

**GOVERNMENT OF WEST BENGAL**  
**URBAN DEVELOPMENT & MA DEPARTMENT**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**SALLAKE ELECTRICAL SUB DIVISION**  
**NIRMAN BHAWAN, BIDHANNAGAR**  
**1<sup>ST</sup> FLOOR, SALT LAKE CITY**  
**KOLKATA-700091**

**NOTICE INVITING QUOTATION**

**Notice Inviting Quotation No. WBUD&MA/S.D.O/SLESD/NIQ- 10/2024-25.**

**Circulation Memo No.: 52**

**Date: 27.02.2025**

Sealed quotations are invited by the undersigned from the eligible, experienced, reliable Electrical/ Mechanical or Electro- mechanical contractor/ agencies / Authorised service dealer having sufficient credential in similar type work:

**Name of Work:** Supply, delivery and installation of 02(six) nos. HD camera, Monitor, Microphone with necessary allied accessories installed at 4th floor, Land Manager office, Nagarayan under maintained by Central Mechanical Division, UD&MA Department.

Schedule of dates for NIQ

Sl.No.	Activity.	Date & Time.	
1.	Date of Publishing/Notification	27.02.2025	
2.	Starting date of application	03.03.2025	from 14.00 hrs
3.	Last Date of Application	10.03.2025	upto 14.00 hrs
4.	Last Date of issue	12.03.2025	after 14.00 hrs
5.	Last Date and time of submission of quotation	13.03.2025	upto 14.00 hrs
6.	Date and time of opening of quotation	17.03.2025	after 15.00 hrs

**1.0 General Condition**

Prayer for issue of papers should be addressed to the Assistant Engineer, Saltlake Electrical Sub Division, Department of Urban Development & Municipal Affairs. Intending bidder should apply for bid document in their respective Letter Heads with the self-attested photo copy of the following documents.

- (a) Permanent Account Number (PAN) of Income Tax Department.
- (b) Professional tax registration certificate.
- (c) GST registration certificate.
- (d) Latest I.T return.
- (e) Certificate of Trade License.

**1.1 Credential/ Eligibility Criteria**

Registered bona fide, reliable and resourceful Electrical / Mechanical or Electro- mechanical contractor /agencies/firms/ Authorised service dealers having **sufficient experience in execution of similar type of works** may participate in this NIQ.

**Others:** Any other documents found necessary.

**Note:** Failure of submission of any one of the above mentioned documents will render the bid liable to summary rejection

## 2.0 General Terms & Conditions Submission of Bids

- a. Bids are to be submitted offline within the stipulated date and time as given in the notice. The bidder shall carefully go through the documents. He needs to fill up the rates in the BOQ, both figure and word.
- b. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation papers.
- c. Any corrigendum notice that may be issued in connection with this N.I.Q shall also form part of the agreement of contract.
- d. Conditional bid / quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- e. The bidders are bound by the terms and conditions of W.B.F No. 2911 along with the specification, notice of NIQ along with all enclosures, Special Terms & Conditions, if any, and schedule of works etc. which forms a part and parcel of this contract. Conditional offer will not be entertained and shall be deemed as 'informal'
- f. No conditional bid/offer/proposal shall be accepted.
- g. Due to occurrence of unavoidable circumstances the lowest quotation may not be accepted.
- h. Price shall be quoted by the bidders / quotationers in their co's / firm's letter head as per schedule which will be issued by the department and submitted in **Sealed** cover addressed to the Sub-Divisional Officer, Saltlake Electrical Sub Division marked- Bid for the work-.....
- i. IT, Cess or any other statutory deduction will be made as per Govt. Rules.
- j. The payment of running account bills, as well as final bill, for the work will be made according to the availability of fund and no claim, whatsoever, due to delayed in payment, will be entertained.
- k. Time of completion will be given in the formal work order.
- l. The interested bidders / quotationers are always welcome to visit the site before submitting the application / quotation / bid etc. for realization of site condition or nature of work.
- m. Quoted rate should be inclusive of all taxes such as GST, CESS, IT etc.
- n. 2% (Two) of quoted amount in the form of Bank Draft from any Nationalized Bank is to be submitted by the successful bidder during the execution of formal agreement in favor of **the Executive Engineer, Central Mechanical Division**
- o. The inviting authority has soul power to cancel summarily the NIQ without given any reason under any unavoidable circumstance.

Sd./  
Sub-Divisional Officer  
Salt Lake Electrical Sub-Division

Copy for necessary information and action to the:

1. Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kol-91.
2. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kol-91.
3. S.D.O, Salt Lake Mechanical Sub Division, Nirman Bhawan, Kol-91.
4. S.D.O, Salt Lake Roads Sub Division
5. S.D.O, Salt Lake Drainage Sub Division
6. Estimating Section, Central Mechanical Division, Nirman Bhawan, Kol-91.
7. Office Notice Board.
8. Accounts Branch, Central Mechanical Division.
9. Special Secretary, (IT Cell), Nagarayan Bhavan.

Sd./  
Sub-Divisional Officer  
Salt Lake Electrical Sub-Division