



**Govt. of West Bengal**  
**Irrigation & Waterways Directorate**  
**OFFICE OF THE EXECUTIVE ENGINEER**  
Ganga Anti Erosion Division No.-I  
Raghunathganj, Murshidabad  
PIN-742225

Phone No.03483-263203

email ID : eegaed1@gmail.com

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Memo No.295

Date-08/06/2020

**Notice Inviting Quotation No.WBIW/EE/GAED NO.I/NIQ NO.3 of 2020-21**

Sealed quotations in prescribed proforma are invited by the Executive Engineer, Ganga Anti Erosion Division No.I, Raghunathganj, Murshidabad from outside bonafide Contractor (service provider) having capacity in supplying "Computer/Data entry Operator" for their service for official works in different Govt. Offices under Irrigation & Waterways Department on the given Terms & Conditions.

NAME OF WORK : "Supply of 2(two) nos. personnel for providing services as Computer/Data entry Operator for Placement at the Office of the Executive Engineer, Ganga Anti Erosion Division No.I, Raghunathganj, Murshidabad on contractual basis for one year".

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|----|--|---|--|
| 1) | Last date of Application                     | : | 24.06.2020 upto 4.00 P.M.  |
| 2) | Last date of issue of Quotation Documents    | : | 24.06.2020 upto 4.00 P.M.  |
| 3) | Last date of dropping of Quotation Documents | : | 25.06.2020 upto 3.00 P.M.  |
| 4) | Place of dropping of Quotation Documents     | : | Office of the Executive Engineer<br>Ganga Anti Erosion Division No.I<br>Raghunathganj, Murshidabad |
| 5) | Date and Time of Opening Quotation           | : | 25.06.2020 at 3.30 P.M.  |
| 6) | Quotation Accepting Authority                | : | Superintending Engineer<br>North Irrigation Circle-II<br>Berhampore, Murshidabad                   |

**Terms & Condition :**

1. The work should be executed by qualified and experienced persons with computer knowledge. Their Bio-Data must be enclosed.
2. They should have certificate regarding their respective fields from the Governments affiliated institutions.
3. The persons will normally perform the duty hours from 10.00 A.M. to 5.30 P.M. on all working days but if necessary will perform duties for extended hour beyond normal duty in all working days.
4. Payment will be made on monthly basis on production of bill in triplicate after completion of each calendar month.
5. The contract may be terminated with one month's notice from either side.
6. Proportionate deduction will be made from the bill due to any absence in duty.
7. The rate should be quoted in figures as well as in word per month basis.
8. No conditional or variable price clause quotation will be entertained from this end. The accepting authority of the quotation is the Superintending Engineer, North Irrigation Circle-II, Irrigation & Waterways Dte., Govt. of West Bengal
9. S.D., IT will be deducted as per rules applicable.
10. TDS on GST will be deducted from the bill as per section 51.
11. 1% cess will be deducted as per rules applicable.
12. The successful quotationer will have to execute a formal agreement in W.B.F. No.- 2911(i) as per rule.
13. The successful quotationers will have to deposit earnest money in the shape of Bank Draft drawn in favour of Executive Engineer, Ganga Anti Erosion Division No.I, Raghunathganj, Murshidabad @ 2% of the amount quoted at the time of executing formal agreement as per G.O. No. 03-W dated 18/01/2011. Anybody desire of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (if applicable).
14. The successful quotationers will have to abide by the provisions of West Bengal Labour Commissioner's (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.

  
Executive Engineer  
Ganga Anti Erosion Division No.I  
Raghunathganj, Murshidabad

**Memo No.295(10)                      Date-08/06/2020**

Copy forwarded for kind information to the:

1. The Chief Engineer (North), I & W Directorate, P.O. & Dist.-Malda.
2. Director of Personnel & Ex-Officio Chief Engineer, Irrigation & Waterways Directorate.
3. The Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad.
4. District Magistrate, Murshidabad.
5. The Executive Engineer, B.I. Divn. / N. I. Divn. / G.A.E. Divn-I / G.A.E. Divn.-II
6. Account Section of Ganga Anti Erosion Division No.I.
7. Estimating Section, Ganga Anti Erosion Division No.I.
8. Sub-Divisional Officer/Jangipur Irrigation Sub-Division No.I/II
9. Notice Board, Ganga Anti Erosion Division No.I, Raghunathganj, Murshidabad.

  
Executive Engineer  
Ganga Anti Erosion Division No.I  
Raghunathganj, Murshidabad



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Circulated vide Memo No.295, Date-08/06/2020

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**WORK SCHEDULE**

Sl. No.	Description of Items	Quantity	Unit	Rate	Amount
1.	Supply of Computer/data entry Operator with Computer knowledge for their service for office work in different Govt. Offices under I & W Dept. As per attached list of given Terms & Condition, the personnel should have experienced in Type jobs include drafting letter, notes, tabular statements, preparation of charts, various annexure and technical & schematic diagrams.	2 Persons for one year	Per Head per Month		

Total in words :

(Signature of the Quotationer)