



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
**Office of the Sub-Divisional Officer**  
Banarhat Irrigation Sub-Division ,  
Banarhat, Jalpaiguri  
Pin code-735202

**Notice Inviting Quotation No.-WBIW/SDO/ BNH/NIQ-01 of 2017-18.**

Separate sealed Quotation are hereby invited in filled up printed quotation paper by the Sub-Divisional Officer, Banarhat Irrigation Sub-Division , on behalf of the Governor of the State of West Bengal in West Bengal Form No.2911(ii) for the works as per list attached herewith, from the eligible, bonafide, reliable resourceful Contractors having sufficient experiences in execution of similar type of works as per categorization, detailed hereunder in this NIQ.

1. List of works:-

Sl. No.	Name of Work	Total Quantity	Amount put to Quotation (Rs.)	Earnest Money Deposit (Rs.)	Cost of Quotation paper	Time allowed for completion	Source of fund
1	2	3	4	5	6	7	8
01.	Detailed survey of Hati Nala ( Umesh Khal), Banarhat, Jalpaiguri including carrying out entire survey work with the total station survey/RTK instrument, making cross section@ 60 m C/C, Long. Section of the Nallah with all important relevant features such as existing Railway boundary demarckation Piller and also boundary demarckation Piller of IOC pipe line and Oil India etc including necessary Jungle cutting all complete as per the direction of the Engineer-in-Charge with submission of 5 (Five) copies of Drawing & 2 (Two) soft copy	6.0 Km x 0.100 km	As per quoted rate	-----	Nil	20 (Twenty) Days	Non-Plan

2. Time Schedule of Quotation procedure: -

Quotation Papers will be issued to the intending quotationers after verifying all necessary papers related to the work as per following time schedule.

i)	Last Date & Time for application for purchase of Quotation paper.	12/06/2017	Up to 4.00 P.M
ii)	Last Date & Time for issue of Quotation paper	14/06/2017	Up to 4.00 P.M
iii)	Last Date & Time for dropping Quotation paper	16/06/2017	Up to 3.00 P.M
iv)	Date & Time of opening of Quotation in the office of the Sub-Divisional Officer, Banarhat Irrigation Sub-Division , Banarhat, Jalpaiguri.	16/06/2017	At 3.30 P.M

Intending bidder(s) or his/their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

**3) Earnest Money**

In terms of Notification No.03-W dated 18<sup>th</sup> January,2011 of the Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate communicated by the Deputy Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate vide Memo No.89(6)-IB/IW/O/1B-Misc-12/2007 dated 18<sup>th</sup> January 2011 provisions made in the following Para's that should be abided by the bidder.

#### **a) Amount of Earnest Money**

The successful bidders whose quotation may be accepted has to deposit the amount in prescribed form @2%(Two Percent) of total quoted rate as Security Deposit for the due performance of the contract in W.B. Form No.2911/i)/(ii). Successful bidders have to be deposited earnest money in favour of **Executive Engineer, Jalpaiguri Irrigation Division.**

#### **c) Further deduction of Security Money from the progressive bill**

Further 8(eight) percent of security money will be deducted from the progressive bills to the Maximum Limit of 10(ten) percent of the bill value.

#### **e) Deposit of Earnest Money, Security and or/Additional Security deposit through Schedule Bank.**

Demand Draft, Banker's Cheque, Treasury Challan and Deposit at Call Receipt (D.C.R) of Scheduled Banks guaranteed by the Reserve Bank of India may be accepted as earnest money and/or Security Deposit. In terms of Memo. No.108-IB/IW/O/IB-Misc-38/201(Part) dated 16.11.2011 of Deputy Secretary to the Govt. of West Bengal, Irrigation and Waterways Department, the original copies of the Demand Draft/Banker's Cheque/Deposit at Call Receipts(DCR), towards Earnest Money Deposit(EMD) in favour of **Executive Engineer, Jalpaiguri Irrigation Division.** issued from any of the following Schedule Banks Payable at SBI, Mal branch, Jalpaiguri should be dropped in sealed envelope.

**f)** The list of Scheduled Banks in India(Public Sector & Private Sector) constitute those banks which have been included in the Second Schedule of Reserve Bank of India(RBI) Act, 1934. RBI in turn includes only those banks in this schedule which satisfy the criteria laid down vide section 42(6)(a) of the Act are appended below.

#### **Scheduled Banks in India(Public Sector):**

- 1) State Bank of India 2) State Bank of Bikaner and Jaipur 3) State Bank of Hyderabad 4) State Bank of Indore 5) State Bank of Mysore 6) State Bank of Saurashtra 7) State Bank of Travancore 8) Andhra Bank Allahabad Bank 10) Bank of Baroda 11)Bank of India 12) Bank of Maharashtra 13) Canara Bank 14) Central bank of India 15) Corporation Bank 16) Dena Bank 17) Indian Overseas Bank 18) Indian Bank 19) Oriental Bank of Commerce 20)Punjab National Bank 21) Punjab and Sind Bank 22)Syndicate Bank 23) Union Bank of India 24)United Bank of India 25) UCO Bank 26) Vijaya Bank.

