

GOVERNMENT OF WEST BENGAL
Irrigation & Waterways Directorate,
Office of the Sub-Divisional Officer,
Sub-Division No. - I
RIVER RESEARCH INSTITUTE, WEST BENGAL.
Haringhata Central Laboratory,
P.O.–Mohanpur, Dist.–Nadia.

Memo No.: 45

Date:01.06.2017

NOTICE INVITING QUOTATION
N.I.Q. No. 02 of 2017-18 of SDO-I/RRI/HCL

Sealed quotations are invited by the SDO-I, RRI, HCL on behalf of The Governor of West Bengal from reliable resourceful Bonafide agencies having experience in similar nature of job.

Name of the work: “Supply and Installation of digital EPABX Machine with 32 lines Box expandable upto 48 lines when required with CLI available (Internal only) including 25 nos. Telephone sets, with necessary cables (cassing) For entire building with necessary fitting & fixing with battery backup for River Research Institute, Haringhata Central Laboratory, Mohanpur Nadia, for the year 2017-18.”

Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl. No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	08.06.2017	Up to 16.00 Hrs.
2.	Date of issue of quotation papers	09.06.2017	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	12.06.2017	Up to 15.00 Hrs.
4.	Date and time for opening quotation	12.06.2017	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. The quotationers are requested to submit all the requisite documents such as , latest p-Tax Clearance, VAT Clearance, Trade License, Valid IT PAN etc. at time of submission of the application , without which it will be treated informal.
4. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
5. No conditional Offer/Proposal shall be accepted and deemed as informal.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The work will be completed within the 10 working days from the date of the issue of work order.
8. The quotationer may remain present at the time of the opening of the quotation.
9. The lowest quotation shall have to execute a formal agreement in 2908 form within 7 working days from the date receipt of work order , along with 2 % of the quoted amount as Earnest Money by BID in favour of EE(SDP)/RRI.
10. The Quotation Inviting Authority reserves the right to reject any quotation & or cancel the quotation without citing any whatsoever.

**Sub -Divisional Officer,
Sub-Division No.-I,
River Research Institute,
HCL, Mohanpur, Nadia.**

Copy for information to the:

1. The Superintending Engineer, Investigation & Planning Circle-II, I & W Dte., Jalasampad Bhawan, Bidhannagar, Kolkata-700091.
2. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
3. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
4. The Executive Engineer & Nodal Officer, e-governance, I&W Dept. (DVC Study Cell), for uploading the Notice in our dept. Website.
5. S.D.O.-II, R.R.I., H.C.L., Mohonpur, Nadia
6. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
7. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
8. Notice Board, R.R.I., HCL.
9. Cashier, R.R.I., W.B., Kolkata.

**Sub -Divisional Officer,
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N.I.Q. No. 02 of 2017-18 of SDO-I/RRI/HCL

Name of Work :- Supply and Installation of digital EPABX Machine for River Research Institute, Haringhata Central Laboratory, Mohanpur Nadia, for the year 2017-18.

PROFORMA FOR QUOTING RATE

Sl. No.	DESCRIPTION OF ITEM	UNIT	QTY.	RATE (□)	AMOUNT (□)
01.	Supply and Installation of digital EPABX Machine with 32 lines Box expandable upto 48 lines when required with CLI available (Internal only) including 25 nos. Telephone sets, with necessary cables (cassing) For entire building with necessary fitting & fixing with battery backup.	Nos.	01		

N.B.: Before submitting any quotation the intending quotationers should make themselves acquainted thoroughly with the approved quality by actual inspection of the site. The rate should be inclusive of all taxes and also delivery charges including maintenance in proper position.

Sub -Divisional Officer,
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River Research Institute,
HCL, Mohanpur, Nadia.

I/ We do hereby agree to execute the work amounting to Rs.....
(Rupees.....)

Signature of the Quotationer with seal