



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
INVESTIGATION & PLANNING DIVISION (SOUTH)
3RD Floor, Jhalasampad Bhawan, Salt Lake, Kolkata-91

NOTICE INVITING QUOTATION
NIQ NO. EE/IPDS/NIQ-13/2016-2017

Memo No:- 10-15/180

Dated:- 14/03/2017

Sealed quotations are hereby invited by the Executive Engineer-I, Investigation & Planning Division (South), Irrigation & Waterways Directorate Jhalasampad Bhawan, Salt-Lake City, Kolkata-91 from the bonafide agencies having experience in executing similar nature of works for the following:

Maintenance and repair of 33 (Thirty Three) nos. Photocopier Machine, 13 (Thirteen) nos. Fax Machine of different makes installed at Jhalasampad Bhawan in the offices of Irrigation & Waterways Department and the Directorate" at Jhalasampad Bhawan, during the Financial year 2017-2018 i.e. up to the period ending on 31st March 2018.

Interested quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below:-

Eligibility criteria:-

1. Bonfide agencies/contractors/bidders having credential of execution of AMC of at least 15 nos. Photocopier Machine & 06 nos. Fax Machine at an office establishment in any Government/ Government Undertaking/public sector undertaking within the last 2 years from this date. A copy of work order or payment certificate is to be furnished in support of their claim.
2. The intending parties are to submit their application addressed to the Executive Engineer-I, I & P division (South) Jhalasampad Bhawan 3rd floor Kolkata-91, along with their copies of PAN, valid PT, VAT Company details.

Time schedule of quotation

- | | |
|--|----------------------------|
| 1) Last date & time of receiving application: | 27.03.2017 up to 4:00 p.m. |
| 2) Last date & time of collecting quotation paper: | 28.03.2017 up to 4:00 p.m. |
| 3) Last date & time of receiving quotation paper: | 30.03.2017 up to 2:00 p.m. |
| 4) Date & time of opening quotation: | 30.03.2017 after 2:30 p.m. |

Terms and Conditions

1. The agency must provide at least one Service Engineer/Experienced Technical person, each for photo copier and fax machine, to be present at head quarter i.e. at Jhalasampad Bhawan throughout office hour i.e. from 10.00 A.m. to 5.30 P.M.
2. The intending quotationers may inspect the photocopiers and fax machines before quoting their rates. No extra claim whatsoever up on the quoted rates shall be admissible.
3. The schedule of works and other documents will be provided free of cost from the office of the Executive Engineer-I, Investigation & Planning Division (South) at Jhalasampad Bhawan, Salt-Lake City, Kolkata-91, to the eligible applicants.
4. The quotationers should quote their rate both in figures and in words in the schedule of works issued. Any correction in the rates must be duly signed by the quotationers and each page of all documents are to be signed by the quotationers along with his seal.
5. The accepting authority reserves the right to reject any or all the quotation without assigning any reason whatsoever.

6. The rates for each & every item of the work must be quoted. Rate corresponding to any item is found missing the quotation will be summarily rejected.
7. The rates for maintenance of the photocopier machines and fax machine must be quoted @per month per machine basis with spare parts including fitting and fixing and inclusive of all inspection cost and servicing of the machine. Servicing here means the routine Cleaning and adjustment of machinery parts needed for smooth functioning of the machine. No extra payment is admissible for the same.
8. Changing of spare parts if needed is to be done at user's place. All old unserviceable parts shall be disposed of by the agency at his own arrangement.
9. All original consumables have to be supplied immediate for including the cost of fitting and fixing all complete as an when required by the office.
10. The troubleshooting of the machines must be done within 24 (twenty four) hours under all normal conditions.
11. The payments of bills are always subject to availability of fund.
12. The service of the Agency may be extended under extreme emergent situation, if required on holidays.
13. The successful quotationer will have to deposit an amount at the rate of 5% of the lowest quote on the gross amount for one year.

Sd/-

Executive Engineer-I
Investigation & Planning Division (South)

Memo No:- 10-15/180(7)

Dated:- 14/03/2017

Copy forwarded for favour of information and necessary action with wide circulation to:

1. The Chief Engineer South, I & W Dte/chief Engineer,(D&R), I & W Dte./Director of Personnel & Ex- Officio Chief Engineer, I & W Dte.
2. The Superintending Engineer, Investigation. & Planning Circle-I,/ Superintending Engineer, Investigation & Planning Circle-II /Superintending Engineer, Greater Calcutta Drainage Circle/ Superintending Engineer, Metropolitan Drainage Circle.
3. The Executive Engineer, Metropolitan Drainage Division no. I/II, / Executive Engineer, Calcutta Drainage Outfall Division/ Executive Engineer, Suburban Drainage Division,/ Executive Engineer, Mograhat Drainage Division.
4. The Executive Engineer, DVC Study Cell & Nodal officer e-Governance, I & W Dte. He is requested to upload the NIQ in the Departmental website at the earliest.
5. The Sub Divisional Officer, I. & P Sub Division. No. I/II/III.
6. The Divisional Accounts Officer, / Estimating Section of this Division.
7. Notice Board.

Executive Engineer-I
Investigation & Planning Division (South)

A-2
14.3.17