#### **Schedule Banks in India(Private Sector):**

- 1) InGVysya Bank 2)Axis Bank Ltd. 3)Indusind Bank Ltd. 4)ICICI Bank Ltd. South Indian Bank 6)HDFC Bank Ltd 7)Centurion Bank Ltd 8) Bank of Punjab Ltd 9) IDBI Bank Ltd.

#### **4. Credentials**

- a) Similar type of work executed during last five years including current financial years. Minimum Average credential for similar type of single work should be 30% of the quoted total amount.
- b) Evidence of Same/Similar nature of works to any PSU/Govt. company/reputed company.
- c) The description of work should be clearly mentioned.
- d) Only offers to vendor having similar type of working experience will be accepted. Copy of completion certificate of the work to be attached.

#### **5. Certificate**

- a) Professional Tax(PT) Clearance Certificate and IT PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority may also be considered.
- b) VAT Return certificate of the last quarter of the previous financial year.
- c) Regd. Deed for partnership Firm/Joint Ventures from Registered of Assurance having office at Todi Mansion, Kolkata, Mere application for registration will not be considered.
- d) Trade License for Proprietorship Firms.
- e) Memorandum of Articles for Limited Companies.
- f) Declaration against common interest(Annexure-I).
- g) Power of attorney.(Annexure-II).

#### **6. Taxes & duties to be borne by the Quotationer**

In Terms of Memo No.1098(7)-SIW dated 28.07.10 of Secretary to the Govt. of West Bengal, Irrigation and Waterways Department, Vat, Sales Tax, Royalty, Construction Workers' Welfare Cess and all other statutory levy/Cess will have to be borne by the bidder as per existing rules and for which no extra cost will be paid for consideration of all these charges. Service Tax, if applicable, would be reimbursed subsequently.

#### **7) Conditional and Incomplete Quotationer**

Incomplete, conditional and illegible quotations will be invalidated over-writing & erasing in raters will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.

#### **8)Acceptance of Quotation**

The acceptance of the quotation will rest with **N.E.I / Circle II, Jalpaiguri**, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.

## 9) Cancellation of Quotation

Quotation may be cancelled at any state without assigning any reason.

## 10) Additional Terms and Conditions.

i) If any of the noted last day of the N.I.Q become a Public Holiday then the next working day shall automatically become the last day for discharge of the business.

ii) The intending bidders may have to consult the **Executive Engineer, Jalpaiguri Irrigation Division.** during office hours regarding work details and other relevant points which will help them to be acquainted with their work before making application and submission of Quotation papers.

iii) Bidder should quote their rate in a consolidated form which should be inclusive of Excise Duty, Sales Tax, Vat, Transportation Charges and/or any other charges of any, packing during transportation as applicable. Rate quoted in any other form than the enclosed schedule is liable to be rejected.

iv) Quantities mentioned in the quotation notice are tentative only and order shall be subject to actual requirement of the consuming Division. The requirement may widely vary, The Term 'widely' vary include decrease or increase in the quantity required as mention in the quotation. No claim shall be entertained for any variation of requirement during the execution of the contract.

v) A contract in West Bengal Form No.2911(i)/(ii) will have to be executed against acceptance order in requisite forms which will be available from the office of the **Executive Engineer, Jalpaiguri Irrigation Division., I & W. D.,** on payment of usual charges.

vi) If any bidder fails to submit his quotation after seeking permission or withdraws his quotation before acceptance without giving any satisfactory explanation, for such withdrawal or refuse to work within a reasonable time, he shall be disqualified for participation in any quotation to this Division for a minimum period of one year. If any bidder submits conditional quotation, it will be treated as informal.

vii) The price offers shall remain firm within the period of offer, no escalation of price shall be allowed in event. No advance payment whatsoever will be considered in any case.

viii) The sole authorized agent to State Based SSI Manufacturing unit or State based SSI manufacturing unit will get 15% price preference over the manufacturers of outside state/authorized agents of manufacturers from outside State.

ix) The quoted/offer rate in quotation must be valid for minimum 180 (one eighty) days from the date of opening of financial bid. The Quotation inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder.

x) **Payment will be made after receipt of 5 (Five) copies of Drawing & 2 (Two) soft copy subject to availability of Fund.**

xi) Quotation, which do not fulfill the conditions specified in the quotation documents or do not fulfil the requirement of the quotation in any respect will be liable for rejection.

## xiv) CONDITIONS IN EXTENDED PERIOD

As per W.B.F 2911(i)/(ii) as they case may be (when an extension of time for completion of work is authorized by the Engineer-in-charge) it shall be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions, rates etc. remaining unaltered, i.e. the tender is revalidated up to the extended period.

