



**Government Of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of The Sub-Divisional Officer, Edilpur Irrigation Sub Division**  
**Edilpur, Purba Bardhaman; Email ID: [edilpursubdivision@gmail.com](mailto:edilpursubdivision@gmail.com)**

*Memo No.: 257*

*Date :- 10/08/2023*

**Notice Inviting Quotation No: 04/SDO/EDISD of 2023-24**

Sealed Quotation in prescribed proforma are hereby invited by the Sub-Divisional Officer, Edilpur Irrigation Sub- Division, Edilpur, Purba Bardhaman for the work: **“Half Yearly maintenance and repair of all computers, printers, etc including peripherals installed at Galsi Quality Control Office in Block-Galsi-II, Dist-Purba Bardhaman under Edilpur Irrigation Sub-Division within D.C.Division from Sept’ 2023 to Feb’2024”.**

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Edilpur Irrigation Sub- Division, Edilpur, Purba Bardhaman.

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:** Half Yearly maintenance and repair of all computers, printers, etc including peripherals installed at Galsi Quality Control Office in Block-Galsi-II, Dist-Purba Bardhaman under Edilpur Irrigation Sub-Division within D.C.Division from Sept’ 2023 to Feb’2023.

- 1) Last Date of receiving application : **17/08/2023 upto 12.00 Hrs.**
- 2) Last Date of issuing quotation paper : **17/08/2023 upto 17.00 Hrs.**
- 3) Last Date of receiving quotation : **21/08/2023 upto 13.00 Hrs.**
- 4) Date of opening quotation : **21/08/2023 After 13.30 Hrs.**

**Working Period – up to 28<sup>nd</sup> February 2024**

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, Edilpur Irrigation Sub- Division, Edilpur, 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 (full signature) 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  
Edilpur Irrigation Sub Division  
Edilpur, Purba Bardhaman

**Memo. No.: 257/18(1)**

**Date :- 10/08/2023**

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, Edilpur (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 /Sehera Bazar (I) /Amarkan(I) /R.B.I. Sub Divn.

Sd/-  
Sub Divisional Officer  
Edilpur Irrigation Sub Division  
Edilpur, Purba Bardhaman

---

**Declaration by the Applicant**

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

---

I/We do hereby declared that there is no other application for quotation paper for work in this NIQ ( **NIQ No. 04/SDO/EDISD of 2023-24**) in which I/We have common interests.

**(Signature of the Quotationer)**

---

**PRESCRIBED PROFORMA TO BE FILLED BY THE QUOTATIONER**

**NIQ NO.- 04/SDO/EDISD of 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 Quotation

**Issued to-**

**SCHEDULE**

**Notice Inviting Quotation No: 04/SDO/EDISD of 2023-24**

**Name of Work:-** Half Yearly maintenance and repair of all computers, printers, etc including peripherals installed at Galsi Quality Control Office in Block-Galsi-II, Dist-Purba Bardhaman under Edilpur Irrigation Sub-Division within D.C.Division from Sept' 2023 to Feb'2024.

**Time of work- 180 days.**

<b>SI No</b>	<b>Description of items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate quoted</b>	<b>Amount</b>
1	Maintenance of Desktop computer (any make) including UPS , Key board, Mouse, Monitor etc (Without spares) and Laptop	2	Each		
2	Maintenance of printers i) Single/ Multi-function Laser Jet/ Desk Jet (Without spares)	2	Each		
3	Maintenance of Network & internet connectivity (Wired & wireless)	1	Each		
4	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	2	Each		
5	Supply of Key Board (HP/Dell/Logitech/ Xecess/Frontech) in exchange of existing Key Board.	1	Each		
6	Supply of optical Scroll mouse (HP/Dell/Logitech/Frontech/ Zebronic)	1	Each		
7	Supply of battery in UPS of Frontech/Zebronic/Exide in exchange of existing old Battery	2	Each		
8	Supply of Pen drive 16 GB or higher	3	Each		
9	Supply of new printer ink cartridge/ Ribbon/Toner Cartridge i) HP Laser Toner 88 A	3	Each		
10	iii) Drum Unit for Printer	2	Each		
11	iv) D.C Blade for Printers	2	Each		
12	v) Repairing of powerboard, logic board of scanner units.	2	Each		
13	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 (including Drum /Blade)	3	Each		
	<b>Total =Rs</b>				

**In words-**

