



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
INVESTIGATION & PLANNING DIVISION (SOUTH)  
3<sup>RD</sup> Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91

**NOTICE INVITING QUOTATION**  
**NIQ NO. EE/IPDS/09/2023-24**

**Memo No.10-15/147**

**Dated.06.02.2024**

Sealed quotations for rates are hereby invited by the Executive Engineer-I, Investigation & Planning Division (South), Irrigation & Waterways Directorate Jalasampad Bhawan, Salt-Lake City, Kolkata-91 from the bonafide & resourceful agencies to ascertain unit rate [budget quote] for official purpose in connection with the work : **"Cleaning of office rooms, premises & Guarding of office, store rooms etc. under I.P.Circle-I, I.P.Division (South), I.P.Sub-Division-II & I.P.Sub-Division-III at Jalasampad Bhawan, 3rd Floor, Southern Block, Salt Lake"**.

Interested quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below :

**Eligibility criteria :**

1. The quotationer having experience of dealing with similar type of work in any Government/Government undertaking/Public Sector, Zilla Parishad etc [Agency has to furnish self attested copy of such supply order/completion certificate etc] will be preferable.
2. The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License, PAN, valid PT, GST , IT etc. as applicable.

**Time schedule of quotation**

- |   |                               |
|---|-------------------------------|
| 1) Last date & time of receiving application      | : 15.02.2024 up to 04:30 p.m. |
| 2) Last date & time of collecting quotation paper | : 16.02.2024 up to 4:30 p.m.  |
| 3) Last date & time of receiving quotation paper  | : 19.02.2024 up to 01:30 p.m. |
| 4) Date & time of opening quotation               | : 19.02.2024 after 02:30 p.m. |

**Terms and Conditions :**

- 1) The schedule of item and other documents are to be collected by the eligible quotationers free of cost from the office of the Executive Engineer-I, Investigation & Planning Division (South) at Jalasampad Bhawan, Salt-Lake City, Kolkata-91.
- 2) The eligible quotationers should quote their rate both in figures and in words. Any correction in the rates must be duly signed by the quotationer and each page of the schedule has to be signed by the quotationer along with his seal.
- 3) No quotation paper will be submitted by post / e-mail / Fax.
- 4) No quotation paper will be issued after expiry of date and time mentioned above.
- 5) Duly filled-up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
- 6) Accepting Authority i.e. The Superintending Engineer, Investigation & Planning Circle-I, I&W Directorate, reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
- 7) Informal/conditional quotation is liable to summarily rejected.
- 8) Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
- 9) This rate is to ascertain unit rate for official purposes only.
- 10) No Work Order will be issued against this NIQ [**Budget quote**]

*Chime Chhetry* 06.02.24.  
Executive Engineer-I  
Investigation & Planning Division (South)

**Memo No.10-15/147(6)**

**Dated.06.02.2024**

Copy forwarded information to:

- 1) The Superintending Engineer. I.&P. Circle-I, Irrigation & Waterways Directorate.
- 2-3) The Sub-Divisional officer, I&P Sub-Division No I/II/III for wide circulation.
- 4) The Divisional Accounts officer, I&P Division (South).
- 5) Estimating branch, I&P Division (South).
- 6) Notice Board.

*Chiranjit Chhetry* 06.02.24

Executive Engineer-I

Investigation & Planning Division (South)

3<sup>RD</sup> Floor, Jalasampad Bhawan, Salt Lake, Kolkata-91

*etc*