

GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
Office of the Sub Divisional Officer
TEESTA MECHANICAL SUB DIVISION-I
TEESTA MECHANICAL YARD
Fulbari, Jalpaiguri, W.B.-734015
Email Id- ae.tmsd1@gmail.com

NOTICE INVITING QUOTATION

NIQ NO. 04 OF 2016-17 OF S.D.O./TMSD -I

Dated: 08/11/2016

Memo No: 275/N-1

Sealed Quotation are hereby invited by the Sub Divisional Officer (Assistant Engineer), Teesta Mechanical Sub Division-I, Fulbari, Jalpaiguri, on behalf of the Executive Engineer, Teesta Mechanical Division, from the bonafide, reliable, resourceful and experienced Distributor/Authorized dealer or suppliers having experience to deal in supply of Photocopier Machine for office utilization for the work **"Supply, installation, testing and commissioning of one no new photocopier cum printer for official works of Teesta Mechanical Division office under Teesta Mechanical Division, Fulbari, Jalpaiguri During the year - 2016 - 17."**

- a) Last date of application: 15.11.2016 upto 16.00 PM
- b) Last date of issue of schedule : 17.11.2016 upto 16.00PM
- c) Last date and time of receiving quotation in sealed cover in the office of the undersigned: Up to 14:00 hr. on 21.11.2016.
- d) Date and time of opening of quotation: At 15:00 hr. on 21.09.2016 in presence of quotationers at the office of the undersigned
- e) Time for completion of work or supply: 10(ten) days from the date of issue of work/supply order.

Details of required: - As per enclosed schedule of work.

TERMS & CONDITIONS

1. The contractor must have his valid Professional Tax (PT) submission challan PAN Card details, VAT Registration certificates Trade License and credential in support of his past experience which are required to be produced when called for. Failure of the above may be treated as informal/ cancellation of the quotation without further reference in the matter.
2. The agency/supplier will have to be supplied the photocopier machine with allied accessories mentioned in schedule of work. The materials supplied, if not found as per specification/configuration for which rates have been quoted, the undersigned reserves the right to reject the materials without assigning any reason thereof.
3. The intending quotationer should apply for schedule in the office of the Assistant Engineer, Teesta Mechanical Sub Division - I, Fulbari in their respective letter heads enclosing self attested copies of PAN/VAT, Registration and P.T Clearance Certificates and completion certificate for similar nature of single completed work.
4. Item wise rate are to be quoted both in words and in figures very clearly and should sign properly. The full name and address (Telephone Number, if any) should be mentioned very clearly.
5. The Contractor has to quote the rate in the space marked for quoting rates in the BOQ. Incomplete and illegible quotation will be treated as informal. Incomplete and illegible quotation will be treated as informal.
6. If for any unavoidable reasons the quotation cannot be opened on the fixed date and hours mentioned in this NIQ, revised date and time of opening of the quotation will be notified and hung up in office notice board of the undersigned.

7. The successful quotationer shall have to be executed formal agreement in West Bengal Form No- 2911 which will be applicable after depositing earnest money @ 2.00% (Two percent) over quoted amount in the shape of Pay order/ Bank Draft etc. as per rule duly pledged in favour of the Executive Engineer, Teesta Mechanical Division, Irrigation and Waterways Directorate, Fulbari, Jalpaiguri within 7 (Sevene) days from the date of issue of work order failing which the accepted quotation is liable to be treated as cancelled. .
8. Earnest money already deposited during the tender shall be converted as a part of security money and additional security money shall be deducted from the progressive bills at 8% of such amount from each bill, so that the total deduction constitutes 10% of the value of work as actually done.
9. Quotationers should provide warranty of 1 year minimum on site with spare for all the items in work scheduled.
10. A consolidated rate of all the items is to be offered/ quoted inclusive of all taxes & charges as applicable and any correction if necessary, to be authenticated by the attestation of the quotationers with the initials.
11. The acceptance of the lowest quotation will not be obligatory and Undersign reserve the right to reject or cancel part/ whole quotation without assigning any reason thereof.
12. Payment will be made as per availability of fund and no advance payment will be admissible.
13. Sale Tax, royalty and other incidental charges will have to be done by the contractor and the rates should be for complete item of the work /supply inclusive of all taxes, charges and delivery on the above address.
14. All goods supplied will be subject to approval of E.I.C and is liable to rejection if found below specification. Rejected material should have to be taken back at the contractor own cost and arrangement.


Assistant Engineer/S.D.O.
Teesta Mechanical Sub Division- I
Fulbari, Jalpaiguri

Memo No:- 275/3/N-1

Dated :- 08/11/16

Copy submitted for information and wide circulation to:-

1. The Superintending Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri.
2. The Executive Engineer, Teesta Mechanical Division, Fulbari, Jalpaiguri.
- ✓ 3. The Executive Engineer, DVC Study Cell, Jalasampad Bhawan, Salt Lake, Kolkata-91, with request to publish this NIQ in departmental website.
4. The Divisional Accounts Officer, Teesta Mechanical Division.
5. The Estimating Section. Teesta Mechanical Division. Fulbari Jalpaiguri.
6. The Notice Board.


Assistant Engineer/S.D.O.
Teesta Mechanical Sub Division- I
Fulbari, Jalpaiguri.