

Issued to



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer-I
Lower Damodar Irrigation Division**

Singur : Hooghly: Telephone No. 033-26300170 : E-Mail ID-eeldi2014@gmail.com

NOTICE INVITING QUOTATION NO. 02 OF 2019-20 OF E.E-I/LDID

Sealed quotation in attached format is invited by the Executive Engineer, Lower Damodar Irrigation Division from the outside bonafide Contractor 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 quotationer	Time Allowed	Accepting Authority
1	Scanning of Service Books and allied works of Govt. employees under Lower Damodar Irrigation Division for introduction of online system of service book management in HRMS module of IFMS of Lower Damodar Irrigation Division.	outside bonafide Contractor having experience and capacity in executing similar nature of job	40 days	Superintending Engineer, Damodar Irrigation Circle.

TERMS & CONDITIONS :

1. The quotation will be received by the undersigned up-to 14.00 hrs. on **24.01.2020** 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 **20.01.2020**. 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 **21.01.2020**. The intending applicants shall have to produce the requisite documents along with their applicants.
3. The work will have to be completed in all respect within **40 (Forty) days** from the date as will be stipulated in work order.
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. Superintending Engineer, Damodar Irrigation Circle 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% 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.

(SOMNATH DEV)
Executive Engineer-I
Lower Damodar Irrigation Division

Memo. No. 97/1(15)

Dated: 13.01.2020

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. The SDO, Memari /Champadanga /Jamalpur /Arambagh /Chinsurah /Chandannagar /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)
Executive Engineer-I
Lower Damodar Irrigation Division

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NOTICE INVITING QUOTATION NO.02 OF 2019-20 OF E.E-I/LDID

(Circulated vide memo no.97 /1(15) dated-13.01.2020)

Quotation Format

Name of Work : Scanning of Service Books and allied works of Govt. employees under Lower Damodar Irrigation Division for introduction of online system of service book management in HRMS module of IFMS of Lower Damodar Irrigation Division.

Sl. No.	Description of items	Quantity	Unit	Rate in Rs. (both in figures and words)	Amount (with all charges) in Rs.
1	Pre and post scanning activities in the form of unbinding of original physical service books (hard binding type) of employee document cleaning, un-stapling, shorting all pages and enclosed pages in proper sequence for scanning of same re-arrange all pages and enclosed pages of same service book in original sequence after scanning and re-binding service books [hard binding type] of employee ----- complete as per direction of EIC.	350	Each		
2	Scanning of defined pages and enclosed pages of original physical service book of employee in pdf format only and in 200 dpi gray scale scanning mode, maintaining page sequence properly (original page size A4 / Legal / A3), taking printout of scanned pages of service book in good quality 75 gsm white pages, arrange pages in same sequence of original service book ---- complete as per direction of EIC.	28000	Each		

3	Making duplicate Hard Copy of original physical service book by spiral binding [Legal Size] of all arranged printout pages by using plastic coil of good quality including suitable covers at front & back --- complete as per direction of EIC.	350	Each		
4	Making Soft Copy of original physical service book by saving all scanned pages in parts/files of size upto 2 MB each, maximum 5 files/parts are permissible for each service book i.e. in total 10 MB per service book. File name should be "HRMS ID of incumbent part number of service book" as per direction of EIC for the purpose of uploading of same in HRMS module of IFMS system at designated location.	350	Each		
Total : Rs.					

(In words -----))

Signature of the Quotationer with date

FULL NAME & ADDRESS

(IN CAPITAL LETTER) :--