**Sub-Divisional Officer  
Banarhat Irrigation Sub-Division  
Banarhat, Jalpaiguri.**

**Notice Inviting Quotation No.-WBIW/SDO/ BNH/NIQ-01 of 2017-18.**

Memo. No.218/10/

Dated.02/06/2017

Copy submitted for information and wide circulation to :-

1. The Chief Engineer, North East, Club Road, Jalpaiguri.
2. The Superintending Engineer, North East Irrigation Circle- II, Club Road, Jalpaiguri.
3. The Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
4. The Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri.
5. The Sub-Divisional Officer, Investigation Sub-Division, Club Road, Jalpaiguri.
6. The Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri.
7. The Sub-Divisional Officer, Malbazar Irrigation Sub-Division, Malbazar, Jalpaiguri.
8. The Divisional Accounts Officer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
9. The Divisional Estimator, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
10. Notice Board.

**Sub-Divisional Officer  
Banarhat Irrigation Sub-Division  
Banarhat,Jalpaiguri**

**Notice Inviting Quotation No.-WBIW/SDO/TBSD NO-I/NIQ-01 of 2016-17.**

Name of Work:-“SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEMDEVELOPMENT UNDER TEESTA BARRAGE DIVISION,OODLABARI,JALPAIGURI.”

Name of work	Quantity(Sq.Cm.)	Rate(per Sq.Cm.) (Rs.)	Total Amount (Rs.)
SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEMDEVELOPMENT UNDER TEESTA BARRAGE DIVISION, OODLABARI,JALPAIGURI.	<b>1,37,000.00</b> Sq.Cm.		

I/We agree to undertake the above mentioned work at the rate Rs.  
As per terms and condition specified in the N.I.Q.

Total Rupees.....

-----  
Signature and seal of the Bidder

Address.....

Signature of witness to signature of bidder

Accepting authority

Dated:

Shedule of Work:-“SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEMDEVELOPMENT UNDER TEESTA BARRAGE DIVISION,OODLABARI,JALPAIGURI.”

Name of work	Quantity(Sq.Cm.)	Rate(per Sq.Cm.) (Rs.)	Total Amount (Rs.)
SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND			

PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEM DEVELOPMENT UNDER TEESTA BARRAGE DIVISION, OODLABARI, JALPAIGURI.	<b>1,37,000.00</b> <b>Sq.Cm.</b>	<b>Rs.2.06</b>	
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I/We agree to undertake the above mentioned work @  
 -----Above/Below/At Par  
 Of the tender schedule.

Signature and seal of the agency.

Address.....

Accepting authority



সংস্কৃত ভাষায়

GOVERNMENT OF WEST BENGAL  
 IRRIGATION & WATERWAYS DIRECTORATE  
 TEESTA BARRAGE PROJECT  
**Office of the Sub-Divisional Officer**  
 Teesta Barrage Sub-Division No-I  
 Oodlabari, Jalpaiguri  
 Pin code-735222

## Notice Inviting Quotation No.-WBIW/SDO/TBSD NO-I/NIQ-01 of 2016-17.

Separate sealed Quotation are hereby invited in filled up printed quotation paper by the Sub-Divisional Officer, Teesta Barrage Sub-Division No-I, on behalf of the Governor of the State of West Bengal in West Bengal Form No.2911(ii) for the works as per list attached herewith, from the eligible, bonafide, reliable resourceful Contractors having sufficient experiences in execution of similar type of works as per categorization, detailed hereunder in this NIQ.

### 1. List of works:-

Sl. No.	Name of Work	Total Quantity	Amount put to Quotation (Rs.)	Earnest Money Deposit (Rs.)	Cost of Quotation paper	Time allowed for completion	Source of fund
1	2	3	4	5	6	7	8
01.	SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEM DEVELOPMENT UNDER TEESTA BARRAGE DIVISION, OODLABARI, JALPAIGURI.	1,37,000.00 Sq.Cm.	As per quoted rate	6000.00	Nil	75 (seventy five) Days	Non-Plan

### 2. Time Schedule of Quotation procedure: -

Quotation Papers will be issued to the intending quotationers after verifying all necessary papers related to the work as per following time schedule.

i)	Last Date & Time for application for purchase of Quotation paper.	06/01/2017	Up to 4.00 P.M
ii)	Last Date & Time for issue of Quotation paper	10/01/2017	Up to 4.00 P.M
iii)	Last Date & Time for dropping Quotation paper	13/01/2017	Up to 3.00 P.M
iv)	Date & Time of opening of Quotation in the office of the Sub-Divisional Officer, Teesta Barrage Sub-Division NO-I, Oodlabari, Jalpaiguri.	13/01/2017	After 3.00 P.M

Intending bidder(s) or his/their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned

### 3) Earnest Money

In terms of Notification No.03-W dated 18<sup>th</sup> January,2011 of the Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate communicated by the Deputy Secretary to the Govt. of West Bengal, Irrigation & Waterways Directorate vide Memo No.89(6)-IB/IW/O/1B-Misc-12/2007 dated 18<sup>th</sup> January 2011 provisions made in the following Para's that should be abided by the bidder.

