



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
KANGSABATI CANALS DIVISION NO I  
P.O. – AMLAGORA , PASCHIM MEDINIPUR.

Telephone No. 03227-265077 & Fax No.03227-265077,E-mail : [kcdivn1@gmail.com](mailto:kcdivn1@gmail.com)

**NOTICE INVITING QUOTATION**

N.I.Q No – WBIW / EE / KCD- I/-NIQ-05 /2022-23

Circulation Memo No. - 81

dt. - 17.02.2023

Sealed & signed quotations are hereby invited by the Executive Engineer, Kangsabati Canals Division No-I Under Kangsabati Circle-II, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal through off line quotation for the works :-

SI No. – 1 - “Supply and installation of one no Sheet – fed Scanner configured with – Maximum scan size -216 x3100 mm, Optical scanning resolution - 600 x 600 DPI, with Colour scanning, ADF scan speed (b/w & colour - A4) – 30 PPM, with Duplex scanning, with Built-in processor , compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.”

SI No. – 2 - “Supply and installation of one no Ink Tank Colour printer along with Scan and Copy facility, configured with - Copy resolution up to 600 x 300 dpi, Print resolution - Up to 4800 x 1200 optimized dpi color, Scan resolution - Up to 1200 x 1200 dpi, compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.”

from eligible and resourceful dealers /sellers/manufacturers/Contractor of Computer having sufficient credential and financial capability for execution of works of similar nature. Quotationer has to quote his rate per set of item inclusive of all statutory taxes.

They may also visit the official website of Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) for details information.

The intending bidder/quotationer must read the Terms & 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 in the quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form No. 2911, Bill of Quantities (BOQ), corrigenda / addenda, drawings, etc. if any, shall form the part of quotation document.

**Last date & time of submission of Quotation is on  
01.03.2023 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. Site inspection prior to submission of Quotation

Before submitting a quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards.

The contractor/bidder may also contact the office of the designated Assistant Engineer/KCSD-VII/ **Executive Engineer KANGSABATI CANALS DIVISION No - I** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid in the tender.

## 6. Conditional & incomplete quotations

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

## 7. Opening & evaluation of Quotation

### 8. 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.

## 9. General guidelines for acceptance of Quotation

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

## 10. 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 Executive Engineer, Kangsabati Canals Division No.-I in-charge of the work tendered. No cost escalation in any form is included in the Tender Contract Agreement.

**11. 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.

**12. Schedule of important dates for the Offline Tender**

1.	Last date of receiving application	27.02.2023 up to 4:00 PM
2.	Last date of issuing quotation paper	28.02.2023 up to 3:00 PM
3.	Last date of receiving quotation paper	01.03.2023 up to 2:30 PM
2	Date of opening quotation	01.02.2023 after 3:30 PM

**13.** 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 Executive Engineer of the concerned Division shall be the Engineer-in-Charge in respect of the works contract and all correspondence concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/her. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SO) on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute relating to specifications and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however take all decisions relating to works contract only after recommendation/ advice of the Tender Accepting Authority. If there is more than the Executive Engineer assigned for the tender, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. Acceptance of the quotation will rest with the Tender Accepting Authority without assigning reason thereof to any of the bidders. Where ever more than one L1 bids are received in the tender, the acceptance of the tender will be as per Memorandum no - 2320- F(Y), dated - 7 June, 2022, para – 'Situation III: In case of tie bid'. The quotation accepting authority reserves the right to reject any or all quotations without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the accepted amount in quotation would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Quotation Accepting Authority only if the total value of work on completion is within the accepted amount amount in quotation. The exiting contract would be terminated after achieving work up to accepted cost (gross value) in quotation and balance work would be taken up afresh after fresh sanction and new quotation, except in the interest of public services, in rare & special cases under specific approval of the Government.

3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land. Escalation of cost due to inflationary effects or any other reason is not permitted during construction period or extended time period of contract.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines & equipments becoming idle or any circumstances including untimely rains, other natural calamities, strikes etc.
6. All statutory taxes, viz. GST / labour welfare cess, labour insurance etc or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submitted for verification if required.
7. No mobilization / secured advance will be allowed unless specified otherwise in the contract or the Notice Inviting Quotation.
8. GST, Cess, License fees, Royalty for construction materials, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Statutory Government Taxes as applicable during project implementation are to be paid by the contractor/bidder. The rates of supply and finished work items are inclusive of these taxes and levy. Tax invoice/bills needs to be submitted by the supplier/bidder for raising claims under the contract after attaining of physical milestones showing separately the tax charged in accordance with the provisions of GST Act, 2017.
9. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags T&P, Machineries and equipments etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.

