



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**RIVER RESEARCH INSTITUTE,**  
**OFFICE OF THE DIRECTOR**  
**RIVER RESEARCH SUB-DIVISION NO- I**  
(Mohonpur, Nadia, Pin: 741246, Email id- rrisdoone@gmail.com)

**Memo No: 138<sup>E</sup>/SDO-I//RRI/I&W (NIQ)**

**Date: 21.08.2023**

**Notice Inviting Quotation No.: - WBIW/SDO-I/R.R.I/HCL/NIQ-03/2023-24**

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, River Research Institute, Sub-Division No-I, Haringhata Central Laboratory, Mohanpur, Nadia from the bonafide and resourceful owners / suppliers / willing bonafide agencies / outsiders according to the enclosed terms & conditions and Schedule of Rate for the works.

On behalf of the Governor of West Bengal for the works/supply as per list attached herewith from the Bonafide Outsiders having credential of similar nature of work/supply.

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 stationery materials of the office uses for smooth running for 90 (ninety) days under office of Director, River Research Institute, Mohanpur, Nadia, I&W Dte."

**IMPORTANT DATES & TIMES:**

<u>Sl. No.</u>	<u>Particulars</u>	<u>Date</u>	<u>Time</u>
1.	Last date & time for submission of prayer or application for issue of quotation paper	29.08.2023	Up to 15.00Hrs.
2.	Last date and time of issuing of quotation papers	29.08.2023	Up to 17.15Hrs.
3.	Last date of receiving quotation papers	31.08.2023	Up to 15.00Hrs.
4.	Date and time for opening quotation	31.08.2023	At 15:30 Hrs.

*N.B:- Under any unavoidable circumstances the above-mentioned dates can be rescheduled by the tender inviting authority without showing any explanation to intending tenderers.*

**PLACE OF DROPPING OF QUOTATION DOCUMENTS:**


At the chamber of the Sub-Divisional Officer, R.R. Sub-Division No.-I, RRI, H.C.L., Mohanpur, Nadia under office of the Director, RRI.

**QUOTATION ACCEPTING AUTHORITY:**

The Director, RRI, I & W Dte., Govt. of West Bengal.

- The supplier should quote their rates strictly as per prescribed form which will be available in the office of undersigned free of cost, along with terms and conditions.
- The rate should be quoted both in figure as well as in words. The quotation will be received up to 03:00 pm on prescribed date and will be opened by the Undersigned at 3:30 pm. on the same day in presence of quotationers who may be present at this time.
- Acceptance of quotation will be rest with the Executive Engineer, Sundarban Delta Project, R.R.I., HCL, Mohanpur, Nadia who does not bind himself to accept the lowest quotations & reserves the right to reject any or all the quotations without assigning any reason thereof.
- The quotation papers will be available from the office of the undersigned from 10.15 am to 5:15 pm on all working day excluding holiday on free of cost after receiving application. The last date and time for receiving of application for issuing of quotation paper is 29.08.2023 and 03:00 p.m.
- Quotationer/Bidder have to apply on his Letter Head Pad with credential along with NIQ, for evaluation. All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.

Encl: Schedule with terms and conditions.

  
Sub-Divisional Officer  
Sub-Division No-1  
River Research Institute,  
I & W Dte., Govt. of West Bengal  
HCL, Mohanpur, Nadia

