



**Government of West Bengal
Office of the Additional Project Director-IV
DPMU-II, WBMIFMP,
Irrigation & Waterways Directorate
Jalasampad Bhawan (9th floor), Bidhannagar, Kolkata – 700 091.**

**NOTICE INVITING QUOTATION NO.: 03/DPD-VI, DPMU-II, WBMIFMP of
2025-2026, issued on 04.07.2025**

Sealed quotations in the printed format is hereby invited by the undersigned from the bonafide, reliable and resourceful Firms/Agencies having sufficient experience in under taking jobs of similar with the work given below

Name of work: - “Procurement of Cartridge and its installation for SPMU and Howrah (I) Divn, WBMIFMP”.

1. N.I.Q. No. & Date :03/DPD-VI,DPMU-II,WBMIFMP of 2025-26 dt. 04/07/2025
2. Last date of receiving Application for issue of quotation paper :14/07/2025 up to 2:00 PM
3. Date of Issue of quotation format : 14/07/2025 from 3.00 P.M to 5:00 PM
after approval of application
(Free of cost)
4. Date and Place of Dropping of quotation: 15/07/2025 up to 2:00 PM

In the office of the Additional Project Director-IV, DPMU-II, WBMIFMP (in the chamber of Deputy Project Director(civil)-VI), 9th Floor Jalasampad Bhawan, Salt Lake, Kolkata-700 091. (only issued quotation format to be submitted)

5. Date & Time of opening quotation : 15/07/2025 after 3:00PM at the chamber of the Deputy Project Director(civil)-VI, DPMU-II, WBMIFMP
6. Quotation Accepting Authority : Additional Project Director-IV, DPMU-II, WBMIFMP, 9th Floor Jalasampad Bhawan, Salt Lake, Kolkata-91

SD/-

**Deputy Project Director (Civil)-VI,
DPMU-II, WBMIFMP,
Irrigation & Waterways Dte.**

TERMS & CONDITIONS

1. Quotations are to be submitted in sealed cover subscribing the name of the work on the envelop by addressing the quotation inviting authority. Submission of quotation by post will not be allowed.
2. List of goods to be quoted for are given as Annexure-A. **No refilled cartridge will be allowed.** Intending quotationers must attach document of experience of supply and installation of similar work in West Bengal Government offices in any 1(one) year within last 5 (five) years
3. Rate must have to be quoted in INR in the prescribed format both in numerical and words. Rate quoted in any others forms will not be accepted.
4. No illegible quotation will be accepted and liable to be rejected summarily.
5. Intending quotationers should apply for quotation papers in their respective letter heads enclosing with self-attested copies of the following documents, originals of which and other documents like Registered partnership (for partnership Firms) etc are to be produced on demand, as well as during interview (if any).
 - a) P.T. Clearance Certificate(if applicable) and I. T. PAN/Credential Certificates in respect experience of similar nature of work in the past 1(one) year upto the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b) Declaration by the Applicant to the effect that there is no other application for the quotation paper for the work in this NIQ in which he/she/they has/ have common interest. Failure to produce any of the above document may be considered good and sufficient reason for non – issuance of quotation paper.
6. All corrections are to be attested under the dated signature of the quotationer.
7. The quotationers who will sign on behalf of a company or firm, must produce the registered documents [within 3 (three) days from the date of opening the quotation] in support of his competency to enter into an Agreement on behalf of the company or firm under the Indian partnership Act, failing which the quotation will not be considered.
8. Conditional quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
9. The quotation Accepting Authority does not bind himself to accept lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
10. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signature in the quotation opening register.
11. The successful quotationer will have to execute a formal agreement in the office of Deputy Project Director(civil)-VI, I&W. Dte, Jalasamped Bhawan, (9th floor), Salt Lake city, Kolkata-700091. within 3 (three) days from the Date of receipt of the intimation of acceptance of his quotation.

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12. The rate shall be for the full quantity. Corrections, if any, shall be made by crossing out, initialing, dating and re writing. The rates quoted by the quotationer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. The Prices should be quoted in Indian Rupees only.
13. Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission
14. Payment will be made by Deputy Project Director(civil)-VI, DPMU-II, I.& W. Dte., Jalasampad Bhawan, (9th floor), Salt Lake City, Kolkata-700091 as per availability of fund.
15. The quotations which will be evaluated and compared must be substantially responsive i.e. which are properly signed in each and every page including the terms and conditions and submitted within the deadline of submission (mode of submission of Quotation must in hard copy in sealed envelope only, no other mode of submission is acceptable); and conform to the terms and conditions, and specifications. The Quotation would be evaluated for all the items together and on the gross total price.
16. The goods shall be covered under normal commercial warranty as applicable.
17. The successful L-1 quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be Applicable, as will be in force from time to time.
18. If any documents furnished by the Quotationer are found to be false or misleading after opening of the quotation the same will be declared rejected in addition to such other penal action as the Government may deem proper.

SD/-

**Deputy Project Director (Civil)-VI,
DPMU-II, WBMIFMP,
Irrigation & Waterways Dte.**

Memo No.: 393-DPMU-II(2)

Dated: 04.07.2025

Copy submitted for information to

1. The Chief Engineer & Project Director, SPMU, WBMIFMP.
2. The Executive Engineer, DVC Study for favour of his kind information and necessary action please. He is requested to arrange for its upload in WBMIFMP Link of website www.wbiwd.gov.in in offline tender section

SD/-

**Deputy Project Director (Civil)-VI,
DPMU-II, WBMIFMP,
Irrigation & Waterways Dte.**

Annexure-A

Sl. No.	Description of item (MFM for which cartridge is needed/ type of cartridge)	Qty.	Unit	Quoted rate in Rs. (BASE PRICE) (in figure & in words)	Quoted rate in Rs. Including all taxes as applicable and all incidental charges (in figure & in words)	Total Amount in Rs. Including all taxes as applicable and all incidental charges (in figure & in words)
1	Make: Lexmark (MB2236ADW)- [3000 pages high yield toner Black Toner]	5	Nos			
2	Make:- (HP Color LaserJet Pro MFP M 183fw) 215A/216A(C/M/Y/K)	1	Set			
3	Make: Canon IR C 3226(C/M/Y/K) NPG - 67	1	Set			
4	HP 88A Compatible cartridge	4	Nos			

