



## **Irrigation & Waterways Directorate**

*Office of the Executive Engineer*

**Metropolitan Electrical Division**

Block-DF, Sector-I, 4th Floor, Jalasampad Bhawan,  
Salt Lake City, Kolkata -700091

Telephone No-033-23215609, Email Id : eemed.iwd@gmail.com

**Memo No.1271/7E-6/2025-26**

**Dated: 22.07.2025**

### **[Invitation for Expression of Interest for Budgetory Quotation]**

**EOI No. WBIW/EE/MED/e-EOI-03/2025-26**

**Critical Dates of this E.O.I:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
<b>01</b>	Start Date of Issuance of EOI Document	25.07.2025 AT 17:00 Hrs.
<b>02</b>	Last date of submission of Queries	31.07.2025 UPTO 17:00 Hrs.
<b>03</b>	Pre bid meeting	04.08.2025 AT 15:00 Hrs.
<b>04</b>	Last Date of Issuance EOI Document	07.08.2025 UPTO 17:00 Hrs.
<b>05</b>	Last Date and time for Submission of EOI	08.08.2025 UPTO 15:00 Hrs.
<b>06</b>	Date of Opening of EOI	08.08.2025 AT 15:30 Hrs.

**NAME OF THE WORK:** Supply, installation, testing and commissioning of 02 (two) nos video conferencing system including SITC of 02 (two) nos 65” video display unit at Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar

**EXECUTING DIVISION:** Metropolitan Electrical Division

**YEAR: 2025-26**

## Expression of Interest

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# Expression of Interest

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## 1.0 Invitation for EOI/Single stage of Bidding

The **Executive Engineer, Metropolitan Electrical Division** invites EOI from prospective bidders (OEMs, Contractors, Authorised dealers etc.) for the work “Supply, installation, testing and commissioning of 02 (two) nos video conferencing system including SITC of 02 (two) nos 65” video display unit at Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar.” The successful Bidder will carry out the scope of work in accordance with the specifications provided in a detailed Request for e-NIT document which will be brought out by the Executive Engineer, Metropolitan Electrical Division in later stage after obtaining administrative approval of the work. Now, Executive Engineer, Metropolitan Electrical Division seeks EOI for budgetary quotes from experienced, reputed Bidders for the above work, who meet the pre-qualification criteria specified in this document will be short-listed to have comparison of cost between various prospective bidder. In case of non compliance they may offer their own solution.

## 2.0 Description of the Project:

Supply Installation Testing and Commissioning of 2 (Two) nos Video Conferencing system, Including SITC of 02 nos 65” video display at Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar

### Location:

Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar, West Bengal.

## 2.1 Introduction to the project:

Video conferencing system at Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar, to ensure better monitoring in a time effective manner, especially during monsoon period.

## 2.3 Specification and scope of work:

Details Scope of Work and Specification is enclosed in separate sheet.

## 3.0 Instructions to Bidders:

3.1 Bidders are advised to study all instructions, B.O.Q, forms, terms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the E.O.I documents with full understanding of its implications. **Rate should be quoted of all taxes and duties. Percentage of different taxes and duties shall also be mentioned.**

3.2 The response to this E.O.I should be full and complete in all respects. Failure to furnish all information required by the E.O.I documents or submission of a proposal not substantially responsive to the E.O.I documents in every respect will be at the bidder's risk and may result in rejection of its proposal.

3.3 For better understanding of work, brief description of work as per our preliminary assessment are given for better understanding of the project. In this stage bidder are requested to propose their work description, with quoting rate, so that in later stage under detailed NIT,

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complete scope of work and technical specification may be enclosed , so that bid may be evaluated on equal footing.

3.4 The Bidder shall be deemed to be fully conversant with the site conditions and the nature and complexity of the work to be undertaken and considering all eventualities which can arise before, during and after project execution.

3.5 **Bid validity shall be 120 days.**

### **4.0 EOI proposal preparation, costs & related issues:**

4.1 The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by this office to facilitate the evaluation process, unless explicitly specified to the contrary.

Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.2 These Expression of Interest (EOI) are purely for estimation purpose and to know the present market rate and under no circumstance, It shall be construed as quotation for placing the supply order. For competitive bidding separate notice inviting Tender will be published.

### **5.0 Pre-bid Meeting**

5.1 Executive Engineer, Metropolitan Electrical Division shall hold a pre-bid meeting with the prospective Bidders on **<04.08.2025 at 15:00 Hrs >** at <O/O Executive Engineer, Metropolitan Electrical Division, Jalasampad Bhawan (4<sup>th</sup> Floor), Bidhannagar, Salt Lake, Kolkata: 700091.

