



Government Of West Bengal
Irrigation & Waterways Directorate
Office of The Sub-Divisional Officer, Edilpur Irrigation Sub Division
Edilpur, Purba Bardhaman; Email ID: edilpursubdivision@gmail.com

Memo No.: 133

Date :- 03/05/2023

Notice Inviting Quotation No: 01/SDO/EDISD of 2023-24

Sealed Quotation in prescribed proforma are hereby invited by the Sub-Divisional Officer, Edilpur Irrigation Sub- Division, Edilpur, Purba Bardhaman for the work: **“Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and section offices under Edilpur Irrigation Sub Division for the calendar year 2023”**.

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Edilpur Irrigation Sub- Division, Edilpur, Purba Bardhaman.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, “I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.”

Name of the Work: Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and section offices under Edilpur Irrigation Sub Division for the calendar year 2023.

- 1) Last Date of receiving application : **10/05/2023 upto 12.00 Hrs.**
- 2) Last Date of issuing quotation paper : **10/05/2023 upto 17.00 Hrs.**
- 3) Last Date of receiving quotation : **11/05/2023 upto 14.00 Hrs.**
- 4) Date of opening quotation : **11/05/2023 After 14.30 Hrs.**

Working Period – up to 31st December 2023

The acceptance of quotation will fully lie on the Superintending Engineer, Damodar Irrigation Circle who reserves the right to reject any of the quotationer without assigning any reason.

The successful quotationer will have to execute a formal agreement in **W.B.F.No.- 2911** Within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub- Divisional Officer, Edilpur Irrigation Sub- Division, Edilpur, Purba Bardhaman/ Executive Engineer-I, Damodar Canal Division, Court compound, Purba Bardhaman** free of cost.

Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.

Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

No quotation paper will be supplied by Post. No quotation paper will be issued after expiry of date and time mentioned in the notice.

The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.

All corrections are to be attested under the dated signature of the quotationer.

All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed (full signature) by authorised representative on the body of the documents with date and seal.

The quotationers who will sign on behalf of a company or firm must produce the registered documents 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.

Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers.

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 signatures in the quotation opening register.

The successful quotationers will have to deposit earnest money @ **2%** of the estimated amount at the time of executing formal agreement as per Govt. Rules in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of **the Executive Engineer-I, Damodar Canal Division, payable at Purba Bardhaman.**

Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement (If applicable).

Necessary income taxes , P.Tax , documents are to be produced at the time of agreement.

No advance Payment to the selected agency will be made under any circumstances.

All other normal terms and conditions of standard N.I.Q. will also be applicable.

Payment will be made as per availability of fund in the appropriate head.

The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

In the following cases a quotation may be unacceptable:

- a. Correction, alterations, additions, etc. if not attested by the quotationer.
- b. If the quotation paper is not properly filled in respect of the general description of the work, To verify the competency, capacity and financial stability of the intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deem necessary.
- c. Canvassing in connection with the quotation will be liable to rejection.
- d. Any quotation containing over writing is liable to be rejected.

Sd/-
Sub Divisional Officer
Edilpur Irrigation Sub Division
Edilpur, Purba Bardhaman

Memo. No.: 133/18(I)

Date :- 03/05/2023

Copy forwarded for information and wide circulation to the:-

- 1) Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman .
- 2) Executive Engineer-I, D.C. Division
- 3) Executive Engineer-II, D.C. Division
- 4) Executive Engineer, Hd. Works Division
- 5) Executive Engineer, L.D.I. Division
- 6) Executive Engineer, B.I. Division
- 7) Executive Engineer, R.B.I Division
- 8) DVC Study Cell for uploading in Departmental website.
- 9) District Information Officer, Purba Bardhaman.
- 10) Office Notice Board, Edilpur (I) Sub-Division
- 11) Estimating Branch of D.C. Division
- 12) Accounts Branch of D.C. Division
- 13-18) Sub-Divisional Officer, D.C. No. I / III / D.C. H.Q /Sehera Bazar (I) /Amarkan(I) /R.B.I. Sub Divn.

