



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
SINGUR IRRIGATION SUB-DIVISION  
SINGUR, HOOGHLY

Email I.D. [sdo.singurirrigation@gmail.com](mailto:sdo.singurirrigation@gmail.com), Land No. : (033)-2630-0600

**NOTICE INVITING QUOTATION NO. : 02/SISD of 2023-24**

Sealed quotations are invited by the Sub – Divisional Officer, Singur Irrigation Sub Division on behalf of the Governor of West Bengal, for the works as per list attached herewith from the bonafide reliable and resourceful Contractor having sufficient experience in execution of similar type of works as per detailed herein under. The work stated below on the following terms and conditions.

1. Intending quotationers should apply for quotation papers in their respective letter Heads enclosing with 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)
  - a. P.T. clearance certificate and I.T.PAN, G.S.T valid up to the date of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
  - b. Completion Certificate/ Payment Certificate (S) for similar works, as desired by the quotation paper issuing authority. ( Terms and Condition)
  - c. 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 interests. Failure to produce any the above documents may be considered good and sufficient reason for non – issuance paper.  
**“Completion certificates issues by competent Authority will normally be considered as Credential. Apart from Credentials of works executed under Irrigation & Waterways Department, Credential of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sunderban Affairs Department & other State Government Department, Zila Parishads, WBHIDCO, WBSEDCL, KMDA, KMW & KMC, HRBC, Engineering Departments of Central Government and Organizations like Railway, KPT and Mackintosh Burn Ltd. Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. May also be considered.”**
2. Quotation should be submitted for the works 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.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours between 11.00 A.M. and 4.00 P.M. every working day, till 22-11-2023 in the office of the Sub – Divisional Officer, Singur Irrigation Sub - Division.
4. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender/quotation under the Division/Circle for at least 2 (Two) years from the date detection. In addition to such other penal action as the Government may deem proper.
5. No quotation paper will be supplied by Post.
6. No quotation paper will be issued after expiry of Date and time mentioned in the notice.
7. The quotationers should quote their rate both in figures & in words on each item of Work/supply as per the NIQ.
8. All corrections are to be attested under the dated signature of the quotationer.
9. All the pages of the quotation paper and the documents (submitted as quotation documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.
10. The quotationer 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, falling which the quotation will not be considered.
11. Conditional quotation, which does not fulfill any of the above conditions, and incomplete in any respect, is liable to summary rejection.
12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

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13. 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, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
14. G.S.T. Royalty , Building & other constructional workers, Cess and all other statutory Levy/ Cess etc. will have to borne by the contractor (He/ She will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
15. The quotation will be opened, in presence of the participating quotationer or their duly authorized representative, who may be present at time of opening and who may also put their signatures in the quotation opening register.
16. The successful quotationer will have to execute a format 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 on free of cost from the office the Executive Engineer – II, Lower Damodar Irrigation Division.
17. The successful quotationers will have to deposit earnest money @ 2% of the estimated amount at the time of executing formal agreement as per Government Rules. Anybody desirous of exemption from depositing Earnest Money is formal agreement. (If applicable).
18. No advance Payment to the selected agency will be made under any circumstances.
19. The successful quotationers will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
20. The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
21. In the following case 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 documents(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.

  
(DIPAK RAKSHIT)  
Sub-Divisional Officer  
Singur Irrigation Sub-Division



Additional Terms & Conditions:-

1. The successful quotationer must provide technical person, as the need be , to Executive Engineer- II, LDI Division Office & to this Sub – Division for giving service throughout the period including holidays. The technical person must report to the office of the Executive Engineer, Lower Damodar Irrigation Division, Singur, Hooghly everyday during office hours and remain in the office till business hours of the operating system, hardware and all kinds of peripherals.
2. The technical person, who will be giving service, must have mobile phones maintenance cost of which must be borne by the quotationer. The technical persons must be well aware of all kinds of trouble – shooting, specifically, all other peripherals of Desktop Computer and laptop, associated with CRT Monitors, TFT monitors, Printers of all types, Scanners, and presently marketed 3 in 1 peripherals etc.
3. The technical persons must be well conversant with Local Area Networking, configuring net work devices, like hubs, switches of all makes, routers etc.
4. Thorough Knowledge of Multi- user operating system like Unix, Linux will be of added advantage.
5. Payment shall be made, upon satisfactory execution of the work, on the available of fund and there is no guarantee that the payment shall be made every month or at a regular interval of time.
6. The successful quotationer may have the right to change the service personnel, but with pre intimation at least & (seven) days ahead, and approval of the undersigned.
7. During the period of agreement, execution of any Item may be kept suspended if the authority so decides.
8. In the event of unsatisfactory service, the contract will be terminated, abiding by the clauses of Form – 2911.
9. The nos. of Desktop Computers are 08 nos. which may be increased. The extra work would have to be done which would be treated as excess.



(DIPAK RAKSHIT)  
Sub-Divisional Officer  
Singur Irrigation Sub-Division

1. N.I.Q. No. & Date : - 02/SISD of 2023-24 Dated 08.11.2023
2. Last Date of Application : - 22.11.2023 till 15.00 Hrs.
3. Date of Issue of quotation documents : - 22.11.2023 after 15.30 Hrs.
4. Date of Dropping of quotation documents : - 23.11.2023 till 15.00 Hrs.
5. Place of dropping of quotation documents : - Office of the Sub – Divisional Officer, Singur Irrigation Sub- Division, Singur, Hooghly.
6. Date & time of opening of Quotation : - 23.11.2023 after 15.00 Hrs.
7. Quotation accepting authorities : - Superintending Engineer, Damodar Irrigation Circle.

**Name of the Work: -**

Maintenance & repair of all Computer Printers etc. including peripherals installed under Executive Engineer – II, Lower Damodar Irrigation Division & SDO, Singur Irrigation Sub – Division from December 2023 to March 2024.

Sl. No.	Description of Item	Quantity	Unit
01.	Maintenance of Desktop/ Laptop make (unit out spares) for 4 months.	8	Each Set
02.	Maintenance of Printer of any make (unit out spares) for 4 months.	9	Each Set
03.	Maintenance of Photo copies of any make (unit out spares) for 4 months.	1	Each Set
04.	Maintenance of Network & internet connectivity (wire & wireless) to the office of the Executive Engineer, LDID & SDO Singur Irrigation Sub – Division for 4 months.	2	Each Job

  
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**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. 02/SISD of 2023-24 of SDO/Singur (I) Sub-Division ) in which I/We have common interests.

( Signature of contractor with seal )

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Memo. No. : 460/1(3)

Dated : 09/11/23

Copy forwarded for information & having displayed in Notice Board to :

1. The Superintending Engineer, Damodar Irrigation Circle, I & W. Deptt., Kanainatsal, Purba Bardhaman.
2. The Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly.
3. The Executive Engineer-II, Lower Damodar Irrigation Division, Singur, Hooghly.

  
(DIPAK RAKSHIT)  
Sub-Divisional Officer  
Singur Irrigation Sub-Division

Memo. No. : 460/1(3)/1(3)

Dated : 09/11/23

Copy forwarded to :

1. The Account Section of Lower Damodar Irrigation Division, Singur, Hooghly.
2. The Estimating Section of Lower Damodar Irrigation Division, Singur, Hooghly.
3. Office Notice Board, Singur Irrigation Sub-Division Irrigation Division, Singur, Hooghly.

  
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