**Notice Inviting Offline Quotation**

**NIQ NO-1/SDO(M)/2020-21**

[Ref:- Memo No. 54 Dt. 06/02/2020 of Officer-on-Special Duty(Superintending Engineer) & Memo No. 261 Dt. 07/02/2020 of Executive Engineer, Purulia Irrigation Division]

Memo No: **127**  Date: **12/05/2020**

Separate sealed Quotations in printed form [ Form No. 2908/2911/2911 (i) / 2911 (ii) ] with quoted rates are hereby invited by The Sub Divisional Officer, Manbazar Irrigation Sub-Division, Irrigation & Waterways Directorate on behalf of Governor of the state of West Bengalto provide **Budgetary Offer**forthe‘LIST OF WORKS’ given in the next pagefromreputed dealer/supplierhaving desired financial capabilities. The technical bid would require the bidder to qualify for the next phase of financial bid, in which L1 bid price would determine the final selection and acceptance of a bidder for award of the Procurement of Goods & Works contract.

**Last date & time of submission of offline bid, is on 21-05-2020 till 14.30 Hrs.**

**NIQ NO-1/SDO(M)/2020-21**

**LIST OF WORK**

**Requirement of Budgetary Offer for the following materials to maintain proper services to the Guest / Higher Govt. Officials like Additional Chief Secretary to the Govt. of West Bengal, I & W Dept., Secretary to the Govt. of West Bengal, I & W Dept., Chief Engineer etc. who will stay in the Bungalow within Bhatbandh Irrigation Colony.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Description of item** | **Specification** | **Qty (Nos.)** | **Unit** | **Rate (Rs.)** | **Amount (Rs.)** |
| 1 | Six seated Dining Table with 6 nos. of chair. | Teak wood frame with 12mm thick smoke glass top and teak wood chair | 1 | Each |  |  |
| 2. | Curtain for doors & windows  | Door size 7'x4' & window size 5'x4'. | 9 nos. doors & 8 nos. windows | Each |  |  |
| 3. | Room Heater | 2000 watt | 2 | Each |  |  |
| 4. | Door mat for main entrance  | 6'x3' | 1 | Each |  |  |
| 5. | Mat for each room & bathroom  | 2'x1' to 3'x2' | 17 | Each |  |  |
| 6. | Premium quality carpet  | 3'x4' | 2 | Each |  |  |
| 7. | Towel for sofa  | Large size | 18 | Each |  |  |
| 8. | Bath towel  | Medium size | 12 | Each |  |  |
| 9. | Hand towel  | Small size | 12 | Each |  |  |
| 10 | Bed sheet  | Double bed size | 4 | Each |  |  |
| 11 | Blanket with cover | Double bed size | 6 | Each |  |  |
| 12 | Mosquito net  | Double bed size | 2 | Each |  |  |
| 13 | Pillow with cover  | Medium size | 6 | Each |  |  |
| 14 | Glass set  | 6 pcs. In each set | 3 | Each |  |  |
| 15 | Dinner set | Laopala | 2 | Each |  |  |
| 16 | Cup set  | 6 pcs. In each set | 2 | Each |  |  |

**Credential Documents to be submitted by bidders containing*:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Category** | **Sub-category** | **Sub-category description** | **Remarks if any** |
| **I** | **Certificates** |  | 1 | Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year or Government Order for exemption in other States where ever applicable. | Refer to Clause 3.2C(I) for details |
| 2 | Valid PAN Card in the name of bidder/organisation |
| 3 | Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is ;attest available |
| 4 | Valid GSTIN under GST Act & Rules |
| **Sl. No.** | **Category** | **Sub-category** | **Sub-category description** | **Remarks if any** |
| **II** | **Company Details** |  | 1 |  For Proprietorship Firms, Partnership Firms, Registered Companies, Registered Co-operative SocietiesValid Trade License/ acknowledgement or Receipt of application for Trade License/ RevalidationOTHER REQUIREMENTS:- | Refer to Clause 3.2C(II) for details |
| 2 | For Partnership Firms:Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms |
| 3 | For Companies:Incorporation Certificate, Memorandum of Articles of ROC, List of current owners/ Directors/Board Members |
| 4 | For State Registered Co-operative Societies:Society Registration certificate from ARCS of the State, Society by-Laws, latest available Auditor’s Report of Directorate of Co-operative Audit within proceeding five years as per Societies Act & Rules |

**Note:**

1. Latest available Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States if applicable.
2. Valid PAN Card of the bidder/s are required;
3. Income Tax Return of current Assessment Year or, IT Return of immediate preceding Assessment year under IT Act & Rules, whichever latest available with the bidder.
4. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017

i. For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of ‘Form No. VIII,’ issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a “Memorandum” issued by the Registrar of Firms may also be accepted.

ii. For Companies: Incorporation Certificate, valid Trade License or acknowledgement of issuing authority of receipt of application for Trade License / renewal, ‘Memorandum of Articles’ registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be uploaded with the e-bid.

iii.For State Registered Co-operative Societies:

1. Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and all amendments.
2. Latest Auditor’s Report of Directorate of Co-operative Audit under Department of Co-operative, Government of West Bengal within preceding five financial years as per Societies Act & Rules.

**Earnest Money Deposit**

**No Earnest Money is required to be deposited by the bidders regarding this quotation**

**Additional Note**

1. **Undersigned will reserve the right to cancel each or the entire item without assigning any reason.**
2. **Conditional quotations shall not be accepted.**

**The quotations will be accepted by the Officer-on-Special Duty (Superintending Engineer), Purulia.**

**Critical dates of this Quotation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Activity** | **Date & Time** | **Remarks** |
| **1.** | **Publishing Date** | **12-05-2020 at 11:00 Hrs** |  |
| **2.** | **Receipt of Applications last date** | **18-05-2020 at 16:00 Hrs** |
| **3.** | **Issuing of Quotation Paper last date** | **19-05-2020 at 16:00 Hrs** |
| **4.** | **Dropping of Quotation last date** | **21-05-2020 at 14:30 Hrs** |
| **5.** | **Opening of Quotation date** | **21-05-2020 at 15:30 Hrs** |

 Yours faithfully

 Sub-Divisional Officer

 Manbazar Irrigation Sub-Division

Memo No: **127**  Date: **12/05/2020**

**Copy submitted to**:-

1. Executive Engineer, Purulia Irrigation Division, I&W. Dte, Purulia
2. Sub-Divisional Officer, Purulia Irrigation Sub-Division.
3. Assistant Engineer-I, attached to Purulia Irrigation Division.
4. Assistant Engineer-II, attached to Purulia Irrigation Division.
5. Assistant Engineer-III, attached to Purulia Irrigation Division.
6. Notice board of the Manbazar Irrigation Sub-Division.

 Yours faithfully

 Sub-Divisional Officer

 Manbazar Irrigation Sub-Division