



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer, Mograhat Drainage Division
Puratan Bazar, P.O. : Baruipur, District : South 24 Parganas, Pin-700144
Ph. : 033-24336035, e-mail : executive.mograhat91@gmail.com

Memo No. :- 892 / 19-3

Date :- 22.05.2026

NOTICE INVITING QUOTATION NO. 01/EE/MDD of 2026-27

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer, Mograhat Drainage Division, Baruipur, Kolkata-700144 from bonafide & resourceful suppliers through own letter head of agency, for acceptance by the Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte., Kolkata-700091 against the following work as below –

- *“Annual Maintenance & repair of Computers, Printers, Photocopier etc. including peripherals installed at Mograhat Drainage Division, New Office Building, 1st floor, Puratan Bazar, Baruipur, Kolkata – 700144.”*

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 29.05.2026 upto 5:00 p.m.
- ii) Last date of issuing of quotation :- 01.06.2026 upto 5:00 p.m.
- iii) Last date of dropping of quotation :- 02.06.2026 upto 2:00 p.m.
- iv) Date & time of opening of quotations :- 02.06.2026 after 2:30 p.m. (In the chamber of EE / MDD)

Terms and Condition for the quotation is as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, PTPC, Trade License, latest ITR, GSTIN (if any) etc. together with credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over ‘OWN - LETTER - HEAD’ of the agencies. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.
- 6) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in- charge (i.e. Executive Engineer, Mograhat Drainage Division) at the time of executing Formal Agreement in W.B.F. No. 2911 within 7 (Seven) days from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.

Sd/-
Executive Engineer
Mograhat Drainage Division,
Irrigation & Waterways Directorate

Copy forwarded for information and wide circulation to:

1. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan, Salt Lake, Kol-700091.
2. The Sub-Divisional Officer, Baruipur Drainage / Mograhat Drainage Outfall / Mograhat Irrigation Sub-Divn.
3. Accounts Section / Estimate Section. Mograhat Drainage Division.
4. The Office Notice Board.

Sd/-
Executive Engineer
Mograhat Drainage Division,
Irrigation & Waterways Directorate

Schedule for the work - “Annual Maintenance & repair of Computers, Printers, Photocopier etc. including peripherals installed at Mograhat Drainage Division, New Office Building, 1st floor, Puratan Bazar, Baruipur, Kolkata – 700144.”

(N.I.Q. NO. 01/EE/MDD of 2026-27 of Executive Engineer, Mograhat Drainage Division)

<i>Sl. No.</i>	<i>Description of item</i>	<i>Qty</i>	<i>Unit</i>	<i>Rate (Rs.)</i>	<i>Amount (Rs.)</i>
1	A. Maintenance (without spares) : Maintenance of Desktop computer & UPS (any make) including Key Board, Mouse, Monitor etc.	10	Each		
2	Maintenance of Printers (Single / Multi function Laserjet / Deskjet).	10	Each		
3	Maintenance of Photocopier of any make.	1	Each		
4	Maintenance of Network & Internet connectivity (Wired & Wireless).	2	Each		
5	B. Supply : Supply & Renewal of antivirus software Quick Heal or other latest brand for at least one year for each computer as per direction of the E.I.C.	6	Each		
6	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. HP Laser Toner 88A	1	Each		
7	Refilling of printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. HP Laser Toner 88A (including Drum/Blade)	5	Each		
8	Supply of new printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Toner for Canon Photocopier NPG28	1	Each		
9	Refilling of printer ink cartridge / Ribbon / Toner Cartridge including cost of installation, testing and cost of technical person as per direction of the Engineer-in-charge. Toner for Canon Photocopier NPG28	1	Each		
Total =					
Rupees only.					

Date :

Place :

Signature of the Agency/Contractor
with official seal if any