



**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:-eedcdiwdwb@gmail.com**

**Notice inviting Quotation No. 01 of Executive Engineer-I, Damodar Canal Division**  
**/2022-23**

Sealed quotation in prescribed proforma are hereby invited by the undersigned from willing bonafide agencies / outsiders for the work/supply “**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 for the financial year 2023-24.** by the **Executive Engineer- I, Damodar Canal Division** on behalf of the Governor of West Bengal for the works/supply as per list attached herewith from the Bonafide Outsiders having credential of similar nature of work/supply.

1. Separate quotation should be submitted for work/supply, as per attached list, in sealed cover super scribing the name of the work on the envelope and addressed to the **Executive Engineer -I, Damodar Canal Division, Court Compound ,Burdwan.**
2. Submission of quotation by post is not allowed.
3. The Quotation and other relevant particulars (if any) may be seen by the intending bidders or by their duly authorized representatives during office hours between 11.00 AM and 4.00 PM on every working day, till **24/03/2023 up to 14:00 Hrs** in the office of the Executive Engineer-I, Damodar Canal Division, Court Compound Burdwan.
  - a. The intending bidder must have trade licence, otherwise his application will be rejected and must enclose copy of trade licence with application. The intending bidder should apply for quotation papers in their respective 'Letter Heads' enclosing self attested copies of the following documents, originals of which and other documents like Registered Partnership (for partnership firms) etc. are to be produced on demand, as well as during interview (if any).
    - i. Professional Tax Challan, latest authenticated Income Tax Return for current financial year or immediate preceding financial year, PAN Card, Goods and Service Tax (GST) Registration Certificate, Proprietorship Firms (Trade Licence), Partnership Firms (Partnership Deed, Trade License, Form-VIII or Memorandum of Registration), Limited Companies (Incorporation Certificate, Trade Licence, Memorandum of Articles), Registered Co-Operative Societies (Society Registration Certificate from ARCS of the state, latest available Auditor's Report of Directorate of Co- operative Audit within proceeding five years as per Societies Act & Rules., Trade Licence and By-Laws, Documents showing latest office bearers) valid up to the date of opening of the bidders. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
    - ii. **Materials supplied should be new and in good condition.**
    - iii. A statement showing number and value of works presently under execution by the bidders under Irrigation & Waterways Department and other Government Department / Organizations as stated in paragraph 3 (b) hereunder.
    - iv. Declaration by the applicant to the effect that there is no other application for Quotation paper for work in this NIQ in which he/she/they has/have common interest. Failure to produce any of the above documents may be considered good and sufficient reason for non issuance of bidder paper.
  - b. Any suppression / misrepresentation of fact will automatically debar the applicant from participating in any bidder under the Division / Circle for at least 3 (three) years from the date of detection, in addition to such other panel action as the Government may deem proper.

4. Intending bidders not satisfied with the decision of the Quotation paper issuing authority may prefer an appeal to the next superior officer. Concerned Chief Engineer will be the appellate authority for high value bidders. Necessary communication regarding his appeal to the appellate authority must be brought to the notice of such authority within two working days after the date of issue of Quotation paper and copy of such communication should be submitted to the quotation paper issuing authority within the same period, failing which no such appeal will be entertained.
5. a. Quotation paper can be taken from the office of the Executive Engineer I, Damodar Canal Division, within the specified date and time as per attached list by the intending bidders or by their duly authorized representatives.  
b. No Quotation paper will be supplied by post.  
c. No quotation paper will be issued on the date of opening of bidders after expiry of date and time mentioned in the notice.
6. Before submitting any quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take in to considerations all factors and difficulties likely to be involved in the execution of work/supply of materials in all respects including transportations of materials, communication facilities, climate conditions and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterwards. In this connection the intending bidders may contact the office of the undersigned up to **24/03/2023 up to 14:00 Hrs** on any working day.
7. **Earnest money Deposit (EMD )@2% of the Quoted rate must be submitted at the time of submission of quotation**, in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of **The Executive Engineer- I, Damodar Canal Division, payable at Purba Bardhaman. Payment in any other forms viz. NSC, KVP, cheques etc. will not be accepted. Labour Co-operative Societies and State Government Enterprises viz. Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited and Britannia Engineering Limited are fully exempted from payment of EMD.**
8. a) The Bidder should quote the rate both in figures and in words for each item but evaluation will be done on a whole basis (Total Value). Any bidder containing over writing is liable to be rejected.  
b) All corrections are to be attested under the dated signature of the Bidders.
9. When a Bidder signs his Quotation in an Indian Language, the total amount bidder should also be written in the language. In the case of illiterate bidder, the rates quoted by bidder should be attested by a witness.
10. The Bidders who will sign on behalf of a Company or Firm must produce the registered documents (within 3 days from the date of opening the quotation) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Bidder will not be considered and the deposited Earnest Money will be forfeited.
11. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
12. Conditional Bidder, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
13. GST, Royalty, Building & other Construction Workers' Cess and all other statutory levy/ Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work). It may further be noted that if Valid GST Identification number (GSTIN) document under the relevant GST Acts & Rules of State Govt. is produced before receiving payments per present norms, or as may be prescribed by the Finance Department time to time.  
The Quotation Accepting Authority does not bind himself to accept the lowest bidder and reserves the right to reject any or all of the bidders received, without assigning any reason whatsoever to the intending bidders.
14. The Bidders will have to, if so desired by the Quotation Accepting Authority, submit his analysis to justify the rate quoted by him.
15. The quotation will be opened, as specified in the list of works, in presence of the participating Bidders or their duly authorized representatives, who may be present at the time of opening. The successful Bidders will have to execute the duplicate copies of his agreement paper which will have to be obtained free of cost in the office of **The Executive**

