



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL HEAD QTR. SUB-DIVISION
KANAINATSAL, PURBA BURDWAN.**

Memo No:-1000

Date –19.09.2025

Notice inviting Quotation No-01 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26

Sealed quotation for the work

- 1) “Maintenance and repair of all computers, printers, etc. including all peripherals installed at Chief Engineer (West) office, Damodar Irrigation Circle office , D.C Division & D.C.Hd. Qtr. Sub-Division Kanainatsal ,Burdwan for a period of 06(Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26.”
- 2) “Maintenance charges for washing, dry cleaning and ironing of used different types of cloth product at Kanainatsal Inspection Bungalow for a period of 12 (Twelve) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26.”
- 3) “Maintenance charges for Internet connection at Chief Engineer (West) office, Damodar Irrigation Circle office , D.C Division & D.C.Hd. Qtr. Sub-Division Kanainatsal and Cable TV connection at Kanainatsal Inspection Bungalow for a period of 06(Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26.”
- 4) Maintenance and repair charges of CCTV at Kanainatsal Inspection Bungalow, Chief Engineer Office, D.C. Hd. Qtr. Sub-Division office, Store & entry gates under Kanainatsal Section of D.C. Hd.Qtr. Sub-Division for a period of 06(Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26.

Inclusive of all individual charges, taxes etc, complete as per Annexed proforma invited by the SDO, D.C.Hd. Qtr. Sub-Division as instructed by higher authority from reliable resourceful Bonafide agencies/outside. Intending quotations shall have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	08.10.2025	Up to 14.00Hrs.
2.	Date of issue of quotation papers	09.10.2025	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	14.10.2025	Up to 15.00 Hrs.
4.	Date and time for opening quotation	14.10.2025	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in prescribed proforma.

2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self-attested copies of the documents.
4. Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.
5. The rate should be including GST & other charges complete etc.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. Before offering quotations, the intending quotationer should thoroughly verify himself with the proposed work by local inspection and all other relevant factors should be taken into consideration.
8. The quotationer may remain present at the time of the opening of the quotation.
9. The quotationers are requested to submit all the requisite documents such as **PTPC, Valid 15 digit Good & Service Tax payer Identification Number (GST IN), Trade License, Income Tax Return under IT Act of immediate or preceding financial year, PAN, Completion Certificate/Payment Certificate(s) for the Single similar work executed within last than 5(Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).**
Etc. at the time of submission of the application.
10. All the quotationer shall have to submit 2% of the quoted amount as Earnest money by BID in favour of the Executive Engineer-I, Damodar Canal Division, In form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India. Payment in any other form will not be accepted.

11. No conditional Offer/Proposal shall be accepted and deemed as informal.

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Burdwan.**

Quotation Accepting Authority: **Superintending Engineer, Damodar Irrigation circle, Kanainatsal, Burdwan.**

Sd-

**Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan**

Copy submitted for information and circulation to:-

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

Sd-

**Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan**

Notice inviting Quotation No:-01/WBIW/D.C. Hd. Qtr. Sub-Division/2025-26(SL No-01)

Name of Work:“ Maintenance and repair of all computers, printers, etc. including all peripherals installed at Chief Engineer (West) office, Damodar Irrigation Circle office , D.C Division & D.C.Hd. Qtr. Sub-Division Kanainatsal ,Burdwan for a period of 06 (Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (Rs.) (inclusive of all taxes)(Figures/words)	Total Amount (Rs.)(Figures/words)
1.00	A. Maintenance				
1.01	Maintenance of Desktop computer (any make) including UPS , Key board, Mouse, Monitor etc (Without spares) and Laptop	16	Each		
1.02	Maintenance of printers i) Single/ Multi-function Laser Jet/ Desk Jet (Without spares)	06	Each		
2.00	B. Supply				
2.01	Supply, installation and activation of antivirus software Quick heal and other latest brand including necessary license papers valid for at least one year for each computer	18	Each		
2.02	Supply of Hp 1005 printer Charge Couple Device unit including cost of installation and fixing.	01	Each		
2.03	Supply of Key Board (HP/Dell/Logitech/ Xecess/Frontech) in exchange of existing Key Board.	04	Each		
2.04	Supply of optical Scroll mouse (HP/Dell/Logitech/Frontech/ Zebrionics/Zebion)	05	Each		
2.05	Supply of Hard disk in exchange of existing one / 512 GB /480 GB SSD	01	Each		
2.06	Supply of RAM in exchange of old RAM including cost of installation i) DDR3-4GB, 1066/1333 MHz	01	Each		

2.07	Supply of line interactive UPS of make in exchange of existing UPS (Frontech/Zebtronics/Zebion)	02	Each		
2.08	Supply of battery in UPS of Frontech/Zebtronics/Exide in exchange of existing old Battery	04	Each		
2.09	Supply of Power board Extention for computer	04	Each		
2.10	Supply of SMPS Zebion/Gigabyte/Any reputed Brand	02	Each		
2.11	Repairing Of Xerox Machine Main Board	02	Each		
2.12	Drum Unit for Canon Photocopier	01	Each		
2.13	D.C Blade for CANON Photocopier	01	Each		
2.14	Teflon for CANON Photocopier	01	Each		
2.15	Toner for CANON Photocopier	02	Each		
	Total (Rs.)				

