

Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer: Urban Drainage Sub-Div.-I
Jalasampad Bhawan (6th Floor), Kolkata-91
Ph.: 033-23598079 ; E-mail: sdoudsd1@gmail.com

NOTICE INVITING QUOTATION

Memo No. 251

Dated: 12.05.2022

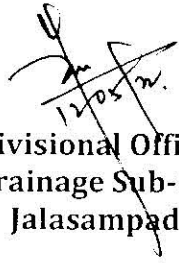
N.I.Q. No.- 02/UDSD-I of 2022-23

Name of work: "Preparation of digitized copy of 'Service Book' for the employee under Urban Drainage Division, Irrigation & Waterways Directorate, 4th floor, Jalasampad Bhawan, Saltlake, Kolkata- 700091".

Sealed Quotations in plain paper/letter head pad are here by invited from the interested bonafide Institutions/ Agencies having experience in similar type of works as per format attached with the quotation for the above noted work. The filled-up quotation format need to be dropped in the Tender Box kept in the chamber of the undersigned i.e. office of the Sub-Divisional Officer, Urban Drainage Sub-Division No.I, Jalasampad Bhawan [6th floor], Bidhannagar, Kolkata-700091 and will be opened in presence of the participating quotationers as per the prescribed Time Schedule. No quotation will be entertained by post or hand.

: TIME SCHEDULE :

Last date and time of submission of Application:	19.05.2022 upto 4.00 P.m.
Last date and time of Issuing Quotation Format:	20.05.2022 upto 4.00 P.m.
Last date and time of Dropping Quotation:	23.05.2022 upto 2.00 P.m.
Date & Time of Opening Quotation:	23.05.2022 at 3.00 P.m.
Time allowed for the work:	15 (fifteen) days.


**Sub-Divisional Officer/ A.E.
Urban Drainage Sub-Div. No. I
Jalasampad Bhawan**

TERMS & CONDITIONS

1. The rate should be quoted both in figure & words in the column of Rate & Amount as well as the total value of the work in the Quotation Format.
2. No illegible quotation will be accepted by the undersigned and liable to be rejected summarily.
3. The quotation must be unconditional and quotationers must put his signature in the quotation. The quotationers will have to produce the following photocopy of the valid self attested documents with the quotation and original will have to produce if required/on demand for verification otherwise quotation will not be entertained. Documents i.e. (i) Certificates of GST, (ii) Income Tax returned for last financial year, (iii) Pan Card, (iv) Professional Tax upto date clearance, (v) Valid Trade License and (vi) Intending quotationer should have a credential for similar nature of work from any Govt. Organization for 5 (Five) successive years. Completion Certificates issued by Competent Authority will normally be considered as credential. Apart from credentials of works executed under Irrigation & Waterways Department, credentials of works executed under Public Works & Public Works (Roads) Departments, Public Health Engineering Department, Sundarban Affairs Department & other State Government Departments, Zilla Parishads, WBHIDCO, WBSEDCL, KMDA, KMW&SA, KMC, HRBC, Engineering Departments of Central Government and Organizations like Railways, KoPT, and Mackintosh Burn Ltd., Westinghouse Saxby Farmer Ltd. & Britania Engineering Ltd. may also be considered. Completion certificates are to be countersigned by the Executive / Divisional Engineers of the respective State / Central Government Departments, or Officer of the equivalent rank, if those are issued by some other authority. Over and above the completion certificates, certificate from the competent authority regarding payment received so far for the work (even if the full payment might not have been received), supported by Bank Statement showing that the corresponding amount of payment has actually been deposited in the Bank, will have to be produced in the cases of works executed under Departments / Organizations other than Irrigation & Waterways Department, failing which credentials may not be considered.
4. Declaration by the applicant to the effect that there is no other application for the quotation paper for the work in this NIQ in which he/ she/ they has/ have common interest.
5. All corrections are to be attested under the dated signature of the quotationer.
6. In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated the next working day.
7. The acceptance of the quotation shall be at the discretion of the Superintending Engineer, Metropolitan Drainage Circle and reserves the right to accept or reject the lowest of quotation of any quotation without assigning any reasons thereof.
8. The successful quotationer will have to execute the formal agreement in W.B. Form No. 2911 as per rule within 07 (seven) days from the date of issue of acceptance letter in the office of the Sub-Divisional Officer, Urban Drainage Sub-Division No.I, Jalasampad Bhawan [6th.floor], Bidhannagar, Kolkata -700091.
9. The Earnest Money @2% of the quoted amount in the form of Demand Draft or Bankers cheque from any Nationalize Bank in favour of **the Executive Engineer, Urban Drainage Division**, Jalasampad Bhawan [4th.floor], Bidhannagar, Kolkata -700091 is to be deposited at the time of formal agreements.

10. Payment will be made from the office the Executive Engineer, Urban Drainage Division, Jalasampad Bhawan [4th.floor], Bidhannagar, Kolkata -700091, subject to availability of fund & no communication will be entertained for delayed payment by the undersigned.
11. GST as per Govt. rules. While quoting their rate(s), Bidders are requested to consider all taxes, Cess and other expenses including other ensuing notification of Central/ State Govt. Taxes if any.


12.05.22.

**Sub-Divisional Officer/ A.E.
Urban Drainage Sub-Div. No. I
Jalasampad Bhawan**

Memo No. 251/1(11)

Dated: 12.05.2022

Copy submitted for favour of kind information with the request for wide circulation to:

1. The Superintending Engineer, Metropolitan Drainage Circle, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
2. The Executive Engineer, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
3. The Executive Engineer, Metropolitan Drainage Division No. I, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
4. The Executive Engineer, Metropolitan Drainage Division No. II, Jalasampad Bhawan, Bidhannagar, Kolkata -700 091.
5. The Executive Engineer, Calcutta Drainage Outfall Division, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.
6. The Executive Engineer, Suburban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 91.
7. The Sub-Divisional Officer, Urban Drainage Sub-Division No. II, Madhyamgram, North 24 Parganas.
8. The Sub-Divisional Officer, Urban Drainage Sub-Division No. III, Khardah, North 24 Parganas.
9. Estimating Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
10. Accounts Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
11. NOTICE BOARD, Urban Drainage Sub-Division No.I, Jalasampad Bhawan, Bidhannagar, Kolkata-700 091.


12.05.22.

**Sub-Divisional Officer/ A.E.
Urban Drainage Sub-Div. No. I
Jalasampad Bhawan**



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Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer: Urban Drainage Sub-Div.-I
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SCHEDULE OF WORKS
[NIQ- 02/UDSD-I of 2022-23]

Name of work: "Preparation of digitized copy of 'Service Book' for the employee under Urban Drainage Division, Irrigation & Waterways Directorate, 4th floor, Jalasampad Bhawan, Saltlake, Kolkata- 700091".

Sl. No.	Scope of Works	Unit	Quantity	Rate including GST & CESS (To be quoted by the quotationer)		Amount (Rs.)
				In Word	In figures	
1	Preparation of digitized copy of "Service Book" for the employee under Urban Drainage Division, submission of same in soft copy (.pdf format) in a re-writable CD and rebinding of the Service Book after digitization if necessary etc. all complete as per direction of Engineer-In-Charge.	Each	36 No.s			
2	Incorporation of data for preparation of e-service book within official hours in the chamber of the Executive Engineer, Urban Drainage Division.	Each	36 No.s			
	(Rupees) only				Total Rs.	

(N.B.: The rate should be inclusive of all taxes and also other incidental charges.)

(Signature of Contractor with Seal)