

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HORTICULTURE
DEPARTMENT OF FOOD PROCESSING INDUSTRIES AND HORTICULTURE
Benfish Tower (4th Floor), GN -31, Sector V, Salt Lake, Kolkata- 700091

No- I/774079/2026/ DOH-11011/7/2026

Date- 26-05-2026

NOTICE INVITING QUOTATION (NIQ)

NIQ No. _____ / DOH-11011/7/2026

Name of Work	Repairing of a L.G. Cassette AC Machine at the Director's Chamber, Directorate of Horticulture, Benfish Tower, Kolkata - 700091
Quotation Submission Period	26/05/2026 to 04/06/2026 (on all Government working days, 11:00 A.M. to 4:00 P.M.)
Mode of Submission	Sealed Envelope, dropped in the Quotation Box at the Directorate of Horticulture, 4th Floor, Benfish Tower, GN-31, Sector-V, Salt Lake, Kolkata - 700091
Date & Time of Opening	04/06/2026 at 4:30 P.M. in the presence of participating bidders who wish to be present
Basis of Selection	Lowest (L-1) Bidder, subject to technical suitability
Validity of Quotation	30 (Thirty) days from the date of opening of quotation

1. Sealed quotations are invited from reputed, experienced, and financially sound organizations / agencies for repairing of a L.G. Cassette AC Machine at the Director's Chamber, Directorate of Horticulture, as described above.

2. Eligibility Criteria: The participating agency must fulfill the following minimum eligibility conditions:

- a) The agency must be a registered firm / company / proprietorship having valid Trade License.
- b) The agency must have a valid PAN Card in its name.
- c) The agency must have a valid GST Registration Certificate.
- d) The agency must have prior experience in repairing of similar split / cassette type AC units. (Documentary proof preferred.)
- e) The agency must not be blacklisted by any Government Department / PSU at the time of submission.

3. Documents Required: The quotation must be accompanied by self-attested photocopies of the following documents. Quotations not accompanied by the required documents shall be summarily rejected:

- a) PAN Card
- b) Valid Trade License

- c) GST Registration Certificate
- d) Any credential / experience certificate for similar work (desirable)

4. Scope of Work: The selected agency shall be responsible for the following:
- a) Diagnosis and identification of the defect in the L.G. Cassette Type AC Machine.
 - b) Supply and replacement of defective parts / components, if any.
 - c) Repairing / servicing of the indoor and outdoor units.
 - d) Testing and commissioning of the AC machine to full working condition.
 - e) Any other incidental work required for proper functioning of the AC unit.

5 . Rate & Payment: The participating agencies shall quote their rates inclusive of all taxes, duties, labour charges, and incidentals. Rates quoted exclusive of GST will not be entertained. Payment shall be made after satisfactory completion of the repair work and on submission of a proper GST-compliant invoice.

6 . Evaluation & Award: The lowest valid quotation (L-1) shall ordinarily be selected, provided the agency meets all eligibility and technical requirements. The competent authority reserves the right to negotiate with L-1 bidder if deemed necessary.

7. General Terms & Conditions:

- a) The quotation must be submitted in a sealed envelope superscribed with "Quotation for Repairing of LG Cassette AC Machine" and the NIQ number.
- b) Quotations received after the stipulated date and time shall not be entertained under any circumstances.
- c) The validity of the quotation shall be 30 (thirty) days from the date of opening.
- d) The Directorate of Horticulture shall not be responsible for any postal / courier delays.
- f) The competent authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- g) Any dispute arising out of this NIQ shall be subject to the jurisdiction of Courts in Kolkata only.
- h) The decision of the competent authority shall be final and binding on all participating agencies.



O.S.D & E.O. Director of Horticulture (Admin)
26-05-2026

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Copy forwarded for information and taking necessary action to the:-

1. Sr. P.S to the Principal Secretary, Department of FPI & Horticulture, Benfish Tower, Kol- 91.
2. DDO, & ADH, Directorate of Horticulture.
3. MIS in Charge, Department of FPI & Horticulture, Benfish Tower, Kol- 91.
4. Office Notice Board.
5. Office Copy.



O.S.D & E.O. Director of Horticulture (Admin)
26-05-2026