



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**Teesta Barrage Electrical Sub-Division-I**  
**Oodlabari, Jalpaiguri-735 222**  
**Email Id: [sdotbesd1@gmail.com](mailto:sdotbesd1@gmail.com)**

**NOTICE INVITING QUOTATION**

Memo No: 01/NIQ-1

Dated: 27.01.2021

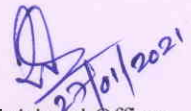
**N.I.Q No - WBIW/SDO/TBESD-I/NIQ- 01 of 2020-21**

1. Sealed Quotation(s) are invited in the prescribe format from bonafied, resourceful and reputed Contractors/Agencies/Original Manufacture/Genuine Suppliers/Authorized Dealer/firm for similar nature of works. The Terms and Conditions are given overleaf which may be go-through in details before quoting of any Quotation.
2. The Rates should be quoted inclusive of all taxes and other charges only.
3. Last date & Time for receipt of application for collecting quotation papers: 12.02.2021 within 1:00P.M.
4. Last date & Time for issuance of schedule: 12.02.2021 upto 3: 00P.M.
5. Last Date of Submission of Quotation is up to **3.00 p.m. on 19.02.2021**
6. Quotation will be opened after 3.00 p.m. on the 19.02.2021 in presence of such Quotationer (s) or their authorized representative who may be choose to be present at the time.
7. Time of Completion: 70 days from commencement of work after issuance of work order.

**NAME OF WORK**

**Scanning of Service Books and allied works of Govt. employees' of Teesta Barrage Electrical Division under North Bengal Mechanical and Electrical Circle, Siliguri for introduction of online system of service book management in HRMS module of IFMS at Teesta Barrage Electrical Division, Irrigation and Waterways Directorate, Teesta Administrative Building, Siliguri-734005.**

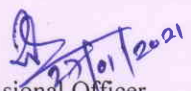
(AS PER ENCLOSED SCHEDULE)

  
Sub-Divisional Officer  
Teesta Barrage Electrical Sub-Division-I  
I & W. Dte., Govt. of West Bengal  
Oodlabari, Jalpaiguri

(P. T. O.)

### GENERAL TERMS AND CONDITIONS

1. The intending agencies must have to produce up to date valid **self-attested** certificate of GST Registration, Professional Tax Clearance, PAN Card, latest ITR (Last 3 Years) and other registration and license if any and credentials of past experience if any of similar nature of works at the time of application. Failure of the above may be treated as informal/cancellation of the quotation without further reference in the matter.
2. The Rate should be quoted in words and figures and it is to be valid for a minimum period of 9 (Nine) months from the date of Quotation.
3. The Contractor may inspect the site/working establishment before submission of the Quotation with the permission from the appropriate authority.
4. Test Certificate from the Manufacturer is to be submitted at the time of supply of materials, at their own cost.
5. Arrangement for approval of sample should be made by the concerned suppliers at their own cost, if necessary.
6. Quantities mentioned in the Quotation may be reduced or increased at the time of placing supply order.
7. All goods supplied will be subject to our approval and is liable to rejection if found below specification and such rejection will be made at the cost and risk of the Quotationer for which no claim will be entertained.
8. Only goods of standard and good quality will be accepted, inferior quality is not acceptable decision taken by the consignee in respect of the quality will be final.
9. OEM authorization certificate must be submitted along with offer in case of authorized dealers, failing which his Quotation will be rejected.
10. The Agency will arrange computer/laptop, suitable size flatbed scanner machine, printer, A4/Legal size white paper, applicable application software, etc. for complete work at their own cost for installation/processing of the system/works as applicable.
11. No advance payment will be admissible and payment will be done as per availability of fund.
12. Items wise rate for all the items should invariably be quoted.
13. Incomplete and Illegible Quotation will be treated as informal.
14. Successful Quotationer (s) have to submit earnest money @ 2% (two percent) on the total quoted amount in favour of "Executive Engineer, Teesta Barrage Electrical Division, I & W. Directorate, Siliguri" in the form of Demand Draft on any nationalized bank prior to execute Formal Agreement in WBF No.2911 in duplicate/triplicate within 15 (fifteen) days from the issue of placing Work Order and an amount of 8% of the work value will be deducted as Security Deposit. The agency may furnish bank guarantee of equal amount which will be refunded on completion of 1 (one) year.
15. Conditional Offer which does not fulfill any of the above conditions are liable to be informal.
16. The acceptance of the lowest Quotation will not be obligatory and Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-I reserves the right to reject or cancel part/whole quotation without assigning any reason thereof.
17. Quotation accepting authority reserve the right to reject any or all the quotation without assigning any reason therefore and the quotationer shall have no claim or compensation in such an event.
18. Work must be commenced within the time stated on the Work Order.
19. Anybody not satisfied with the decision of Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-I under Teesta Barrage Electrical Division refusing to supply schedule of specification would be free to appeal to the Executive Engineer, Teesta Barrage Electrical Division, Tinbatti, Siliguri, or Superintending Engineer, North Bengal Mechanical and Electrical Circle, Tinbatti, Siliguri-734005 against the refusal.
20. Price Preference will be granted to Industrial Unit of this State (West Bengal) as provided for in Finance Deptt. Memo No.8167 dt.27.7.1988.

