



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Chief Engineer & Project Director
State Project Management Unit,
West Bengal Major Irrigation and Flood Management Project
Jalasampad Bhawan, 9th Floor, Salt Lake City, Kolkata - 700 091
e-mail: dpd.spmu@gmail.com

NOTICE INVITING QUOTATION NO.: 01/DPD(Civil)-I, SPMU, WBMIFMP of 2025-2026, issued on 30.06.2025

Sealed quotations in the printed format is hereby invited by the undersigned from the bonafide, reliable and resourceful Firms/Agencies having sufficient experience in under taking jobs of similar with the work given below

Name of work: - **"Half-yearly maintenance of software and hardware support as applicable to all Desktop Computers, Laptops, Printers, Multifunctional machines & Copier machines for Office of the Chief Engineer & Project Director, SPMU, WBMIFMP, I & W Dte., GoWB, Jalasampad Bhawan, 9th floor, Kolkata- 700091".**

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| 1. N.I.Q. No. & Date | : 01/DPD (Civil)-I, SPMU, WBMIFMP of 2025-26.dt.
30.06.2025 |
| 2. Last date of Application | : 07.07.2025 up to 15.00 hrs. |
| 3. Date of Issue of quotation format
(Free of cost) | : 07.07.2025 up to 17.00 hrs.
10.07.2025 up to 14.00 hrs. |
| 4. Date and Place of Dropping of quotation | : Deputy Project Director(Civil)-I, SPMU, WBMIFMP,
9 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91. |
| 5. Date & Time of opening quotation | : 10.07.2025 at 15.00 hrs. |
| 6. Quotation Accepting Authority | : Deputy Project Director(Civil)-I, SPMU, WBMIFMP,
9 th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91. |

Sd/-
(Sudip Halder)
Deputy Project Director(Civil)-I
SPMU, WBMIFMP)
I & W. Dte, Govt. of West Bengal,

TERMS & CONDITIONS

1. Quotations are to be submitted in sealed cover subscribing the name of the work on the envelop by addressing the quotation inviting authority. Submission of quotation by post will not be allowed.
2. List of goods to be quoted for are given as Annexure-A. Intending quotationers must attach document pertaining to experience of similar work in West Bengal Government offices in last 2 (TWO) years.
3. Rate must have to be quoted in the prescribed format both in numerical and words. Rate quoted in any others forms will not be accepted.
4. No illegible quotation will be accepted and liable to be rejected summarily.
5. Intending quotationers should apply for quotation papers in their respective letter heads enclosing with self-attested copies of the following documents, originals of which and other documents like Registered partnership (for partnership Firms) etc are to be produced on demand, as well as during interview (if any).
 - a) P.T. Clearance Certificate (if applicable) and I. T. PAN/Credential Certificates in respect of similar nature of work valid upto the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b) Declaration by the Applicant to the effect that there is no other application for the quotation paper for the work in this NIQ in which he/she/they has/ have common interest. Failure to produce any of the above document may be considered good and sufficient reason for non – issuance of quotation paper.
6. All corrections are to be attested under the dated signature of the quotationer.
7. The quotationers who will sign on behalf of a company or firm, must produce the registered documents [within 3 (three) days from the date of opening the quotation] 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.
8. Conditional quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
9. The quotation Accepting Authority does not bind himself to accept lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
10. 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 signature in the quotation opening register.

The successful quotationer will have to execute a formal agreement in the office of the Deputy Project Director(civil)-VI, DPMU-II, WBIMFMP, I&W. Dte, Jalasampad Bhawan, (7th floor), Salt Lake City, Kolkata-700091. within 3 (three) days from the Date of receipt of the intimation of acceptance of his quotation.
11. The rate shall be for the full quantity. Corrections, if any, shall be made by crossing out, initialling, dating and re writing. The rates quoted by the quotationer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. The Prices should be quoted in Indian Rupees only.
12. Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission
13. Payment will be made by Deputy Project Director(civil)-VI, DPMU-II, I& W. Dte., Jalasampad Bhawan, (9th floor), Salt Lake City, Kolkata-700091 as per availability of fund.
14. The quotations which will be evaluated and compared must be substantially responsive i.e. which are properly signed in each and every page including the terms and conditions and submitted

within the deadline of submission (mode of submission of Quotation must in hard copy in sealed envelope only, no other mode of submission is acceptable); and conform to the terms and conditions, and specifications. The Quotation would be evaluated for all the items together and on the gross total price.

15. The goods shall be covered under normal commercial warranty as applicable.

16. The successful L-1 quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be Applicable, as will be in force from time to time.

17. If any documents furnished by the Quotationer are found to be false or misleading after opening of the quotation the same will be declared rejected in addition to such other penal action as the Government may deem proper.

Sd/-
(Sudip Haldar)
Deputy Project Director-Civil-I
SPMU, WBMIFMP)
I & W. Dte, Govt. of West Bengal,

Memo No.-609(4)-CIE (SPMU)/ 3M-01/2021

Date: 30.06.2025

Copy forwarded for information to the: -

1. Chief Engineer & Project Director, SPMU, WBMIFMP, I & W Dte
2. Additional Project Director- I, SPMU, Jalasampad Bhawan 9th floor, Salt Lake, Kol-91.
3. Executive Engineer, DVC Study Cell for uploading in Departmental website.
4. Office Notice Board.

Sd/-
30/06/25
(Sudip Haldar)
Deputy Project Director-Civil-I
SPMU, WBMIFMP)
I & W. Dte, Govt. of West Bengal,

Annexure-A

Name of work: Half-yearly maintenance of software and hardware support as applicable to all Desktop Computers, Laptops, Printers, Multifunctional machines & Copier machines for Office of the Chief Engineer & Project Director, SPMU, WBMIFMP, I & W Dte., GoWB, Jalasampad Bhawan, 9th floor, Kolkata- 700091.

SI No	Description of Item	Quantity	Unit	Rate (both in figure and in word)	Amount (Rs) (3x5)
1	2	3	4	5	6
1. a)	Half-yearly Maintenance Contract (without spare) of 5 Desktop computers including CPU, Keyboard and Mouse for keeping the machines in effective working condition. The A.M.C. shall include loading of all necessary software, formatting the computers as and when necessary, linkage with printers, maintaining smooth network connectivity and all other work necessary for smooth running of the computer and its accessories.	19 Nos.	Each		
1. b)	Half-yearly Maintenance of Desktop computer towards the IT/ Software related service, excluding the maintenance/ replacement of any hardware/ accessories of the said Desktop Computers. The A.M.C. shall include loading of all necessary software, formatting the computers as and when necessary, linkage with printers, maintaining smooth network connectivity and all other work necessary for smooth running of the computer and its accessories.	3 Nos.	Each		
2.	Half-yearly Maintenance Contract (without spare) of printers and Multifunctional machines of all make. The A.M.C. shall not include supply of printer cartridges.	23 Nos.	Each		
3.	Half-yearly Maintenance of Laptop computer towards the IT/ Software related service, excluding the maintenance/ replacement of any hardware/ accessories of the said Laptop Computers. The A.M.C. shall include loading of all necessary software, formatting the computers as and when necessary, linkage with printers, maintaining smooth network connectivity and all other work necessary for smooth running of the Computer and its accessories.	7 Nos.	Each		
4.	Half-yearly Maintenance Contract of Network & internet connectivity (Wired & wireless) for Office of the Chief Engineer & Project Director, SPMU, WBMIFMP	4 Nos.	Each		
Total					

I/We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs..... (Amount in words) within the period specified in the Request for Quotations.