



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
DAMODAR CANAL HEAD QTR. SUB-DIVISION  
KANAINATSAL, PURBA BURDWAN**

**NOTICE INVITING QUOTATION NO.0101 D.C. Hd. Qtr. SUB-DIVISION/2024-25**

Sealed quotation in prescribed proforma are hereby invited by the undersigned from willing bonafide agencies / outsiders for the work “**Supplying of an executive office table with side cabinet and drawer for office use of Executive Engineer & T.A to Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.**” inclusive of all individual charges, taxes etc, complete.

The quotation will be received to the office of the undersigned up to 14.00 Hrs on 08/07/2024 and the same will be opened on the same day on & after 14.30 Hrs in presence of the Quotationers or their authorized representative those who are available at that time. The rate should be quoted in quotation both in figures and words.

Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.

Time allowed for completion of work 15 days.

The successful quotationer will have to complete the entire work within the stipulated time from the date of commencement. Submission of quotation by Post is not allowed.

The Quotationer must be submitted the earnest money @ 2% (two percent) of the total quoted value.

Cost towards Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt(DCR) of any scheduled bank of India in favour of Executive Engineer-I, Damodar Canal Division, Payable at Burdwan Payment in any other form e.g NSC, KVP, etc. will not be accepted.

Before offering quotations, the intending quotationer should thoroughly verified himself with the proposed work by local inspection and all other relevant factors should be taken into consideration and also it's mandatory Service Engineer/ Technician must be visit within 02 (Two) hours of any working day after complaining.

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 dates of quotation and items of works as follows:-

**N.I.Q No & Date : 01/ D.C. Hd. Qtr. Sub-Division/2024-25**

- 1) Last Date & Time of receiving application: 03/07/2024 up to 16.00 Hrs.**
- 2) Last Date & Time of issuing quotation paper: 04/07/2024 up to 16.00 Hrs.**
- 3) Last Date & Time of receiving quotation: 08/07/2024 up to 14.00 Hrs.**
- 4) Date & Time of opening quotation: On & after 14.30 Hrs of 08/07/2024.**

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Purba Bardhaman.**

Quotation Accepting Authority : **Superintending Engineer, Damodar Irrigation circle, Kanainatsal, Burdwan.**

| Sl No | Description of items  | Quantity | Unit | Rate              | Amount (Rs.) |
|-------|---|----------|------|-------------------|--------------|
| 1     | Supplying, fitting and fixing of an executive office table (8'0" x 4'0") with drawer made with MDF Board and one no side cabinet (5'0" x 2'0") for office use of Executive Engineer & T.A to Superintending Engineer, Damoodar Irrigation Circle, Kanainatsal, Burdwan. | 1        | Each |                   |              |
|       |   |          |      | <b>Total =Rs.</b> |              |

**Memo No. 444 /1(15)**

**Dated: -24.06.2024**

**Copy forwarded for information and circulation to:-**

- 1 Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
- 2 Executive Engineer- I, D.C. Division
- 3 Executive Engineer, Hd. Works Division
- 4 Executive Engineer, L.D.I. Division
- 5 Executive Engineer, B.I. Division
- 6 Executive Engineer, R.B.I Division
- 7 DVC Study Cell for uploading in Departmental website.
- 8 District Information Officer, Burdwan .
- 9 Office Notice Board, D.C. Hd. Qrt. Sub-Division
- 10 Estimating Branch of D.C. Division
- 11 Accounts Branch of D.C. Division
- 12 Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I)

Sd/-

**Sub-Divisional Officer  
Damodar Canal Head Qrt. Sub-Division  
Kanainatsal, Purba Bardhaman.**

**Notice inviting Quotation No.- 01 of D.C. Hd. Qtr. Sub-Division/2024-25**

Name of the work:- “Supplying of an executive office table with side cabinet and drawyer for office use of Executive Engineer & T.A to Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.”

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| SI No | Description of items   | Quantity | Unit              | Rate | Amount (Rs.) |
|-------|--|----------|-------------------|------|--------------|
| 1     | Supplying, fitting and fixing of an executive office table (8'0" x 4'0") with drawer made with MDF Board and one no side cabinet (5'0" x 2'0") for office use of Executive Engineer & T.A to Superintending Engineer, Damoodar Irrigation Circle,Kanainatsal, Burdwan. | 1        | Each              |      |              |
|       |  |          | <b>Total =Rs.</b> |      |              |

Sd/-

**Sub-Divisional Officer  
Damodar Canal Head Qtr. Sub-Division  
Kanainatsal, Burdwan**