  
Sub-Divisional Officer  
Teesta Barrage Electrical Sub-Division-I  
I & W. Dte., Govt. of West Bengal  
Oodlabari, Jalpaiguri

**(P. T. O.)**

Memo No: 01/NIQ-1/(10)

Dated: 27.01.2021

Copy submitted for favour of kind information and necessary action to:

1. The Chief Engineer, Mechanical & Electrical, I&W Directorate, Govt. of West Bengal, Jalasampad Bhawan, Kol-700091.
2. The Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2<sup>nd</sup>. Mile, Sevoke Road, Siliguri.
3. The Superintending Engineer, North Bengal Mechanical and Electrical Circle, Tinbatti, Siliguri.
4. The Executive Engineer, Teesta Barrage Electrical Division, I&W Dte., Tinbatti, Siliguri
5. The Executive Engineer, Teesta Mechanical Division, I&W Dte., Tinbatti, Siliguri
6. The Sub-Divisional Officer, Teesta Barrage Electrical Sub-Division-II, Tinbatti, Siliguri.
7. Estimating Section, Teesta Barrage Electrical Division, Tinbatti, Siliguri.
8. Accounts Section, Teesta Barrage Electrical Division, Tinbatti, Siliguri.
9. Junior Engineer, Teesta Barrage Electrical Sub-Division-I, Oodlabari, Jalpaiguri.
10. Notice Board of Teesta Barrage Electrical Sub-Division-I, Oodlabari, Jalpaiguri.



Sub-Divisional Officer  
Teesta Barrage Electrical Sub-Division-I  
I & W. Dte., Govt. of West Bengal  
Oodlabari, Jalpaiguri

## Schedule of Work

NIQ No.: WBIW/SDO/TBESD-I/NIQ-01 of 2020-21


### Name of Work:

Scanning of Service Books and allied works of Govt. employees' of Teesta Barrage Electrical Division under North Bengal Mechanical and Electrical Circle, Siliguri for introduction of online system of service book management in HRMS module of IFMS at Teesta Barrage Electrical Division, Irrigation and Waterways Directorate, Teesta Administrative Building, Siliguri-734005.

Sl. No.	Description and Specification of Items	Quantity	Rate in Rupees including all taxes as applicable and all incidental charges		Unit	Total Amount with Taxes in Rupees
			In Figure	In Word		
1	Pre and post scanning activities in the form of un-binding of original physical service books (Hard binding type) of employee documents cleaning, un-stapling, sorting all pages and enclosed pages in proper sequence for scanning of same, re-arrange all pages and enclosed pages of same service books in original sequence after scanning and re-binding service books (Hard binding type) of employees with taking precautionary measure for avoiding any damage like tearing, slitting, fracture of any pages as well as damage by ink spot, etc., all complete as per direction of E.I.C.	80 Nos.			Each	
2	Scanning of defined pages and enclosed pages of original physical service books 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 print out of scan pages of service book in good quality 75GSM White Pages, arrange pages in same sequence of original service book with other pages complete as per direction of E.I.C.	10400 Nos.			Each	
3	Making duplicate hard copy of original physical service book by spiral binding (A4 size) of all arranged printout pages by using plastic coil of good quality including suitable covers at front and back all complete as per direction of E.I.C.	80 Nos.			Each	
4	Making soft copy of original physical service book by saving all previously scanned all pages in .pdf format only and 200 DPI, gray scale scanning mode in parts/files of size upto 2 MB each, maximum 5 files/parts are permissible for each service book that is in total 10 MB per service book. File name should be "HRMS ID of incumbent_part number of service book" as per direction of E.I.C. for the purpose of uploading of same in HRMS module of IFMS system at designated location.	80 Nos.			Each	

**Gross Total Amount(in figure):**

**Gross Total in Word:**

  
Sub-Divisional Officer  
Teesta Barrage Electrical Sub-Division-I  
I & W. Dte., Govt. of West Bengal  
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