Sd/-  
Executive Engineer  
Kangsabati Canals Division no-I  
Amlagora, Paschim Midnapore  
Irrigation & Waterways Directorate

Certified that I have read all the above points of terms & conditions with respect to Notice Inviting Quotation No. - WBIW / EE / KCD- I/-NIQ-05 /2022-23 for **SI No. – 1 - “Supply and installation of one no Sheet – fed Scanner configured with – Maximum scan size -216 x3100 mm, Optical scanning resolution - 600 x 600 DPI, with Colour scanning, ADF scan speed (b/w & colour - A4) – 30 PPM, with Duplex scanning, with Built-in processor , compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.”**

**SI No. – 2 - “Supply and installation of one no Ink Tank Colour printer along with Scan and Copy facility, configured with - Copy resolution up to 600 x 300 dpi, Print resolution - Up to 4800 x 1200 optimized dpi color, Scan resolution - Up to 1200 x 1200 dpi, compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.”** 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:

**EXECUTIVE ENGINEER  
KANGSABATI CANALS DIVISION NO I  
AMLAGORA, PASCHIM MEDINIPUR**

Schedule of NIQ No - WBIW / EE / KCD-I / NIQ- 05 / 2022-23, SI No. - 1 of EXECUTIVE ENGINEER  
KANGSABATI CANALS DIVISION NO I, AMLAGORA , PASCHIM MEDINIPUR.

**Name of the Work:- Supply and installation of one no Sheet – fed Scanner configured with – Maximum scan size -216 x3100 mm, Optical scanning resolution - 600 x 600 DPI, with Colour scanning, ADF scan speed (b/w & colour - A4) – 30 PPM, with Duplex scanning, with Built-in processor , compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.**

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	2	3	4	5
	Supply and installation of one no Sheet – fed Scanner configured with – Maximum scan size -216 x3100 mm, Optical scanning resolution - 600 x 600 DPI, with Colour scanning, ADF scan speed (b/w & colour - A4) – 30 PPM, with Duplex scanning, with Built-in processor , compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.	One set		

Signature of the Quotationer with Stamp & seal

**Issued to:**

Name of the Contractor:

Address:

**EXECUTIVE ENGINEER  
KANGSABATI CANALS DIVISION NO I  
AMLAGORA, PASCHIM MEDINIPUR**Schedule of NIQ No - WBIW / EE / KCD-I / NIQ- 05 / 2022-23, SI No. - 2 of EXECUTIVE ENGINEER  
KANGSABATI CANALS DIVISION NO I, AMLAGORA , PASCHIM MEDINIPUR.

**Name of the Work:- Supply and installation of one no Ink Tank Colour printer along with Scan and Copy facility, configured with - Copy resolution up to 600 x 300 dpi, Print resolution - Up to 4800 x 1200 optimized dpi color, Scan resolution - Up to 1200 x 1200 dpi, compatible with Windows - 10, 8.1, 8, 7 operating system of HP, Canon or similar brand in good and running condition to the office of the Executive Engineer, Kangsabati Canals Division No - I, Amlagora, Paschim Medinipur.”**

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	2	3	4	5
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Signature of the Quotationer with Stamp &amp; seal

**Memo No: -81 /1(11)**

**Dated:- 17.02.2023**

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

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

1. The Chief Engineer (south-West), Khasjungle, Abas, Midnapur
2. The Superintending Engineer, Kangsabati Circle-II, Abas, Khasjungle, Paschim Medinipur.
3. The Karmadhakshya, Krishi-o-Sech, Paschim Medinipur Zilla Parishad.
4. The Executive Engineer, West Midnapur Division/ KKB Division, Paschim Medinipur.
5. The Executive Engineer, Kangsabati Canals Division No.-II/III/IV/V/BI Division.
6. The District Information & Cultural Affairs Officer, Midnapur, Paschim Medinipur for information.
7. The Sub-Divisional Officer, Kangsabati Canals Sub-Division No-I/II/IV/VII.
8. The Divisional Accounts Officer, K.C.Division No-I .
9. Estimating Branch of K.C.Division No-I .
10. Notice Board of K.C.Division No-I .
11. The Nodal Officer, E-Governance, DVC Study Cell, I&W Dte. JalSampad Bhaban, Salt LakeCity, Kolkata- for publication in the Departmental Official Website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) .

**Sd/-**  
**Executive Engineer**  
**Kangsabati Canals Division No-I**  
**Amlagora, Paschim Medinipur**

**FORM 1 (Modified)**

**APPLICATION FOR QUOTATION**

To

The Executive Engineer  
Kangsabati Canals Division No –I  
Amlagora, Paschim Midnapore.

NIQ No : WBIW / EE / KCD-I / NIQ-05 / 2022-23,

SL No. - -----

Work applied for:

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 \_\_\_\_\_ 2023

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 : \_\_\_\_\_