



सत्यमेव जयते

Urban Development Department
Office of the Sub-Divisional Officer
Salt Lake Survey Sub-Division
Nirman Bhavan (1st Floor)
Salt Lake, Kolkata-700091
Govt. of West Bengal

NOTICE INVITING QUOTATION NO. 01 OF 2016-2017 OF S.D.O. / S.L. Survey Division.

1. Separate sealed Quotation are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department 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 29 nos. computers, 30 nos. printers, 37nos. UPS, 08nos Copier Machine, 01nos. Scanner 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 CE/Advisor U.D.Department, EE/ S.L. Reclamation Division, EE/S.L. Construction Division, EE/Design & its allied Sub-Divisions etc. Nirman Bhavan, Kolkata-91."

Time of completion: 24 (Twenty-Four) months.

Price of each schedule is Rs. 750.00 (Rupees Seven Hundred Fifty) Only.

Scope of Work: Repairing & maintenance of listed computers, Desktops, H.P. LaserJet printers etc. with its component & 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 of 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 papers may be addressed to the Sub - Divisional Officer, Salt Lake Survey Sub - Division, Urban Development Department and to be submitted in the office of the Sub - Divisional Officer Salt Lake Survey Sub - Division Urban Development Department 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 08/08/2016 up to 14-00 hours.

Last date and time of issue of quotation papers is 08/08/2016 up to 16-00 hours.

Last date of dropping of quotation papers is on 09/08/2016 up to 14-00 hrs. In the office of the Sub - Divisional Officer Salt Lake Survey 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 09/08/2016 , Immediately after 14-00 hrs. in the office chamber of the Sub - Divisional Officer Salt Lake Survey Sub - Division, Urban Development Department Nirman Bhavan, Salt Lake, Kolkata- 700 091.

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, till, in the office of the Sub-Divisional Officer, Salt Lake Survey Sub-Division.

3a) 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.

17. In the following cases a Quotation may be declared informal and unacceptable.

- a. Correction, alterations, additions, etc. if not attested by the Quotationer.
- b. If the quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
- c. 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 Survey Sub - Division
Nirman Bhawan (1st fl.), Kolkata-91.

Memo No:-

223(9)

Dated:

28/07/16.

Copy forwarded for information to the :-

1. Chief Engineering Advisor, 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 Sub-Division,, Nirman Bhawan, Salt Lake, Kolkata-91.
7. *The Computer Cell, Urban Development Department, 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/SLR Division
9. Notice Board of this Office.

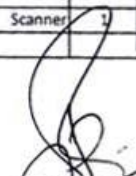
Sub – Divisional Officer
Salt Lake Survey Sub - Division
Nirman Bhawan (1st fl.), Kolkata-91.