Sd/-
Sub Divisional Officer
Edilpur Irrigation Sub Division
Edilpur, Purba Bardhaman

LIST OF WORK FOR NIQ NO.- 01/SDO/EDISD of 2023-24Circulated vide this office memo no :- [133/18\(1\) dated :- 03/05/2023](#)

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LIST OF SUPPORT SERVICE MATERIALS					
Sl No.	Description of materials	Quantity	Unit	Unit Rate (inclusive of all taxes)	Amount
1	A4 size printing paper	25 .	Rim		
2	Black Phenyl	10	nos		
3	Twofold File (with flap)	50	nos		
4	Fourfold File	20 .	nos		
5	Garder	10	Packet		
6	L.E.D Bulb (9 watt)	30	nos		
7	Coconut broom.	30	nos		
8	Brown Kham (big)	20	nos		
9	Water bottle (1 lit)	18	nos		
10	Stapler normal size(Kangaroo)	10	nos		
11	Cotton (2'x 2') Duster	40.	nos		
12	Harpick (Toilet cleaner) 1/2 ltr	30	nos		
13	Attendance Register	12	nos		
14	Issue Register (big size)	01	nos		
15	White Phenyl	40	nos		
16	Calculator(Casio 12 digits)	04	nos		
17	Fevi Stick	20	nos		
18	Broom(Fulljharu) Gala com	30	nos		
19	Bleaching Powder (500 gm. pkt)	30	nos		
20	Thread ball	10	nos		
21	Black Marker pen(pointed)	05	nos		
22	Highlighter pen	04	nos		
23	Steel wool(Scrubber)	10	nos		
24	Plastic Scale(1 ft.)	04	nos		
25	Steel Scale (1 ft.)	02	nos		
26	Carbolic Acid	18	nos		
27	Fiber Box	04	nos		
28	Detergent Powder (500g. Sunlight)	06	nos		
29	Writing Clip board	06	nos		
30	Small Stapler pin	01	nos		
31	Jhul Jharu	06	nos		
32	Steel Lock	06	nos		
33	Small drawer lock	06	nos		
34	Water drinking glass	10	nos		
35	H.B. black pencil	01	nos		
36	Channel File	60	nos		
37	Report file	10	nos		

38	Pen Drive (16gb)	02	nos		
39	Bed and pillow Cover(single)(White)	04	set		
40	Bucket (20 lit)	02	nos		
41	Mug	02	nos		
42	Towel	03	nos		
43	Umbrella (non-folding)	07	nos		
44	LED torch light (rechargeable)	01	nos		
				Total:	

Sd/-
Sub Divisional Officer
Edilpur Irrigation Sub Division
Edilpur. Purba Bardhaman

Declaration by the Applicant

As per clause 1.c of standard Form for Notice Inviting Quotation for Public Works

I/We do hereby declared that there is no other application for quotation paper for work in this NIQ (**NIQ No. 01/SDO/EDISD of 2023-24**) in which I/We have common interests.

(Signature of the Quotationer)

PRESCRIBED PROFORMA TO BE FILLED BY THE QUOTATIONER

NIQ NO.- 01/SDO/EDISD of 2023-24

1. Name of the Quotationer:

2. Address :

3. Phone No. :

4. E-mail ID :

5. PAN No. :

6. GST NO:

7. Bank A/C Details :

I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.

Signature of the Quotationer



Government of West Bengal

Irrigation & Waterways Directorate

**Office of The Sub-Divisional Officer, Edilpur Irrigation Sub Division
Seharabazar, Purba Bardhaman; Email ID: edilpursubdivision@gmail.com**

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Sd/-
Sub Divisional Officer
Edilpur Irrigation Sub Division
Edilpur, Purba Bardhaman