

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No. S/IL/17726 of 2003-04)

IT & Statistical Cell

Joint Administrative Building, 8th Floor, A Wing, Block-HC7, Sector-III, Salt Lake,
Kolkata 700 106.

Date: 14th January, 2025

NOTICE INVITING QUOTATION

Sealed item rate basis Quotation is invited for the under noted work by the Sr. Deputy Secretary, IT Cell, P & RD Dept. from the reputed / well experienced and Authorized agencies/ bidders for execution of the following work as detailed below: -

Sl. No.	Name of work	Location	Time of Completion
01	Installation of 5-Port LAN set up at 5 th Floor of Mrityika Bhavan. (as per Annexure-I).	Training Cell, 5 th Floor of Mrityika Bhavan, Block-DD-18/9, Sector-I, Salt-lake, Kolkata-700064	Within 07 (Seven) days from the issue of Work order.

1.
 - a) Last date and time limit for submission of Quotation : - **29. 01 .2025 Up to 04.00 p.m.**
 - b) Date & time for opening of Quotation : - **29. 01 .2025 at 04.30 p.m.**
 2. **The intending Quotationers/Agencies/Bidders should have past sufficient experience.**
 3. The intending **Quotationers/ Bidders/ Agencies** must have GST, PAN, ITR of last F.Y. year, Trade registration/license and photo copies of such certificates are to be submitted by the **Quotationer/ Bidder/ Agency with this NIQ**. Failing which the offer submitted will be treated as canceled.
- Quotation documents and other relevant particulars may be seen by the intending bidders on any working day between 10.15 a.m. to 5.15 p.m. up to 28. 01 .2025 in the office of Joint Administrative Building, IT Cell, 9th Floor, Block-HC 7, Sector-III, Salt Lake, Kolkata- 700 106.**
4. **Intended Quotationers / Bidders / Agencies may contact this office for details of specification or any other enquiry within 5.00 P.M. of any working day up to 28. 01 .2025.**
 5. Quotation documents shall consist of: -
 - a) This notice inviting Quotation hereinafter will be referred to as the quotation notice.
 - b) Departmental schedule.
 6. A bidder is to quote rates in figures as well as in words as per item rate quoted in the departmental schedules **(as per Annexure-I)**.

7. The quotation shall be clearly and legibly being written and the whole writing must be by the hand of the person signing quotation and with the same pen & ink. Failure to do so makes the quotation invalid. Erasing or overwriting shall not be allowed. Corrections in the tender should be avoided and if this becomes unavoidable, the entire quotation (and not a portion only) shall be scored out and signed (not simply initialed) by quotation in token of such cancellation. A fresh quotation one of the specified manner shall be written correctly.
8. Complete quotation documents are to be placed in a cover and duly sealed with the name of the work and with the name of and address of the tenderer superscripted on the cover. The sealed cover containing the quotation is to be submitted to the office of **Joint Administrative Building, IT Cell, 9th Floor, Block-HC 7, Sector-III, Salt Lake, Kolkata- 700 106** within the specified date and time mentioned herein before in sl. no. 1 (a).
9. If the day on which the quotation is due has been or is declared a closed holiday of Government Offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.
10. Canvassing in connection with the quotation is strictly prohibited and the Quotationers/ Bidders/ Agencies who resort to this will render his quotation liable to rejection.
11. The acceptance of the offer will rest with the undersigned, who does not bind himself to accept the lowest quotation and reserves to him the authority to reject any or all the quotations received without assigning any reason thereof.
12. Bids shall remain valid for a period not less than 60 (Sixty) days from the date of opening of quotation.
13. The percentage of variation of item of work for which there shall be no increase in rates shall be 80%.
14. The selected Quotationers/ Bidders/ Agencies will have to keep himself in readiness to complete the work within the target date as directed by the authority fully understanding that the time will be the essence of the contract. The Quotationers/ Bidders/ Agencies will have to take up the work immediately as directed by the authority from the date of receipt of work order. If the bidders/agencies fail to complete the whole work within target date, the authority have every right to take appropriate action in this regard, which will be binding to the Quotationers/bidders/agencies.
15. **The Defect liability period for this work is calculated 01 (One) year from the date of competition of work.**
16. The acceptance of the quotation will rest with the competent authority of Joint Administrative Building, IT Cell, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all the quotations received without assigning any reason thereof.
17. The quantity of Items as indicated in **Annexure-I** may be increased or decreased at the desire of competent authority during the actual execution. The contract shall remain unaffected by such deviation.
18. Rate quoted by the Quotationers/ Bidders/ Agencies for this work should be inclusive of all taxes, duties, transportation, Loading & unloading etc. and for this nothing will be paid extra. Quotationers/ Bidders/ Agencies should consider all such costs at the time of quoting their rates in quotation.

Quotationers/ Bidders/ Agencies may quote each and every items rates individually, accordingly the lowest total amount of all the items will be considered as lowest bid, individual rate of each items will not be accepted. Work is to be accepted strictly as per specification and quality.

19. The payment will be made as and when fund will be available from the concerned source if the agency/bidder completes the work successfully to the satisfaction of E.I.C from technical point of view as well as workmanships.
20. **15 digit Good and Service Tax payer Identification Number (GSTIN) under GST Act, 2017. Tax invoice need to be issued by the supplier/bidder for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act, 2017.**
21. **Taxes (if any) will be deducted from the bills as per norms in vogue and only after successful completion of the Supply work, payment will be made.**
22. The NIQ will form a part of the contract.

dy. 20/1/25

Sr. Deputy Secretary

Date: 14th January, 2025

Copy forwarded for information and necessary action to: -

1. Joint Secretary (IT), P & RD Dept.
2. Member Secretary, STARPARD, P&RD Dept.
3. Shri Sandipan Saha, AIO, P & RD Dept.- with a request to upload the NIQ in the departmental website.
4. Sr. P.A to the Secretary of this Department
5. Office Notice Board, Joint Administrative Building, P & RD Dept., Kol-106

dy. 20/1/25

Sr. Deputy Secretary

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(Annexure-I)

**Schedule for Installation of 5-Port LAN set up for Training Cell under P & RD Dept. at
Mrittika Bhaban, 5th Floor, Block: DD- 18/9, Sector-I, Saltlake, Kolkata-64**

Sl. No	Item Descriptions	Qty.	UoM	Rate/Unit (including all taxes & GST) (Rs.)	Total Amount (Rs.)
1	Supplying, Fitting & Fixing 24 port Switch	1	Nos		
2	Supplying, Fitting & Fixing of IO with back box and face plate	5	Nos		
3	Supplying, Fitting & Fixing CAT6 UTP Cable	100	Mtr		
4	Supplying, Fitting & Fixing Patch Cord Cat6	5	Nos		
5	Supplying, Fitting & Fixing Conduit and other accessories	1	LoT		
6	Installation & Service charges	1	LoT		
Total = Rs.					

Total Amount (in fig. & word) -.....

The rates mentioned under items of work are inclusive of all taxes and duties, transportation with all incidental charges.

Date

Signature of Bidder

With Seal