#### a) Amount of Earnest Money

All the technically qualified bidders have to be deposited earnest money of Rs.4000.00(Four thousand) only in favour of **Executive Engineer, Teesta Barrage Division.**

#### b) Additional amount of Earnest Money to be deposited as security deposit

The successful bidders whose quotation may be accepted has to deposit the additional amount in prescribed form in addition to the earnest money already deposited will be equivalent to 2%(Two Percent) of total quoted rate as Security Deposit for the due performance of the contract in W.B. Form No.2911(i)/(ii).

#### c) Further deduction of Security Money from the progressive bill

Further 8(eight) percent of security money will be deducted from the progressive bills to the Maximum Limit of 10(ten) percent of the bill value.

#### d) Security Deposit for excess work

In case of excess works over the quoted amount, additional security is to be deposited for the amount of such excess beyond the quoted amount as per prescribed rate, before payment of final bill in case contractor opting for paying advance security and receiving payment against progressive bills without any deduction.

**e) Deposit of Earnest Money, Security and or/Additional Security deposit through Schedule Bank.**

Demand Draft, Banker's Cheque, Treasury Challan and Deposit at Call Receipt (D.C.R) of Scheduled Banks guaranteed by the Reserve Bank of India may be accepted as earnest money and/or Security Deposit. In terms of Memo. No.108-IB/IW/O/IB-Misc-38/201(Part) dated 16.11.2011 of Deputy Secretary to the Govt. of West Bengal, Irrigation and Waterways Department, the original copies of the Demand Draft/Banker's Cheque/Deposit at Call Receipts(DCR), towards Earnest Money Deposit(EMD) in favour of Executive Engineer, Teesta Bar4rage Division issued from any of the following Schedule Banks Payable at SBI, Mal branch, Jalpaiguri should be dropped in sealed envelope.

**f)** The list of Scheduled Banks in India(Public Sector & Private Sector) constitute those banks which have been included in the Second Schedule of Reserve Bank of India(RBI) Act, 1934. RBI in turn includes only those banks in this schedule which satisfy the criteria laid down vide section 42(6)(a) of the Act are appended below.

**Scheduled Banks in India(Public Sector):**

- 2) State Bank of India 2) State Bank of Bikaner and Jaipur 3) State Bank of Hyderabad 4) State Bank of Indore 5) State Bank of Mysore 6) State Bank of Saurashtra 7) State Bank of Travancore 8) Andhra Bank Allahabad Bank 10) Bank of Baroda 11)Bank of India 12) Bank of Maharashtra 13) Canara Bank 14) Central bank of India 15) Corporation Bank 16) Dena Bank 17) Indian Overseas Bank 18) Indian Bank 19) Oriental Bank of Commerce 20)Punjab National Bank 21) Punjab and Sind Bank 22)Syndicate Bank 23) Union Bank of India 24)United Bank of India 25) UCO Bank 26) Vijaya Bank.

**Schedule Banks in India(Private Sector):**

- 2) InGVysya Bank 2)Axis Bank Ltd. 3)Indusind Bank Ltd. 4)ICICI Bank Ltd. South Indian Bank 6)HDFC Bank Ltd 7)Centurion Bank Ltd 8) Bank of Punjab Ltd 9) IDBI Bank Ltd.

**g)Adjustment of Earnest Money**

Earnest money previously deposited for other works will not be considered. Quotation without or improper earnest money will forthwith be treated as ' INFORMAL'.

**4. Credentials**

- a) Similar type of work executed during last five years including current financial years. Minimum Average credential for similar type of single work should be 25% of the quoted total amount.
- b) Evidence of Same/Similar nature of works to any PSU/Govt. company/reputed company.
- c) The description of work should be clearly mentioned.
- d) Only offers to vendor having similar type of working experience will be accepted. Copy of completion certificate of the work to be attached.

**5. Certificate**

- h) Professional Tax(PT) Clearance Certificate and IT PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority may also be considered.
- i) VAT Return certificate of the last quarter of the previous financial year.
- j) Regd. Deed for partnership Firm/Joint Ventures from Registered of Assurance having office at Todi Mansion, Kolkata, Mere application for registration will not be considered.
- k) Trade License for Proprietorship Firms.
- l) Memorandum of Articles for Limited Companies.
- m) Declaration against common interest(Annexure-I).
- n) Power of attorney.(Annexure-II).