**Engineer - I, Damodar Canal Division** within 7 (Seven) days from the date of receipt of the intimation of acceptance of his bidding, failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the bidder shall automatically stand cancelled.

16. If any Bidder withdraws his quotation before its acceptance or refuses/ fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal/ refusal / failure, he shall be disqualified for submitting any Bidder in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
17. The successful Bidders will have to abide by the provision of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1970 and such other Acts as may be applicable, as will be in force from time to time.
18. To verify the competency, capacity and financial stability of the intending Bidder(s) the Bidder Paper issuing Authority may demand production of any necessary document(s) as it may deem necessary.
19. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained.
20. As per G.O.No. 1627(8)/IA dated 26th November 2001 of Irrigation & Waterways Department, Government of West Bengal, Clause 25 of Bidder Form No. 2911 stands deleted in respect of contract of value less than Rs. 100.00 lakh.
21. Sealed Quotation paper should be dropped in the Bidder Box at the office of the **The Executive Engineer- I, Damodar Canal Division, Court Compound, Purba Bardhaman.**
22. Payment will be made subject to the availability of fund.
23. **In case of tie bid Memorandum No-2320-F(Y) Dated:-7<sup>th</sup> June,2022 of Finance Department, Government of West Bengal shall be applicable.**
24. Bidder documents to be obtained from the office of the Executive Engineer-I, Damodar Canal Division.
25. **Submission of Application :-**
  - a) **24/03/2023 up to 16:00 Hrs** to the Executive Engineer- I, Damodar Canal Division. Intending bidder should indicate in their application as to wherefrom they intend to purchase the Quotation form failing which the decision of Executive Engineer- I, Damodar Canal Division will be final & binding.
26. **Issue of Bid Documents :-**  
**27/03/2023 up to 16:00 Hrs** from the Office of the Executive Engineer- I, Damodar Canal Division.
27. **Dropping of Quotation :-** **29/03/2023 up to 16:00 Hrs**

**In the office of :- The Executive Engineer- I, Damodar Canal Division.**

**Executive Engineer- I  
Damodar Canal Division.**

**Details of Work:-**

Sl.No	Name of work	Estimated Cost (Value of work put to bidder)	Earnest Money	Cost of Schedule and other necessary papers	Time of completion of work
As per list Attached					

**Time schedule of Bidder Procedure:-**

<b>Last date and time of receipt of application for quotation papers :-</b>	<b>24/03/2023 up to 16:00 Hrs</b>
<b>Last date and time of issue of quotation papers :-</b>	<b>27/03/2023 up to 16:00 Hrs</b>
<b>Date and time of receive of quotation :-</b>	<b>29/03/2023 up to 16:00 Hrs</b>
<b>Date and time of opening of quotation:-</b>	<b>29/03/2023 After 16:05 Hrs</b>

**In the office of the Executive Engineer-I, Damodar Canal Division,  
Court Compound, Purba Bardhaman.**

Sd/-  
**Executive Engineer-I  
Damodar Canal Division**

**Memo.No :-648/(25)**

**Date:- 16/03/2022**

Copy forwarded for information and wide circulation to the :-

1. Sabhadhipati, Zilla Parishad, Purba Bardhaman.
2. Chief Engineer- (West), Irrigation & Waterways Dte. Kanainatsal, Purba Bardhaman.
3. District Magistrate, General Section, Administrative Building, 2- nd. Floor, Court Compound, Purba Bardhaman.
4. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman
5. Deputy Secretary (Works), Irrigation & Waterways Deptt, Kolkata-91.
6. Executive Engineer, Damodar Head Works Division
7. Executive Engineer I , Lower Damodar Irrigation Division
8. Executive Engineer II, Lower Damodar Irrigation Division.
9. Executive Engineer, R.B.I Division
10. Executive Engineer, B.I Division
11. Executive Engineer, Asansol Irrigation Division
12. District Information Officer, Purba Bardhaman.
13. Deputy Secretary Vigilance Commission, Kolkata-91.
14. -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**

