



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
TEESTA MECHANICAL SUB- DIVISION-I
TEESTA ADMINISTRATIVE BUILDING
Tinbatti, Siliguri-734005
E-mail: ae.tmsd1@gmail.com

NOTICE INVITING QUOTATION

NIQ NO. 05 OF 2022-23 OF SDO/TMSD-I

Memo No: 28/N-1

Dated: 31.03.2023

Sealed quotation is here by invited by the Assistant Engineer, Teesta Mechanical Sub- Division -I on behalf of the Governor of the State of West Bengal from the bonafied and resourceful agencies having sufficient experiences in execution of similar type of works of similar magnitude more or less and will be received by the Assistant Engineer, Teesta Mechanical Sub- Division -I.


Name of work: Supply of different consumable items and materials for official use in the office of Teesta Mechanical Division and four nos Sub-Division offices for the year 2023-24.

- Last date of application: 13.04.2023 upto 15.00 PM
- Last date of issue of schedule : 17.04.2023 upto 16.00 PM
- Last date and time of receiving quotation in sealed cover in the office of the undersigned: Up to 14:00 hr. on 17.04.2023.
- Date and time of opening of quotation: After 15:00 hr. on 17.04.2023 in presence of quotationers at the office of the undersigned
- Schedule of Work: As per attached Annexure-I

TERMS AND CONDITIONS:

- The participant must have sufficient knowledge about software and hardware of computers. If it is a firm, it should have salaried technician. Necessary certificates/ documents, regarding knowledge about software and hardware of computers, have to be attached with the quotation.
- The contractor must have his valid PAN Card details, GST Registration certificates, Trade License and credential in support of his past experience which are required to be produced when called for. Failure of the above may be treated as informal/ cancellation of the quotation without further reference in the matter.
- Quotationers does not fulfil any of the condition specified above or incomplete in any respect shall be treated as informal and will be liable to be summarily rejected.
- Payment will be made bi-annually by the Executive Engineer, Teesta Mechanical Division, subject to availability of fund.
- No mobilization /secured advance will be allowed.

6. The acceptance of the quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation & reserve the right to reject any or all the quotations without assigning any reason. The quotation will be open on the specific date and time in presence of the intending Quotationers.
7. The rate should be quoted in figure as well as in word and inclusive of all taxes.
8. The successful Quotationer must render his/her service or should provide technical person, as the need be, to this department for giving service throughout the year including holidays. The technical person must report to the undersigned or to concerned Junior Engineer, as and when required and/or at least once in a month during office hours.
9. Price escalation clause will not be admissible.
10. If for any unavoidable reasons the quotation cannot be opened on the fixed date and hours mentioned in this NIQ, revised date and time of opening of the quotation will be notified and hung up in office notice board of the undersigned.
11. The successful quotationer shall have to be executed formal agreement in West Bengal Form No- 2911 which will be applicable after depositing earnest money @ 2.00% (Two percent) over quoted amount in the shape of Pay order/ Bank Draft etc. as per rule duly pledged in favour of the Executive Engineer, Teesta Mechanical Division, Irrigation and Waterways Directorate, Tinbatti, Siliguri within 10(Ten) days from the date of issue of work order failing which the accepted quotation is liable to be treated as cancelled.
12. Validity of the contract will be one (1) year and extendable on mutual agreement basis, if the service are found satisfactory, for not exceeding one (1) year with same terms & conditions.
13. The agreement may be terminated from either side prior one month notice.
14. The contractor who have been blacklisted or debarred by any Government Department shall not be eligible in any way.



(**B.Sarkar**)

Assistant Engineer
Teesta Mechanical Sub- Division -I
Tinbatti, Siliguri.

Memo No:- 28/()-()/N-1

Dated :- 31.03.2023

Copy submitted for information to the:

1. Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri
2. Executive Engineer Teesta Mechanical Division, Tinbatti, Siliguri
3. Accounts Officer, Teesta Mechanical Division
4. Junior Engineer, Teesta Mechanical Sub-Division -I.
5. Notice Board.



Assistant Engineer
Teesta Mechanical Sub- Division -I
Tinbatti, Siliguri

Annexure-I

SCHEDULE OF WORK

Name of work: Supply of different consumable items and materials for official use in the office of Teesta Mechanical Division and four nos Sub-Division offices for the year 2023-24.

Sl No.	Equipment	Make & Model	Quantity	Rate per Unit (incl. all taxes) (Rs.)	Total Amount (Rs.)
1	New Toner Cartridge	HP Laser Toner 12A /88A/36A or Compatible	4		
2	Refilling of printer cartridge / toner cartridge (including Drum/Blade)	HP Laser Toner 12A/88A/36A, HP Laser JetPro NFP M132naw	16		
3	Toner for Photocopier machine	XEROX Workcentre 5024/Canon Imagerunner 2520,2420L	4		
4	Antivirus software including necessary license papers, testing valid for at least one year for each computer.	Quickheal total security	3		
5	Optical scroll mouse	Logitech/ Dell/ HP/FRONTECH	3		
6	Wired Keyboard with USB Compatibility, Numeric keypad	Logitech/ Dell/ HP/FRONTECH	4		
7	Motherboard	ASUS/Gigabyte/ ZEBRONIC/FRONTECH	2		
8	Pen drive 64 GB	Sandisk/ HP/ Kingston or other latest Brand	5		
9	Hard Disk upto 1TB	Seagate/WD or other latest Brand	1		
10	RAM	DDR2/DDR3 – 4GB, ADATA/Starlite/Consistance	2		
11	Battery in UPS	AMCO/Exide	4		
12	SMPS of any makes minimum 400W	ZEBRONIC/FRONTECH or other latest Brand	3		

Sd/-

ASSISTANT ENGINEER
TEESTA MECHANICAL SUB-DIVISION-I
TINBATTI, SILIGURI