



Government Of West Bengal
Irrigation & Waterways Directorate
Office of The Sub-Divisional Officer, Amarkanan Irrigation Sub Division
Sonamukhi, Bankura; Email ID: amarkanansubdivn@gmail.com

Memo No.: 129

Date :- 20/04/2023

Notice Inviting Quotation No: 1 of Amarkanan Irrigation Sub-Division/2023-24

Sealed Quotation in prescribed proforma are hereby invited by the Sub-Divisional Officer, Amarkanan Irrigation Sub- Division, Sonamukhi, Bankura for the work: **“Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and Junior Engineer’s offices under Amarkanan Irrigation Sub Division for the calendar year 2023”**.

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Amarkanan Irrigation Sub- Division, Sonamukhi, Bankura.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, “I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.”

Name of the Work: Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and Junior Engineers’ offices under Amarkanan Irrigation Sub Division for the calendar year 2023.

- 1) Last Date of receiving application : **28/04/2023 upto 16.00 Hrs.**
- 2) Last Date of issuing quotation paper : **02/05/2023 upto 16.00 Hrs.**
- 3) Last Date of receiving quotation : **04/05/2023 upto 14.00 Hrs.**
- 4) Date of opening quotation : **04/05/2023 After 14.30 Hrs.**

Working Period – up to 31st December 2023

The acceptance of quotation will fully lie on the Superintending Engineer, Damodar Irrigation Circle who reserves the right to reject any of the quotationer without assigning any reason.

The successful quotationer will have to execute a formal agreement in **W.B.F.No.- 2911** Within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub- Divisional Officer, Amarkanan Irrigation Sub- Division, Sonamukhi, Bankura / Executive Engineer-I, Damodar Canal Division**, Court compound, Purba Bardhaman free of cost.

Declaration by the Applicant to the effect that there is no other applications 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.

Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.

Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the 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.

No quotation paper will be supplied by Post. No quotation paper will be issued after expiry of date and time mentioned in the notice.

The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.

All corrections are to be attested under the dated signature of the quotationer.

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.

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.

Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers.

The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

The successful quotationers will have to deposit earnest money @ **2%** of the estimated amount at the time of executing formal agreement as per Govt. Rules in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of **the Executive Engineer-I, Damodar Canal Division, payable at Purba Bardhaman.**

Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement (If applicable).

Necessary income taxes , P.Tax , documents are to be produced at the time of agreement.

No advance Payment to the selected agency will be made under any circumstances.

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 quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

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, To 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.

Sd/-
Sub Divisional Officer
Amarkanam Irrigation Sub Division
Sonamukhi, Bankura

Memo. No.: 129/1 (18)

Date :- 20/04/2023

Copy forwarded for information and wide circulation to the:-

- 1) Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman .
- 2) Executive Engineer-I, D.C. Division
- 3) Executive Engineer-II, D.C. Division
- 4) Executive Engineer, Hd. Works Division
- 5) Executive Engineer, L.D.I. Division
- 6) Executive Engineer, B.I. Division
- 7) Executive Engineer, R.B.I Division
- 8) DVC Study Cell for uploading in Departmental website.
- 9) District Information Officer, Purba Bardhaman.
- 10) Office Notice Board, Seharabazar (I) Sub-Division
- 11) Estimating Branch of D.C. Division
- 12) Accounts Branch of D.C. Division
- 13-18) Sub-Divisional Officer, D.C. No. I / III / D.C. H.Q /Edilpur (I) /Seharabazar(I) /R.B.I. Sub Divn.

