



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
DAMODAR CANAL HEAD QTR. SUB-DIVISION  
KANAINATSAL, PURBA BURDWAN**

**Notice inviting Quotation No. 02 of D.C. Hd. Qtr. Sub-Division/2023-24**

Sealed quotation in prescribed proforma are hereby invited by the undersigned from willing bonafide agencies / outsiders for the work “**Half Yearly maintenance and repair of all computers, printers, etc including peripherals installed at Account Section and Establishment Section of D.C. Division, Court Compound, Purba Burdwan under Sanko Section of D.C.Hd.Qtr Sub-Division within D.C.Division from May 2023 to October 2023.**” inclusive of all individual charges, taxes etc, complete.

The quotation will be received to the office of the undersigned up to 14.00 Hrs on 17/04/2023 and the same will be opened on the same day on & after 14.30 Hrs in presence of the Quotationers or their authorized representative those who are available at that time. The rate should be quoted in quotation both in figures and words.

Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.

Time allowed for completion of work 06 (six) months.

The successful quotationer will have to complete the entire work within the stipulated time from the date of commencement. Submission of quotation by Post is not allowed.

The successful Quotationers whose quotation will be accepted, will have to execute formal agreement as per rule by submitting the earnest money @ 2%(two percent) of the total value of quotation in the form no. 2908. Necessary income taxes , P.Tax , documents are to be produced at the time of agreement.

Before offering quotations, the intending quotationer should thoroughly verified himself with the proposed work by local inspection and all other relevant factors should be taken into consideration and also it's mandatory Service Engineer/ Technician must be visit within 02 (Two) hours of any working day after complaining.

All other normal terms and conditions of standard N.I.Q. will also be applicable. Payment will be made as per availability of fund in the appropriate head.

The dates of quotation and items of works as follows:-

**N.I.Q No & Date : 02/ D.C. Hd. Qtr. Sub-Division/2023-24**

- 1) Last Date & Time of receiving application: 17/04/2023 up to 16.00 Hrs.**
- 2) Last Date & Time of issuing quotation paper: 19/04/2023 up to 16.00 Hrs.**
- 3) Last Date & Time of receiving quotation: 20/04/2023 up to 16.00 Hrs.**
- 4) Date & Time of opening quotation: On & after 16.30 Hrs of 20/04/2023.**

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Burdwan.**

Quotation Accepting Authority : **Superintending Engineer, Damodar Irrigation circle, Kanainatsal, Burdwan.**

Sl No	Description of items	Quantity	Unit	Rate	Amount (Rs.)
<b>1</b>	<b>A. Maintenance</b>				
1.01	Maintenance of Desktop computer (any make) including CPU, UPS , Key board, Mouse, Monitor etc (Without spares) and Laptop	9	Each		
1.02	Maintenance of printers i) Single/ Multi-function Laser Jet/ Desk Jet (Without spares)	5	Each		
1.03	Maintenance of Photocopier (any make) machine (Without spares)	4	Each		
1.04	Maintenance of Network & internet connectivity (Wired & wireless)	4	Each		
<b>2</b>	<b>B. Supply</b>				
2.01	Supply, installation and activation of antivirus software Quick heal and other latest brand including necessary license papers valid for at least one year for each computer	9	Each		
2.02	Supply of TFT Monitor hp brand, 19" size in exchange of existing monitor including cost of installation and fixing.	1	Each		
2.03	Supply of Key Board (HP/Dell/Logitech/ Xecess/Frontech) in exchange of existing Key Board.	3	Each		
2.04	Supply of optical Scroll mouse (HP/Dell/Logitech/Frontech/ Zebronics)	5	Each		
2.05	Supply of 1 TB Hard disk in exchange of existing one / 512 GB /480 GB SSD	2	Each		
2.06	Supply of RAM in exchange of old RAM including cost of installation i) DDR3-4GB, 1066/1333 MHz	3	Each		
2.07	ii) DDR4 -4GB, 2666 MHz	2	Each		
2.08	Supply of line interactive UPS of APC make in exchange of existing UPS ( Frontech/Zebronics)	3	Each		
2.09	Supply of battery in UPS of Frontech/Zebronics/Exide in exchange of existing old Battery	2	Each		
2.10	Supply of SMPS of any makes minimum 450W in exchange of old SMPS( Giga bite/Frontech/Zebronics)	2	Each		
2.11	Supply of Pen drive 16 GB or higher	7	Each		
2.12	Supply of Computer cabinet of any make	1	Each		
2.13	Supply of new printer ink cartridge/ Ribbon/Toner Cartridge CANON / BROTHER/H.P Laser Tonner 88 A	3	Each		
2.14	ii) CANON / BROTHER/H.P Laser Tonner 12 A	6	Each		
2.15	iii) Drum Unit for CANON / BROTHER/H.P Photocopier	2	Each		
2.16	iv) D.C Blade for CANON / BROTHER/H.P Photocopier	2	Each		
2.17	v) Teflon for CANON / BROTHER/H.P Photocopier	2	Each		
2.18	vi) Toner for CANON / BROTHER/H.P Photocopier	2	Each		
2.19	vii) Toner ink for Canon/Epson/brother Printer	2	Each		
2.20	Refilling of printer ink cartridge/ribbon/toner cartridge including cost of installation, testing and cost of technical person as per direction of EIC i) HP Laser Toner 12A/88A/2365A (including Drum /Blade)	10	Each		
	<b>Total =Rs</b>				

**Memo No. 324 (15)**

**Dated: - 10.04.2023**

Copy forwarded for information and circulation to:-

- 1 Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
- 2 Executive Engineer- I, D.C. Division
- 3 Executive Engineer, Hd. Works Division
- 4 Executive Engineer, L.D.I. Division
- 5 Executive Engineer, B.I. Division
- 6 Executive Engineer, R.B.I Division
- 7 DVC Study Cell for uploading in Departmental website.
- 8 District Information Officer, Burdwan .
- 9 Office Notice Board, D.C. Hd. Qrt. Sub-Division
- 10 Estimating Branch of D.C. Division
- 11 Accounts Branch of D.C. Division
- 12 Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I)

**Sub-Divisional Officer  
Damodar Canal Head Qrt. Sub-Division  
Kanainatsal, Burdwan**

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