

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SUNDARBAN AFFAIRS
SUNDARBAN DEVELOPMENT BOARD
OFFICE OF THE EXECUTIVE ENGINEER
CIVIL ENGINEERING DIVISION NO.-III
FIFTH FLOOR, POURA BHAWAN, SALT LAKE KOLKATA 700106

Memo No. 1742/EE/CED-III/SDB/20-21

Dated: 16/10/2020

NOTICE INVITING QUOTATION
NIQ – 05/EE/CED-III/SDB/20-21

Sealed quotation is invited in 2911 (ii) by the Executive Engineer, Civil Engineering Division No. III, Sundarban Development Board, on behalf of Governor of West Bengal for the following work from the Bonafide working Agencies having sufficient experience in similar nature of works (noted below).

Name of the work: Supply and installation of Computers, Printers, UPS, Laptop with other essential accessories for the office of the Executive Engineer, Civil Engineering Division No-III, Sundarban development Board, Poura Bhaban, 5th Floor, FD-415, Bidhanagar, Kolkata -700106.

Last date of submission of application	04.11.2020 up to 2.00 PM
Date of Permission	06.11.2020 up to 4.00 PM
Last date of submission of quotation paper	10.11.2020 up to 12.30 PM
Date of opening	10.11.2020 up to 2.00 PM
Earnest Money	2.0% of Quoted Value of "L1" quotationer during formal agreement or deed of agreement.
Duration of works	07 (seven) days from date of work order.

1) Name and address of the quotation inviting authority.	Office of The Executive Engineer, Civil Engineering Division No.-III, Sundarban Development Board, Bidhannagar Poura Bhavan 5th Floor, Salt Lake City, Kolkata 700106.
2) Name and Address of the Division / Engineer in Charge.	Office of The Executive Engineer, Civil Engineering Division No.-III, Sundarban Development Board, Bidhannagar Poura Bhavan 5th Floor, Salt Lake City, Kolkata 700106.
3) Eligibility to participate in the quotation & Documents to be produced for obtaining permission for issue of quotation papers.	<p>(A) Technical Proposal</p> <p>(i) PAN, P.T. Clearance Certificate, I.T. Clearance & GST. (ii) Credential for works.</p> <p>(Completion Certificate or Payment Certificate issued by an officer not below the rank of Executive Engineer)</p> <p>(All the documents are to be produced in original along with Xerox copy. Original documents will be returned after verification. Xerox copy attested by any gazetted officer / Govt. public notary.)</p> <p>(B) Financial Proposal</p> <p>i) The Quotationer should have capable to execute the works throughout the year having financial capacity minimum 2 Lakh. ii) Submit balance sheets last 3 successive years (if any).</p>

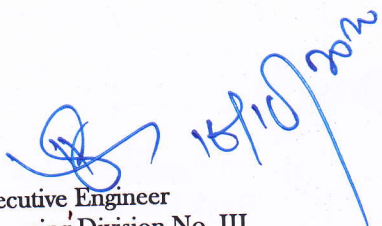
- 4) All Quotationer have to deposit **Earnest Money** along with the Quotation document in the form of **Pay Order / Bank Demand Draft** of any Nationalized / Schedule Bank of India on its **Kolkata** drawn in favour of the **Executive Engineer, Civil Engineering Division No-III, Sundarban Development Board.**
- 5) Permission shall not be issued against any application send by post. The notice inviting authority reserves the right not to issue Quotation papers.
- 6) The Quotationers should write their rates in both in schedule & tender form, the amount put to Quotation both in words and figures in English in the schedule & in WBF if any discrepancy arise regarding the rates quoted in

words & as well as in figures, the said paper will be cancelled.

- 7) All corrections in the Quotation should be signed with the date by the Quotationer. The Quotationer must sign each page of the Quotation paper.
- 8) The quoted rate mentioned in schedule inclusive of all taxes.
- 9) The rate quoted in the Quotation shall remain valid for acceptance within 6 (six) months from the date of opening of the Quotation.
- 10) Income Tax and GST will be deducted as per Govt. rule from progressive bill (s).
- 11) Quotation documents shall consists of the following :-
 - (i) Notice Inviting Quotation.
 - (ii) Printed Schedule of Items forming estimate put to Quotation.
 - (iii) Specification and Terms & Conditions.
 - (iv) W.B.F. 2911 (ii).

Quotation papers will be available free of cost from this office. Tender papers may be downloaded from departmental website (www.sundarbanaffairswb.in). But prior permission from tender inviting authority for participating the tendering process is required.