Sd/-
Sub Divisional Officer
Amarkanam Irrigation Sub Division
Sonamukhi, Bankura

LIST OF WORK FOR NIQ NO.- 1 of Amarkanan Irrigation Sub-Division/2023-24

Circulated vide this office memo no :- [129/1\(18\)](#) dated :- [20/04/2023](#)

- 1) Last Date of receiving application: **28/04/2023 upto 16.00 Hrs.**
- 2) Last Date of issuing quotation paper : **02/05/2023 upto 16.00 Hrs.**
- 3) Last Date of receiving quotation : **04/05/2023 upto 14.00 Hrs.**
- 4) Date of opening quotation : **04/05/2023 After 14.30 Hrs.**

Sl. No.	Description of item	Quantity	Unit	Rate (inclusive of all taxes)	Amount
1.	A4 Size paper (75 GSM copy power)	36 Rim	Each		
2.	Duster	24 nos.	Each		
3.	Marker pen	12 nos.	Each		
4.	Hi-lighter	12 nos.	Each		
5.	Whitener	06 nos.	Each		
6.	Page marker	06 pkt.	Each		
7.	Ball pen	08 boxes	Each		
8.	Scale 12”	03 nos.	Each		
9.	Wood pencil	02 box	Each		
10.	Eraser	02 box	Each		
11.	Four folded cover file	30 nos.	Each		
12.	Two fold file	12 nos.	Each		
13.	Flap	12 nos.	Each		
14.	Calculator (big)	05 nos.	Each		
15.	Paper weight	03 nos.	Each		
16.	Water Bottle (1 Lit)	06 nos.	Each		
17.	Thread ball	24 nos.	Each		
18.	Knife (medium)	03 nos.	Each		
19.	Fevi gum	06 nos.	Each		
20.	Channel file (Big & good quality)	80 nos.	Each		
21.	Channel file (ordinary)	30 nos.	Each		
22.	Staplar (10 no.)	03 nos.	Each		
23.	Staplar Pin (24/6)	02 box	Each		
24.	Staplar Pin (10 no.)	03 box	Each		
25.	Big Staplar (Heavy duty Manual) & Pin (23/6, 23/20) for Project work	01 nos.	Each		
26.	Register 8 no.	10 nos.	Each		
27.	Register 6 no.	10 nos.	Each		
28.	Register 10 no.	01 nos.	Each		
29.	Gems clip	06 boxes	Each		
30.	Stamp pad	05 nos.	Each		
31.	Chair Towel	08 nos.	Each		
32.	Bleaching (500 gm)	03 pkts.	Each		
33.	Phenyle (1000 ml)	03 bottles	Each		
34.	Herpic (500 ml)	02 bottles	Each		

Sl. No.	Description of item	Quantity	Unit	Rate (inclusive of all taxes)	Amount
35.	Hand wash (250 ml)	06 bottles	Each		
36.	Good night Machine	03 nos.	Each		
37.	Good night oil	06 bottles	Each		
38.	Naphthalene	06 pkts.	Each		
39.	Lock (ordinary, Medium size)	04 nos.	Each		
40.	Room freshener (275 ml)	02 nos	Each		
41.	Wall Clock	01 nos.	Each		
42.	Bucket (Cover Dustbin)	03 nos.	Each		
43.	Table Cloth (6ftx4ft)	03 nos.	Each		
44.	Bag for office peon to carry the official materials	01 nos.	Each		
45.	Door-mat (2 ft x 1.6 ft)	03 nos.	Each		
				Total =	

Sd/-
Sub Divisional Officer
Amarkanam Irrigation Sub Division
Sonamukhi, Bankura

Declaration by the Applicant

As per clause 1.c of standard Form for Notice Inviting Quotation for Public Works

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I/We do hereby declared that there is no other application for quotation paper for work in this NIQ (**NIQ No. 1 of Amarkanan Irrigation Sub-Division/2023-24**) in which I/We have common interests.

(Signature of the Quotationer)

PRESCRIBED PROFORMA TO BE FILLED BY THE QUOTATIONER

NIQ NO.- 1 of Amarkanan Irrigation Sub-Division/2023-24

1. Name of the Quotationer:

2. Address :

3. Phone No. :

4. E-mail ID :

5. PAN No. :

6. GST NO:

7. Bank A/C Details :

I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.

Signature of the Quotationer