



GOVERNMENT OF WEST BENGAL  
Irrigation & Waterways Directorate,  
Office of the Sub-Divisional Officer,  
Sub-Division No. - II  
**RIVER RESEARCH INSTITUTE, WEST BENGAL.**  
Haringhata Central Laboratory,  
P.O.–Mohanpur, Dist.–Nadia.

**NOTICE INVITING QUOTATION**

**N.I.Q. No- 01/SDO-II/RRI/HCL of 2021-22 dt.20.04.2021**

**Memo No. 147**

**Date: 20.04.2021**

Sealed quotations for the work **Collection of rate for “Preparation of Digitized copy of Service books and allied works of Govt. employees under the Director, River Research Institute & the Director, Dam Safety Organization, Jalasampad Bhawan , I&W Dte. excluding GST but including other charges complete”**.as per Annexed proforma are invited by the SDO-II, RRI, HCL, as instructed by higher authority from reliable resourceful Bonafide agencies .Intending quotationers may have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	<b>04.05.2021</b>	Up to 16.00Hrs.
2.	Date of issue of quotation papers	<b>05.05.2021</b>	Up to 16.00 Hrs.
3.	Last date of receiving quotation papers	<b>06.05.2021</b>	Up to 15.00 Hrs.
4.	Date and time for opening quotation	<b>06.05.2021</b>	At 15:30 Hrs.

**Terms and Conditions:**

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be excluding GST but including other charges complete.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The rates have been collected for the preparation of estimate only.
9. The quotationers are requested to submit all the requisite documents such as **Valid 15 digit Good & Service Tax payer Identification Number (GSTIN)**, Trade Licence, PAN Etc. at the time of submission of the application.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Enclose. – Proforma for quoting rates - One copy.

*S. K. Das*  
Sub-Divisional Officer-II  
River Research Institute,  
HCL, Mohanpur, Nadia  
Govt. of West Bengal



Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

Copy for information to the:

1. The Director, River Research Institute, Haringhata Central Laboratory, Mohonpur, Nadia-741246.
2. The Executive Engineer (S.D.P.), R.R.I., H.C.L., Mohonpur,
3. Divisional Accountant, R.R.I., H.C.L., Mohonpur, Nadia.
4. Divisional Estimator, R.R.I., H.C.L., Mohonpur, Nadia.
5. Notice Board, R.R.I., HCL.

*sdh*  
Sub-Divisional Officer-II  
River Research Institute,  
HCL, Mohonpur, Nadia  
Govt. of West Bengal

Sl. No.	Particulars	Amount	Remarks
1.			
2.			
3.			
4.			

*sdh*





**GOVERNMENT OF WEST BENGAL**  
Irrigation & Waterways Directorate,  
Office of the Sub Divisional Officer  
Sub Division II  
Sunderban Delta Project  
**RIVER RESEARCH INSTITUTE, WEST BENGAL.**  
Haringhata Central Laboratory,  
P.O.-Mohanpur, Dist.-Nadia, PIN- 741246.

**PROFORMA FOR QUOTING RATE**

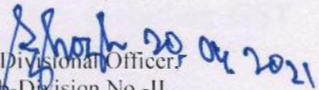
**N.I.Q. No- 01/SDO-II/RRI/HCL of 2021-22 dt 20.04.2021**

**Name of Work:** Collection of rate for “Preparation of Digitized copy of Service books and allied works of Govt. employees under the Director, River Research Institute & the Director, Dam Safety Organization, Jalasampad Bhawan , I&W Dte. excluding GST but including other charges complete.

Sl. No.	Description of Item	Qty.	Unit	Amount per Unit in Rs. (Excluding GST) ( Figures)	Amount per unit in Rs. (Excluding GST) (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 service book in original sequence after scanning and re-binding service books (hard binding type) of employee complete as per direction of EIC.	210	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.	16800	Each		
3	Making soft copy of original physical service book by saving all scanned pages in	210	Each		



	parts /files of size up to 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 as per direction of EIC.				
4	Incorporation of data for preparation of e-Service book for each employee as per direction of EIC.	210	Each		

  
 Sub-Divisional Officer,  
 Sub-Division No.-II,  
 River Research Institute,  
 HCL, Mohanpur, Nadia.

Signature of the Quotationer with seal