



**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: 214<sup>E</sup>/SDO-I//RRI/I&W<sup>(NIO)</sup>**

**Date: 03.10.2023**

**Notice Inviting Quotation No.: - WBIW/SDO-I/R.R.I/HCL/NIO-05/2023-24**

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: -**

"Collection of rates for preparation of estimates for "Maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Haringhata Central Laboratory, Mohanpur, Nadia."

**IMPORTANT DATES & TIMES:**

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>
1.	Last date & time for submission of prayer or application for issue of quotation paper	11.10.2023	Up to 15.00Hrs.
2.	Last date and time of issuing of quotation papers	11.10.2023	Up to 15.00 Hrs.
3.	Last date of receiving quotation papers	12.10.2023	Up to 15:00 Hrs.
4.	Date and time for opening quotation	12.10.2023	At 15:30 Hrs.

**PLACE OF DROPPING OF QUOTATION DOCUMENTS:**

At the chamber of the Sub-Divisional Officer, R.R.I., Sub-Division No.-I, 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 15:00 pm on prescribed date and will be opened by the Undersigned at 3:30 pm. on 12.10.2023 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., Haringhata Central Laboratory, 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 pam 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 11.10.2023 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.

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

## **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, RRI, Nadia.
2. Submission of quotation by post is not allowed.
3. All quotationers will submit their quotations in printed schedule attached.
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. 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.
6. 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 supplied 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.
7. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
8. The rate should be inclusive all taxes, installation & also delivery charges including fitting & fixing proper position wherever applicable.
9. Any material not up to standard quality & satisfaction shall be replaced.
10. 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 in to 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.
11. The quotationers may remain present at the time of the opening of the quotation.
12. The lowest quotationer shall have to execute a formal agreement within 7 working days from the date receipt of work order.

13. The quotationers are requested to submit all the requisite documents such as Tax Clearance, Valid 15-digit Goods & Service Tax payer Identification Number (GSTIN), Trade License, Valid IT, PAN etc. at time of submission of the application.
14. No conditional Offer/Proposal shall be accepted and deemed as informal.
15. After acceptance of quotation the quotationers has to execute a formal agreement in proper W.B Form No. 2911(i) with the Department.
16. 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.
17. 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.
18. If any Bidder withdraws his quotation before its acceptance or 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.
19. In case of tie bid Memorandum, No-2320-F(Y) Dated:-7th June,2022 of Finance Department, Government of West Bengal shall be applicable.
20. 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.
21. Conditional Bidder, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
22. In case of violation of the above terms and conditions the quotation will be liable to be rejected.

Sd/- N.R. DAS

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

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

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

**Encl:** *Schedule with terms & Conditions.*

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

**Copy forwarded for information & wide circulation to the: -**

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

**Encl:** *Schedule with terms & Conditions.*

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

NAME OF THE WORK: -

“Collection of rates for preparation of estimates for “Maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Haringhata Central Laboratory, Mohanpur, Nadia.”

LIST OF WORK FOR NIQ NO: - **WBIW/SDO-I/R.R.I/HCL/NIQ-05/2023-24**

Circulated vide this office memo no: - **214<sup>E</sup>/SDO-I//RRI/I&W<sup>(NIQ)</sup>**, dated: 09.06.2023

**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-05/2023-24**) in which I/We have common interests.

(Signature of the Quotationer)

NAME OF THE WORK: -

“Collection of rates for preparation of estimates for “Maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Haringhata Central Laboratory, Mohanpur, Nadia.”

Circulated vide this office memo no:- 214<sup>E</sup>/SDO-I//RRI/I&W <sup>(NIQ)</sup>, dated: 03.10.2023

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

NIQ NO.-WBIW/SDO-I/R.R.I/HCL/NIQ-05/2023-24

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

**Name of Work:** “Collection of rates for preparation of estimates for “Maintenance & repair of all Computers, Laptops, Printers, Photocopier machine etc. including peripherals installed at River Research Institute, Haringhata Central Laboratory, Mohanpur, Nadia.”

