



GOVERNMENT OF WEST BENGAL
Irrigation & Waterways Directorate
Office of the Executive Engineer
Damodar Survey & Investigation Division
5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700 091

NOTICE INVITING QUOTATION
NIQ NO. EE/DSID/02/2019-20

Memo No. 125

Dated. 25.02.2020

Sealed quotations are hereby invited by the Executive Engineer, Damodar Survey & Investigation Division, Irrigation & Waterways Directorate Jalasampad Bhawan, 5th Floor, Salt-Lake City, Kolkata-91 from the bonafide agencies for rates in connection to the work "Scanning of Service Books and allied works of Govt. employees under I.&P.Circle-II and DS & I Divn. for introduction of Online System of Service Book Management in HRMS module of IFMS by Damodar Survey & Investigation Division, I.&W.Dte as per enclosed schedule."

Interested quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below :

Eligibility criteria :

- 1).The quotationer having experience of dealing with similar type of work in any Government/Government undertaking/Public sector, Zilla Parishad, Autonomous body etc. [Agency has to furnish self attested copy of such supply order/completion certificate etc] will be preferable.
- 2).The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License , PAN , valid PT, GST , IT etc. as applicable.

Time schedule of quotation

- | | |
|--|-----------------------------|
| 1) Last date & time of receiving application: | 04.03.2020 up to 3:30 p.m. |
| 2) Last date & time of collecting quotation paper: | 11.03.2020 up to 3:30 p.m. |
| 3) Last date & time of receiving quotation paper: | 12.03.2020 up to 3:30 p.m. |
| 4) Date & time of opening quotation: | 13.03.2020 after 12:30 p.m. |

Terms and Conditions :

- 1) The schedule of item and other documents are to be collected by the eligible quotationer free of cost from the office of the Executive Engineer, Damodar Survey & Investigation Division, Irrigation & Waterways Directorate Jalasampad Bhawan, 5th Floor, Salt-Lake City, Kolkata-91
- 2) The eligible quotationers should quote their rate both in figures and in words. Any correction in the rates must be duly signed by the quotationers and each page of the schedule are to be signed by the quotationer along with his seal.
- 3) No quotation paper will be submitted by post / e-mail / fax
- 4) No quotation paper will be issued after expiry of date and time mentioned above.
- 5) Duly filled up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
- 6) Accepting Authority i.e. The Superintending Engineer, Investigation & Planning Circle-II, I.&W. Directorate, reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
- 7) Informal/conditional quotation is liable to summarily rejected.
- 8) Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
- 9) The successful quotationer will have to execute a formal agreement in WBFR No. 2911 with this office with submission of security deposit amount as per existing G.O.

Sdf

(ACHIRA ADHYA)
Executive Engineer
Damodar Survey & Investigation Division

Memo No: 125/1(8)

Dated: 25.02.2020.

Copy forwarded for information & necessary action to:

- 1) The Superintending Engineer, IPC-II, Jalasampad Bhawan.
- ✓ 2) The Executive Engineer, DVC Study Cell & Nodal officer e-Governance, I & W Dte. requested to upload the NIQ in the Departmental website at the earliest.
- 3-5) The Sub-Divisional Officer, D S & I Sub-Divn No – I, II, III.
- 6) The Account Section, Damodar Survey & Investigation Division.
- 7) The Estimating Section, Damodar Survey & Investigation Division.
- 8) Notice Board of Damodar Survey & Investigation Division.

f. Achira Adhya 25.2.2020
(ACHIRA ADHYA)
Executive Engineer

Damodar Survey & Investigation Division

Achira Adhya
25/2/2020



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Schedule of items

[NIO NO. EE/DSID/02/2019-20]

[Circulated vide Memo No.125/(1-8), Date: 25.02.2020]

Sealed quotation is hereby invited by the Executive Engineer, Damodar Survey & Investigation Division, Irrigation & Waterways Directorate Jalasampad Bhawan, 5th Floor, Salt-Lake City, Kolkata-91 from the bonafide reliable and resourceful agencies for rates in connection to the work "Scanning of Service Books and allied works of Govt. employees under I.&P.Circle-II and DS & I Divn.for introduction of online system of service book management in HRMS module of IFMS by Damodar Survey & Investigation Division,I.&W.Dte as per below mentioned schedule of items "

Sl. No	Description of items	Quantity	Unit	Quoted rate in Rs. including all taxes as applicable and all incidental charges (in figure & in words)
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.	41 nos.	each	41 no. service books x Rs.----- per service book = Rs.-----
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.	3000 nos.	each	3000 no. pages x Rs.-----per page = Rs.-----
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.	41 nos.	each	41 no. service books x Rs.----- per service book = Rs.-----

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.	41 nos.	each	41 no. service books x Rs.----- per service book = Rs.-----
			Total	Rs.-----
Total amount in words :				

Additional terms & condition to be followed strictly by the Agency :

- i)The rates should be inclusive of all taxes and all other incidental charges as applicable.
- ii)All works as mentioned in these schedule will have to be done within Jalasampad Bhawan ,Salt Lake as per direction of EIC. [Note : Required working space and power supply points are to be arranged by the concern office for this work]
- iii)Agency will have to arrange all types of manpower and machineries for this work.
- iv)Confidentiality of the documents are to be maintained strictly. Documents should not be allowed to be taken out of the designated space as per direction of EIC.
- v)Documents will be handed over to the Agency at the time of digitization and taken over from the Agency after completion of work with proper receipt by the entrusted Govt. employee as per direction of EIC .
- vi)A complete details of manpower of Agency who would be engaged with this work have to be provided prior to commencement of the work.

**Signature of Quotationer
(With Stamp)**

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(ACHIRA ADHYA)
Executive Engineer
Damodar Survey & Investigation Division
25/02/2020