

**Government of West Bengal**  
**State Project Implementation Unit**  
**National Cyclone Risk Mitigation Project Phase-II**  
**Department of Disaster Management**  
**Tran Bhawan, 5<sup>th</sup> Floor, 87/A, S.N. Banerjee Road,**  
**Kolkata – 700014**

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**Request for Quotation**

**Memo No. 01 /NCRMP-II**

**Date:**  
**07.12.2016**

(R.F.Q. No. 01/SPIU-NCRMP-II/ 2016-17 of Project Director, SPIU, NCRMP-II)

Sealed quotations are hereby invited from resourceful, bona fide, suppliers/dealers having experience in similar nature of works for carrying out the following jobs as detailed below:

1. Name of Work : Supply of electronic items in the office of the SPIU, NCRMP-II, Tran Bhawan, 5th Floor, 87/A, S.N. Banerjee Road, Kolkata – 700014.
2. Scope of work : As specified in BOQ (Annexure – A).
3. Eligibility : Credentials/ Completion certificates from competent authority for similar nature of work done.  
Up-to-date clearance certificate of VAT, I.T, P.T (as applicable).
4. Submission of quotation : Rates are to be offered in the form (included in **Appendix- A**) in the company's letterhead in sealed cover in **Item Rate Basis**. Rates are to be written both in figure and in words. The rates are required to be comprehensive covering all charges for manning, instruments & appliances, carriage, stationeries & other incidentals including all statutory taxes. Conditional offer will not be accepted. Each bidder may submit, within the time permitted, one quotation, in writing, which may not be altered or negotiated, and which shall be accompanied by a certified copy of the bidder's business registration (and other requirements mentioned in the RFQ). All quotation shall be submitted only at office of the concerned procuring entities.
5. Last date of submission : **21/12/2016 up-to 2pm in the drop box at the office of Project Director, SPIU, NCRMP-II, Tran Bhawan, 5th Floor, 87/A, S.N. Banerjee Road, Kolkata – 700014.**
6. Opening of quotation : **21/12/2016 at 3 pm.** It is advisable that the applicants remain present during opening.
7. Execution of Tender/ Program of works : Work order will be issued to the successful agency.
8. Work Order : Work order will be issued to the successful quotationer.
9. Security Deposit : A Demand Draft / DCR (Deposit Call Receipt) as Security Deposit is to be submitted amounting 10% of the quoted amount after the Work Order issued / before the final payment. The Draft issued by any Nationalized Bank in favour of National Cyclone Risk Mitigation Project, Phase –II, W.B The SD will be released after 1 (One) months of successful completion of work.
10. Time of Completion : **3 (Three) days** from the date of commencement of work which will be specified in Work Order.

11. Terms and Conditions

- i) Each bidder shall submit only one quotation
- ii) The Contract shall be for the full quantity of each item
- iii) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- iv) The prices shall be quoted in Indian Rupees only.
- v) All applicable duties, taxes and other levies shall be included in the total price.
- vi) Sale tax / VAT in connection with sale shall be shown separately.
- vii) Quotation shall remain valid for a period of not less than 15 days after the deadline date specified for submission of quotation.

12. Defect Liability Period

: **1(One) Year** (on site warranty) from the date of installation of the supplied materials.

Procurement Officer  
SPIU,NCRMP-II

**Memo No. 01/1(7)//SPIU-NCRMP-II/ 2016-17**

**Date: 07.12.2016**

Copy forwarded to :-

1. The Project Director, SPIU,NCRMP-II and Principal Secretary, Department of Disaster management
2. The Chief Engineer ,SPIU,NCRMP-II
3. The Superintending Engineer, SPIU, NCRMP-II.
4. The Director, Department of Disaster management
5. The Accounts Section of this office, for information & necessary action.
6. This office Notice Board.
7. Portal of Department of Disaster management

Procurement Officer  
SPIU,NCRMP-II

## **APPENDIX-A**

**(R.F.Q. No. 01/SPIU-NCRMP-II/ 2016-17 dated 07.12.2016 of Project Director, SPIU,NCRMP-II)**

**Bill of Quantity (B.O.Q) in connection with the work of "Supply & Installation of Electronic Items in the office of the Project Director,SPIU,NCRMP-II,Tran Bhavan".**

[To be filled up by the agency in letter head]

<b>SI No</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate</b>	<b>ST / VAT</b>	<b>Total Amount</b>
1.	Casio Calculator FX991 MS	7	Nos.			
2.	Casio Calculator FX82 MS	3	Nos.			
3.	Sony Cybershot Camera DSCHX400	1	No.			
4.	HP 88A Toner	4	Nos.			
5.	Cannon NPG 59 Toner	4	Nos.			
6.	HP 16 GB Pen Drive (metal Body)	12	Nos.			
7	GARMIN ETRAX 10 GPS	1	No			
8	BOSH Range Finder GLM 80	1	No			
9	Sony BRAVIA 43W 800D 43 " Full HD LED TV	1	No			
10	UPS APC 650 VA	6	Nos.			
11	Quick Heal Total Security Anti-virus (10 users+5 users) valid for 3 years	15	Users			
12	Tally ERP 9.0 Gold Multi User Software(2 Users)	1	No			

**I/We agree to carry-out the work mentioned herein at the total cost of Rs..... (In figures) (Rupees.....) only inclusive of all taxes, abiding by all terms & conditions stipulated in R.F.Q. with full satisfaction of Q.I.A.**

Signature with Seal.