



सत्यमेव जयते

Office of the Sub - Divisional Officer  
Suburban Drainage Sub - Division NO.II  
Jalasampad Bhawan (7thFloor)  
Salt Lake, Kolkata-700091  
Govt. of West Bengal

**NOTICE INVITING QUOTATION NO. 06/SDSD - II of 2022-2023.**

1. Separate sealed Quotation are invited for acceptance of the Superintending Engineer, Greater Calcutta Drainage Circle, on behalf of the Governor of West Bengal, for the works as per schedule attached herewith, from eligible bonafide, reliable and resourceful authorised dealer / service provider for repairing & all maintenance of computers and its peripherals with spare parts having sufficient experience in execution of similar type of works.

**Name of work :“Repairing & maintenance for one year of Desktop Computers 02 (two) nos., Printers 02(two) nos., UPS 02 (two) nos., and its peripherals with spare parts including consumables & supply and installation of cartridge for printer, Battery for UPS and Drum for photocopier machine in the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division II Jalasampad Bhavan, Kolkata-700 091, during 2022-2023.”**

**Time period of maintenance / Delivery : 12(Twelve) months.**

Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Suburban Drainage Sub – Division No. II, Jalasampad Bhavan (7<sup>th</sup> Floor), Kolkata-700 091.

Last Date and Time for submission of prayer with all papers for permission of submitting quotation papers is 23.02.2023 up to 4.00 P.M.

Last date of issue of quotation papers is 24.02.2023 up to 3.00 P.M.

Last date of dropping of quotation papers is on 27.02.2023 up to 2.00 P.M. in the office of the Sub Divisional Officer, Suburban Drainage Sub – Division No. II, Jalasampad Bhavan (7<sup>th</sup> Floor), Kolkata-700 091. Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 27.02.2023 immediately after 3.00 P.M. in the office chamber of the Sub-Divisional Officer, Suburban Drainage Sub – Division No. II, Jalasampad Bhavan (7<sup>th</sup> Floor), Kolkata-91.


The Quotation documents and other relevant particulars may be seen by the intending Quotationers by their duly authorized representatives during office hours between 11.00 A.M. and 4 P.M. on every working day, till 24.02.2023, in the office of the Sub-Divisional Officer, Suburban Drainage Sub – Division No. II, Jalasampad Bhavan (7<sup>th</sup> Floor), Kolkata-91.

**General Information:**

1. Intending Quotationers should apply for submitting Quotation papers in their respective Letter Heads enclosing Self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand.
2. ST and PT clearance certificate and IT, GST, PAN valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
3. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Quotation/ quotation under the Sub-Division/Division/Circle for at least 3(three) years from the date of Detection, in addition to such other penal action as the Government may deem proper.
4. The Quotationer should quote the rate both in figures and in word. The rate should be quoted in one single Hand writing and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
5. Any quotation containing over writing is liable to be rejected. All corrections are to be attested under the dated Signature of the Quotationer without which quotation may be informal.

## TERMS AND CONDITIONS

1. The rates for maintenance must be quoted @per anum basis with spare parts including fitting and fixing and inclusive of all inspection cost and servicing of the machine.
2. Changing of parts if needed is to be done at users' place. All old parts may be taken back by the agency.
3. All consumables like cartridge, toner, developer, drum, blade, print head etc. have to be supplied immediately including the cost of fitting and fixing all complete as and when required by the office.

 17/02/2023

*Sub-Divisional Officer*

**Suburban Drainage Sub - Division No. II  
Jalasampad Bhawan (7<sup>th</sup> fl), Kolkata-91.**

Dated: 17.02.2023

Memo No. : N-1/50(9)

Copy forwarded to:-

1. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalasampad Bhawan, Salt Lake, Kolkata-700 091.
2. The Executive Engineer, Suburban Drainage Division, Jalasampad Bhaban, Salt Lake, Kolkata- 700 091.
3. The Executive Engineer, Mograhat Drainage Division, Jalsampad Bhawan, Salt Lake City, Kol-91
4. The Executive Engineer, Bidyadhari Drainage Division, Taki Road, Barasat, Kol-91.
5. The Executive Engineer, Calcutta Drainage Outfall Division, Jalsampad Bhawan, Salt Lake, Kol-91
6. The Executive Engineer, Urban Drainage Division, Jalsampad Bhawan, Salt Lake City, Kol-91
7. The Executive Engineer, Canals Division, Jalsampad Bhawan, Salt Lake City, Kol-91
8. The Sub-Divisional Officer/Suburban Drainage Sub-Division No. I/III,
9. Office Notice Board.

 17/02/2023

*Sub-Divisional Officer*

**Suburban Drainage Sub -Division No. II  
Jalasampad Bhawan (7<sup>th</sup> fl.), Kolkata-91.**

## ANNEXURE – I

Proforma for quoting rates for the work: “Repairing & maintenance for one year of Desktop Computers 02 (two) nos., Printers 02(two) nos., UPS 02 (two) nos., and its peripherals with spare parts including consumables & supply and installation of cartridge for printers, Battery for UPS and Drum for photocopier machine in the office of the Sub-Divisional Officer, Suburban Drainage Sub-Division II, Jalasampad Bhawan, Saltlake Kolkata-700 091, during 2022-2023.”

### NOTICE INVITING QUOTATION NO. 06 / SDSD - II of 2022-2023

<i>Sl No</i>	<i>Description of Items</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate (Rs.)</i>	<i>Amount (Rs.)</i>
A.	<b>Maintenance (without parts) :</b>				
1	Maintenance of Desktop computer including key Board, Mouse, including all spares except picture tube, Hard Disk, Screen of monitor and consumable items including cost of technical person as per direction of the E-I-C	2 Nos.	Each / Year		
2	Maintenance of Printer excluding printer head toner cartridge including cost of technical person as per direction of the E-I.C.	2 Nos.	Each / Year		
3	Maintenance of UPS excluding Battery and including cost of technical person as per direction of the E-I-C.	2 Nos.	Each / year		
4	Supply and Installation of Security Software (Antivirus /Anti Malware) including cost of technical person & cost of networking arrangement as per direction of Engineer-in-Charge	2 Nos.	Each / Year		
5	Maintenance of Network entire office of the SDSD No.II, at 7th floor of Jalasampad Bhawan.	1 Job	Each / Year		
B.	<b>Supply (As per requirement) :</b>				
1	SSD Hard Disk Drive 1 TB	2 Nos.	Each		
2	Supply of new HP Black Cartridge 678	10 Nos.	Each		
				<b>Total Rs.</b>	

Contd.....P/2

Signature of the Quotationer with Seal.

<i>Sl No</i>	<i>Description of Items</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate (Rs.)</i>	<i>Amount (Rs.)</i>
				B.F. from Page – 1 Rs.	
3	Supply of new HP Colour Cartridge 678	9 Nos.	Each		
4	Supply of new HP Black Cartridge 680	10 Nos.	Each		
5	Supply of new HP Colour Cartridge 680	9 Nos.	Each		
6	Supply of new HP Laser Toner 88A	5 Nos.	Each		
7	Supply of new Canon Laser Toner NPG28	2 Nos.	Each.		
8	Supply of Drum of HP Laser Toner 88A	5 Nos.	Each		
9	Supply of UPS battery in exchange of old battery.	2 Nos.	Each		
10	Refilling of HP Laser Toner 88A	5 Nos.	Each		
				<b>Total Rs.</b>	

Total Rs. (In words) .....

Signature of the Quotationer with Seal