



Govt. of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Debibari, Coochbehar, Pin No 736101

NOTICE INVITING QUOTATION

Memo No:800

Date:10.07.2025

NOTICE INVITING QUOTATION NO.-01(m) of 2025-26 of EE/ COB(I) Divn.

Sealed quotation is here by invited by the the Executive Engineer, Cooch behar Irrigation, Division, Debibari, Cooch behar on behalf of the Governor of the State of West Bengal from the bonafied and resourceful agencies and will be received by the Executive Engineer, Cooch behar Irrigation, Division, Debibari, Cooch behar.

Name of work :- Supplying and installation of i.Canon NPG-67 Drum unit-01 no, ii. Pressure roller -01 no , iii. Fixing Film Assembly-01 no, iv. Developer unit Black-01 no v. Toner, Cartridge & parts-02 nos for Photocopy machine , Model no-Image Runner Advance DX C3822 at Cooch behar Irrigation Division, Debibari, Cooch behar.

- a) Last date and time of receipt of application of quotation papers-18/07/2025 upto 15:00 Hrs .**
- b) Last date and time of issue of quotation papers-21/07/2025 upto 16:00 Hrs**
- c) Last date of receiving quotation paper- 22/07/2025 upto 15:00 Hrs .**
- d) Date & time of opening quotation paper: - 22/07/2025 at 15:30 Hrs**

Terms and Conditions

- 1) The participant must have sufficient knowledge about software and hardware of computers/photocopy machine. If it is a firm, it should have salaried technician. Necessary certificates/documents, regarding knowledge about software and hardware of computers, have to be attached with the quotation.**
- 2) The offered rate shall be deemed to cover all incidental charges.**
- 3) The intending applicants shall have to produce copy of valid Trade License, Valid GSTIN under GST Act & Rules, Valid PAN Card in the name of bidder/organization.**
- 4) Quotationers does not fulfill any of the condition specified above or incomplete in any respect shall be treated as informal and will be liable to be summarily rejected.**
- 5) Payment will be made by the Executive Engineer, Cooch behar Irrigation, Division, subject to availability of fund.**
- 6) The acceptance of the quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation & reserve the right to reject any or all the quotations without assigning any reason. The quotation will be open on the specific date and time in presence of the intending Quotationers.**
- 7) The rate should be quoted in figure as well as in word and it will be per month basis for the year 2025-26.**
- 8) The successful Quotationer must render his/her service or should provide technical person, as the need be, to this department for giving service throughout the year including holidays. The technical person must report to the undersigned or to concerned Junior Engineer, everyday during office hours, and remain in the office till business hour of the office is closed.**

- 9) Price escalation clause will not be admissible.
- 10) Any kind of software oriented works will be covered under this contract.
- 11) The successful quotationers will have to execute a formal agreement in W.B.F. No.- 2911 for original & duplicate copies of his quotation. Which will have to be obtained by free of cost in the office of the Executive Engineer, Cooch Behar Irrigation Division within 7(seven) days from the date of receipt of the intimation of acceptance of his quotation.
- 12) The successful Quotationers whose quotation will be accepted, will have to execute formal tender in original and duplicate, which will have to be obtained free of cost at the office of the Cooch behar Irrigation, Division, Debibari, Cooch behar.. in W.B.F. No. 2911/2911 (i)/2911 (ii)/2908 which is applicable within 3 (three) days from the date of receipt of the intimation of acceptance of his/her quotation.
- 13) The agreement may be terminated from either side prior one month notice.



*Executive Engineer
Coochbehar Irrigation Division
Debibari, Coochbehar*

Memo No :-

Dated :-

Copy forwarded for favor of kind information and wider circulation to:-

1. The Superintending Engineer, North East Irrigation Circle – I, Debibari, Coochbehar.
2. The Executive Engineer, Alipurduar Irrigation Division, Alipurduar.
3. The Sub-Divisional Officer, Coochbehar Investigation Sub- Division No-I, Debibari, Coochbehar.
4. The Sub-Divisional Officer, Coochbehar Irrigation Sub-Division, Debibari, Coochbehar.
5. The Sub-Divisional Officer, Tufanganj Irrigation Sub-Division, Tufanganj, Coochbehar.
6. The Sub-Divisional Officer, Mathabhanga Irrigation Sub-Division, Mathabhanga, Coochbehar.
7. The Divisional Accountant, Cooch Behar Irrigation Division, Debibari, Coochbehar.
8. Estimating Section, Cooch Behar Irrigation Division, Debibari, Coochbehar.
9. Notice Board, Cooch Behar Irrigation Division, Debibari, Coochbehar

Sd/-

*Executive Engineer
Coochbehar Irrigation Division
Debibari, Coochbehar.*



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Sub- Supplying and installation of i. Canon NPG-67 Drum unit-01 no, ii. Pressure roller -01 no , iii. Fixing Film Assembly-01 no, iv. Developer unit Black-01 no v. Toner, Cartridge & parts-02 nos for Photocopy machine , Model no-Image Runner Advance DX C3822 at Cooch behar Irrigation Division, Debbari, Cooch behar.

SL NO	Particulars	Quantity	Rate (Including of all Taxes) including Installation charges (In Rs.)	Remarks
01	Canon NPG-67 Drum unit	01 no		
02	Pressure roller	01 no		
03	Fixing Film Assembly	01 no		
04	Developer unit Black	01 no		
05	Toner, Cartridge & parts	02 nos		

Mode of Service:- During The Office Hours Of everyday and/or as per requirement of the office.

Mode of Payment:- Bill may be paid on monthly/quarterly basis or as per direction of the office.

Sd/-
Executive Engineer
Coochbehar Irrigation Division
Debbari, Coochbehar