



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer,**

Teesta Left Bank Division, Oodlabari, Jalpaiguri. Email Id:- eetlbd2012@gmail.com

Memo No:-1Q-2/624,

Dated:-18/11/2025

NOTICE INVITING QUOTATION

NOTICE INVITING QUOTATION NO- [WBIW/EE/TLBD/NIQ-02/25-26](#)

Sealed quotations are invited by the **Executive Engineer, Teesta Left Bank Division** on behalf of the Governor of West Bengal, for the works as per list attached herewith from the bonafide reliable and resourceful Contractor having sufficient experience in execution of similar type of works as per detailed herein under . The work stated below on the following terms and conditions.

A. Name of Work:- “Annual maintenance and repair of all Computers, Printers, Copier/Scanner etc including all networking system at the Office of the Executive Engineer, Teesta Left Bank Division, Teesta Barrage Sub-Division No-V,VI and VII at P.S.- Oodlabari, Block-Mal, District- Jalpaiguri.”

B. Time Schedule of Quotation procedure: -

(i)	Last Date of Application of Quotation Paper	27-11-2025	Upto 05:00 p.m.
(ii)	Last Date of Issue of Quotation Paper	28-11-2025	Upto 05:00 p.m.
(iii)	Last Date & Time for dropping Quotation paper at the Office of the undersigned.	01-12-2025	Upto 03:00 p.m.
(iv)	Date & Time of opening of Quotation in the office of the undersigned	01-12-2025	At 03:30 p.m.
(v)	Place of dropping of quotation Documents:- O/O Executive Engineer, Teesta Left Bank Division, Oodlabari.		
(vi)	Quotation Accepting Authority:- The Superintending Engineer, Teesta Barrage Circle, 2 nd Mile, Siliguri.		

- 1) 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 and I.T., PAN, G.S.T valid up to 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. Completion Certificate / Payment Certificate (S) for similar works, as desired by the quotation paper issuing authority. (Terms and Condition)
 - c. Declaration by the Applicant to the effect that there is no other application 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.

“Completion certificates issued by competent Authority will normally be considered as Credential. Apart from Credentials of works executed under Irrigation & Waterways Department, Credential of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Department, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW & KMC, HRBC, Engineering Departments of Central Government and Organizations like Railway, KPT and Mackintosh Burn Ltd. Westinghouse Sax by Farmer Ltd. & Britania Engineering Ltd. May also be considered.”

- 2) 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.**
- 3) Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours between 11.00 A.M and 4.00 P.M on every working day, till **01-12-2025** in the office of the **Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.**

- 4) Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 2 (Two) years from the date of detection, in addition to such other penal action as the Government may deem proper.
- 5) No quotation paper will be supplied by Post.
- 6) No quotation paper will be issued after expiry of date and time mentioned in the notice.
- 7) The quotationers should quote their rate both in figures & in words on each item of work/supply as per the NIQ.
- 8) All corrections are to be attested under the dated signature of the quotationer.
- 9) All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.
- 10) 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.
- 11) Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
- 12) Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
- 13) 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, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
- 14) G.S.T, Royalty, Building & other constructional workers, Cess and all other statutory Levy/Cess etc. will have to borne by the contractor (He/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
- 15) 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.
- 16) 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 on free of cost from the office of the **ExecutiveEngineer, Teesta Left Bank Division**.
- 17) 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. 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)
- 18) No advance Payment to the selected agency will be made under any circumstances.
- 19) The successful 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.
- 20) The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.
- 21) 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 overwriting is liable to be rejected.

Additional Terms & Conditions

- 1) The successful quotationer must provide at least 2 (two) technical persons or more, as the need be, to this Division for giving service throughout the year including holidays. The technical persons must report to the office of the **Executive Engineer, Teesta Left Bank Division**, Oodlabari, Jalpaiguri everyday during office hours and remain in the office till business hours of the office is closed. The technical persons must be conversant with the technical intricacies of the operating system, hardware and all kinds of peripherals.
- 2) The technical persons, who will be giving service, must have mobile phones maintenance cost of which must be borne by the quotationer. The technical persons must be well aware of all kinds of trouble-shooting, specifically, all other peripherals of Desktop Computer and Laptop, associated with CRT monitors, TFT monitors, Printers of all types, Scanners, and presently marketed 3 in 1 peripherals etc.
- 3) The technical persons must be well conversant with Local Area Networking, configuring network devices, like hubs, switches of all makes, routers etc.
- 4) Through knowledge of multi-user operating system like UNIX, Linux will be of added advantage.
- 5) The supply articles as mentioned in the schedule of work would have to be supplied as asked by the authority according to demand.
- 6) The warranty period for supplied articles except ink cartridge shall be for a period of at least 1(one) year.
- 7) Payment shall be made, quarterly/upon satisfactory execution of the work, on the availability of fund and there is no guarantee that the payment shall be made every month or at a regular interval of time.
- 8) All unserviceable parts shall be taken back by the agency, observing necessary formalities and rate should be quoted showing the amount of deduction against supply of such items.
- 9) The successful quotationer may have the right to change the service personnel, but with pre intimation at least 7 (seven) days ahead, and approval of the undersigned.
- 10) During the period of agreement, execution of any item may be kept suspended if the authority so decides.
- 11) In the event of unsatisfactory service, the contract will be terminated, abiding by the clauses of Form-2911.
- 12) In case replacement of any peripherals, standby arrangement for functioning of computer will have to be made.
- 13) The nos. Of Desktop Computers are 7 nos., which may be increased. The extra work would have to be done which would be treated as excess without extra remuneration.