Kleap  
21/8/23

## TERMS AND CONDITIONS

1. Separate quotation should be submitted for work/supply, as per attached list, in sealed cover super scribing the name of the work on the envelope and addressed to the Sub Divisional Officer, R.R Sub Division No-I, River Research Institute, Irrigation & Waterways Dte., Nadia.
2. Submission of quotation by post is not allowed.
3. All quotationers will submit their quotations in printed schedule attached with signature.
4. The Bidder should quote the rate clearly both in figures and in words for each item but evaluation will be done on a whole basis (Total Value). Any bidder containing over writing is liable to be rejected. All corrections are to be attested under the dated signature of the Bidders.
5. The Bidders will have to, if so desired by the Quotation Accepting Authority, submit his analysis to justify the rate quoted by him.
6. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
7. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self-attested copies of the documents, originals of which and other documents are to be produced on demand. Sealed Quotation paper should be dropped in the Bidder Box at the Sub Divisional Office chamber, R.R Sub Division No-I, RRI, Nadia.
8. The Bidders who will sign on behalf of a Company or Firm must produce the registered documents (within 3 days from the date of opening the quotation) in support of his competency to enter into an Agreement on behalf of the Company or the firm under the Indian Partnership Act, failing which the Bidder will not be considered and the deposited Earnest Money will be forfeited.
9. Quotation paper can be taken from the office of the Sub Divisional Officer, R.R. Sub Division No-I, RRI, Nadia, within the specified date and time as per attached list by the intending bidders or by their duly authorized representatives.
  - a. No Quotation paper will be issued by post.
  - b. No quotation paper will be issued on the date of opening of bidders after expiry of date and time mentioned in the notice.
10. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.




11. The rate should be inclusive all taxes, installation & also delivery charges including fitting & fixing proper position wherever applicable.
12. Any material not up to standard quality & satisfaction shall be replaced.
13. Before submitting any quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into considerations all factors and difficulties likely to be involved in the execution of work/supply of materials in all respects including transportations of materials, communication facilities, climate conditions and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection the intending bidders may contact the office of the undersigned up to 29/08/2023 up to 15:00 Hrs. on any working day.
14. **Earnest money Deposit (EMD)@2.0 (Two Point Zero) %** of the Quoted rate must be submitted at the time of submission of quotation, 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 (SDP), Sundarban Delta Project Division, I&W Dte., Govt. Of WB, payable at Nadia. Payment in any other forms viz. NSC, KVP, cheques etc. will not be accepted. Labour Co-operative Societies and State Government Enterprises viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited etc. are fully exempted from payment of EMD.** Exemption order in favor of Societies/ Enterprises/ Limited etc. will be enclosed hereunder.
15. The quotation will be opened, as specified in the list of works, in presence of the participating Bidders or their duly authorized representatives, who may be present at the time of opening. The successful bidders will have to execute the duplicate copies of his agreement paper which will have to be obtained free of cost in the Sub-Divisional section, River Research Sub-Division No-I within 7 (Seven) days from the date of receipt of the intimation of acceptance of his bidding, failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the bidder shall automatically stand cancelled. The lowest quotationer shall have to execute a formal agreement within 7 working days from the date receipt of work order.
16. The intending bidder must have trade License, otherwise his application will be rejected and must enclose copy of trade License with application. The intending bidder should apply for 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, as well as during interview (if any).
  - I. Professional Tax Challan, latest authenticated Income Tax Return for current financial year or immediate preceding financial year, PAN Card, Goods and Service Tax (GST) Registration Certificate, Proprietorship Firms (Trade License), Partnership Firms (Partnership Deed, Trade License, Form-VIII or Memorandum of

Registration), Limited Companies (Incorporation Certificate, Trade License, Memorandum of Articles), Registered Co-Operative Societies (Society Registration Certificate from ARCS of the state, latest available Auditor's Report of Directorate of Co-operative Audit within proceeding five years as per Societies Act & Rules., Trade License and By-Laws, Documents showing latest office bearers) valid up to the date of opening of the bidders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.

- II. Declaration by the applicant to the effect that there is no other application for Quotation paper for work in this NIQ in which he/she/they has/have common interest. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of bidder paper.
17. No conditional Offer/Proposal shall be accepted and deemed as informal.
  18. After acceptance of quotation the quotationers has to execute a formal agreement in proper W.B Form no. of the Department.
  19. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.
  20. The successful Bidders will have to abide by the provision of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1970 and such other Acts as may be applicable, as will be in force from time to time.
  21. Inviting authority may verify the competency, capacity and financial stability of the intending Bidder(s) the Bidder Paper issuing Authority may demand production of any necessary document(s) as it may deem necessary.
  22. If any Bidder withdraws his quotation before its acceptance of refuses/ fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal/refusal/failure, he shall be disqualified for submitting any Bidder in this Division/Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
  23. In case of tie bid Memorandum, No-2320-F(Y) Dated:-7th June, 2022 of Finance Department, Government of West Bengal shall be applicable.
  24. Any suppression / misrepresentation of fact will automatically debar the applicant from participating in any bidder under the Division / Circle for at least 3 (three) years from the date of detection, in addition to such other panel action as the Government may deem proper.



