

Issued to ....

**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**

Office of the Executive Engineer  
Lower Damodar Irrigation Division  
Singur : Hooghly

NOTICE INVITING QUOTATION NO.14 OF 2017 -2018 OF E.E/LDID

Sealed quotation in attached format is invited by the Executive Engineer, Lower Damodar Irrigation Division from the outside bonafide Contractor/supplier having experience and capacity in executing similar nature of job for the work stated below on the following Terms & Conditions.

Sl. No.	Name of work	Eligibility of quotationeer	Time Allowed	Accepting Authority
1	Supply of 1 (One) no Software Support Personnel expert in e-tendering process for the office of Executive Engineer, Lower Damodar Irrigation Division.	Outside bonafide Contractor/Supplier	1 year	Superintending Engineer, Damodar Irrigation Circle.

**TERMS & CONDITIONS :**

1. The quotation will be received by the undersigned up-to 14.00 hrs. on **28.02.2018** and will be opened at **14.30** hrs. on the same day in presence of the intending quotationers who may present themselves.
2. The Last date of receiving application for quotation is up-to **16.00** hrs. on **26.02.2018**. Last date for issuing quotation paper to the applicant having credential, latest Professional Tax Payment Certificate (PTPC), Valid PAN Card in the name of bidder organization, , Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt., Trade License is up-to **16.00** hrs. on **27.02.2018**. The intending applicants shall have to produce the requisite documents along with their applicants.
3. The engagement period is only for 1 (One) year and purely contractual basis and may be shortened by the Executive Engineer, Lower Damodar Irrigation Division.
4. Rate should be quoted both in figures and words clearly on item rate basis in the schedule of item of works attached with the quotation papers. All corrections should be attested under the dated initial of the signature.  
Over writing and erasing is not permitted.

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5. The accepting authority of the quotation i.e. Executive Engineer, Lower Damodar Irrigation Division reserves the right to reject any or all the quotations or distribute the work among more than one quotationers without assigning any reason thereof.
6. Canvassing in connection with the quotation or quotationer who will resort to canvassing will be liable to rejection.
7. The successful quotainer will have to execute formal and other copy of agreement in W.B. Form No. 2908 / 2911.
8. Additional Terms and Conditions of the work shall be part of the agreement and binding on quotationer.
9. The quotationers will have to deposit 2.5% / 2% of aggregate value of quotation as initial Earnest Money by Bank Draft with the formal agreement.
10. S.D., I.T., G.S.T. will be deducted as per rules applicable.
11. 1% Cess will be deducted as per rule applicable.

*sdf-*

(SOMNATH DEV)  
Executive Engineer  
Lower Damodar Irrigation Division

Memo. No. 322/1(6)

Dated: 16.02.2018

Copy forwarded to :

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
2. The Executive Engineer, D.C Division/B.I. Division/R.B.I Division/Damodar Head Works Division.
3. Sub-Divisional Officer Singur Irrigation Sub-Division.
4. Accounts Section, Lower Damodar Irrigation Division.
5. Estimating Section, Lower Damodar Irrigation Division.
6. Notice Board of Lower Damodar Irrigation Division

*(SOMNATH DEV) MCB*  
Executive Engineer  
Lower Damodar Irrigation Division  
*16.2.18*

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Issued to ....

NOTICE INVITING QUOTATION NO. 14 OF 2017-18 OF EE/LDID.

**Quotation Format**

Name of work: Supply of 1 (One) no Software Support Personnel expert in e-tendering process for the office of Executive Engineer, Lower Damodar Irrigation Division.

Working Period- 1 (One) year

Sl.No.	Description of Items	Quantity	Unit	Rate( in Rs.)	Amount( in Rs.)
1	Supply of Software Support Personnel expert in e-tendering process for support during office hours at Lower Damodar Irrigation Division. The personnel is to be conversant with the system of e-tendering process, creation, uploading & downloading of tenders, smooth running of the system of the office as per necessity and as per direction of the Executive Engineer of Lower Damodar Irrigation Division. The cost includes all cost of remuneration for attendance & all related works in all working days and Saturdays, Sundays and Government holidays as per requirement for presence of a month. Deduction will be made from remuneration for per day of absence @ total remuneration for the month divided by total days of that month.	1(one) Personnel for One Year	Per Head Per Month		
				<b>Total : Rs.</b>	

(Total in word Rupees \_\_\_\_\_)

\_\_\_\_\_  
Full Signature of the quotationer with date

**Full Address & contract no.**