



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Kangsabati Canals Sub Division No.-IV
Sarenga, Bankura**

Memo No: 252

Date: 18.12.2023

NOTICE INVITING QUOTATION NO: WBIW/SDO/KCSD-IV/NIQ-01 of 2023-24

Sealed quotations are hereby invited from eligible and resourceful dealers/sellers/suppliers/manufacturers/company or firms for “Supply of Furniture (Almirah and Chair) in good condition for use in the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”

Schedule of Important Dates:

1.	Last date of receiving application:	27.12.2023 up to 3.00 P.M.
2.	Last date of issuing quotation paper:	27.12.2023 up to 5.00 P.M.
3.	Last date of receiving quotation paper:	29.12.2023 up to 2.30 P.M.
4.	Date of opening quotation:	29.12.2023 after 3.30 P.M.

N.B. – Under any unavoidable circumstances the above-mentioned dates can be rescheduled by the quotation inviting authority without showing any explanation to the intending quotationer.

The intending bidder/quotationer must read the Terms and Conditions contained in the Notice Inviting quotation (NIQ) carefully. He/She should particularly go through the eligibility criteria and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating the quotation may submit bids for the work only if they are in possession of all the required documents.

Quotation paper consisting of the schedule and terms & conditions will be issued from the office of the undersigned subjected to the satisfaction of the undersigned.

The accepting authority, Superintending Engineer, Kangsabati Circle II, Abas, Khasjungle, Paschim Medinipur reserves all the right to accept and/or reject any or all the quotations for which no clarification will be given to the quotationer.

***The last date and time of submission of Quotation is on 29.12.2023 till 14.30 Hours IST.**

1.General procedure for submission of bid/Quotation:

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

2. Applications for Quotation: Signed application with Self Declaration in specimen *Form-1* which is *to be submitted* during bid submission.

3. Addenda/Corrigenda: If published in connection with the NIQ is to be submitted in the ‘NIQ’ during bid submission.

4. (I) Certificate/s: The following are to be submitted in photocopy -

- a. Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States as applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, GoWB irrespective of financial Turn Over of bidders.
- d. Latest authenticated Income Tax Return for current financial year or immediate preceding financial year of bidder.
- e. Trade registration Certificate.

5. Conditional & incomplete quotations:

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail.

6. Opening of Quotation:

Quotation will be opened by the Quotation Inviting Authority or his authorized representative on due date and time in presence of intending quotationers. Intending bidders may remain present if they so desire.

7. General guidelines for acceptance of Quotation:

Lowest valid rate should normally be accepted in accordance with the procedure. The Quotation Accepting Authority {Superintending Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

8. Bid validity:

The Bid will be normally valid for **120 days** from the date of opening of the Quotation. However, extension of bid validity may be suitably considered by the Quotation Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

9. Schedule of important dates for the Offline Quotation:

1.	Last date of receiving application:	27.12.2023 up to 3.00 P.M.
2.	Last date of issuing quotation paper:	27.12.2023 up to 5.00 P.M.
3.	Last date of receiving quotation paper:	29.12.2023 up to 2.30 P.M.
4.	Date of opening quotation:	29.12.2023 after 3.30 P.M.

10. Extension of last date for bid submission or any other Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the, Departmental website and in Notice boards at least 24 hours before the original validity period of bid submission. Extension of last bid submission date by issuance of a Corrigendum shall not be treated as 2nd or subsequent call of Re-quotation.

Additional Terms & Conditions

1. The Schedule of item and other documents are to be collected by the eligible quotationer free of cost from the office of the undersigned.
2. The eligible quotationer should quote the rates both in figures and in words. Any correction in the rates must be duly signed by the quotationer and each page of the schedule are to be signed by the quotationer.
3. No quotation paper will be issued after the expiry date and time mentioned above.
4. Duly filled up sealed quotation as supplied from the office to be submitted with a forwarding letter of the undersigned.
5. Accepting authority i.e. The Superintending Engineer, Kangsabati Circle II, I&W Directorate, reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
6. The material to be supplied should conform to the specification mentioned in the quotation in every respect.
7. Delivery of the item(s) including all accessories is to be made within thirty days after issuing supply order.
8. Payment will be made after satisfactory delivery of the item(s) and **subject to availability of fund.**
9. The undersigned will not be responsible for any transportation damage, transportation delay.

Alamgir
18.12.23

**Sub-Divisional Officer
Kangsabati Canals Sub-Division No-IV
Sarenga, Bankura.**

Certified that I have read all the above points of terms & conditions with respect to Notice Inviting Quotation No. - **WBIW/SDO/KCSD-IV/NIQ-01 of 2023-24** for “**Supply of Furniture (Almirah and Chair) in good condition for use in the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.**”

Date:

Signature of the Quotationer

Postal address

Memo No:- 252/1/(9)

Dated: - 18.12.2023

Copy submitted/forwarded for information and wide circulation to:-

1. The Superintending Engineer, Kangsabati Circle-II, Abas, Khasjungle, Paschim Medinipur.
2. The Executive Engineer, Kangsabati Canals Division No.- I, Amlagora, Paschim Medinipur.
3. The Sub-Divisional Officer, Kangsabati Canals Sub-Division No-I/II/VII.
4. The Divisional Accounts Officer, K.C.Division No-I, Amlagora, Paschim Medinipur.
5. The Savadhipati, Bankura Zilla Parishad.
6. Dist. Information and Cultural Affairs, Bankura with respect to ensure wide publicity of the same by immediate publication in the local newspapers.
7. Notice Board.

Alamgir
18.12.23

**Sub-Divisional Officer
Kangsabati Canals Sub-Division No-IV
Sarenga, Bankura.**

Issued to:

Name of the Contractor:

Address:

**Schedule of NIQ No. - WBIW/SDO/KCSD-IV/NIQ-01 of 2023-24 of The Sub Divisional Officer,
Kangsabati Canals Sub-Division -IV, Sarenga****Name of the Work:-** “Supply of Furniture (Almirah and Chair) in good condition for use in the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”**NAME OF THE QUOTATIONER :-****Full Address :-****Mobile No :-**

Sl No.	Name of Work/Scheme/Project	Quantity	Quoted Rate per set (₹) in Rs. Including GST & Cess	Quoted Rate per Set (₹) in Word including GST & Cess
1.	“Supply of Furniture (Almirah and Chair) in good condition for use in the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”			
	i) High back revolving chair	1(One) no.		
	ii) Low back revolving chair	3(Three) nos.		
	iii) Steel Almirah	1(One) no.		

Signature of the Quotationer with Stamp & seal

FORM 1 (Modified)

APPLICATION FOR QUOTATION

To
The Sub-Divisional Officer,
Kangsabati Canals Sub-Division No-IV,
Sarenga, Bankura

NIQ No : WBIW/SDO/KCSD-IV/NIQ-01 of 2023-24

Work applied for: “Supply of Furniture (Almirah and Chair) in good condition for use in the office of the Sub-Divisional Officer, Kangsabati Canal Sub-Division IV, Sarenga, Bankura.”

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in Conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this _____ day of _____ 2023

Full name of Bidder / Quotationer: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids
for & on behalf of (Name of Firm): _____
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): _____

Mobile No : _____

Fax No : _____

E mail ID : _____

GSTIN : _____

PAN : _____