25. Intending bidders not satisfied with the decision of the Quotation paper issuing authority may prefer an appeal to the next superior officer. Concerned Chief Engineer will be the appellate authority for high value bidders. Necessary communication regarding his appeal to the appellate authority must be brought to the notice of such authority within two working days after the date of issue of Quotation paper and copy of such communication should be submitted to the quotation paper issuing authority within the same period, failing which no such appeal will be entertained.
26. GST, Royalty, Building & other Construction Workers' Cess and all other statutory levy/ Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work). It may further be noted that if Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt. is produced before receiving payments per present norms, or as may be prescribed by the Finance Department time to time. The Quotation Accepting Authority does not bind himself to accept the lowest bidder and reserves the right to reject any or all of the bidders received, without assigning any reason whatsoever to the intending bidders.
27. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
28. As per G.O. No. 1627(8)/IA dated 26th November 2001 of Irrigation & Waterways Department, Government of West Bengal, Clause 25 of Bidder Form No. 2911 stands deleted in respect of contract of value less than Rs. 100.00 lakh.
29. Conditional Bidder, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
30. In case of violation of the above terms and conditions the quotation will be liable to be rejected.

  
Sub-Divisional Officer  
Sub-Division No-I  
River Research Institute,  
I & W Dte., Govt. of West Bengal  
HCL, Mohanpur, Nadia.

21/8/23

No. 138<sup>E</sup>/SDO-I//RRI/I&W <sup>(NIQ)</sup>/1(4)

Date: 21.08.2023

Copy Submitted for favour of information & wide circulation to the: -

1. Director, River Research Institute, I & W Dte., H.C.L, Mohanpur, Nadia, Govt. of WB.
2. Executive Engineer (SDP), RRI, H.C.L, Mohanpur, Nadia, Govt. of WB.
3. Deputy Director (Hyd.), R.R.I, I & W Dte., H.C.L., Mohanpur, Nadia, Govt. of WB.
4. Deputy Director (Engg.), R.R.I, I & W Dte., H.C.L., Mohanpur, Nadia, Govt. of WB.

Encl: Schedule with terms & Conditions

  
Sub-Divisional Officer  
Sub-Division No-I  
River Research Institute,  
I & W Dte., Govt. of West Bengal  
HCL, Mohanpur, Nadia.


Memo No: 138<sup>E</sup>/SDO-I//RRI/I&W <sup>(NIQ)</sup>/1(4)/1(6)

Date: 21.08.2023

Copy forwarded for information & wide circulation to the:-

1. Sub-Divisional Officer, Sub-Division No.-II, RRI, I & W Dte., HCL, Nadia, Govt. of WB.
2. Assistant Engineer (SDP), RRI, I & W Dte., HCL, Nadia, Govt. of WB.
3. Divisional Accountant, RRI, I & W Dte., HCL, Nadia, Govt. of WB.
4. Divisional Estimator, RRI, I & W Dte., HCL, Nadia, Govt. of WB.
5. Notice Board, RRI, I & W Dte., HCL, Nadia, Govt. of WB.
6. Office Copy.

Encl: Schedule with terms & Conditions

  
Sub-Divisional Officer  
Sub-Division No-I  
River Research Institute,  
I & W Dte., Govt. of West Bengal  
HCL, Mohanpur, Nadia  
*K. Singh*  
21/8/23

NAME OF THE WORK: -

**“Providing support service including supply of stationery materials of the office uses for smooth running for 90 (ninety) days under office of the Director, River Research Institute, Mohanpur, Nadia, I&W Dte.”**

LIST OF WORK FOR NIQ NO: - WBIW/SDO-I/R.R.I/HCL/NIQ-03/2023-24

Circulated vide this office memo no: - 138<sup>E</sup>/SDO-I//RRI/I&W <sup>(NIQ)</sup>, dated: 21.08.2023

**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. WBIW/SDO-I/R.R.I/HCL/NIQ-03/2023-24) in which I/We have common interests.

