



NOTICE INVITING QUOTATION NO. 02 OF 2018-2019 OF S.D.O. / S.L. Water Supply Sub-Division.

1. Separate sealed Quotation are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Department of Urban Development & M.A. on behalf of the Governor of West Bengal, for the works as per schedule attached herewith, from eligible bonafide, reliable and resourceful authorised dealer / service provider for repairing & maintenance of computers and its peripherals with spare parts having sufficient experience in execution of similar type of works.

Name of work: "Repairing & maintenance of 18nos. computers, 16nos. printers, 18nos. UPS, 02nos Copier cum Scanner Machine, 01 Scanner, 18nos Updating of installing antivirus software at every 15 days of intervals, Dust Cleaning of 18nos. computers and Printers etc. and its peripherals (Annexure enclosed) with spare parts except consumables like cartridge, Toner, Printer Head of Printer, Drum and developer of Photo copier, etc. in the office of the EE/ S.L. Construction Division & its allied Sub-Division, Nirman Bhavan, Kolkata-91."

Time of completion: 01 (One) Year.

Price of each schedule is Rs. 250.00 (Rupees Two Hundred Fifty) Only.

Earnest money 2% (Two Percent) of quoted amount in the form of Demand Draft (DD)/ Banker's Cheque (BC) in favour of EE, S.L. Const. Divn. , Nirman Bhaban, payable at Kolkata to be submitted with the quotation.

Scope of Work: Repairing & maintenance of listed computers, Desktop, H.P. LaserJet printer etc. with its components & spare parts, as and when required by departmental officers after receiving the complaint from competent authority, immediate action to be taken up by the agencies by which work cannot hampered any way. In this connection, the awarded agency have to give at least three mobile phone number for informing complaints. All CPUs are to be done dust free from inside by opening it at an interval of three months. In this case any change of spare parts that should be done by replacing the same within office hours, on same day, otherwise penalty charge to be claimed from the dept. as follows.

Penalty Charge:

Penalty Charges to be paid by the agency @1.5 times of the rate / day accepted by the department. That penalty amount will be deducted from the next bill.

Prayer for issue of quotation papers may be addressed to the Sub - Divisional Officer, Salt Lake Water Supply Sub - Division, Department of Urban Development & M.A., Nirman Bhavan, Salt Lake, Kolkata- 700 091 and to be submitted in the office of the Sub Divisional Officer Salt Lake Water Supply Sub - Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

Last Date and Time for submission of prayer with all papers for permission of submitting quotation papers is 14.05.18 up to 14-00 hours.

Last date and time of issue of quotation papers is 15.05.18 up to 16-00 hours.

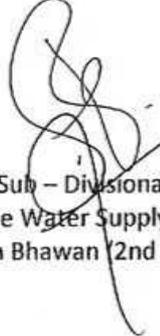
Last date of dropping of quotation papers is on 16.05.18 up to 14-00 hrs. in the office of the Sub - Divisional Officer Salt Lake Water Supply Sub - Division, Urban Development Department Nirman Bhavan, Salt Lake, Kolkata- 700 091.

Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 16.05.18 , immediately after 14-00 hrs. in the office chamber of the Sub - Divisional Officer Salt Lake

2. The Quotation documents and other relevant particulars may be seen by the intending Quotationer or by the authorized representatives during office hours between 11.00 A.M. to 4 P.M. on every working day, 14.05.18, in the office of the Sub-Divisional Officer, Salt Lake Water Supply Sub-Division.
3. a) Intending Quotationers should apply for submitting Quotation papers in their respective Letter Heads enclosing 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.
- b) ST and PT clearance certificate and IT PAN valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
4. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any quotation/quotation under the Sub-Division/Division/Circle for at least 3(three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
5. Intending Quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working days after the date of issue of quotation paper. A copy of such communication should also be submitted to the Quotation Paper Issuing Authority within the same period, failing which no such appeal will be entertained.
6. The Quotationer should quote the rate both in figures and in word. The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
7. Any quotation containing over writing is liable to be rejected.
- a) All corrections are to be attested under the dated signature of the Quotationer without which quotation may be informal.
8. When a Quotationer signs his quotation in an Indian Language, the total amount should also be written in the same language. In the case of illiterate Quotationer, the rates quoted should be attested by a witness.
9. The Quotationer, who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the quotation) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered.
10. Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.
11. Conditional Quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
12. VAT Sales Tax, Royalty, Cess and all other statutory Levy/Cess etc. will have to be 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).
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, without assigning any reason whatsoever to the intending Quotationer and also reserves the right to distribute the work amongst more than one Quotationer.
14. The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his/her/their analysis to justify the rate quoted by him.

15. The Quotations will be opened in presence of the participating Quotationer or their duly authorised 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 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.

22. Item wise rates should be quoted in figures inclusive of all taxes.


08/05/18
Sub - Divisional Officer
Salt Lake Water Supply Sub - Division
Nirman Bhawan (2nd fl.), Kolkata-91.

Memo No:- 506(9)

Dated: 08/05/18

Copy forwarded for information to the :-

1. Chief Engineering Advisor, Deptt. of U.D. & M.A. Salt Lake Project, Nirman Bhawan, Salt Lake, Kolkata-91.
2. Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
3. Executive Engineer, Salt Lake Construction Division,, Nirman Bhawan, Salt Lake, Kolkata-91.
4. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
5. Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kolkata-91.
6. Sub-Divisional Officer, Salt Lake Roads/Drainage/Sewerage/Store Sub-Division,, Nirman Bhawan, Salt Lake, Kolkata-91.
7. The Computer Cell, Deptt. of Urban Development & M.A., Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata-64 with a request to upload the 'Notice Inviting Quotation' in Departmental website www.wburbandev.gov.in for wide circulation.
8. Accounts Branch/EE Construction Division, Nirman Bhaban, Kol-91.
9. Notice Board of this Office.


08/05/18
Sub - Divisional Officer
Salt Lake Water Supply Sub - Division
Nirman Bhawan (2nd fl.), Kolkata-91.