



GOVERNMENT OF WEST BENGAL

IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
BIDYADHARI DRAINAGE DIVISION
TAKI ROAD BARASAT 700124.

NOTICE INVITING QUOTATION: 03 of EE/BDD.OF 2019-20

Memo no-...1525.....

Dt:...26.12.19.....

1. Sealed quotation in the printed schedule of work is hereby invited by the undersigned from the bonafide reliable and resourceful Contractors having sufficient experience in execution of similar type of works as per detailed herein under. The work stated below on the following terms and conditions.
2. Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours **between 11.00 A.M and 4.00 P.M on every working day, till 31/12/2019** in the office of the **Executive Engineer, Bidyadhari Drainage Division, Taki Road Barasat . 700124.**
4. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
 - a. PTPC ,Trade Liscence. and I.T PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b. Completion Certificate/Payment Certificate (S) for similar work, as desired by the quotation paper issuing authority.
 - c. Declaration by the Applicant to the effect that there is no other application for quotation Paper for work in this NIQ in which he/she/they has/have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
5. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Sub Division/Division / Circle for at least 3 (three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
6. No quotation Paper will be supplied by Post.
7. No quotation paper will be issued after expiry of date and time mentioned in the notice.
8. The quotationer should quote their rate both in figures & in words on each item of work/supply as per the NIQ.
9. All corrections are to be attested under the dated signature of the quotationer.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents [within 2(two) days from the date of opening the quotation)] in support of his

competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the quotation will not be considered.

11. Conditional quotation is liable to summary rejection.
12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
13. The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
14. Valid 15-Digit Goods and Service Taxpayer Identification Number (GSTIN) under GST Act , 2017.(Photo Copy of Downloaded GISTN)
(Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing saperately the tax charged in accordance with the provisions of GST Act 2017.) (However necessary modifications will be made on implementation of GST rules).
15. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening Register.
16. The successful quotationers will have to execute a formal agreement in **W.B.F. No.- 2911/2908 (As applicable) for original & duplicate** copies. Which will free of cost in the office of the **Executive Engineer, Bidyadhari Drainage Division** within 7(Seven) days from the date of receipt of the intimation of acceptance of his quotation or Work order..
17. The successful quotationers will have to deposit earnest money as per Govt. rules of the estimated amount at the time of executing formal agreement as per G.O No. 03-W dated 18/01/2011.
18. The successful quotationers will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
19. **In the following cases a quotation may be unacceptable.**
 - a. Correction, alterations, additions, etc. if not attested by the quotationer.
 - b. If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity and financial stability of the intending quotationer (s) the quotation paper issuing Authority may demand production of any necessary document (s) as it may deem necessary.
 - c. Canvassing in connection with the quotation will be liable to rejection.
 - d. Any quotation containing over writing is liable to be rejected.

EXECUTIVE ENGINEER
BIDYADHARI DRAINAGE DIVISION

Declaration by the Applicant as per clause no. 4.c. of standard Form for
Notice Inviting Quotation for Public Works.

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I/We do hereby declare that there is no other application for quotation paper for work
in this NIQ (...Memo no-1525 Dt-26.12.19.../EEBDD/ NIQ-03/2019-20. SL. No. _____)
in which I/We have common interests.

(Signature of Contractor with Seal)

Scheduled Date and Time for Quotation.

1. N.I.Q. No. & Date : Memo no-1525/EEBDD/NIQ-03/2019-20.dt.
26.12/2019.
2. Last Date of application : 01/01/2020 till 2:30 P.M.
3. Date of issue of quotation documents : 02/01/2020 from 3:00 P.M.
4. Date of dropping quotation documents : 03/01/2020 upto 2.30 PM.
5. Place of dropping of quotation Documents : Office of the Executive Engineer
Bidyadhari Drainage Division. Taki Road
Barasat . 700124.
6. Date & time of opening quotation : 03/01/2020 at 3.00 PM.
7. Quotation Accepting Authority : Superintending Engineer, G.C.D.C Circle.

Name of the work: - *Snanning, digitizing and uploading of 52 nos service book to HRMS of Finance Website of employees of Bidyadhari Drainage division, I & W Directorate in Connection with implementation of e-service book.*

Time Allowed: - 15(Fifteen) days

Sl. No	Description of Items	Quantity.	Unit	Amount
1.	<i>Snanning, digitizing and uploading of 52 nos service book to HRMS of Finance Website of employees of Bidyadhari Drainage division, I & W Directorate in Connection with implementation of e-service book.</i>	52 Nos.	Each	

EXECUTIVE ENGINEER
BIDYADHARI DRAINAGE DIVISION

Memo No: -

Dated: - 26.12.2019

Copy forwarded for information & having displayed in Notice Board.

1. The Superintending Engineer, Greater Calcutta Drainage Circle.
2. The Sub-Divisional Officer, Basirhat Drg. Sub-Division, Basirhat.
3. The Sub-Divisional Officer, Jamuna Basin Drg. Sub-Division, Banipur.
4. The Sub-Divisional Officer, Bidyadhari Drg. Sub-Division, Bongaon.
5. The Sr Divisional Accounts Officer, Bidyadhari Drg Division, Barasat.
6. Notice Board of this Office.

EXECUTIVE ENGINEER
BIDYADHARI DRAINAGE DIVISION

PROFORMA

Schedule :- *Snanning, digitizing and uploading of 52 nos service book to HRMS of Finance Website of employees of Bidyadhari Drainage division, I & W Directorate in Connection with implementation of e-service book.*

Time Allowed: - *15(Fifteen) days*

Sl. No	Description of Items	Quantity.	Unit	Rate (Rs)	Amount (Rs)
1.	<i>Snanning, digitizing and uploading of 52 nos service book to HRMS of Finance Website of employees of Bidyadhari Drainage division, I & W Directorate in Connection with implementation of e-service book.</i>	52 Nos.	Each		

(Signature of Contractor with Seal)