(Signature of the Quotationer)



NAME OF THE WORK: -

**“Providing support service including supply of stationery materials of the office uses for smooth running for 90 (ninety) days under office of the Director, River Research Institute, Mohanpur, Nadia, I&W Dte.”**

Circulated vide this office memo no: - 138<sup>E</sup>/SDO-I//RRI/I&W <sup>(NIQ)</sup>, dated: 21.08.2023

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

NIQ NO. - WBIW/SDO-I/R.R.I/HCL/NIQ-03/2023-24

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



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**RIVER RESEARCH INSTITUTE,**  
**OFFICE OF THE DIRECTOR**  
**RIVER RESEARCH SUB-DIVISION NO- I**

(Mohanpur, Nadia, Pin: 741246, Email id - rrisdoone@gmail.com)

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**Circulated vide this office memo no: -** 138<sup>E</sup>/SDO-I/RR/I&W (NIQ), dated: 21.08.2023

**SCHEDULE (LIST OF MATERIALS)**

Sl. No.	Description of Item	Quantity	Unit	Unit Rate (inclusive of all taxes)	In words	Amount
1	A4 size Paper (75GSM) Copy Power	125	Rim			
2	Legal size Paper (75GSM) Copy Power	10	Rim			
3	Full Scape Paper(White) Ruled/Unruled (1 Pkt / 5 doz.)	2	Packet			
4	File cover (2 fold)	75	Piece			
5	Flap (Bunch of 25 nos)	10	Bundle			
6	Transparent Report File	50	Piece			
7	Cover File (4 Fold/Set Of 24, Coloured Yellow, Pink, Green, Sky) best quality	5	Set			
8	Channel File (Premium - A4/ Multi Colour)	100	Piece			
9	Ball pen (blue) (10's pack) (Link/ Cello)	7	Packet			
10	Ball pen (black) (10's pack) (Link/ Cello)	5	Packet			
11	Ball pen (Red) (10's pack) (Link/ Cello)	3	Packet			
12	Gel Pen (Green) (10's pack) (Link/ Cello)	5	Packet			
13	Fevi Stick (big)	20	Piece			
14	Fevi Gum (big) white 250 Gm Pack	20	Piece			
15	Thread Ball (Cotton)	25	Piece			
16	Binder Clip (25mm)(Pack of- 50)	3	Box			
17	Binder Clip (41mm)(Pack of- 50)	3	Box			
18	Tag (Bundle of 50 nos. of 11'' length)	15	Bunch			
19	Stapler (10no.)	15	Piece			
20	Stapler Pin (10no.) (20 box pack)	5	Box			
21	Stapler (24/6 pin size)	5	Piece			
22	Stapler Pin (24/6) (20 box pack)	6	Box			
23	Cello tape (Big)	20	Piece			

Sl. No.	Description of Item	Quantity	Unit	Unit Rate (inclusive of all taxes)	In words	Amount
24	Pencil (Apsara Platinum Extra Dark, pack of 10's)	10	Packet			
25	Eraser (Apsara non dust, pack of 20)	5	Packet			
26	Pencil Sharpener (Apsara long point, pack of 20)	5	Packet			
27	Marker pen	30	Piece			
28	Hi-lighter	30	Piece			
29	Whitener	30	Piece			
30	Page marker (Sticky Note 25mmx75mm), pack of 80 sheet 3 colours	20	Packet			
31	Stamp pad ( Big )	5	Piece			
32	Stamp pad ( small )	30	Piece			
33	Gems clip (Box of 200 piece of Kesetko paper clip)	10	Box			
34	Scale 12" (Plastic), Pack of 10's	3	Packet			
35	Single Puncher (Kangaro Paper Punch)	5	Piece			
<b>Total Amount=</b>						<b>0.00</b>

  
 Sub-Divisional Officer  
 Sub-Division No-1  
 River Research Institute,  
 I & W Dte., Govt. of West Bengal  
 HCL, Mohanpur, Nadia  
 Klaye  
 21/8/23

I / We do hereby agree to do the above work @..... (.....) Above / less / at par than the Schedule of items attached herewith.

.....  
(Signature of the contractor)