



GOVERNMENT OF WEST BENGAL
IRRIGATION AND WATERWAYS DIRECTORATE
OFFICE OF THE DIRECTOR OF DESIGNS
CENTRAL DESIGN OFFICE, JALASAMPAD BHAVAN (1ST FLOOR)
SALT LAKE CITY, KOLKATA – 700 091

Memo No. 1 Q - 3 / 9 1 8

Date: 25.08.2023

REQUEST FOR EXPRESSION OF INTEREST

The Director of Design, Central Design Office , Irrigation & Waterways Directorate , Government of West Bengal invites expression of interest from eligible, resourceful and bonafide HR support service provider for providing the service as mentioned below.

Name of Work: Selection of firm for “ Engaging a Human Resource Support Service Provider for providing services of draftsmen on contractual basis in the Central Design Office (CDO), I& W Directorate, Govt. of West Bengal.”

The Terms of Reference (ToR) for Engaging a Human Resource Support Service Provider for providing services of draftsmen on contractual basis in the Central Design Office (CDO), I& W Directorate, Govt. of West Bengal is available in the website www.wbiwd.gov.in .

Interested HR support service provider should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The quoted rate should be submitted as per the proforma given below.

Price Schedule for "Engaging a Human Resource Support Service Provider for providing services of draftsmen on contractual basis in the Central Design Office (CDO), I& W Directorate, Govt. of West Bengal"						
Sl.	Item Description	Quantity	Unit	Basic rate in figures	Total amount without taxes	Total amount without taxes
1	Providing services of qualified and experienced draftsmen for preparation of CAD based drawings	24.00	Man-month			
2	Overhead charges of the Service Provider	1.00	Percentage			
Total in Figures						

Expression of Interest (EOI) with the accompanying information must be delivered in the written form (with two hard copies) in a sealed envelope addressed to the Director of Design, Central Design office of Irrigation & Waterways Directorate by 16.00 hours (IST) of **11.09 .2023** at the address below:

Office of the Director Of Designs,
Central Design Office,
Irrigation & Waterways Directorate,
Government of West Bengal,
1st Floor, Jalsampad Bhavan, Salt Lake,
Kolkata, PIN-700091,
West Bengal, India.
Tel: 033-23375040,
e-mail: cdoiwdwb@gmail.com

Important Note: No Proposals (Technical or Financial) are required now. The purpose of the EOI is to obtain budgetary quote for the assignment. Once the quotes are obtained estimates would be prepared and formal tender could be invited in WBF No. 2911.

sd/
Director of Design
Central Design Office
Irrigation & Waterways Directorate

Place : Salt lake
Date: 25.08.2023

Memo No. 1 Q - 3 / 9 1 8 / 1 (1)

Date: 25.08.2023

Copy to:

1. The Executive Engineer, DVC Study Cell, I & W D, GoWB, 7th floor, Jalsampad Bhavan for uploading of all relevant documents.

sd/
25/08/2023
Director of Design
Central Design Office

Memo No. 1 Q - 3 / 9 1 8 / 2 (3)

Date: 25.08.2023

Copy forwarded for information and necessary action to the:

1. Dy. Dir (C&FC), CDO.
2. Asst. Dir. (HQ), CDO.
3. JE (HQ), CDO.

sd/
Director of Design
Central Design Office

Terms of reference for “Engaging a Human Resource Support Service Provider for providing services of draftsmen on contractual basis in the Central Design Office (CDO), I& W Directorate, Govt. of West Bengal”

Background:

In recent times, numbers of proposals of design & drawing for construction of several hydraulic structures, e.g., regulators, sluices, bridges across canals & channels, and of river bank protection & anti-sea erosion being received in the Central Design Office, from the field offices has increased manifold, resulting in huge workload.

2. While necessary design could be completed within a reasonable time frame with the present strength of 16 nos. of Assistant Directors and 5 nos. of Deputy Directors, preparation and issue of working drawings are getting delayed inordinately due to largely inadequate strength of draughtsman (only 10 out of total sanctioned strength of 40). In fact, the present strength of the officers responsible for design is highly disproportionate with that of the drawing personnel (draftsmen & tracers) causing tremendous problem. Delay in delivering the end product of the Design Wing, i.e., drawings, is having a spiraling effect on all the trailing activities, i.e., preparation of project reports, tendering and execution of works at site.

3. Moreover, a couple of senior draftsmen are on the verge of retirement. The cadre is regional (non-PSC) and there has been no new intake during last one decade. Hence, it has been felt necessary to engage a couple of draftsmen on contractual basis through service providers (i.e., Firms doing business by offering Human Resources (HR) support services.

