



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
DAMODAR HEADWORKS SUB-DIVISION  
DURGAPUR-02.**

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**Notice Inviting Quotation No.03/S.D.O/DHW. Sub-Division of 2024-25**

**MemoNo-19**

**Date-08/01/2025**

Sealed Quotation in prescribed proforma hereby invited by the Sub-Divisional Officer, Damodar Headworks Sub-Division, DVC New Colony, Durgapur-02, Paschim Bardhaman on behalf of the Governor of West Bengal for the "LIST OF WORKS" given in the next page 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 Gol /Ircon/RVNL/NHPC, Autonomous body & other similar organizations) of execution of similar nature of work of value Rs, 50,000/- (Rupees Ninety Thousand) only during the current year and the last 5 years from the date of publishing of N.I.Q for a single work.

The intending bidders having valid licenses, PTPC & ITR, PAN, GST registration etc. should possess adequate experiences in the field of detail topographical survey for enabling the requirement of Engineering Department and other related Departments who deal with details information of the areas in respect of political, geographical, topographical, demarcation of boundary, water bodies, roads, railways buildings, hutments, rivers, canals, drainage channels, bridge, culverts and all other requisite information to have detail idea of the areas. Any additional input, if felt necessary by the department, is to be surveyed, incorporated and shown in the survey map to be handed over by the agency to the department. No additional expenditure in this connection will be borne by the department.

Prior to furnishing the Survey details i.e. cross sectional & long sectional drawing (Both in Excel & Auto Cad) along with Level Book in Excel (all are in Hard & Softcopy,) the lowest bidders should get well acquainted with his assignment in details discussions with the Sub-Divisional Officer, Damodar Headworks Sub-Division or his authorized representative to avoid submission of any incomplete survey details which is liable to be rejected. The Engineer-in-charge reserves the right in this regard to reject any/all incomplete (in terms of requirement of the department) survey drawing without assigning any reason thereof. The lowest bidder is liable to rectify any error/omission detected by the department at his own cost. No claim whatsoever in this regard from the bidders will be entertained. The documents (Two sets) to be supplied both in hard and soft copies. The decision of the Engineer-in-charge is final and binding.

**Scope of Work:-**

- 1) Cross sectional & existing long sectional sheet@ 30mtr interval respectively considering 3mtr to 5mtr interval level (during taking cross section) for the drainage channel.
- 2) Two sets of cross sectional & long sectional drawings (Both in Excel & Auto Cad) along with Level Book in Excel (all are in Hard & Soft copy)
- 3) Any part of survey work, if not reflected inadvertently, is to be surveyed by the bidder at his own cost.
- 4) Detailed plan of drainage channel showing structures, Electric pole, Big trees (Dia. above 900mm), side drain/Borrow pits, houses or any other obstruction, inspection path

The quotations should meet the following terms & conditions which are given below:-

**TERMS & CONDITIONS:-**

- 1) The Executive Engineer, Damodar Headworks Division shall be the Engineer-in-charge in respect of the above quotation & all correspondence should be made with the Sub-Divisional Officer, Damodar Headworks Sub-Division regarding the above survey work.
- 2) The Executive Engineer, Damodar Headworks Division, DVC New Colony, Durgapur-02, Paschim Bardhaman, reserves the right to accept or reject the lowest or any other quotation without assigning any reason thereof.
- 3) The total survey work including submission of requisite Drawings in duplicate both in hard and soft copies separately which is mentioned in the scope of the work of the N.I.Q. is to be executed within 30 (Thirty) days from the date of issue of the work order. Finalisation of drawing as stated above will rest upon the discretion of the Engineer-in-charge, no claim whatsoever in this regard will be entertained.
- 4) The successful quotationer will have to execute formal agreement in W.B. Form 2911 as the case may be with Earnest Money @2% of total value of quotation as per rules in the shape of Bank Draft in favour of the "**Executive Engineer, Damodar Headworks Division**" within 7 (Seven) days from the date of issue of the work order failing which the work order may be treated as cancelled.
- 5) Self attested photocopy of latest Income Tax, valid PAN/GST/Trade License and P.Tax Challan issued by the appropriate authority are to be enclosed along with the quotation, failing which the quotation will be liable to be rejected.
- 6) The work order will be issued after acceptance of the rates of the quotation.
- 7) In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated as the next working day.
- 8) Payment should be made according to the availability of fund, if delayed no claim in this regard will be entertained.

