



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer-I
Damodar Canal Division, Court Compound, Purba Bardhaman, Pin- 713101
PHONE NO. – 0342-2662496, FAX NO. -0342-2550166 , Email:-cedcdiwdwb@gmail.com

Notice Inviting Expression of Interest (EOI) No.: 02(EoI)/ EE-I/D.C.D / 2022-23

Memo No. 433

Date – 10/02/2023

Sealed EOI in prescribed proforma are hereby invited by the **Executive Engineer-I, Damodar Canal Division, Court Compound, Purba Bardhaman** on behalf of the Governor of West Bengal for the “LIST OF WORKS” attached herewith from Bonafied Agencies / Organization, Contractors & General order suppliers having credential (from the Govt. Of West Bengal/ Central Govt / PSU /Other State Govt. Departments / Engineering Wings of GoI / Ircon / RVNL / NHPC, Autonomous body & other similar organizations) of execution of similar nature of work during the current year and the last 5 years from the date of publishing of EOI.

The intending bidders having valid licenses, PTPC & ITR, PAN, GST registration etc. should possess adequate experiences in the field. The lowest bidder is liable to rectify any error/omission detected by the department at his own cost. No claim what so ever in this regard from the bidders will be entertained. The decision of the Engineer-in-charge is final and binding.

Inspection of Site & its premises before submission of EoIs:

Before submitting EOI, the intending agencies should make themselves acquainted thoroughly with the exact requirement of works and details accompanied with the official/ representative of the Executive Engineer-I (Damodar Canal Division) during any working day between 11:30 hours & 17.00 hours prior to the date of submission of proposal.

EOI, so received in sealed covers will be opened in the chambers of the EE-I/ DCD in presence of the intending agencies those who will be present at the time.

The EOI should meet the following terms & condition which are given below:-

TERMS & CONDITIONS :-

- 1) Intending bidders should apply for EOI papers in their respective Letter Heads enclosing with self attested copies of latest Income Tax, valid PAN / GST / Trade License and P.Tax Challan issued by the appropriate authority, failing which the EoI will liable to be rejected.
- 2) EOI should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of EOI by post is not allowed.
- 3) Any suppression/ misrepresentation of fact will automatically debar the application from participation in any Tender/ EoI.
- 4) No EOI paper will be supplied by Post.
- 5) No EOI paper will be issued after expiry of date and time mentioned in the notice.
- 6) The bidders should quote their rate both in figures and in words on each item of work within the issued format which should be duly signed with stamp.
- 7) All corrections are to be attested under the dated signature of the Bidders.
- 8) All the pages of the EOI paper and the documents (Submitted as EOI documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.
- 9) Conditional EOI, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summery rejection.
- 10) Any letter or other instrument submitted separately in modification of sealed Bid may not be entertained.
- 11) The EOI accepting authority does not bind himself to accept the lowest Bid and reserves the right to reject any or all of the Bids received, with valid reason whatsoever to the intending Bidder .
- 12) The **Executive Engineer-I, Damodar Canal Division, Court Compound, Purba Bardhaman** shall be the Engineer-In-Charge in respect of the above EOI & all correspondence should be made with the Engineer-In-Charge regarding the above survey work.
- 13) Superintending Engineer, Damodar Irrigation Circle, I&WD, Kanainatsal, PurbaBardhaman / **Executive Engineer-I, Damodar Canal Division, Court Compound, PurbaBardhaman**, reserves the right to accept or reject the lowest or any other EoI without assigning any reason thereof.
- 14) **This EOI is only for collection of rate over different items of work as prescribed in schedule & not for issuance of any work order in this regard.**

The EOI is to be submitted in the prescribe proforma. Any incomplete EoI is liable to be rejected.

The EOI in the prescribe proforma as above will be received in the office of the **Executive Engineer-I, Damodar Canal Division, Court Compound, Purba Bardhaman** as per following time schedule:

- 1) **Last date of receiving application for EoI paper:** 20.02.2023 at 14.00 pm
- 2) **Last date of issuing EoI paper:** 21.02.2023 at 14.00 pm
- 3) **Last date of receiving EoI paper:** 24.02.2023 at 14.00 pm
- 4) **Date of opening EoI paper:** 24.02.2023 at 14.05 pm.

Sd/-
**Executive Engineer-I,
Damodar Canal Division,
Court Compound, PurbaBardhaman**

Copy forwarded for information and circulation to the:-

1. Chief Engineer (West), Irrigation & Waterways Dte. Kanainatsal, Purba Bardhaman.
2. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman
3. Additional project Director-III, DPMU-I, WBMIFMP I & WD, Kanainatshal Purba Bardhaman.
4. Executive Engineer, Damodar Head Works Division
5. Executive Engineer I , Lower Damodar Irrigation Division
6. Executive Engineer II, Lower Damodar Irrigation Division.
7. Executive Engineer, R.B.I Division
8. Executive Engineer, B.I Division
9. Executive Engineer, Asansol Irrigation Division
10. District Information Officer, Purba Bardhaman.
11. Deputy Secretary Vigilance Commission, Kolkata-91.
12. -21.All Sub Division Office of D.C. Division.
22. Estimating Section of D.C. Division.
23. Accounts Section of D.C. Division
24. Office Notice Board, D.C. Division
25. Office Notice Board, Damodar Irrigation Circle.

