
Sarenga, Bankura.

Certified that I have read all the above points of terms & conditions with respect to Notice Inviting Quotation No. - **WBIW/SDO/KCSD-IV/NIQ-02 of 2022-23** for "Supply and installation of one no Desktop Computer configured with – 1. Mother Board- ASUS H510M-E PRIME MATX, 2. Processor – INTEL i3-10105 3.7 GHz, 3. RAM – DDR4 CRUCIAL 4GB 2666 MHz, 4. SSD – HP 250GB, 5.HDD – 500 GB DAICHI DI D500 INTERNAL, 6. Monitor – LENOVO S24E-20, 7. Keyboard – USB NEW TVS CHAMP, 8. Mouse – HP 150 BLACK WIRED USB, 9. Cabinet – FOXIN W/O SMPS FC 1114(REDF), 10. SMPS – Zebronic 450w, 11. Uninterruptable Power Supply(UPS) – EMERSON 600VA, 12. Pre-installed Genuine Microsoft 10 Operating System with upgradable feature, 13. MS Office 2019 or above Genuine (Lifetime Validity) 14. SATA ID CABLE in good and running condition to the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura."and agree to abide by the same and rate quoted by me is binding to all these terms and conditions.

Date:

Signature of the Quotationer

Postal address:

Issued to:

Name of the Contractor:

Address:

**Schedule of NIQ No. - WBIW/SDO/KCSD-IV/NIQ-02 of 2022-23 of The Sub Divisional Officer,
Kangsabati Canals Sub-Division-IV, Sarenga**

Name of the Work:- “Supply and installation of one no Desktop Computer configured with – 1. Mother Board- ASUS H510M-E PRIME MATX, 2. Processor – INTEL i3-10105 3.7 GHz, 3. RAM – DDR4 CRUCIAL 4GB 2666 MHZ, 4. SSD – HP 250GB, 5.HDD – 500 GB DAICHI DI D500 INTERNAL, 6. Monitor – LENOVO S24E-20, 7. Keyboard – USB NEW TVS CHAMP, 8. Mouse – HP 150 BLACK WIRED USB, 9. Cabinet – FOXIN W/O SMPS FC 1114(REDF), 10. SMPS – Zebronics 450w, 11. Uninterruptable Power Supply(UPS) – EMERSON 600VA, 12. Pre-installed Genuine Microsoft 10 Operating System with upgradable feature, 13. MS Office 2019 or above Genuine (Lifetime Validity) 14. SATA ID CABLE in good and running condition to the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”

NAME OF THE QUOTATIONER :-**Full Address :-****Mobile No :-**

| Sl No. | Name of Work/Scheme/Project | Quantity | Quoted Rate per set (₹) in Rs. Including GST & Cess | Quoted Rate per Set (₹) in Word including GST & Cess |
|--------|--|----------|---|--|
| 1. | Supply and installation of one no Desktop Computer configured with – 1. Mother Board- ASUS H510M-E PRIME MATX, 2. Processor – INTEL i3-10105 3.7 GHz, 3. RAM – DDR4 CRUCIAL 4GB 2666 MHZ, 4. SSD – HP 250GB, 5.HDD – 500 GB DAICHI DI D500 INTERNAL, 6. Monitor – LENOVO S24E-20, 7. Keyboard – USB NEW TVS CHAMP, 8. Mouse – HP 150 BLACK WIRED USB, 9. Cabinet – FOXIN W/O SMPS FC 1114(REDF), 10. SMPS – Zebronics 450w, 11. Uninterruptable Power Supply(UPS) – EMERSON 600VA, 12. Pre-installed Genuine Microsoft 10 Operating System with upgradable feature, 13. MS Office 2019 or above Genuine (Lifetime Validity) 14. SATA ID CABLE in good and running condition to the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura. | One Set | | |

Signature of the Quotationer with Stamp & seal

Copy submitted/forwarded for information and wide circulation to:-

1. The Superintending Engineer, Kangsabati Circle-II, Abas, Khasjungle, Paschim Medinipur.
2. The Executive Engineer, Kangsabati Canals Division No.- I, Amlagora, Paschim Medinipur.
3. The Sub-Divisional Officer, Kangsabati Canals Sub-Division No-I/II/VII.
4. The Divisional Accounts Officer (Gr. I), K.C.Division No-I, Amlagora, Paschim Medinipur.
5. The Savadhipati, Bankura Zilla Parishad.
6. Dist. Information and Cultural Affairs, Bankura with respect to ensure wide publicity of the same by immediate publication in the local newspapers.
7. Notice Board.

Akunda
17.10.22

Sub-Divisional Officer
Kangsabati Canals Sub-Division No-IV
Sarenga, Bankura

FORM 1 (Modified)

APPLICATION FOR QUOTATION

To
The Sub-Divisional Officer,
Kangsabati Canals Sub-Division No-IV,
Sarenga, Bankura

NIQ No : WBIW/SDO/KCSD-IV/NIQ-02 of 2022-23

Work applied for: “Supply and installation of one no Desktop Computer configured with - 1. Mother Board- ASUS H510M-E PRIME MATX, 2. Processor – INTEL i3-10105 3.7 GHz, 3. RAM – DDR4 CRUCIAL 4GB 2666 MHz, 4. SSD – HP 250GB, 5.HDD – 500 GB DAICHI DI D500 INTERNAL, 6. Monitor – LENOVO S24E-20, 7. Keyboard – USB NEW TVS CHAMP, 8. Mouse – HP 150 BLACK WIRED USB, 9. Cabinet – FOXIN W/O SMPS FC 1114(REDF), 10. SMPS – Zebronics 450w, 11. Uninterruptable Power Supply(UPS) – EMERSON 600VA, 12. Pre-installed Genuine Microsoft 10 Operating System with upgradable feature, 13. MS Office 2019 or above Genuine (Lifetime Validity) 14. SATA ID CABLE in good and running condition to the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in Conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this _____ day of _____ 2022

Full name of Bidder / Quotationer: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

for & on behalf of (Name of Firm): _____

(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): _____

Mobile No : _____

Fax No : _____

E mail ID : _____

GSTIN : _____

PAN : _____