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Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan

Notice inviting Quotation No:-01 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26 (SL No-02)

Name of Work:“ Maintenance charges for washing, dry cleaning and ironing of used different types of cloth product at Kanainatsal Inspection Bungalow for a period of 12 (Twelve) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (Rs.) (inclusive of all taxes)(Figures/words)	Total Amount (Rs.) (Figures/words)
1	Washing, dry cleaning and ironing of used single bed sheet	250	Each		
2	Washing, dry cleaning and ironing of used double bed sheet	250	Each		
3	Washing, dry cleaning and ironing of used big towel	400	Each		
4	Washing, dry cleaning and ironing of used small towel	70	Each		
5	Washing, dry cleaning and ironing of used pillow cover (Head & Side)	100	Each		
6	Washing, dry cleaning and ironing of used door / window curtain	250	Each		
7	Washing, dry cleaning and ironing of used chair cover (sit & back)	250	Each		
8	Dry cleaning of used single blanket	20	Each		
9	Dry cleaning of used Double blanket	20	Each		
Total (Rs.)					

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Sub-Divisional Officer
Damodar Canal Head Qtr. Sub-Division
Kanainatsal, Burdwan

Notice inviting Quotation No:-01 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26(SL No-03)

Name of Work:“ Maintenance charges for Internet connection at Chief Engineer (West) office, Damodar Irrigation Circle office , D.C Division & D.C.Hd. Qtr. Sub-Division Kanainatsal and Cable TV connection at Kanainatsal Inspection Bungalow for a period of 06 (Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26”.

PROFORMA FOR QUOTING RATE

Sl No	Description of item	Quantity	Unit	Unit Rate (Rs.) (inclusive of all taxes)(Figures/words)	Total Amount (Rs.) (Figures/words)
1.00	<u>A. Maintenance</u>				
1.01	Providing internet services with WiFi facility for Computer/laptop , Printer Etc. including video conference facility at the Chief Engineer (West) office, Kanainatsal Burdwan at a speed of corporate @ 200 Mbps.	6	month		
1.02	Providing internet services with WiFi facility for Computer/laptop , Printer Etc. including video conference facility at the Superintending Engineer, Damodar Irrigation Circle office, Kanainatsal Burdwan at a speed of corporate @ 200 Mbps.	6	month		
1.03	Providing internet services with WiFi facility for Computer/laptop , Printer Etc. including video conference facility at the Executive Engineer-I, Damodar Canal Division office, Kanainatsal Burdwan at a speed of corporate @ 100 Mbps	6	month		
1.04	Providing internet services with WiFi facility for Computer/laptop , Printer Etc. including video conference facility at the SDO, Damodar Canal Head Quarter Division office, Kanainatsal Burdwan at a speed of corporate @ 80 Mbps	6	month		
1.05	Providing internet services with WiFi facility for Computer/laptop , Printer Etc. including video conference facility at the Inspection Bungalow & Sectional office, Kanainatsal Burdwan at a speed of corporate @ 80 Mbps	6	month		
1.06	Cable TV connection at the Chief Engineer (West) office, Damodar Canal Head Quarter Division office and Kanainatsal Inspection Bungalow (8 No. connection).	6	month		
2.00	<u>B. Spare Parts</u>				
2.01	Supplying , installing of cable for internet	20	meter		

2.02	Supplying , installing of boosting switch for internet	2	each		
2.03	Supplying , installing of Giga switch for internet	1	each		
2.04	Supplying , installing of RJ-45 connector for internet	15	each		
2.05	Supplying , installing of cat5e cord for internet	15	each		
2.06	Supplying , installing of Router for internet	1	each		
Total (Rs.)					

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Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan

Notice inviting Quotation No:-01 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26 (SL No-04)

- 1) **Name of Work:**“ Maintenance and repair charges of CCTV at Kanainatsal Inspection Bungalow, Chief Engineer Office, D.C. Hd. Qtr. Sub-Division office, Store & entry gates under Kanainatsal Section of D.C. Hd.Qtr. Sub-Division for a period of 06(Six) months under Damodar Canal Division , I & W Directorate , Govt. of West Bengal during the Fy. 2025-26”.

PROFORMA FOR QUOTING RATE

SI No	Description of item	Quantity	Unit	Unit Rate (Rs.)(inclusive of all taxes)(Figures/words)	Total Amount (Rs.)(Figures/words)
1	Supply and Installation of Digital Video Recorder (DVR) with the following specification as per the direction of E.I.C 16 Channel Hd + 8 Ch Ip Camera , With 2 Sata up to 10 Tb Each Socket Supported 4k (Audio Sample Rate 8khz,16 Bit Per Channel) 64kbps. DAHUA/HIKVISION/CPPLUS	1	Each		
2	Supply and Installation of Cat-6 cable as per the direction of E.I.C (Finolex,Honeywell)	200	Meter		
3	Supply and Installation of 4TB Hard Disk as per the direction of E.I.C SEGATE/Western Digital/Any Reputed Brand.	1	Each		
4	Supply and Installation of Power Supply board as per the direction of E.I.C. Poe 8 Port Giga Upto 250 Mtr Power Support CPPLUS/ZEBION	2	Each		
5	Supply and Installation of IP CAMERA as per the direction of E.I.C. 4MP IP Bullet With Night Vision With up to IP 65 rated. CPPLUS/HIKVISION/DAHUA	5	Each		

6	Supply of PVC pipe for cable wiring as per the direction of E.I.C.	200	Meter		
7	Supply and Installation of HD CAMERA as per the direction of E.I.C. 5MP Bullet With Night Vison CPPLUS/HIKVISION/DAHUA	2	Each		
8	New Installation charge with existing setup connects with new Digital Video Recorder (DVR).	1	Each		
Total (Rs.)					

Sd-

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Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Burdwan