**6. Taxes & duties to be borne by the Quotationer**

In Terms of Memo No.1098(7)-SIW dated 28.07.10 of Secretary to the Govt. of West Bengal, Irrigation and Waterways Department, Vat, Sales Tax, Royalty, Construction Workers' Welfare Cess and all other statutory levy/Cess will have to be borne by the bidder as per existing rules and for which no extra cost will be paid for consideration of all these charges. Service Tax, if applicable, would be reimbursed subsequently.

**7) Conditional and Incomplete Quotationer**

Incomplete, conditional and illegible quotations will be invalidated over-writing & erasing in raters will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.

**8)Acceptance of Quotation**



The acceptance of the quotation will rest with **S.E/Teesta Barrage Circle, Siliguri**, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.

#### 9) Cancellation of Quotation

Quotation may be cancelled at any state without assigning any reason.

#### 10) Additional Terms and Conditions.

i) If any of the noted last day of the N.I.Q become a Public Holiday then the next working day shall automatically become the last day for discharge of the business.

ii) The intending bidders may have to consult the Executive Engineer, Teesta Barrage Division (Contact No.03562-250270) during office hours regarding work details and other relevant points which will help them to be acquainted with their work before making application and submission of Quotation papers.

iii) Bidder should quote their rate in a consolidated form which should be inclusive of Excise Duty, Sales Tax, Vat, Transportation Charges and/or any other charges of any, packing during transportation as applicable. Rate quoted in any other form than the enclosed schedule is liable to be rejected.

iv) Quantities mentioned in the quotation notice are tentative only and order shall be subject to actual requirement of the consuming Division. The requirement may widely vary, The Term 'widely' vary include decrease or increase in the quantity required as mention in the quotation. No claim shall be entertained for any variation of requirement during the execution of the contract.

v) A contract in West Bengal Form No.2911(i)/(ii) will have to be executed against acceptance order in requisite forms which will be available from the office of the Executive Engineer, Teesta Barrage Division, I & W. D., on payment of usual charges.

vi) If any bidder fails to submit his quotation after seeking permission or withdraws his quotation before acceptance without giving any satisfactory explanation, for such withdrawal or refuse to work within a reasonable time, he shall be disqualified for participation in any quotation to this Division for a minimum period of one year and the earnest money deposited will liable to be forfeited. If any bidder submits conditional quotation, it will be treated as informal.

vii) The price offers shall remain firm within the period of offer, no escalation of price shall be allowed in event. No advance payment whatsoever will be considered in any case.

viii) **It is to be noted that Finance Department Notification No.10500-F dt.19<sup>th</sup> Nov,2004 and Notification No.5400-F(Y), Dated, Kolkata, the 25<sup>th</sup> June, 2012 will be applicable for finalization of quotation.**

- a) Preference will be given to the S.S.I., W.B., as per West Bengal Financial Rule incorporated under notification no.10500-F dated 19.11.2004.
- b) Registration as a Small Scale Industries unit after the submission of the quotation will not entitle the bidder to get exemption from payment of Earnest Money.
- c) Quotation form & duplicate sheets should be marked in respect of Small Scale Industries (S.S.I) distinctly on the right hand top, failing which the item(s) may be treated as non-Small Scale Industries.
- d) In case of holder of permanent Small Scale Industries Registration Certificate of the Govt. of West Bengal proof(s) to the effect that the unit has furnished the required valid returns etc. to the appropriate authority to retain the Small Scale Industries Registration Certificate. The documents so produced shall be to the satisfaction of the quotation Evaluation Committee.
- e) If the validity of the Small Scale Industries registration is going to expire within quotation period bidder would have to produce a revalidation certificate to the satisfaction of the Quotation Evaluation Committee, in due time.

ix) The sole authorized agent to State Based SSI Manufacturing unit or State based SSI manufacturing unit will get 15% price preference over the manufacturers of outside state/authorized agents of manufacturers from outside State.

x) The quoted/offer rate in quotation must be valid for minimum 180 (one eighty) days from the date of opening of financial bid. The Quotation inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder.

xi) If any material is found defective after supply, the same has to be replaced at free of cost within ten days.

xii) **Payment will be made after receipt of materials subject to availability of Fund.**

xiii) Quotation, which do not fulfill the conditions specified in the quotation documents or do not fulfill the requirement of the quotation in any respect will be liable for rejection.

#### 11. SCOPE OF WORK

The essence of this project is the creation of a Document Management System(DMS). With development of a software system. This system should be able to store scanned documents, index these documents(by attaching multilingual metadata pages i.e. English/Bengali to each of them), retrieve and display the stored scanned documents upon searching for the relevant metadata tags.

The successful bidder would have to scan all the documents.

The Digitized Data after scanning & indexing with metadata for Division will be stored through proper configuration. The Database would be shared by other application.

#### **Application software(DMS)**

The scope pertaining to the Document Management System can be found below:-

##### **a.Collection of drawings from the Division Office, Teesta Barrage Division, Oodlabari, Jalpaiguri.**

The Division Office would present their documents to the successful bidder. The successful bidder would have to make note of the document details in the log register while collecting these documents.

