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

Date: 29.08.25

Memo No. 36/EE/WBD/SD &SWM/KMDA/2025-26

N.I.Q. NO. 04 /EE/WBD/SD & SWM/KMDA OF 2025-26

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 etc. 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 offices of SD & SWM Sector, KMDA for period 4 months.**	**2% of the Quoted Amount.** Initial Earnest Money deposit shall be **Rs: 1000** and balance (if any) of **2%** shall have to be deposited on acceptance of bid.	**4 months**	**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 08.09.25**
2)	Date and time for permission for participating and issuance of Tender Documents.	**At 4 pm on 08.09.25**
3)	Date and time of submitting of quotation.	**Up to 1 pm on 10.09.25**
4)	Date and time of opening of quotation.	**At 3 pm on 10.09.25**

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, printer toner replacement, printer ink refill, 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)

LIST OF INVENTORY FOR AMC		
SWM SECTOR		
Sl. No.	Name of office/Sector	Specification
DESKTOP		
1	CE office/SWM sector	i3/8GB/512GB/Windows 10
2	CE office/SWM sector	i5/4GB/512GB/Windows 10
3	CE office/SWM sector	i5/4GB/256GB/Windows 10
4	Planning Circle/SWM sector	i3/8GB/512GB/Windows 10
5	South Circle/SWM sector	i3/8GB/512GB/Windows 10
6	West bank Div./SWM sector	i3/8GB/932GB/Windows 10

7	East bank Div./SWM sector	i3/8GB/512GB/Windows 10
8	East bank Div./SWM sector	i3/8GB/512GB/Windows 10
9	East bank Div./SWM sector	i3/8GB/512GB/Windows 10
10	Howrah Div./SWM sector	i3/8GB/512GB/Windows 10
11	Central Div./SWM sector	i3/8GB/512GB/Windows 10
12	Central Div./SWM sector	i3/8GB/512GB/Windows 10
13	Sector office/ SWM Sector	i3/8GB/512GB/Windows 10
14	Sector office/ SWM Sector	i3/8GB/512GB/Windows 10
15	Sector office/ SWM Sector	i3/8GB/512GB/Windows 10
16	Account Section/SWM Sector	i3/8GB/512GB/Windows 10
	Printer / Scanner	
1	CE office/SWM sector	Canon Imageclass MF244
2	CE office/SWM sector	Epson X6QV006429
3	CE office/SWM sector	HP Laserjet Pro MSPM26nW
4	CE office/SWM sector	HP Laserjet Pro MFB M26nw
5	North circle/SWM sector	EPSON M2110
6	Planning Circle/SWM sector	HP Laserjet P1108
7	South Circle/SWM sector	HP Laserjet P1108
8	South Circle/SWM sector	EPSON M2110
9	West bank Div./SWM sector	Epson L3110
10	West bank Div./SWM sector	EPSON M2110
11	East bank Div./SWM sector	Epson L3110
12	East bank Div./SWM sector	Epson LQ1150 II
13	East bank Div./SWM sector	Epson LQ1150 II
14	East bank Div./SWM sector	EPSON M2110
15	Howrah Div./SWM sector	HP Laserjet PRO MFPM 1329
16	Howrah Div./SWM sector	EPSON M2110
17	Central Div./SWM sector	Epson L380
18	Central Div./SWM sector	HP Laserjet P1108

19	Central Div./SWM sector	EPSON M2110
20	Sector office/ SWM Sector	EPSON L380
21	Sector office/ SWM Sector	Canon MF 249DW
22	Sector office/ SWM Sector	HP Laserjet P1007
23	Account Section/SWM Sector	HP Laserjet P1107

UPS

Sl. No.	Name of office/Sector	No of UPS
1	CE office/SWM sector	3
2	Planning Circle/SWM sector	1
3	East bank Div./SWM sector	2
4	West bank Div./SWM sector	1
5	Howrah Div./SWM sector	1
6	Central Div./SWM sector	2
7	Account Section/SWM Sector	1
8	Sector office/ SWM Sector	3

LIST OF INVENTORY FOR AMC

SD SECTOR

Sl. No.	Name of office/Sector	Specification
	DESKTOP	
1	Prog. circle/SD sector	i3/8GB/512GB/Windows 10
2	Plng. Div./SD sector	i3/8GB/512GB/Windows 10
3	South Div./ SD sector	i3/8GB/512GB/Windows 10
4	South Div./ SD sector	i3/8GB/512GB/Windows 10
	Printer / Scanner	
1	Prog. circle/SD sector	HP Laserjet P1108
2	Plng. Div./SD sector	Canon Image Runner 2420L
3	Plng. Div./SD sector	EPSON M2110
4	South Div./ SD sector	HP Laserjet P1108
5	South Div./ SD sector	EPSON M2110

UPS		
Sl. No.	Name of office/Sector	No of UPS
1	Prog. circle/SD sector	1
2	Plng. Div./SD sector	1
3	South Div./ SD sector	1

29.08.25

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

Date: 29.08.25

Memo No. 36/EE/WBD/SWM/KMDA/2025-26

Copy forwarded for information and wide circulation to:-

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

29.08.25.

Executive Engineer,
WBD, SD & SWM Sector, KMDA