



GOVERNMENT OF WEST BENGAL
Irrigation & Waterways Directorate
Office of the Executive Engineer
Damodar Survey & Investigation Division
5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700 091

NOTICE INVITING QUOTATION
NIQ NO. 02/EE/DSID OF 2022-23
[Budget Quote]

Memo No: 73

Dated: 01-02-2023

Sealed quotations are hereby invited by the Executive Engineer, Damodar Survey & Investigation Division, Irrigation & Waterways Directorate, Jalasampad Bhawan, Saltlake City, Kolkata-700 091 from the bonafide reliable and resourceful agencies to ascertain the unit rate(s) (Budget Quote) for budgetary purposes in connection to the work "Annual maintenance & repair of all computers, printers & photocopier machines including peripherals installed at the office of the SE/IPC-II, EE/DS & I Divn & SDO / DS & I Sub-Divn No -I of Irrigation & Waterways Directorate, Jalasampad Bhawan, Saltlake City, Kolkata-700 091 :- Budgetary Purpose."

Interested quotationers are required to apply for quotation papers to the office of the under signed with enclosing all papers satisfying the eligibility criteria as given below.

Eligibility Criteria :

- A) The quotationers having sufficient experience of dealing with similar type of works in any Government / Government undertaking /Public sector, Zilla Parishad e.t.c. [Agency has to furnish self attested copy of such supply order / completion Certificate e.t.c.] will be preferable.
- B) Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing self attested photocopies of valid Trade Licence, PAN, valid PT, GST, IT etc. as applicable. P.T. Clearance certificate and I.T., PAN valid up to the date of opening of the quotation.
- C) Declaration by the Applicant to the effect that there is no other application 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.

Terms & Conditions

- 1. This rate is only to ascertain unit rate for budgetary purpose. No work order will be issued against this NIQ.**
- The schedule of items and other documents are to be collected by the eligible quotationer free of cost from the office of the Executive Engineer, Damodar Survey & Investigation Division, 5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700 091.
- Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the competent authority. Submission of quotation by Post is not allowed.
- No quotation paper will be supplied by Post.
- No quotation paper will be issued after expiry of date and time mentioned in the notice.

(Contd.....P/2)

6. The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.
7. All corrections are to be attested under the dated signature of the quotationer.
8. 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.
9. Duly filled up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
10. Accepting Authority i.e. The Superintending Engineer , Investigation and Planning Circle –II , I. & W. Directorate, reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
11. Informal/conditional quotation is liable to summarily rejected.
12. Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
13. 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.
14. GST, 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). It may further be noted that if GST registration certificate is produced before receiving payment, deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made, other-wise such deduction shall be as per present GST rule, or as may be prescribed by the Finance Department (If applicable).
15. No advance Payment to the selected agency will be made under any circumstances.
16. 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.
17. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
18. 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. Q/P 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 technical persons, as per requirement to this Division for giving service throughout the year including holidays. The technical persons must report to the office of the Executive Engineer, Damodar Survey & Investigation Division, as and when required. The technical persons must be conversant with the technical intricacies of the operating system, hardware and all kinds of peripherals.
2. The technical persons must be well conversant with Local Area Networking, configuring net work devices, like hubs, switches of all makes, routers etc. Through knowledge of multi-user operating system like Unix, Linux will be of added advantage.
3. The supply articles as mentioned in the schedule of work would have to be supplied as asked by the authority according to demand.
4. The warranty period for supplied articles except ink cartridge shall be for a period of at least 1 (one) year.
5. Payment shall be made 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.
6. 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.

Declaration by the Applicant as per clause mentioned above (Eligibility Criteria-
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/EE/DSID OF 2022-23) in which I/We have common interests.

(Dated Signature of contractor with seal)

Memo No: 73 /1

Dated: 01.02.2023

Copy of the NIQ with a schedule of work forwarded to the Superintending Engineer, I & P Circle-II, 5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700 091 for his kind information

sdj

Executive Engineer
Damodar Survey & Investigation Division
5th floor, Jalasampad Bhawan, Saltlake City,
Kolkata-700 091

Memo No: 73/2(7)

Dated: 01.02.2023

Copy forwarded for information and necessary action to

- ✓ 1) The Executive Engineer, DVC study Cell & Nodal Officer e-Governance, I & W Dte. requested to upload this NIQ in the Departmental website at the earliest.
- 2) The Divisional Accounts officer, Damodar Survey & Investigation Division.
- 3-5) The Sub-Divisional Officer, D S & I Sub-Divn No – I, II, III for wide circulation.
- 6) Estimating Section, Damodar Survey & Investigation Division.
- 7) Notice Board of Damodar Survey & Investigation Division.

A. D. M. 2.23

Executive Engineer
Damodar Survey & Investigation Division
5th floor, Jalasampad Bhawan, Saltlake City,
Kolkata-700 091

Bhattacharya
01/02/23