After collection of the documents by the successful bidder, it would be the responsibility of the successful bidder to maintain and return the documents in their original form to the Division Office concerned. Any damage to the documents collected shall make the successful bidder directly responsible for the same.

##### **b. Pre-scanning preparation**

Pre-processing of document would be the activities that are to be performed on the documents collected before they can be scanned. It shall include (but is not restricted to)

-Removal of pins, threads, rubber bands etc.

-Sorting of pages in the document in the correct order

-Special preparation of documents that may not be in a good physical condition and may not be directly scanned.

##### **c. Scanning and indexing**

These documents that have been pre-processed would have to be scanned. The page size of the documents can be A5(Legal Size), A4,A3, A2, A1 or A0. Further, the documents could be in the form of individual pages or books. Thus, the scanner employed should be of flatbed, overhead, V shape Cradle etc. to facilitate scanning of documents in any form. After scanning, the documents would have to be indexed. Indexing is to be done by attaching metadata tags to each of the documents.

##### **d.Backup**

The successful bidder is required to take backup of incremental data at the end of the day. The backup shall be taken on a hard disk drive and shall be stored in a secured place for data retrieval during emergency.

##### **e. Handover of original documents.**

After scanning and indexing, the original documents would have to be handed over to the department concerned in their original condition to the authorized person. Appropriate entries would have to be made by the successful bidder in their register.

#### **12. Functional details**

The functional details pertaining to the scope of work mentioned above shall include the following:-

##### **Pre-scanning**

1.Documents are kept at Drawing Section of Teesta Barrage Division, Oodlabari, Jalpaiguri. The successful bidder is required to collect these documents carefully. While collection, the following details are to be entered into the log register.

a. No. of documents collected

b. No. of pages collected.

c. Date of collection

d. Expected date of return

e. Actual date of return

f. Collected from

g. Collected by (bidder himself) and Signature

h. Returned back (Bidder himself/Authorize person) and signature

i. A copy of the log register would have to be maintained by the successful bidder.

j. Documents that are very old and are not in good physical condition would have to be repaired and prepared before they can be scanned.

k. The successful bidder is required to take necessary precautions while handling the documents.

l. The documents are to be maintained in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.

m. Secrecy of the contents of the documents are to be maintained by the successful bidder and in no case in any shape of the contents are to be exposed or disburse to anybody other than authorized representative of the quotation inviting authority.

n. In case of any loss or damage of documents successful bidder is liable for the same and has to submit a copy of fresh documents before final payment.

o. Original document would be handed over in phase. Before handing to successful bidder photocopy of the same is to be retained by Department. Cost of the photocopying is to be borne by the Agency.

### **13. Scanning**

a. The documents shall be scanned on a **1200 DPI resolution, black and white**

b. The scanned documents shall be converted into AutoCAD files for storage.

c. The successful bidder shall perform the following images Enhancement activities

(i) Successful bidder should ensure that quality of scanned images are enhanced upto optimum level and required image enhancement activities like De-skew(to make the images straight), contrast ratio setting etc. have to be done on the documents.

ii) The Successful bidder must carry out cropping and cleaning of images like removing black noises around the text, despickle (removing small dots between the text) and provide equal margins all around the text.

iii) In case the documents are not legible, it will be bidder's responsibility to scan the documents on high resolution i.e 1200 dpi.

iv) In case the content of the documents are not visible then document scanning shall be done in Grey Scale. No extra payment shall be made for the same

d. The successful bidder will ensure that all documents are digitized.

e. No page/document shall be digitized more than once.

### **14. Retrieval**

a. The scanned documents should be retrievable through search. The documents would be searched for the metadata tags that were used to index the documents.

b. These metadata tags should include (at the least

i) Subject of the document

ii) File No.

iii) Date of document

iv) Department

v. Authority.

c. More metadata tags shall be required to be added to the above list. The same shall be discussed and finalized with the successful bidder before the commencement of work.

d. The document should be retrievable by searching for any of the metadata tags mentioned above.

e. Retrieval through search criteria in Bengali should also be possible

f. Access Control- There shall be an access control that shall be imposed on each of the scanned documents. The access control would be at the document level. Only users at a particular level on the hierarchy should have access to certain documents.

### **15. Post Scanning**

a. After scanning, the physical document would have to be pinned together/tagged in the same form as it was given for scanning by the individual departments.

b. The scanned data shall be stored on the computer.

c. The backup of incremental data shall be taken on a Hard Disk Drive at the end of the work.

d. Each page of a document shall be serially numbered and shall be counted while giving documents back.

### **16. Development of Software system**

a) Development of Software system for data management with option like addition/deletion/modification/future incorporation option with three tier security system.

b) To provide user manual.

c) Training to operate the software to officials.

