



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

Memo No:-925

Date -10/12/2024

Notice inviting Quotation No-06 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25

Sealed quotation for the work

- 1) “Half Yearly maintenance and repair of all computers, printers, etc including all peripherals installed at Chief Engineer (West) office, Damodar Irrigation Circle office & D.C.Hd. Qtr Sub-Division Kanainatsal ,Burdwan under D.C.Division”
- 2) “Half yearly maintenance charges for washing, dry cleaning and ironing of used different types of cloth product and providing service for cable TV connection at Kanainatsal Inspection Bungalow under Kanainatsal Section of D.C.Hd.Qtr Sub-Division within D.C.Division”
- 3) “Half yearly maintenance charges for Water cooler,Kitchen Chimney, Water heater,Water purifier at Kanainatsal Inspection Bungalow & Offices under Kanainatsal Section of D.C.Hd.Qtr Sub-Division within D.C.Division”

inclusive of all individual charges, taxes etc, complete as per Annexed proforma invited by the SDO , D.C.Hd. Qtr. Sub-Division as instructed by higher authority from reliable resourceful Bonafide agencies/outside. Intending quotationers shall have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	18.12.2024	Up to 14.00Hrs.
2.	Date of issue of quotation papers	19.12.2024	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	23.12.2024	Up to 15.00 Hrs.
4.	Date and time for opening quotation	23.12.2024	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in prescribed proforma.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self-attested copies of the documents.
4. 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.
5. The rate should be including GST & other charges complete etc.
6. Any material not up to standard quality & satisfaction shall be replaced.

7. Before offering quotations, the intending quotationer should thoroughly verify himself with the proposed work by local inspection and all other relevant factors should be taken into consideration.

8. The quotationer may remain present at the time of the opening of the quotation.

9. The quotationers are requested to submit all the requisite documents such as **PTPC, Valid 15 digit Good & Service Tax payer Identification Number (GST IN), Trade License, Income Tax Return under IT Act of immediate or preceding financial year, PAN, Completion Certificate/Payment Certificate(s) for the Single similar work executed within last than 5(Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).**

Etc. at the time of submission of the application.

10. All the quotationer shall have to submit 2% of the quoted amount as Earnest money by BID in favour of the Executive Engineer-I, Damodar Canal Division, In form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India. Payment in any other form will not be accepted.

11. No conditional Offer/Proposal shall be accepted and deemed as informal.

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

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

Sd-

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

Memo No:-925 /1(14)

Date -10.12.2024

Copy submitted for information and circulation to:-

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

Sd-

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

Notice inviting Quotation No:-06 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25 (SL No-01)

Name of Work:“ Half Yearly maintenance and repair of all computers, printers, etc including all peripherals installed at Chief Engineer (West) office, Damodar Irrigation Circle office & D.C.Hd. Qtr Sub-Division Kanainatsal ,Burdwan under D.C.Division”.

PROFORMA FOR QUOTING RATE

SI No	Description of item	Quantity	Unit	Unit Rate (inclusive of all taxes)(Figures/words)	Total Amount (Rs)(Figures/words)
1.00	A. Maintenance				
1.01	Maintenance of Desktop computer (any make) including UPS , Key board, Mouse, Monitor etc (Without spares) and Laptop	16	Each		
1.02	Maintenance of printers i) Single/ Multi-function Laser Jet/ Desk Jet (Without spares)	06	Each		
2.00	B. Supply				
2.01	Supply, installation and activation of antivirus software Quick heal and other latest brand including necessary license papers valid for at least one year for each computer	18	Each		
2.02	Supply of TFT Monitor Any brand, 19” size in exchange of existing monitor including cost of installation and fixing.	01	Each		
2.03	Supply of Key Board (HP/Dell/Logitech/ Xecess/Frontech) in exchange of existing Key Board.	04	Each		
2.04	Supply of optical Scroll mouse (HP/Dell/Logitech/Frontech/ Zebronics)	05	Each		
2.05	Supply of 1 TB Hard disk in exchange of existing one / 512 GB /480 GB SSD	01	Each		
2.06	Supply of RAM in exchange of old RAM including cost of installation i) DDR3-4GB, 1066/1333 MHz	01	Each		