LIST OF COMPUTERS & ITS PERIPHERALS OF THE UNDER QUOTED OFFICES AS DETAILS BELOW:-

SL NO	DIVISION	CPU	NOS	UPS	NOS	PRINTER	NOS	SCANNER	NOS	Copier	NOS
1	EE/ Salt Lake Reclamation Division Officer Chamber	1) HCL [Core 2 Duo/2gb/320gb]	2	APC 650VA	2	1) HP LJ CP1515N	1			1) Ricoh MP2001L	1
		2) HP Pro 3330 Microtower [i3/4gb/500gb]		FRONTECH 725VA							
2	O/O EE/Salt Lake Reclamation Division	1) Lenovo [Intel 1.60/2gb/160gb]	2	APC 650VA	3	-	1			1) Kyocera Killburn TASKALFA 180	1
		2) HP Pro 3330 Microtower [i3/4gb/500gb]		Intex 725 VA		-					
				APC 650VA		HP LJ P2015					
3	SDO/ Salt Lake Reclamation -I			Intex 725 VA	1	HP LJ P1566	1			1) Ricoh MP2001L	1
4	SDO/ Salt Lake Reclamation -II	1) HCL [Core 2 Duo 2.53Ghz/2gb/320gb]	1	APC 500VA	1	HP DJ 2460	1				
5	EE/Salt Lake Design Officer Chamber			APC 650VA	1	1) HP LJ 1020	2			1) Kyocera Killburn TASKALFA 180	1
						2) HP D5368					
6	Estimating Branch/Salt Lake Reclamation Division	1) HP Compaq Elite 8300 Microtower [i3/4gb/500gb]	2	Microtek 625VA	2	HP DJ 2460	1				
		2) HP Compaq Elite 8300 Microtower [i3/4gb/500gb]		Intex 725 VA		-					
7	O/O EE- Salt Lake Design		2	APC 650VA	3	HP LJ P1566	2				
		2) HP Pro 3330 Microtower [i3/4gb/500gb]		Intex 725 VA		-					
		3) HP Pro 3330 Microtower [i3/4gb/500gb]		Intex 725 VA		HP LJ P1108					
8	AE/ Salt Lake Design	1) HCL [Pentium 4/1gb/320gb]	2	APC 650VA	2	HP LJ 1020	2				
		2) HP Compaq DX2480 Business PC [Dual Core 2.67/2gb/160gb]		Intex 725 VA		HP DJ D1560					
9	Drawing Section/ Salt Lake Design	1) HP Compaq DX2080 Business PC [Pentium/1gb/160gb]	2	APC 650VA	1	HP LJ1020	1				
		2) HP Compaq DX2080 Business PC [Pentium/1gb/160gb]		-		-					
10	SDO/Salt Lake Survey Sub-Division	1) HCL [Pentium 4 3.19/1gb/250gb]	1	APC 500VA	1	1) HP LJ CP1025N	1				
11	EE/ Salt Lake Construction Division Officer Chamber	1) HP Pro 3330 Microtower [i3/4gb/500gb]	1	APC 600VA	1	HP LJ P1108	1	Canon Lide 110	1		
12	Estimating Branch/ Salt Lake Construction Division	1) HP Compaq 8200 Elite Microtower [i5/2gb/500gb/Zebtronics SPK]	1	Microtek 625VA	1	HP LJ P1108	1				
13	CE-Advisor/ Urban Development Deptt. Salt Lake Project	1) HCL [Core 2 Duo/1gb/250gb]	2	APC	2	HP DJ 2460	2	-		Kyocera Killburn TASKALFA 180	1
		2) HP Compaq Elite 8300 Microtower [i3/4gb/500gb]		INTEX		HP LJ M1213MFP		-		Ricoh MP2001L	1

cont-P-2.

14	O/O EE/Salt Lake Construction Division	1) HP Compaq 8300 Small form Factor [i7/2gb/500gb]	5	APC	6	HP LJ P1108	4				
		2) HP Compaq DX2480 Business PC [Core 2 Duo/1gb/160gb]		BEETEL		-					
		3) HP Compaq DX2480 Business PC [Core 2 Duo/1gb/160gb]		INTEX		-				RICOH Aficio MP1800L2	1
		4) HP Compaq 2080 DX [Pentium-4/1gb/160gb]		Microtek		HP LJ 1020 Plus					
				INTEX		HP LJ P1108					
		5) Dell Optiplex3020 (i3,4gb,500gb)		ZEBRONICS 725VA		HP LJ P1108					
15	O/O SDO Salt Lake Sewerage Sub Division	1) HP Pro 3330 Microtower [i3/4gb/500gb]	2	INTEX	2	HP LJ P1108	2				
		2) HP Pro 3330 Microtower [i3/4gb/500gb]		INTEX		HP LJ 1108					
16	SDO/Salt Lake Water Supply Sub Division Officer Chamber	1) HP Compaq 8300 Small form Factor [i7/2gb/500gb]	1	INTEX	1	HP LJ P1108	1			Ricoh MP 2001I	1
17	O/O Salt Lake Water Supply Sub Division		2	Intex	5	HP LJ P1108	4				
				Intex 725 VA		HP LJ P1108					
		4) HP Compaq DX2480 Business PC [Core 2 Duo/3gb/160gb]		Microtek							
				Intex 625 VA		HP LJ P1108					
		6) HP Pro 3330 Microtower [i3/4gb/500gb]		Intex 625 VA		HP LJ P1108					
19	SDO/Salt Lake Sewerage Sub Division Officer Chamber			APC 650 VA	1	HP LJ P1108	1				
20	Divisional Accountant Salt Lake Construction Division	1)DELL OPTIPLEX 3020 (i3/4GB/500GB)	1	ZEBRONICS 725VA	1	HP LJ P 1108	1				
TOTAL		Computer	29	UPS	37	Printer	30	Scanner	1	Copier Machine	8


 28/07/16
 Sub-Divisional Officer
 Salt Lake Survey Sub-Division
 Nirman Bhawan (1st Fl.), Kolkata-91