Objective of the Assignment

4. The objective of the assignment is to provide qualified draftsmen for producing engineering drawings within specified timeframe, as per the design & rough sketches to be made by the Engineer Officers of the CDO.

Broad Scope of Work:

5. The main task of the HR agency is to deploy two draftsmen on an average during the period of assignment, i.e., 12 (twelve) months, depending on the requirement of the Client, with required qualification and experience, for efficient disposal of drawing in Central Design Office, as given below.

i) Preparation of drawing of all kind of hydraulic structures, bridges and other building structure, river bank protection and anti-sea erosion works an using CAD software.

ii) The drawings should be prepared as guided by the Director/Deputy Director/Assistant Director, Central Design Office for making PLAN, ELEVATION, SECTIONAL DETAILS, KEY PLANS, NOTES etc. of any proposed structure /intervention.

iii) The drawings should be prepared as per the guidelines laid in IS 10714-(All parts) :2006.

iv) Any change due to change in decision on technical ground including correction due to draughting error has to be incorporated.

v) The drawings completed earlier may require correction/revision as and when necessary, as per the practical/field requirement.

vi) The required hardware and software, in connection with the works, will be arranged by the agencies.

vii) The agency shall monitor the periodic performance of the draughtsman with regards to his role and responsibilities and shall ensure payment of remuneration to the deployed person by 10th of every month for the preceding month by crediting the amount to the bank account to the concerned employee electronically.

viii) The agency will be responsible in following all applicable rules & regulations in terms of hiring manpower made by state as well as central government time to time.

ix) The agency shall replace the hired professional immediately, if they are unacceptable to the client because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct.

Timelines & Deliverables:

6. The draftsmen are to produce the final version of at least four numbers CAD drawings in soft copies of A1 size, in every month during the total duration of 12 (twelve) months. Man-month rates would be proportionately increased /reduced depending on the output, subject to the condition that output is not affected due to lack of supply of input from the client.

Qualification of the Hired Professional:

7. The engaged draftsmen should have I.T.I. qualification, Certificate Course in any CAD Software, and at least 15 years' experience in the field of CAD, preferably in hydraulic and Industrial structure in Government sector or PSU. Retired draftsmen, previously working in the Irrigation & Waterways Department & other State Government Department would also be eligible. CVs of the draftsmen are to be checked and accepted by the Client, as a criterion of technical evaluation.

Payment Modalities:

8. The Service Provider shall make the output-based payment to the draftsmen every month and then submit monthly invoices by 10th day of the month for the preceding month, containing the total sum payable to him (excluding GST) based on the agreed man-month rate, comprising the individual payments actually made and then adding his percentage of the declared and agreed overhead. GST components should be shown separately on the total amount payable to arrive at the total invoice figure. Payment will be made by the Client, subject to availability of funds. Non-payment of monthly remuneration to the draftsmen will be treated as breach of contract.

General Responsibilities of The HR Support Service Provider

9. The responsibilities of the Consultant would include but not be limited to the following

- i) It will follow all rules and regulations of the State and of India while deploying the staff to the client and hold the client indemnified for any breach and violation of the Rules and Regulations.
- ii) The Service Provider will make consolidated payment to the draftsmen, as output-based remuneration, which shall not be less than the minimum wage for the nearest equivalent category as per the circular of the Labour Commissioner, West Bengal prevailing at the time of tendering.
- iii) The rates quoted will include all statutory taxes, duties & incidental charges for the staff to be engaged. Income Tax & GST will be deducted at source as per law, i.e., 10% as IT and 2% for GST. It is further mentioned that GST@ 18% for Consultancy charges would apply for the assignment. Any variation in the IT /GST rate during the pendency of the contract will be borne /accommodated by the Service Provider.
- iv) The Service provider shall maintain all records pertaining to disbursement of remuneration and make those available to the Client, whenever called for.
- iii) Copy of CV will have to be provided to the client, during submission of the tender in the Technical Folder.
- iv) The Client's decision will be final regarding the performance of the staff. Any non-performing staff will be removed immediately. No change of staff shall be made without approval of the Client
- v) The draftsmen can work from home, but they may also need to work during some of the days at the Central Design Office, for which necessary accommodation would be provided by the Client. However, the draftsmen are to be equipped with high end laptops containing latest version of the licensed copy of the software and internet connectivity.

Confidentiality

- 10. The inputs and outputs of the assignment would be the property of IWD and not to be shared / replicated by the Service Providers or the draftsmen engaged by him, anywhere else without the written consent of the Client.


Director of Design
Central Design Office