



**GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
MEGHNA INVESTIGATION DIVISION
YINGYAR VILLA, LUMPYNGGAD
SHILLONG-793 014**

No.MID/JEHQ-2/2011-12/2132-33

Dated the 2nd November 2011

NOTICE INVITING QUOTATION

Sealed quotations are invited by the undersigned on behalf of the President of India from reputed firms/suppliers for preparation and supply of the following Data Forms & Registers (as per sample) under the terms and conditions given below:

SN	Description of item	Qty.	Unit	Rate in Rs.
Forms				
1	CWC/RD-1 Form	12000	Per hundred	
2	CWC/RD-2 Form	1200	Per hundred	
3	CWC/RD-3 Form	500	Per hundred	
4	CWC/RD-4 Form	600	Per hundred	
5	CWC/RD-6 Form	400	Per hundred	
6	CWC/RD-7 Form	2500	Per hundred	
Registers				
7	CWC/RD-1 (150 forms)	36	Nos.	
8	CWC/RD-2 (100 forms)	5	Nos.	
9	CWC/RD-3 (100 forms)	5	Nos.	
10	CWC/RD-4 (100 forms)	5	Nos.	
11	CWC/RD-6 (100 forms)	5	Nos.	
12	CWC/RD-7 (100 forms)	15	Nos.	
13	Discharge field book (100 sheets)	50	Nos.	

TERMS AND CONDITIONS:

1. The sealed envelope containing the quotation should be superscribed as "**Quotation for Preparation and Supply of Data Forms & Registers due on 02-12-2011**" and addressed to the Executive Engineer, Meghna Investigation Division CWC, Yingyar Villa, Lumpynggad, Shillong – 793014.
2. The sealed quotations should be submitted to this office by **1500 hrs. on 02-12-2011**. The quotations received shall be opened at 1530 hrs. on **02-12-2011** in the presence of bidders or their authorized representatives.
3. The rates are to be quoted F.O.R. destination inclusive of packing forwarding, freight, insurance, if any, at office of the Executive Engineer, Meghna Investigation Division, CWC, Yingyar Villa, Lumpynggad, Shillong.
4. The rate should be indicated in both figures and words. The quotationers shall initial corrections/ overwriting if any in the quotation.
5. The sample of Forms/Registers may be collected/seen at the O/o the undersigned on all working days up to 01-12-2011 during office hours from 10 am to 5 pm.

6. The quantities mentioned above are tentative only and may vary at the time of placing the supply order subject to requirement.
7. All duties, taxes (except octroi) transportation and other levies payable by the supplier/contractor under the contract shall be included in the total price. Actual CST/VAT may be indicated separately. Octroi exemption certificate, if necessary, shall be issued on request. Any damage or loss occurred during this process should be borne by the agency itself.
8. The payment will be made only after satisfactory supply of materials as per sample in good condition and on submission of pre-receipted bills in triplicate, through Account payee cheque on State Bank of India, Shillong or DD for outstations.
9. The quotation shall remain valid for a period of not less than 90 days from the date of opening.
10. The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications.
11. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered lowest price.
12. Notwithstanding the above, the undersigned reserves the right to accept or reject any or all quotations and cancel the process at any time prior to the award of the contract without assigning any reason thereof.

Yours Sincerely,

(B.B.SAIKIA)
Executive Engineer

Copy to:

1. The Director, SM Directorate, CWC, Sewa Bhawan, R.K. Puram, New Delhi with the request to publish at CWC Web site. A softcopy is emailed to smdte@nic.in for necessary action please.
2. The Accounts Branch, Meghna Investigation Division, CWC, Yingyar Villa, Lumpynggad, Shillong-14, with the request to present at the time of opening of quotation.
3. Notice board of office of Executive Engineer, Meghna Investiation Division, CWC, Yingyar Villa, Lumpynggad, Shillong.