



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

Memo No:-950

Date -18/12/2024

Notice inviting Quotation No-07 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25

Sealed quotation for the work

“Supply of high back with arms wooden office chair for the official use of the Superintending Engineer, Damodar Irrigation Circle , Kanainatsal , Burdwan under 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	26.12.2024	Up to 14.00Hrs.
2.	Date of issue of quotation papers	27.12.2024	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	31.12.2024	Up to 15.00 Hrs.
4.	Date and time for opening quotation	31.12.2024	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, 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:- 950 /1(14)

Date –18.12.2024

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:-07 /WBIW/ D.C. Hd. Qtr. Sub-Division/2024-25

Name of Work: “Supply of high back with arms wooden office chair for the official use of Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan under 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)
1.01	Supply of high back with arms wooden office chair made of C.P Sagun /Reputed brand with the following specification as per direction of the EIC. Back height 42", Vertical clearance 18", Base width with arm and non-arm 25" & 23,"Base Depth 18".	1	Each		

Sd/-

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