### **17. Infrastructure**

a. The successful bidder will use its own infrastructure. This shall include, but is not limited to, Computers, Scanner etc. for document scanning.

b. The successful bidder would deploy its own human resource for all the aforementioned activities. The successful bidder shall deploy adequately skilled manpower resources to complete the job within the specified time.

- i) Computers and plotters in sufficient numbers and other equipments require have to be setup by the agency at its own cost. The Vendor will also have to use his own stationery for taking out the printouts of sheets for Quality Checking.
- ii) The Vendor will also have to arrange CDs/DVDs/External HD himself on which he will take backups of the finally modified data of each Land plan.
- iii) It is the responsibility of the Vendor to digitize neatly & correctly with proper attributes as per the project standards and should pass through all the quality checks.
- iv) The Vendor will be responsible for arranging backups on CDs/DVDs/External HD.

**A. Guidelines for feature digitization are given below.**

The maps may be digitized in a CAD environment like AUTOCAD and check for dangles, slivers 'O' polygons, duplicate labels, etc. Optimum tolerances and fuzzy values shall be used to clean the data.

The general specifications for digitization are given below.

1. The data is to be digitized using heads up digitization
2. The features are to be captured such that the polygon features are put in one layer, the line features are in another layer while the points are in a different layer.
3. The lines re to be digitized as poly lines only, coincident lines are to be digitized once and copied to appropriate layer.
4. Feature specific codes are to be assigned uniquely as given in the format
5. Duplicate values or 'O' values are to be coded as given in the specification and a note of it made in the comments section IX Database Design & Standards.
6. The data should be topologically correct for each of the layer.

The accuracy requirement and specifications for each of the type of coverage is indicated below:

**GUIDELINES AND ACCURACY STANDARDS**

The following guidelines and accuracy standards have to be considered for this activity:-

1. The boundary feature that best fits the image is to be taken as reference.
2. The boundary feature that is under lapping or overlapping on the fitting features is to be adjusted using the background images the reference.
3. If the displacement is more than 5 m then that feature is not trouble edge matched and an entry of the same is to be made in the comment section of metadata for the Mouza.
4. After edges matching the duplicate boundary has to be eliminated to keep only one single boundary. The features meeting this boundary are to be adjusted and cleaned so that dangles, overshoots or slivers are eliminated and feature geometry and unique coding scheme is maintained.
5. Along the boundary of mouza/block/circle, edge matching is to be done with a reference circle boundary cover, which will be given by office of the Executive Engineer, Teesta Barrage Division.
6. If the boundary overlaps or under laps the mouza/block/circle boundary by more than 5 m then the boundary should not be adjusted and an entry of the same be made in metadata comments section.
7. In the edge matching process the shapes of the features should be maintained. The relative positions of features on both sides of the boundary should also be the same.
8. Care should be taken where the boundary is a river/road feature so that the double line is edge matched without any slivers or gaps.
9. The edge matching has to be carefully tracked and recorded in the metadata for each mouza for solving the edge matching problems. After the edge matching process the land maps should be superimposed into one single mouza/circle cover. Another coverage containing only the mouza outer boundaries along with a label of the mouza code should also be created separately by extracting the outer boundaries of maps from the mouza sheets provided. The feature ids for this coverage should be maintained as described earlier.

**FINAL DATA**

After the completion of digitization, cleaning, editing & following should be ensured before archiving the data and sending it to office of the Executive Engineer, Teesta Barrage Division.

1. The final data should be checked for topology. Topologically incorrect or incomplete data will not be accepted.
2. The various layers in the date should have unique feature id and should be checked by Vender before submission.
3. The mouza coverage and the individual land plan coverage should have same feature coding and topology, the should not vary.
4. Any alternation/addition if required has to be incorporated in the final digitized plan at the cost of the successful bidder.
5. The vendor should ensure to fill in the various data quality check forms duly signed from the vendor side.
6. The metadata for the data coverage should also be completely filled in with necessary comments wherever required.

**Deliverables to be supplied by Vendor**

To be delivered in properly labelled CD's as per the standards nomenclature mentioned in the documents.

**A. SOFTCOPY on CD:**

- Developed software system

- SHEET-WISE RAW SCANNED TIFF/JPEG FILES (WITH LIST): IF NECESSARY
- SHEET-WISE RECTIFIED TIFF FILES (WITH LIST).
- SHEET-WISE DWG FILES (WITH LIST)
- LAND PLAN-WISE RAW COVERAGES WITH TICS (AREA, LINE AND POINT COVERAGE)
- ALL METADATA IN \*XLS FORMAT OR ANY OTHER FORMAT (INCLUSIVE OF PLOT DETAILS AS SHOWN IN RECORD OF RIGHTS). METADATA SHOULD CONTAINS PLOT WISE DETAILS INCLUDING AREA, TYPE, PART OR FULL, VEST OR OWNED, PREVIOUS OWNER, MOUZA AND J.L. INCLUDING SHEET NO., BOUNDED BY PLOTS ETC.