**LIST OF MATERIALS**

<b>SL NO</b>	<b>MATERIALS</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>SPECIFICATION</b>	<b>UNIT RATE</b>	<b>AMOUNT</b>
1	A4 Paper	150	Rim	GSM-75		
2	Record File Cover	350	Piece	550 GSM(FS size-14"x10")		
3	Peon Book	15	Piece	8 No		
4	Stapler (Small)	10	Piece	<b>Kangaro-G-10</b>		
5	Thread Ball	65	Piece	cotton		
6	Fevi stik	10	Box	Pidilite(10 nos per box)		
7	Scissor (Big)	1	Piece	Kangaro		
8	Steel Scale	3	Piece	Faber Castell 30 cm		
9	Stamp Pad	15	Piece	Faber Castell 110 mm x 69 mm		
10	White Pad Book	10	Piece	A4 size		
11	Page Marker(Sticky Note)	170	Piece	(3"x3")		
12	Envelope (Big)	210	Piece	White & Brown		
13	Envelope (Medium)	110	Piece	White & Brown		
14	Mosquito Machine	4	Piece	Gold Flash		
15	Mosquito Oil	24	<b>Packt</b>	Gold Flash Twin Packet		
16	Rubber Band(Guarder)	5	Packt	1Kg/ Packt(1")		
17	Refill Blue	10	Packt	Dayal/Morison		
18	Refill Red	10	Packt	Dayal/Morison		
19	Tag	30	Piece	Big,Small Each of 100 pc		
20	Scale (Plastic)	8	Piece	Faber Castell 30 cm		
21	Hit Spray	15	Piece	400 ml Black/Red		
22	Register (8No)	14	Piece	Size – 8 NO.		
23	Register (6No)	14	Piece	Size – 6 NO		
24	Pen (Blue)	50	Piece	DOMS/GOLDEX		
25	Pen (Red)	50	Piece	DOMS/GOLDEX		
26	Pen (Black)	50	Piece	DOMS/GOLDEX		
27	Big Stapler	6	Piece	HP-45		
28	Duster	16	Piece	450x450 mm		
29	Gum Bottle	5	Piece	Camel (300 ml)		
30	Steel Knife	14	Piece	medium		
31	Note Sheet Pad with Margin	6	Piece	Size -Legal 200 page		
32	Letter Issue Register	2	Piece	Size-20 No		
33	Letter Receive Register	2	Piece	Size-20 No		
34	T. Pin	8	Box	aerotix		
35	Marker Pen	15	Piece	Artline 107 RI		
36	High Lighter	18	Piece	Faber Castell text liner lemon yellow		
37	Pad Ink	22	Piece	Gripex 120 ml		

SL NO	MATERIALS	QUANTITY	UNIT	SPECIFICATION	UNIT RATE	AMOUNT
38	Stapler Pin (Small)	4	Box	KANGARO10-1m		
39	Stapler Pin (Big)	4	Box	Kangaro24/6-1m		
40	Bottom File	12	Piece			
41	Pencil	3	Box	Apsara Platinam Extra Dark		
42	ERASER	2	Box	Apsara Nondust		
43	Pencil Sharpener	2	Box	Apsara		
44	Green Gel Pen	3	Piece	Cello		
45	Green Gel Refill	5	Piece	cello		
46	Lock	6	Piece	Plam/Link 35 mm		
47	Tender Register	4	Piece	12 no		
48	Bill Register	4	Piece	12 no		
49	Waste paper Box	4	Piece	plastic		
50	Pen Stand	2	Piece	Camlin		
51	4 Fold Cover File	30	Piece	Dayal		
52	Key Bag	12	Piece			
53	Double sided Pen	30	Piece	Dayal/Morison Marshal		
54	Pencil	10	Box	Doms/Apsara/ Faber Castell		
55	Dettol 500 ml Hand Wash	25	Piece			
56	Correction Pen	10	Packt	Faber Castell		
57	Wall clock	2	Piece	ajanta quartz		
58	Photo Paper	10	Packt	Kodak180 GSM A4 210x297mm Photo Paper High Glossy 20 Piece		
59	Dustbin (Plastic)	5	Piece			
60	Binder Clip (Medium)	24	Piece	klipy grand		
61	Sanitizer	5	Piece	Dettol 500 ml		
62	Marks (surgical)	6	pkt	Ramson		
63	Pin Magnet Box	10	Piece	deskdeco		
64	Legal Paper	5	Rim	Copy Power		
65	Kangaro Paper Punch	3	Piece	DP 700		
66	Kangaro Paper Punch	5	Piece	FP-20		
67	Pin Punching Hole Maker	6	Piece	Kangaro		

**Sd/-**  
**Executive Engineer-I**  
**Damodar Canal Division**