



GOVERNMENT OF WEST BENGAL
Irrigation & Waterways Directorate,
Office of the Director,
River Research Sub Division No-II
RIVER RESEARCH INSTITUTE, WEST BENGAL.
Haringhata Central Laboratory,
P.O.-Mohanpur, Dist.-Nadia, PIN- 741246.

NOTICE INVITING QUOTATION

N.I.Q. No- 04/SDO-II/RRI/HCL of 2024-25 Date:-06.02.2025

Memo No. 348

Date: 06.02.2025

Sealed quotations for the work :i) "Supply of new and refill Cartridge for printers and supply of Antivirus software (make Quick heal /Norton/Kaspersky) for office use in the River Research Institute, Mohanpur, Nadia, I & W Dte., Govt. of West Bengal for a period of 1(one) year."

as per Annexed proforma are invited by the SDO-II, RRI, HCL, as instructed by higher authority from reliable resourceful Bonafide agencies .Intending quotationers may 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.	Date of publication	07.02.2025	Up to 15.00Hrs.
1.	Last date & time for submission of prayer for issue of quotation paper	17.02.2025	Up to 15.00Hrs.
2.	Last Date of issue of quotation papers	17.02.2025	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	18.02.2025	Up to 15.00 Hrs.
4.	Date and time for opening quotation	18.02.2025	At 16:00 Hrs.

Terms and Conditions

1. All quotationers will submit their quotations in printed schedule attached.
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. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be including GST and other charges complete.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The lowest quotationer shall have to execute a formal agreement in 2911 form within 7 working days from the receipt of the work order, along with 2% of the quoted amount as Earnest money by the bidder in favour of EE(SDP), RRI,HCL.
9. The quotationers are requested to submit all the requisite documents such as P-Tax Clearance, Valid 15 digit Good & Service Tax payer Identification Number (GSTIN), Valid IT return of current year or immediate preceding year, Trade Licence, PAN etc. at the time of submission of the application.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Enclose. – Proforma for quoting rates - One copy.

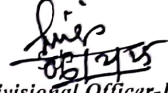

Sub-Divisional Officer-II
River Research Institute,
HCL, Mohanpur, Nadia
Govt. of West Bengal

Memo No. 348/1(5)

Date: 06.02.2025

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.



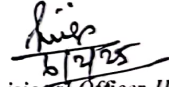
*Sub-Divisional Officer-II
River Research Institute,
HCL, Mohanpur, Nadia
Govt. of West Bengal*

Memo No. 348/2(5)

Date: 06.02.2025

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.



*Sub-Divisional Officer-II
River Research Institute,
HCL, Mohanpur, Nadia
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PROFORMA FOR QUOTING RATE

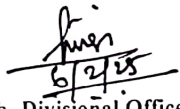
N.I.Q. No- 04 /SDO-II/RRI/HCL of 2025-26 dt .06 .02.2025

Name of Work: "Supply of new and refill Cartridge for printers and supply of Antivirus software (make Quick heal /Norton/Kaspersky) for office use in the River Research Institute, Mohanpur, Nadia, I & W Dte., Govt. of West Bengal for a period of 1(one) year."

Sl. No.	Description of Item	Qty.	Unit	Amount per unit in Rs. (Including GST & Cess) (Figures/words)	Total Amount in Rs. (Including GST & Cess) (Figures/words)
1)	Supplying & Installation of new Cartridge in Printers of any make specification for normal office use as per direction of the EIC.				
	a) Supply of HP 88A Black Laser Toner Make: HP supported.	4	nos.		
	b) Supply of HP 18A Black Laser Toner Make: HP supported.	4	nos.		
	c) Supply of HP 85A Black Laser Toner, Make: HP supported.	4	nos.		
	d) Supply of HP 803A Black Cartridge Make: HP supported.	4	nos.		
	e) Supply of HP 803A Color Cartridge. Make: HP supported.	4	nos.		
	f) Supply of Canon Black Laser Jet starter Toner. Make: Canon supported.	4	nos.		
	g) Refill of HP 85A Black Laser Toner with Drums. Make: HP supported.	4			
	h) Refill of HP 88A Black Laser Toner with Drums. Make: HP supported.	4	nos.		
	i) Refill of HP 18A Black Laser Toner with Drums. Make: HP supported.	4	nos.		
2	Supplying & Installation of antivirus software (make-Quickheal/Norton/Kaspersky)in Desktop P.C.s and Laptop, as per direction of the EIC.				

a)	i) Multiple User (one year) 10 user.	2	nos.		
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Signature of the Quotationer with seal


Sub -Divisional Officer,
Sub-Division No.-II,
River Research Institute,
Mohanpur, Nadia