**LIST OF WORK FOR NIQ NO:** - **WBIW/SDO-I/R.R.I/HCL/NIQ-05/2023-24.**

**Circulated vide this office memo no:** - **214<sup>E</sup>/SDO-I/RR/I&W<sup>(NIQ)</sup>**, dated: 03.10.2023

**LIST OF MATERIALS**

SL No.	Description of materials	Quantity	Unit	Unit Rate (inclusive of all taxes)	Amount
1	Maintenance, troubleshooting and servicing at regular intervals to hardware and software to Desktops, Laptops, Key Board, Mouse, Monitor, etc. [Except Screen of monitor, Hard Disk and consumable items] including cost of technical person during one year as per direction of the E.I.C.				
	A) Maintenance of Desktop	1	No.		
	B) Maintenance of Laptop	1	No.		
2	Maintenance of Printers excluding consumables (toner, cartridge, drum, prc etc.) including cost of technical person per year as per direction of the E.I.C.				
	A) Mono Laser jet Printer	1	No.		
	B) Multifunctional Laser jet Printer	1	No.		
3	Maintenance of UPS excluding Battery and including cost of technical person per year as per direction of the E.I.C.	1	No.		
4	Maintenance of Photocopier excluding consumables (Toner, Drum, Developer unit etc.) including cost of technical person per year as per direction of the E.I.C.	1	No.		
5	Maintenance of Scanner excluding Lamp and Scan Head including cost of technical person per year as per direction of the E.I.C.	1	No.		
6	Maintenance of Network & Internet connectivity (Wire & Wireless) including cost of technical person per year as per direction of the E.I.C	1	No.		
	<b><u>SUPPLY</u></b>				
7	Supply of TFT Monitor 18.5” size in exchange of existing monitor including cost of installation and fixing and cost of technical person as per direction of the E.I.C. Make: LG/SUMSUNG /DELL	1	No.		
8	Supply of Key Board in exchange of existing key board including cost of installation and cost of technical person as per direction of the E.I.C. Make: HP/ Dell/ Logitech/ TVS	1	No.		
9	Supply of optical scroll mouse in exchange of existing mouse including cost of installation and technical person as per direction of the E.I.C. Make: Logitech/ Dell/ HP	1	No.		
10	Supply of hard disk/SSD drive 480 GB in exchange of old one including cost of installation and cost of technical person as per direction of the E.I.C. Make: Seagate/WD	1	No.		
11	Supply of RAM in exchange of old RAM including cost of installation and cost of technical person as per direction of the E.I.C. Make: Starlite/ Kingston / EVM				
	A) DDR 3 – 4 GB	1	No.		
	B) DDR 4 – 4 GB	1	No.		



12	Supply of back up UPS any make rated KVA 0.65 in exchange of existing UPS including cost of installation and cost of technical person as per direction of E.I.C Make: APC/Microtek	1	No.		
13	Supply of Battery in UPS of any make in exchange of old battery including cost of installation, testing and cost of technical person as per direction of the E.I.C Make: Exide/ Microtek	1	No.		
14	Supply of SMPS of any makes minimum 400W in exchange of old SMPS including cost of installation, testing and cost of technical person as per direction of the E.I.C. Make: Frontech/ Zebronics.	1	No.		
15	Supply of Key Board for Laptop including cost of installation, testing and cost of technical person charge as per direction of the E.I.C. Make: Dell / HP supported	1	No.		
15	Supply of Screen for Laptop including cost of installation, testing and cost of technical person charge as per direction of the E.I.C. Make: Dell/ HP supported	1	No.		
16	Supply of Fuser pressure Roller of Photocopier machine including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Make: Cannon supported	1	No.		
17	Supply of Drum and Developer unit of Photocopier machine including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Make: Cannon supported	1	No.		
18	Supply of HP 88A Black Laser Toner as as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
19	Refill of HP 88A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
20	Supply of HP 18A Black Laser Toner as as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
22	Refill of HP 18A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
23	Supply of HP CE310A Black Laser Toner as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
24	Refill of HP CE310A Black Laser Toner with Drum as per direction of the Engineer in-charge. Make: HP supported	1	No.		
25	Supply of HP CE311A/312A/313A Color Laser Toner (C,Y,M) as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
26	Supply and installing of Antivirus Software Quick heal total Security Or other latest brand including necessary license papers valid as per direction of the Engineer-in-charge.	1	No.		
27	Supply of HP 85A Black Laser Toner as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
28	Refill of HP 85A Black Laser Toner with Drum as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
29	Supply of HP 803 Black Cartridge as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
30	Supply of HP 803 Color Cartridge as per direction of the Engineer-in-charge. Make: HP supported	1	No.		
31	Supply of Canon NPG 59 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		
32	Supply of Canon NPG 28 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		

33	Supply of Canon NPG 73 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		
34	Supply of Canon NPG 67 Black Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		
36	Supply of Canon NPG 67 Magenta Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		
37	Supply of Canon NPG 67 Yellow Laser Toner (Xerox Machine) as per direction of the Engineer-in-charge. Make: Canon support	1	No.		
38	Supply of Canon Black Laser Jet 337 starter Toner as per direction of the Engineer-in-charge. Make: Canon supported	1	No.		
39	Refill of Canon Black Laser Jet 337 starter With Drum as per direction of the Engineer -in-charge. Make: Canon supported	1	No.		
40	Supply of Motherboard of any make's minimum in exchange of old Motherboard including cost of installation, testing and cost of technical person as per direction of the E.I.C.	1	No.		
41	Supply of Pen Drive 64 GB of any make's minimum including cost of installation, testing and cost of technical person as per direction of the E.I.C.	1	No.		
42	Supply of Pen drive 64 GB or higher	1	No.		
<b>Total:</b>					

**Sd/- N.R. DAS**  
**Sub Divisional Officer**  
**Sub-Division No-I**  
**River Research Institute,**  
**I & W Dte., Govt. of West Bengal**  
**HCL, Mohanpur, Nadia.**