BRIEF DESCRIPTION OF WORKS

Name of the work :-

“Annual maintenance and repair of all Computers, Printers, Copier/Scanner etc including all networking system at the Office of the Executive Engineer, Teesta Left Bank Division, Teesta Barrage Sub-Division No-V, VI and VII at P.S.- Oodlabari, Block-Mal, District- Jalpaiguri.”

Sl No	Description of Items	Quantity	Unit
01.	Annual Maintenance of Desktop/Laptop of any make (without spares)	7	Each set
02.	Annual Maintenance of Printer of any make (without spares)	7	Each set
03.	Annual Maintenance of U.P.S of any make (without spares)	7	Each set
04.	Annual Maintenance of Photocopier of any make (without spares)	1	Each set
05.	Annual Maintenance of Network system (wire & wireless) of entire office of the Executive Engineer/T.LB.D including all Sub-Divisions under TLBD.	1	Each Job
06.	Supply & installation of different types of computer & spares parts, ink, toner etc as per requirement for the office.	Details in Annexure-I	Each/Nos.

Sd/-
(D. Rakshit)
Executive Engineer,
Teesta Left Bank Division,
Oodlabari, Jalpaiguri.

FORM – 1

Declaration against Common Interest

Declaration by the Applicant as per clause-1.c of standard Form for Notice Inviting Quotation for Public Works

(To be submitted in plain paper/letter head as per specimen, duly filled up, which shall be treated as the self declaration of the Quotationer)

Ref:- NIQ No:- WBIW/EE/TLBD/NIQ-02/25-26

Sl. No. of work ...1 (One) (in the list of work in the NIQ)

To,
The Executive Engineer,
Teesta Left Bank Division, Oodlabari, Jalpaiguri.
Irrigation & Waterways Directorate

I/We, Sri/Smt. _____, the authorized signatory on behalf of _____ do hereby affirm that I/We/any of the member of _____ bidding against N I Q No:- WBIW/EE/TLBD/NIQ-02/25-26, Sl. No. 1(one) do not have any common interest either as a partner in any other partnership firm/consortium/Joint Venture or as Proprietor/Principal Share Holder of any other Firm/Company in the same serial for the work I/we want to participate.

Dated this _____ day of _____ 20_____

Full name of Quotationer / Contractor: _____

Authorized Signatory: _____

In the capacity of: _____

Duly authorized to sign bid

For & on behalf of (Name of Firm): _____

(In block Capital letters or typed)

Office address with seal:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID (Mandatory) :- _____

*In case of Joint Venture & Consortium the Lead Member to submit this format.

(SIGNATURE OF QUOTATIONER)

Copy Forwarded for favour of information and wide circulation to: -

- 1) The Chief Engineer, Teesta Barrage Project, 2nd Mile, Sevoke Road, Siliguri.
- 2) The Superintending Engineer, Teesta Barrage Circle, 2nd Mile, Sevoke Road, Siliguri.
- 3) The District Magistrate, Jalpaiguri.
- 4) The Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
- 5) The Executive Engineer, Teesta Irrigation Division, Assam More, Jalpaiguri.
- 6) The Executive Engineer, Mahananda Link Canal Division, 2nd Mile, Sevoke Road, Siliguri.
- 7) The Sub-Divisional Officer, Teesta Barrage Sub-Division No-V, Oodlabari, Jalpaiguri.
- 8) The Sub-Divisional Officer, Teesta Barrage Sub-Division No-VI, Oodlabari, Jalpaiguri.
- 9) The Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri.
- 10) Divisional Estimating Branch of this office.
- 11) Divisional Accountant of this office.
- 12) Office Notice Board.
- 13) Departmental Website.



(D. Rakshit)
Executive Engineer,
Teesta Left Bank Division,
Oodlabari, Jalpaiguri.

ANNEXURE- I**NOTICE INVITING QUOTATION NO- WBIW/EE/TLBD/NIQ-02/25-26**

Schedule for the Work:- “Annual maintenance and repair of all Computers, Printers, Copier/Scanner etc including all networking system at the Office of the Executive Engineer, Teesta Left Bank Division, Teesta Barrage Sub-Division No-V, VI and VII at P.S.- Oodlabari, Block-Mal, District- Jalpaiguri.”

Working Periods:- 12 (Twelve) Months.

Sl No	Description of Items	Quantity	Unit	Rate in Rs.	GST in Rs.	Cess in Rs.	Rate (Including GST & Cess)	Amount in Rs.
1.00	Maintenance:-							
1.01	Computer	7	Each					
1.02	Printer	7	Each					
1.03	UPS	7	Each					
1.04	Xerox Machine	1	Each					
1.05	Network System	1	Each					
2.00	Materials :-							
2.01	Colour Printer Toner (Black)	18	Nos					
2.02	Colour Printer Toner (M.C.Y)	18	Nos					
2.03	B/W Printer Toner (88A)	6	Nos					
2.04	B/W Printer Toner (12A)	3	Nos					
2.05	Xerox Machine Toner	3	Nos					
2.06	Quick Heal anti Virus Total Security (1 year)	6	Nos					
2.07	Pen drive (32 GB)	5	Nos					
2.08	Paper pickup roller	3	Nos					
2.09	Pressure roller	3	Nos					
2.10	Solider Relay	3	Nos					
2.11	Logic card	3	Nos					
2.12	Ink pad drum	3	Nos					
2.13	Character Cutter (Ink coder)	3	Nos					
2.14	Scanner Light	3	Nos					
2.15	Control Panel	3	Nos					
2.16	LPT Card	2	Nos					
					Total Amount =			

(In Words Rupees)

Signature of the Quotationer with date

Full Name & Address with PIN No:-
(In Capital Letter)