



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB DIVISIONAL OFFICER  
INVESTIGATION & PLANNING SUB-DIVISION-III  
INVESTIGATION & PLANNING DIVISION (SOUTH)  
3<sup>RD</sup> FLOOR, JALASAMPAD BHAWAN, SALT LAKE, KOLKATA-91

**NOTICE INVITING QUOTATION**  
**NIQ NO. SDO-III/IPSD/01/2025-26**

**Memo No.173**

**Dated :07/04/2025**

Sealed quotation is hereby invited by the Sub Divisional Officer, Investigation & Planning Sub-Division-III under Investigation & Planning Division(South), Irrigation & Waterways Directorate, Jalasampad Bhawan, Salt-Lake City, Kolkata-91 to ascertain unit rates **[Budget quote]** for supply of IT Materials and different cartridges of computer printers, plotters, photocopiers and Fax Machines as per enclosed schedule item. Intending quotationers are required to apply for quotation paper to the undersigned enclosing all papers satisfying the eligibility criteria as given below.

**Eligibility criteria :**

- 1.The quotationer having experience of dealing with similar type of work in any Government/Government undertaking/Public sector, Zilla Parishad etc [Agency has to furnish self attested copy of such supply order/completion certificate etc ] will be preferable.
- 2.The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License , PAN card , valid PT, GST registration ,IT etc. as applicable.

**Time schedule of quotation**

- |  |                                    |
|--|------------------------------------|
| 1) Last date & time of receiving application:      | <b>21.04.2025 up to 4:30 p.m.</b>  |
| 2) Last date & time of collecting quotation paper: | <b>22.04.2025 up to 4:30 p.m.</b>  |
| 3) Last date & time of receiving quotation paper:  | <b>23.04.2025 up to 2:30 p.m.</b>  |
| 4) Date & time of opening quotation:               | <b>23.04.2025 after 3:00 p.m..</b> |

**Terms and Conditions**

- 1) The schedule of items and other documents are to be collected by the eligible quotationer free of cost from the office of the Sub Divisional Officer, Investigation & Planning Sub Division No.- III at Jalasampad Bhawan, Salt-Lake City, Kolkata-91
- 2) The eligible quotationers should quote their rates both in figures and in words. Any correction in the rates must be duly signed by the quotationers and each page of the schedule of items are to be signed by the quotationer along with his seal.
- 3) No quotation paper will be submitted by post / e-mail / fax
- 4) No quotation paper will be issued after expiry of date and time mentioned above.
- 5) Duly filled up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
- 6) Accepting Authority i.e. The Superintending Engineer, Investigation & Planning Circle-I, I.&W. Directorate, reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
- 7) Informal / conditional quotation is liable to summarily rejected.
- 8) Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
- 8) This rate is only to ascertain unit rate for official purpose only.
- 9) No Work Order will be issued against this NIQ **[Budget quote]**

**Sd/-**

Sub Divisional Officer  
Investigation & Planning Sub-Division-III

**Memo No.**

**dated : 07/04/2025**

Copy forwarded for favor of information and necessary action to:

- 1)The Superintending Engineer I.&P. Circle-I, Irrigation & Waterways Directorate.
  - 2)The Executive Engineer-I, Investigation & Planning Division(South)
  - 3)The Executive Engineer, DVC Study Cell & Nodal officer e-Governance, I & W Dte.
- requested to upload the NIQ in the Departmental website at the earliest.

**Sd/-**

Sub Divisional Officer  
Investigation & Planning Sub-Division-III

**Memo No.**

**dated : 07/04/2025**

Copy forwarded for favor of information and necessary action to:

- 1-2) The Sub-Divisional officer, I&P Sub-Division No. I /II. For wide circulation.
- 3) The Divisional Accounts officer, I&P Division (South).
- 4) The Estimating branch, I&P Division (South)
- 5) Notice Board of Division Office.

**Sd/-**

Sub Divisional Officer  
Investigation & Planning Sub-Division-III