2.07	Supply of line interactive UPS of APC make in exchange of existing UPS (Frontech/Zebronics)	01	Each		
2.08	Supply of battery in UPS of Frontech/Zebronics/Exide in exchange of existing old Battery	01	Each		
2.09	Supply of Colour Ink Canon.	04	Each		
2.10	Supply of new printer ink cartridge/ Ribbon/Toner Cartridge i) HP Laser Toner 88 A	06	Each		
2.11	ii) HP Laser Toner 12 A	10	Each		
2.12	iii) Drum Unit for Canon Photocopier	01	Each		
2.13	iv) D.C Blade for CANON Photocopier	01	Each		
2.14	v) Teflon for CANON Photocopier	01	Each		
2.15	vi) Toner for CANON Photocopier	02	Each		
2.16	vii) Toner ink for Canon/Epson/Printer	01	Each		
2.17	Refilling of printer ink cartridge/ribbon/toner cartridge including cost of installation, testing and cost of technical person as per direction of EIC i) HP Laser Toner 12A/88A/2365A (including Drum/Blade)	20	Each		
				Total =Rs	

Sd-

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

Notice inviting Quotation No:-06 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25 (SL No-02)

Name of Work:“ Half yearly maintenance charges for washing, dry cleaning and ironing of used different types of cloth product and providing service for cable TV connection at Kanainatsal Inspection Bungalow under Kanainatsal Section of D.C.Hd.Qtr Sub-Division within D.C.Division”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (inclusive of all taxes)(Figures/words)	Total Amount (Rs) (Figures/words)
1	Washing, dry cleaning and ironing of used single bed sheet	150	Each		
2	Washing, dry cleaning and ironing of used double bed sheet	150	Each		
3	Washing, dry cleaning and ironing of used big towel	400	Each		
4	Washing, dry cleaning and ironing of used small towel	70	Each		
5	Washing, dry cleaning and ironing of used pillow cover (Head & Side)	100	Each		
6	Washing, dry cleaning and ironing of used door / window curtain	200	Each		
7	Washing, dry cleaning and ironing of used chair cover (sit & back)	200	Each		
8	Dry cleaning of used single blanket	20	Each		
9	Dry cleaning of used Double blanket	20	Each		
10	Providing/Supplying cable TV connection for different entertainments channel as specified by E.I.C on monthly basis.	42	Each		

Sd-

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

Notice inviting Quotation No:-06 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25 (SL No-03)

Name of Work:“ Half yearly maintenance charges for Water cooler, Kitchen Chimney, Water heater, Water purifier at Kanainatsal Inspection Bungalow & Offices under Kanainatsal Section of D.C.Hd.Qtr Sub-Division within D.C.Division”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (inclusive of all taxes)(Figures/words)	Total Amount (Rs) (Figures/words)
1.00	<u>A. Maintenance</u>				
1.01	Maintenance of Water Cooler (Any make, Without Spares)	2	Each		
1.02	Maintenance of Water heater , Refrigerator and Kitchen Chimney (Any make, Without Spares)	8	Each		
1.03	Maintenance of Water purifier (Any make, Without Spares)	4	Each		
2.00	<u>B. Supply of Spare Parts for water purifier.</u>				
2.01	Supply and installation of pre filter of Water purifier (for any capacity and any make)	3	Each		
2.02	Supply and installation of Carbon Filter of water purifier.(for any capacity and any make)	3	Each		
2.03	Supply and installation of Sediment filter of water purifier.(for any capacity and any make)	3	Each		
2.04	Supply and installation of Photo resistor of water purifier.(for any capacity and any make)	3	Each		
2.05	Supply and installation of Solenoid Valve of water purifier.(for any capacity and any make)	3	Each		
2.06	Supply and installation of UV lamp of water purifier.(for any capacity and any make)	3	Each		
2.07	Supply and installation of Barrel hub of water purifier.(for any capacity and any make)	3	Each		
2.08	Supply and installation of RO Circuit of water purifier.(for any capacity and any make)	3	Each		
2.09	Supply and installation of RO adopter of water purifier.(for any capacity and any make)	3	Each		
2.10	Supply and installation of RO Pump of water purifier.(for any capacity and any make)	3	Each		

2.11	Supply and installation of RO +UV+NXT total package Kit of water purifier.(for any capacity and any make)	3	Each		
3.00	<u>C. Supply of Spare Parts for water cooler.</u>				
3.01	Supply , installation and activation of new compressor of Water cooler (for any capacity and any make)	2	Each		
3.02	Gas change for water cooler and refrigerator.(any make)	2	Each		

Sd-

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