

**Office of the Executive Engineer
West Bank Division, SD&SWM Sector,
KMDA Unnayan Bhavan (5th Floor) Salt
Lake City Kolkata – 700091**

Memo No. 45/EE/WBD/SD&SWM/KMDA

Date: 30/07/24

N.I.Q. NO. 01/EE/WBD/SD&SWM/KMDA OF 2024-25

NOTICE INVITING QUOTATION

Sealed Quotations in Letter head pad are hereby invited by the **Executive Engineer, West Bank Division, SD&SWM Sector, KMDA, 5th Floor, Unnayan Bhavan, Kolkata – 700 091** from bonafide, reliable, experienced & resourceful firms / individuals contractors, joint ventures / consortium who have successfully completed works in Government / Govt. Undertaking / Govt. Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials having credentials of **1 (One) Similar Nature Of Completed Work** of the minimum value not less than i) 40% of the estimated amount in a single contract OR ii) two contracts each of at least 30% of the estimated amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIQ.

Sl. No.	Name of Work	Earnest Money (Rs.)	Time of Completion	Cost of Tender Paper (non-refundable) (Rs.)
1.	Operation and Maintenance of Desktop computers and its peripheral items at different divisions and offices of SD & SWM Sector , KMDA for period one year	2% of the Quoted Amount. Initial Earnest Money deposit shall be Rs: 1000.00 and balance (if any) of 2% shall have to be deposited on acceptance of bid.	1 Year	350/- (Cash/ Demand Draft)

Original Earnest Money deposit in the form of DD/ Bank Draft/ Pay Order issued from any Nationalized/ Scheduled Bank in favor, **KMDA** payable at **Kolkata**.

1) Details Tender Proceedings will as follows :

1)	Last date of receipt of application (in duplicate) along with all documents for quotation.	Up to 2 pm on 05.08.24
2)	Date and time for permission for participating and issuance of Tender Documents.	At 4 pm on 05.08.24
3)	Date and time of submitting of quotation.	At 1 pm on 07.08.24
4)	Date and time of opening of quotation.	At 3 pm on 7.08.24

The rate is to be quoted both in figures and words. The quotationer shall submit the Quotation in their Letter Head quoting the rate duly signed by the quotationers with sealed envelope.

2) List of common documents shall have to be submitted by each tenderer at the time of submission of last date of receiving quotation.

- i. Income Tax Return (For last 3yrs)
- ii. Pan Card.
- iii. Professional Tax clearance certificate.
- iv. Trade License.
- v. Technical Credential.
- vi. Work Order for the work in technical credential.
- vii. Payment certificate of the said work.
- viii. Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.

3. The company will inspect & perform periodical functional check upon the aforesaid computers & its peripherals in monthly basis within 10th day of month irrespective of frequency at the said location mentioned above. For every call at your dedicated phone number/s or any other intimation (through Whatsapp etc) related to this AMC works should be attended at our above mentioned offices by your authorized service personnel within ,24 working hours of available working day and service would be done satisfactorily at the earliest possible time
4. The successful bidder will provide the support regarding the serviceability of computers & its peripherals i.e. necessary formatting, installation of spare parts or any new device, software, scanner, activation of anti-virus, toner replacement, internet configuration, cleaning of unreachable sophisticated spare parts and anything & everything related to this types of maintenance
5. All the spare parts are included in this maintenance.
6. Offered rate for the above work should be quoted inclusive of all statutory taxes as admissible. No separate payment will be made over the total amount for GST or any other taxes.
7. The quotationer shall submit the Quotation in their **Letter Head quoting the rate duly signed by the quotationers with sealed envelope.**
8. **No Conditional Quotation will be accepted.**
9. The quotation shall be submitted in the prescribed form in English.
10. The Quotations will be opened by the Executive Engineer, West Bank Division, SD&SWM Sector, KMDA or his authorized representative in presence of quotationers.
11. The Quotation inviting authority reserves the right to accept or reject any or all the Quotations without assigning any reason what so ever by KMDA.
12. Deducting SD shall be as per order of Finance dept., Govt. of West Bengal. SD money will be released after the completion of the work.

13)

Inventory list of computer and its peripheral							
Sl no.	Name Of Office	Location	No of Existing Desktop computers	No of UPS	No of existing Printer cum Scanner for AMC (including purchase of Printer ink	Printer Specification	Remarks
1	CE office	5th floor , Unnayan Bhawan (including General Section)	4	3	3	1.Canon Imageclass MF244	
						EPSON L380	
						Canon MF 249DW	

		5th floor , Unnayan Bhawan Accounts Section	2	1	1	HP Laserjet P1007	
2	ACE office	6th floor , Unnayan Bhawan Accounts Section	2	1	1	HP Laserjet Pro MSPM26nW	
3	SE (Plng circle)	6th floor , Unnayan Bhawan Accounts Section	1	1	1	HP Laserjet P1108	
4	SE (Prog circle)	5th floor , Unnayan Bhawan Accounts Section	1	1	1	HP Laserjet P1108	
5	SE (North circle)	5th floor , Unnayan Bhawan Accounts Section	1	1	1	1.HP Laserjet P1108	
6	SE (South Circle)	Ground/5th floor , Unnayan Bhawan Accounts Section	1		1	1. HP Laserjet P1108	
7	EE(East Bank Div)	5th floor , Unnayan Bhawan Accounts Section	4	2	3	1. Epson L3110 2. Epson LQ1150 II 3. Epson LQ1150 II	
8	EE(South Div)	Baghajatin STP Complex	2	1	1	1.HP Laserjet P1108	
9	EE (West Bank Div.)	5th floor , Unnayan Bhawan Accounts Section	3	1	2	1. Epson L3110 2. HP Lasejet Advantage 2338	

10	EE (Planning Div.)	1st Floor , Unnyan Bhawan	1	1	1	1. Canon Image Runner 2420L
11	EE (Hwh Div.)	Howrah Padmapukur	1	1	2	1. HP Laserjet PRO MFPM 1329 2. EPSON M2110
12	EE (Central)	5th floor , Unnayan Bhawan Accounts Section	3	2	2	1. Epson L380 (colour) 2. HP Laserjet P1108
Total			26	16	20	



 30.07.24
 Executive Engineer, WBD
 SD&SWM Sector, KMDA.

No. 45/1(10)/EE/WBD/SD&SWM/KMDA

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Copy forwarded for information and wide circulation to:-

1. The Chief Engineer, SD Sector, KMDA.
2. The Chief Engineer I, SWM Sector, KMDA.
3. The Chief Engineer II, SWM Sector, KMDA..
4. The Superintending Engineer, Planning Circle, SD & SWM, KMDA.
5. The Superintending Engineer, Programme Circle, SD&SWM Sector, KMDA.
6. The Superintending Engineer, North Circle, SD&SWM Sector, KMDA.
7. The Superintending Engineer, South Circle, SD&SWM Sector, KMDA.
8. The Deputy Secretary , P R Cell , KMDA
9. The Executive Engineer , EBD / PD/CD/HD/SD , SD & SWM , KMDA
10. The Accounts Officer, SD&SWM Sector, KMDA.
11. Notice Board, West Bank Division, SD & SWM, KMDA.


30.07.24
Executive Engineer,
WBD SD&SWM Sector, KMDA