



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer, Mograhat Drainage Division
Puratan Bazar, P.O. : Baruipur, District : South 24 Parganas, Pin-700144
Ph. : 033-24336035, e-mail : executive.mograhat91@gmail.com

Memo No. :- 1941 / 19-3

Date :- 03.11.2025

NOTICE INVITING QUOTATION NO. 02/EE/MDD of 2025-26

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer, Mograhat Drainage Division, Baruipur, Kolkata-700144 from bonafide & resourceful suppliers through own letter head of agency, for acceptance by the Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte., Kolkata-700091 against the following work as below –

- *“Annual Maintenance & repair of Computers, Printers, Photocopier etc. including peripherals installed at Greater Calcutta Drainage Circle, 2nd Floor, Jalasampad Bhawan, Salt Lake, Kolkata - 700091.”*

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 10.11.2025 upto 2:00 p.m.
- ii) Last date of issuing of quotation :- 11.11.2025 upto 5:00 p.m.
- iii) Last date of dropping of quotation :- 12.11.2025 upto 2:00 p.m.
- iv) Date & time of opening of quotations :- 12.11.2025 after 2:30 p.m. (In the chamber of EE / MDD)

Terms and Condition for the quotation is as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, PTPC, Trade License, latest ITR, GSTIN (if any) etc. together with credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over ‘OWN - LETTER - HEAD’ of the agencies. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.
- 6) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in- charge (i.e. Executive Engineer, Mograhat Drainage Division) at the time of executing Formal Agreement in W.B.F. No. 2908 within 7 (Seven) days from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.

Sd/-
Executive Engineer
Mograhat Drainage Division,
Irrigation & Waterways Directorate

Copy forwarded for information and wide circulation to:

1. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan, Salt Lake, Kol-700091.
2. The Sub-Divisional Officer, Baruipur Drainage / Mograhat Drainage Outfall / Mograhat Irrigation Sub-Divn.
3. Accounts Section / Estimate Section. Mograhat Drainage Division.
4. The Office Notice Board.

Sd/-
Executive Engineer
Mograhat Drainage Division,
Irrigation & Waterways Directorate

Schedule for the work - "Annual Maintenance & repair of Computers, Printers, Photocopier etc. including peripherals installed at Greater Calcutta Drainage Circle, 2nd Floor, Jalasampad Bhawan, Salt Lake, Kolkata - 700091."

(N.I.Q. NO. 02/EE/MDD of 2025-26 of Executive Engineer, Mograhat Drainage Division)

<i>Sl. No.</i>	<i>Description of item</i>	<i>Qty</i>	<i>Unit</i>	<i>Rate (Rs.)</i>	<i>Amount (Rs.)</i>
1	Maintenance (without parts) : Maintenance of Desktop computer.	6	Each		
2	Maintenance (without parts) : Maintenance of Laptop computer.	1	Each		
3	Maintenance (without parts) : Maintenance of Printer excluding Toner.	5	Each		
4	Maintenance (without parts) : Maintenance of Copier Machine excluding Toner, Drum, Developer unit and Fuser Pressure Roller.	2	Each		
5	Maintenance (without parts) : Maintenance of UPS excluding Battery.	6	Each		
6	Supply of antivirus software Quick Heal or other latest brand as per direction of the Engineer-in-charge.	7	Each		
7	Supply of TFT Monitor LG / SAMSUNG / HP (Compaq) brand, 18.5" size in exchange of existing monitor including cost of installation and fixing and cost of technical person as per direction of the Engineer-in-charge.	1	Each		
8	Supply of Key Board (TVS Champ) in exchange of existing key board including cost of installation and cost of technical person as per direction of the Engineer-in-charge.	1	Each		
9	Supply of optical scroll mouse (Logitech / Dell) in exchange of existing mouse including cost of installation and cost of technical person as per direction of the Engineer-in-charge.	2	Each		
10	Supply of hard disk drive of any make 1TB, 7200 RPM, Serial ATA/ATA in exchange of old one including cost of installation and cost of technical person as per direction of the Engineer-in-charge.	1	Each		
11	Supply of 16 GB Pen Drive as per direction of the Engineer-in-charge.	6	Each		
12	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. HP Laser Toner 88A	3	Each		

13	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Canon Laser Toner NPG28	2	Each		
14	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Canon Laser Toner NPG59	1	Each		
15	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Liquid Ink for HP All-in-one Printer (C / M / Y / B)	4	Each		
16	Refilling of printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge.	6	Each		
				Total =	
Rupees only.					

Date :
Place :

*Signature of the Agency/Contractor
with official seal if any*