- 12) **Earnest Money (i.e. 2% of Quotation amount)** already deposited with the Quotation paper will be converted as initial Security Deposit for the successful Quotationer. The gross recovery of balance security money will be made from each ruining bill @ 10% of the bill value less the amount already deposited with the Quotation as Earnest Money.
- 13) Quotations, which do not fulfill the conditions specified in these Quotation documents or are incomplete in any respect, will be liable to rejection.
- 14) The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject in part or in full of all Quotations received or to split up the work in different groups without assigning any reason thereof.
- 15) Canvassing in connection with Quotation is strictly prohibited and the Quotations submitted by the Quotation who resort to canvassing will be liable to rejection.
- 16) The work has to done as per terms & condition enclosed with this NIQ.
- 17) **Special terms and conditions which have to be followed by the agency for supply of the motor vessel.**
 - I. The intending applicant should submit the quotation along with copy of requisite credential, valid Pan Card, P. Tax, Trade License, GST Registration Certificate etc. She/he shall have to produce the requisite documents at the time of verification.
 - II. The contractual period is 1(one) week and may be shortened by the Executive Engineer, Civil Engineering Division No-II, Sundarban Development Board, S.A. Department without assigning any reason for that.
 - III. Rate should be quoted both in figures and words clearly inclusive of all taxes in vogue in the schedule of item of works attached with the quotation papers. All corrections should be attested under the dated initial of the Signature. Over writing and erasing is not permitted.
 - IV. The accepting authority of the quotation i.e. Superintending Engineer, Sundarban Development Project Circle, Sundarban Development Board reserves the right to reject any or all the quotations or distribute the work among more than one quotationers without assigning any reason thereof.
 - V. Canvassing in connection with the quotation or quotationer who will resort to canvassing will be liable to rejection.
 - VI. T.D.S., I.T. will be deducted as per rules applicable but GST has to pay by the Quotationer himself.
 - VII. Computer & it's all accessories have to supply at the site as told by Engineer in Charge.
 - VIII. Quotationers have to help in getting assistance from the manufacturers / authorized company till one year if needed.

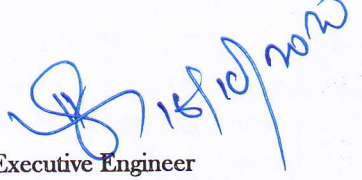

Executive Engineer
Civil Engineering Division No. III
Sundarban Development Board

Memo No.: - 1742/ EE/CED-III/SDB/2020-21

Dated: - 16.10.2020

Copy forwarded for information to:-

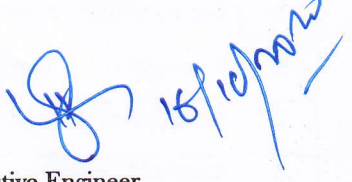
1. The Joint Secretary, Sundarban Affairs Department, Mayukh, Gr. Floor, Salt Lake City, Kolkata – 700091 with the request to upload this NIQ notice of Work in the Department website : www.sundarbanaffairs.in (sent to the e_mail : sundarbanaffairs@gmail.com)
2. The Member Secretary & Project Director, Sundarban Development Board.
3. The Chief Engineer, Sundarban Development Board.
4. The Superintending Engineer, Sundarban Development Project Circle. Sundarban Development Board.
5. The A & G, 3rd MSO Building, 5th Floor, CGO Complex, DF Block, Salt Lake , kol-700064.
6. The Executive Engineer, CED – I/CED-II/CED-IV Sundarban Development Board.
7. Sub-Divisional Officer, Nazat Sub-Division / Minakhan Sub-Division.
8. Sr. Divisional Account Officer, CED-III, Sundarban Development Board.
9. Divisional Estimator, CED-III, Sundarban Development Board.
10. Website: www.sundarbanaffairswb.in
11. Notice Board.


Executive Engineer
Civil Engineering Division No. III
Sundarban Development Board
Dated: - 16.10.2020

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Copy forwarded for information to:-

1. The D.M., North 24-Parganas.
2. The Savadhipati, North 24-Parganas Zilla Parishad.


Executive Engineer
Civil Engineering Division No. III
Sundarban Development Board

Name of work:- Supply and installation of Computers, Printers, UPS, Laptop with other essential accessories for the office of the Executive Engineer, Civil Engineering Division No-III, Sundarban development Board, Poura Bhaban, 5th Floor, FD-415, Bidhanagar, Kolkata -700106.

Schedule of works

SI No	Description of Item	Quantity	Unit	Quoted Rate	Amount
1	Supply of HP/Dell Desktop with i5 10 th Gen Processor, Gigabyte motherboard, 8GB Ram, 1TB Hard disk, DVD Writer, Logitech keyboard and Mouse. windows 10(optional)	2	Each		
2	Supply of HP i5 10 th Gen Processor, 8GB Ram, 1TB Hard disk, DVD Writer, windows 10 in build, (Model HP Pavilion Series) All in one.	1	Each		
3	Supply of Laptop HP/Dell i5 10 th Gen Processor, 8GB Ram, 1TB Hard disk, windows 10 Home With MS Office	1	Each		
4	Supply of 19 inch LED Monitor(HD Display)	3	Each		
5	Supply of 600 VA APC UPS	3	Each		
6	Supply of HP All in one printer	1	Each		
7	Supply of HP LaserJet P1108	2	Each		
8	Supply of Software installation-Antivirus, PDF Reader, scanner and Printer drivers.	3	Each		
9	Supply of Electrical wirings for UPS and Printers	3	Each		
10	Supply of Computer Earthing	3	Each		
11	Canon Scanner LIDE 110	1	Each		

Total Amount:

Total.....

Rates in wards inclusive of GST and all Taxes

Name of Agency:

GST NO:

Address:

Email:

Contact No:

(Signature of Applicant)