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

The quotation in the prescribe proforma as above will be received in the office of the Sub-Divisional Officer, Damodar Headworks Sub-Division, DVC New Colony, Durgapur-02, Paschim Bardhaman as per following time schedule.

- 1) Last date and time of receiving application on 16.01.2025 upto 3.00 P.M**
- 2) Necessary prescribed proforma with terms and conditions will be supplied free of cost from the Office of the undersigned up to 20.01.2025**
- 3) Last date and time of receiving quotation on 27.01.2025 up to 03:00P.M.**
- 4) Date and time of opening quotation on 27.01.2025 at 03:30 P.M.**
- 5) The quotations will be opened by the undersigned on the specified date in presence of the Participating quotationers or their authorized representative who will be present at the time.**

**Sd/-**  
**(S.Ghosh)**  
**Sub-Divisional Officer**  
**Damodar Headworks Sub-Division**

Copy forwarded for information and circulation to:-

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatshal, Purba Bardhaman.
2. The Executive Engineer, Damodar Headworks Division, Durgapur-02.
3. The S.D.O, Guskara Irrigation Sub-Division.
4. The S.D.O, D.C.No.-II Sub-Division.
5. Notice Board for wide circulation.

**Sd/-  
(S. Ghosh)  
Sub-Divisional Officer  
Damodar Headworks Sub-Division**



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DURGAPUR-02**

**List of works**

**Notice Inviting Quotation No. 03/S.D.O/DHW Sub-Division of 2024-25**

Sl No.	Name of Work	Quantity	Unit.	Rate in Figures & words Rs, P,	Total Amount in Figure & words
1.	Carry out detailed plan of Tamlanala Drainage Channel including cross section & long Section Survey work @ 30 Mtr interval respectively including detailed cross section survey along the drainage channel upto 100 mtr from both side of existing bank edge of drainage Channel from 0.00 KM to 15.80 KM including preparation and submission of 2 sets of cross sectional and long sectional drawing (both in excel & Auto CAD) along with level book in excel. (All are in hard & soft Copy)	15.80 Km.	Km.		

**Sd/-  
(S.Ghosh)  
Sub-Divisional Officer  
Damodar Headworks Sub-Division**



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**Schedule for the Work :-** Carry out detailed plan of Tamlanala Drainage Channel Including cross section & long Section Survey work @ 30 Mtr interval respectively including detailed cross section survey along the drainage channel upto 100 mtr from both side of existing bank edge of drainage Channel from 0.00 KM to 15.80 KM including preparation and submission of 2 sets of cross sectional and long sectional drawing(both in excel & Auto CAD)along with level book in excel.(All are in hard & soft Copy).

**Name of the Bidder:-**

**N.I.QNo.03/S.D.O/DHW Sub-Division of 2024-25**

**Serial No:-01**

Sl No	Description of Works	Quantity.	Unit	Rate in Figures & words Rs, P,	Total Amount in Figure & words
1.	Carry out detailed plan of Tamlanala Drainage Channel Including cross section & long Section Survey work @ 30 Mtr interval respectively including detailed cross section survey along the drainage channel upto 100 mtr from both side of existing bank edge of drainage Channel from 0.00 KM to 15.80 KM including preparation and submission of 2 sets of cross sectional and long sectional drawing(both in excel & Auto CAD)along with level book in excel.(All are in hard & soft Copy).	15.80 Km.	Km.		
<b>Quoted Rate in words</b>					

**Signature of Quotationer :-**

**Address: -**

**Mobile No:-**

**Sd/-  
(S Ghosh)  
Sub-Divisional Officer  
Damodar Headworks Sub-Division**