



सत्यमेव जयते

Department of U. D. & M. A.  
Office of the Sub Divisional Engineer  
Salt Lake Reclamation Sub-Division-I  
Nirman Bhavan (Second Floor)  
Salt Lake, Kolkata- 700091

**1.0 NOTICE INVITING QUOTATION NO. NIQ No. 02 OF 2022-2023 OF SDO, SALT LAKE RECLAMATION SUB DIVISION-I.**

1. Separate sealed Quotation are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Division, U D & M A Department on behalf of the Governor of West Bengal, for the work 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:-SL.NO. 1** Annual repairing & maintenance of computer, printers, UPS , copier cum scanner machine and its peripherals, including installing antivirus, softwares with out spare parts and consumable items in the office of the Executive Engineer/Salt Lake Reclamation Division & its allied Sub-Division, Nirman Bhawan, Kol -91.

**SL.NO. 2** Annual repairing & maintenance of computer, printers, UPS , copier cum scanner machine and its peripherals, including installing antivirus, softwares with out spare parts and consumable items in the office of the E.E., Design , under SLRDC, Nirman Bhavan, Kolkata-91.

**Time of Completion:-** Validity of work order of all works will be for one year from the date of commencement of the work order.

**Price for each schedule is FREE OF COST.**

**Scope of work:** M&R of listed computers, Desktops 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 numbers for informing complaints. All CPUs are to be done dust free from inside by opening it at an interval of three months. In case of 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 to the rate / day accepted by the department. That penalty amount will be deducted from the next bill. The quotation accepting / calling authority reserves every right to terminate the contract without showing any reason at any time on unsatisfactory and delayed services.

Prayer for issue of quotation paper may be addressed to the Sub Divisional Officer, Salt Lake Reclamation Sub-Division-I, Department of Urban Development Department & Municipal Affairs, Salt Lake Kolkata-91.

**DATE AND TIME SCHEDULE**

Last date and time for submission of prayer with all papers for permission of submitting quotation papers is 02/08/2022 Upto 12.00 noon.

Last date and time of issue of quotation papers is 03/08/2022 upto 14.00 h

Last date of dropping of quotation papers is on 05/08/2022 upto 14.00 hours. In the Office of the Sub Divisional Officer, Salt Lake Reclamation Sub-Division-I, Nirman Bhawan, Salt Lake, Kolkata-91.

Date and time of opening of quotation in presence of the participants or their representative is on 05/08/2022 immediately after 14.00 hours. . In the Office of the Assistant Engineer / Salt Lake Reclamation Sub-Division-I, Nirman Bhawan, Salt Lake, Kolkata-91.

2. The Quotation documents and other relevant particulars may be seen by the intending Quotationer or by their duly authorized representatives during office hours between 11.00 A.M. and 4 P.M. on every working day with prayer intimation in the office of the Sub Divisional Officer, Salt Lake Reclamation Sub-Division-I.
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) GST, 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.  
c) Earnest money @2% of the Quoted rates will have to be deposited by the contractors in the form of crossed Bank Draft of any Nationalised Bank in the locality in favour of Executive Engineer, Salt Lake Reclamation Division.
  - i) Earnest money deposited by the agency will be converted into the security deposit for the lowest tenderer, Additional security money totalling 05 (five) percent of the tendered amount, including earnest money deposit, shall have to be deposited by the executing agency at the time of executing duplicate/triplicate copies of his /her/ their tender without which no work order will be issued. Moreover, remaining amount of security deposit shall be deducted from the running account bill of the agency to cover up 10% of the total value of the work executed.
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. GST, 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.
17. In the following cases a Quotation may be declared informal and unacceptable.
- Correction, alterations, additions, etc. if not attested by the Quotationer,
  - If the quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
  - If the total amount is not written both in figures and words.
18. Labour welfare cess @1% (if applicable) will be deducted from the quotationer's bill
19. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained.
20. Normally, Quotation Paper for not more than one work in any one NIQ will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIQ, Quotation Paper Issuing Authority may issue Quotation Paper for any serial even though it may not be preferred by the applicant.
21. Item wise rates should be quoted in figures inclusive of all taxes.

Sub-Divisional Officer  
Salt Lake Reclamation Division-I  
Nirman Bhawan (2nd floor.),  
Kolkata-91

Dated: 22/07/2022

Memo No:- 430(10)

Copy forwarded for information & necessary action to:

- The Joint Secretary, Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- The Chief Engineering Advisor, Department of U D & M A (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- Joint Secretary IT/eGovcell, Nagarayan, Urban Development Department, DF-8, Sector - I of Salt Lake City with request to upload the Notice in the Departmental Website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in)
- The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 91.
- The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 91.
- The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 91.
- The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 91.
- The SDO/ Salt Lake Reclamation Sub-Division-I & II/Salt Lake Survey Sub-Division.
- Accounts branch / Office Notice Board.

Sub-Divisional Officer  
Salt Lake Reclamation Division-I  
Nirman Bhawan (2nd floor.),  
Kolkata-91