Sd/-
Executive Engineer-I,
Damodar Canal Division,
Court Compound, PurbaBardhaman

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Name of the work:- Providing support service including supply of different office articles and stationary for smooth running of the office of Executive Engineer-I Damodar Canal Division, Court Compound, Purba Bardhaman under Sanko Section of Damodar Canal Head Quarter Sub-Division under Damodar Canal Division for the calendar year 2023. Details of the items are given below.

LIST OF STATIONARY MATERIALS					
SL NO	MATERIALS	QUANTITY	SPECIFICATION	RATE	AMOUNT
1	A4 Paper	150 Rim	GSM-75		
2	File Cover with Flap	350 Pic			
3	Peon Book	15 Pic	8 No		
4	Stepler (smale)	10 Pic	Kangaro-G-10		
5	Thread Ball	65 Pic			
6	Fevi Quick	10 Box			
7	Scissor (Big)	1 Pic	gubb		
8	Steel Scale	3 Pic	Faber Castell 30 cm		
9	Stamp Pad	15 Pic	Faber Castell 110 mm x 69 mm		
10	White Pad Book	10 Pic			
11	Peg Markar	170 Pic	desmat		
12	Envlope (Big)	210 Pic			
13	Envlope (Medium)	110 Pic			
14	Mosquito Machine	4 Pic	Gold Flash		
15	Mosquito Oil	24 Packt	Gold Flash Twin Packet		
16	guarder	50 Packt	100 gm/ Packt		
17	Refil Blue	10 Packt	cello		

18	Refil Red	10	Packt	cello		
19	Tag	30	Pic	Big,Small Each of 100 pc		
20	Scale (Plastic)	8	Pic	Faber Castell 30 cm		
21	Hit Spray	15	Pic	400 ml Black/Red		
22	Register (8No)	14	Pic			
23	Register (6No)	14	Pic			
24	Pen (Blue)	50	Pic	ajanta softy		
25	Pen (Red)	50	Pic	ajanta softy		
26	Pen (Black)	50	Pic	ajanta softy		
27	Big Stapler	6	Pic	HP-45		
28	Duster	16	Pic	450x450 mm		
29	Gum Stick	5	Pic	Fevistick		
30	Steel Knife	14	Pic	medium		
31	Note Sheet Pad	6	Pic	200 page		
32	Letter Issue Register	2	Pic	20 No		
33	Letter Recive Register	2	Pic	20 No		
34	T. Pin	8	Box	aerotix		
35	Markar Pen	15	Pic	Artline 107 RI		
36	High Lighter	18	Pic	Faber Castell text liner lemon yellow		
37	Pad Ink	22	Pic	Gripex 120 ml		
38	Stapler Pin (Smal)	4	Box	kANGARO10-1m		
39	Stapler Pin (Big)	4	Box	Kangaro24/6-1m		
40	Bottam File	12	Pic			
41	Pencile	3	Box	Apsara Platinam Extra Dark		
42	E-RASER	2	Box	Apsara Nondust		
43	Pencil Sharpner	2	Box	Apsara		
44	Green Gel Pen	3	Pic	Cello		
45	Green Gel Refil	5	Pic	cello		
46	Lock	6	Pic	Plam/Link 35 mm		
47	Tender Register	4	Pic	12 no		
48	Bill Register	4	Pic	12 no		
49	Waste paper Box	4	Pic			
50	Pen Stand	2	Pic			
51	Rubber Stamp	28	Pic	list attached		
52	Key Bag	12	Pic			
53	Double sided Pen	30	Pic	Dayal		
54	Pencil Box	10	Pic			
55	Hand Wash	25	Pic	Dettol 500 ml		

56	Correction Pen	10	Packt	Faber Castell		
57	Wall clock	2	Pic	ajanta quartz		
58	Pallmr Stamp	6	Pic			
59	Photo Paper	10	Packt	Kodack180 GSM A4 210x297mm Photo Paper High Glossy 20pic		
60	Dustbin (Plastick)	10	Pic			
61	Binder Clip (Medium)	24	Pic	klipy grand		
62	Sanitizer	25	Pic	Dettol 500 ml		
63	Marks (surgical)	60	pkt	Ramson		
64	Pin Magnet Box	10	Pic	deskdeco		
65	Legal Paper	5	Rim	Copy Power		
66	Kangaro Paper Punch	3	Pic	DP 700		
67	Kangaro Paper Punch	5	Pic	FP-20		
68	Pin Punching Hole Maker	6	Pic			

Bidder's Signature with date & stamp:

Issued to the Bidder
Sd/-
Executive Engineer-I
Damodar Canal Division