**B. HARDCOPY PRINTS:**

1. Digitized LAND PLAN as per exact sheet size of the original documents in DUPLICATE/BLANK PARCELS-corrected copy.
2. Digitized LAND PLAN -as per exact sheet size of the original documents-after corrections
3. INVENTORY REPORT (WITH DATE)
4. QUALITY CHECK REPORT and certificate

**MODE OF MEASUREMENTS**

The original contents/Land Plan to be measured straight way from outside border. If any border are more than 25mm away from the original contents of the Land Plan then the measured area will be restricted treating a border line 25 mm away from the original content.

**General Conditions**

- The successful bidders shall have to add/replace poor quality scanned images/documents on its own, for which it shall not be entitled to get any extra payment.
- It is the absolute responsibility of the successful bidder to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the successful bidder.
- The files/documents will not be allowed to be removed from premises allocated to successful bidder without written permission of Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
- Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents.
- The firm shall at its own cost provide the necessary consumables, including paper, ink and spares required for maintaining and operating its machinery/equipment smooth execution of scanning/digitization of records.
- ***The entrusted quotationer has the responsibility to incorporate/delete/modify any data/map etc. in future course if required upto one year after completion of the work.***
- ***Security deposit will be release after one year from date of completion of work.***

**xiv) CONDITIONS IN EXTENDED PERIOD**

As per W.B.F 2911(i)/(ii) as they case may be (when an extension of time for completion of work is authorized by the Engineer-in-charge) it shall be taken for granted that the validity of the contract is extended automatically up to the extended period with all terms and conditions, rates etc. remaining unaltered, i.e. the tender is revalidated up to the extended period.

**Sub-Divisional Officer  
Teesta Barrage Sub-Division No-I  
Oodlabari, Jalpaiguri.**

**Notice Inviting Quotation No.-WBIW/SDO/TBSD NO-I/NIQ-01 of 2016-17.**

Name of Work:-“SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEM DEVELOPMENT UNDER TEESTA BARRAGE DIVISION, OODLABARI, JALPAIGURI.”

Name of work	Quantity(Sq.Cm.)	Rate(per Sq.Cm.) (Rs.)	Total Amount (Rs.)
SCANNING AND DIGITIZATION OF LAND ACQUISITION MAPS/LAND PLAN INCLUDING FORMATION OF METADATA FILES FOR DOCUMENT MANAGEMENT WITH SOFTWARE SYSTEMDEVELOPMENT UNDER TEESTA BARRAGE DIVISION, OODLABARI,JALPAIGURI.	<b>1,37,000.00</b> Sq.Cm.		

I/We agree to undertake the above mentioned work at the rate Rs.  
As per terms and condition specified in the N.I.Q.

Total Rupees.....

-----  
Signature and seal of the Bidder

Address.....

Signature of witness to signature of bidder

Accepting authority

Dated:

**Annexure-I**  
Declaration against Common Interest

I, We, Sri/Smt. \_\_\_\_\_, the authorized signatory  
on behalf of \_\_\_\_\_ do hereby affirm that I/We/any of  
the member of \_\_\_\_\_ bidding against NIQ No. Sl. No. \_\_\_\_\_ do not

have any common interest either as a partner on any partnership firm/joint venture as a Proprietor/Owner of any other firm in the same serial for the work I/We want to participate.

Date:

Signature and seal of the Bidder

\_\_\_\_\_

**Annexure-II**  
Power of Attorney

I/We \_\_\_\_\_ who are established and reputable manufacturers of (name and description of goods offered) having factories at \_\_\_\_\_ (address of factory) do hereby authorize

M/s. \_\_\_\_\_

(Name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the above Quotation.

No company or firm or individual other than M/s \_\_\_\_\_ are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific Quotation.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Signature attested by the Bidder.

Note:- This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

**Notice Inviting Quotation No.-WBIW/SDO/TBSD NO-I/NIQ-01 of 2016-17.**

Memo. No.175/9/

Dated.20/12/2016

Copy submitted for information and wide circulation to :-

11. The Chief Engineer, Teesta Barrage Project, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri.
12. The Superintending Engineer, Teesta Barrage Circle, Teesta Sech Bhawan, Siliguri.
13. The Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
14. The Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
15. The Executive Engineer, Teesta Monitoring and Evaluation Division, Tinbatti, Siliguri.
16. The Sub-Divisional Officer, Teesta Barrage Sub-Division No-II/III/IV.
17. The Divisional Accounts Officer, Teesta Barrage Division.
18. The Divisional Estimator, Teesta Barrage Division, Oodlabari, Jalpaiguri.
19. Notice Board.

**Sub-Divisional Officer**  
**Teesta Barrage Sub-Division No-I**  
**Oodlabari, Jalpaiguri**