



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
OFFICE OF THE EXECUTIVE ENGINEER  
**Burdwan Investigation & Planning Division,**  
Purta Bhawan, 3rd floor Burdwan, 713103, ☎ 03422646799  
email ID : [eebipd2022@gmail.com](mailto:eebipd2022@gmail.com)

Memo No. 830

Date-09.11.2023

**Notice Inviting Quotation No.-01/2023-24 of E.E B.I & P Division**

Sealed quotations in prescribed proforma are invited by the Executive Engineer, Burdwan Investigation & Planning Division, I & W D, Purta Bhawan, Burdwan from outside bonafide Contractor (service provider) having capacity in supplying "Computer/Data entry Operator" for their service for official works in different Govt. Offices under Irrigation & Waterways Department on the given Terms & Conditions.

**NAME OF WORK : "Engagement of 01(one) no Contractual Computer operator for 6 (six) months under Burdwan Investigation & Planning Division."**

- |    |  |   |  |
|----|--|---|--|
| 1) | Last date of Application (only in hard copy) | : | 17.11.2023 upto 3.00 P.M.  |
| 2) | Last date of issue of Quotation Documents    | : | 22.11.2023 upto 4.00 P.M.  |
| 3) | Last date of dropping of Quotation Documents | : | 23.11.2023 upto 2.00 P.M.  |
| 4) | Place of dropping of Quotation Documents     | : | Office of the Executive Engineer<br>Burdwan Investigation & Planning Division.<br>Purta Bhawan, Burdwan. |
| 5) | Date and Time of Opening Quotation           | : | 23.11.2023 at 3.00 P.M.  |
| 6) | Quotation Accepting Authority                | : | Superintending Engineer,<br>Investigation & Planning Circle-II,<br>Jalasampad Bhawan, Kol-91             |

**Terms & Condition :**

1. The work should be executed by qualified and experienced persons having knowledge to perform duties related to Government bills (IFMS & PFMS).
2. The persons will normally perform the duty hours from 10.00 A.M. to 5.30 P.M. on all working days but if necessary will perform duties for extended hour beyond normal duty in all working days.
3. Payment will be made on monthly basis on production of bill in duplicate after completion of each calendar month.
4. The contract may be terminated with one month's notice from either side.
5. Proportionate deduction will be made from the bill due to any absence in duty.
6. The rate should be quoted in figures as well as in word per month basis.
7. No conditional or variable price clause quotation will be entertained from this end. The accepting authority of the quotation is the Superintending Engineer, Investigation & Planning Circle-II, Irrigation & Waterways Dte., Govt. of West Bengal
8. IT will be deducted as per rules applicable.
9. TDS on GST will be deducted from the bill as per government rules, if applicable.
10. The successful quotationer will have to execute a formal agreement in W.B.F. No.- 2908 as per rule.
11. The successful quotationers will have to deposit earnest money in the shape of Bank Draft drawn in favour of Executive Engineer, Burdwan Investigation & Planning Division, I & W D, Purta Bhawan, Burdwan @ 2% of the amount quoted at the time of executing formal agreement as per government rules. Anybody desire of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (if applicable).
12. The successful quotationers will have to abide by the provisions of West Bengal Labour Commissioner's (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.

Sd/-

**Executive Engineer**  
**Burdwan Inv. & Planning Divn.**  
**Burdwan.**

Copy forwarded for kind information to the:

1. The Chief Engineer (D & R), I & W Directorate, Jalasampad Bhawan, Kol-91.
2. The Superintending Engineer, Investigation & Planning Circle-II, Jalasampad Bhawan, Kol-91.
3. Account Section.
4. Estimating Section.
5. Notice Board,

Sd/-  
**Executive Engineer**  
**Burdwan Inv. & Planning Divn.**  
**Burdwan.**



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
OFFICE OF THE EXECUTIVE ENGINEER  
**Burdwan Investigation & Planning Division,**  
Purta Bhawan, 3rd floor Burdwan, 713103, ☎ 03422646799  
email ID : [eebipd2022@gmail.com](mailto:eebipd2022@gmail.com)

Memo No. 830

Date-09.11.2023

**Notice Inviting Quotation No.- 01/2023-24 of E.E B.I & P Division**

Circulated vide Memo No. 830      Date-09.11.2023

**NAME OF THE WORK :- “Engagement of 01(one) no Contractual Computer operator for 6 (six) months under Burdwan Investigation & Planning Division.”**

**WORK SCHEDULE**

Sl. No.	Description of Items	Quantity	Unit	Rate	Amount
1.	<b>Engagement of 01(one) no Contractual Computer operator for 6 (six) months under Burdwan Investigation &amp; Planning Division</b>	1 Person for 6 months.	Per Head per Month		
Total in words :					

(Signature of the Quotationer)