The Bidders will ensure that their queries with regard to the EOI, to be addressed to the EOI issuing Authority shall reach by post, facsimile or E-mail on or before <31.07.2025 at 17:00 Hrs > to the officer whose details are provided below (Nodal Officer):

Office of the Executive Engineer  
Metropolitan Electrical Division, Jalasampad Bhawan (4<sup>th</sup> Floor),  
Bidhannagar, Salt Lake, Kolkata: 700091.  
E-mail: [eemed.iwd@gmail.com](mailto:eemed.iwd@gmail.com), Telephone No-03323215609

### **6.0 Responses to pre-bid queries and issue of corrigendum:**

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The Nodal Officer notified by the EOI issuing authority will endeavour to provide timely response to all queries. However, the department makes no representation or warranty as to the completeness or accuracy of any response made in good faith.

6.1 At any time prior to the last date for receipt of bids, EOI inviting authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI document by issuing a corrigendum.

6.2 The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the e-tender portal<<https://wbttenders.gov.in>>. Any such corrigendum shall be deemed to be incorporated into this EOI.

6.3 In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in preparation of their bids, Purchaser may, at its discretion, extend the last date for the receipt of EOI Bids.

### **7.0 Right to terminate the EOI process:**

7.1 EOI issuing authority may terminate the EOI process at any time without assigning any reason. EOI issuing authority makes no commitments, expression or implied that this process will result in a business transaction with anyone.

### **8.0 Bid Submission Procedure**

#### **<Option 1: In case of Online Submission on e-Procurement portal>**

Bidders should submit their responses to an EOI as per the procedure specified in the e- Procurement portal (specified URL) being used for this purpose.

The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted (freezed) within the submission timelines. The Department will in no case be responsible if the bid is not submitted online within the specified timelines.

All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

OR

#### **<Option 2: In case of physical submission of bids at office of Executive Engineer >**

- a. Bids shall be submitted in a single sealed envelope and superscripted<Name of the Work >and<Reference EOI No.>. This envelope should contain two hard copies of EOI proposal marked as "First Copy" and "Second Copy" and one soft copy in the form of a non-rewriteable Compact Disc (CD). CD media must be duly signed using a permanent pen/marker by the Bidder. Bids are to be dropped in tender box kept in the O/O **Executive Engineer, Metropolitan Electrical Division**.
- b. Bids shall consist of supporting proofs and documents as defined in the Pre- qualification section.
- c. Bidder shall submit all the required documents as mentioned in this document.
- d. Envelope should indicate clearly the name, address, telephone number, E-Mail ID and fax number of the Bidder.
- e. Each copy of the EOI should be a complete document and the document should be page

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numbered, must contain the list of contents with page numbers and shall be initialled by an authorized representative of the Bidder.

- f. Different copies must be bound separately.
- g. Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him in the original paper bid document .In case any discrepancy is observed by the authority in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the softcopy.
- h. EOI document submitted by the Bidder should be concise and contain only relevant information as required under the EOI Bids shall consist of supporting proofs and documents as defined in the Pre- qualification section.

### 9.0 Short listing criteria:

- 9.1 Purchaser will shortlist Bidders who meet the pre-qualification criteria mentioned in this EOI.
- 9.2 Any attempt by a bidder to influence the bid evaluation process may result in the rejection of its EOI proposal.

### 10.0 Evaluation Process:

Technical Bid Evaluation Committees (TEC) in the Irrigation & Waterways Directorate for deciding for deciding on technical qualification of bidders for all works at the Technical Bid Evaluation Stage will be constituted in compliance with Department Memorandum No 10-W/2021-22, dated 07.10.2021.

### 11.0 Pre-qualification evaluation criteria:

Sl. No.	Basic requirement	Specific requirements	Documents required
1	Legal Entity	<ul style="list-style-type: none"><li>- Should be a company registered under the provisions of the Indian Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008.</li><li>- Registered with the GST authorities.</li><li>- Should have been operating for the last three years.</li></ul>	<ul style="list-style-type: none"><li>- Certificate of incorporation / Partnership deed</li><li>- GST registration</li><li>Certificate of commencement of business (if applicable)</li></ul>

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2	Board resolution/ Power of attorney in favour of authorised signatory	A board resolution OR power of attorney in the name of the person executing the bid, authorizing the signatory to commit the Bidder.	Board resolution; OR Power of attorney with appropriate supporting documents
3	Sales Turnover	Annual sales turnover generated from services related to system integration during each of the last three financial years (as per the last published Balance sheets), should be at least INR<value in numbers and words>. This turn over should be on account of Information Communication Technology (ICT) systems development and implementation (i.e. revenue should be on account of system integration/turnkey solutions or products and their associated maintenance or implementation services, packaged software etc.) only	Extracts from the audited balance sheet and profit & loss; OR Certificate from the statutory audit or
4	Technical Capability	Bidder must have successfully completed at least one following nature of work within last five years and value not less than 50% of their quoted value. “SITC of video conference system”	Completion certificates from the competent authority ; OR Work order + Self certificate of completion (Certified by the statutory auditor)
5	Debarment	Debarment should used as a mandatory Pre-Qualification criterion to restrict organizations that have been either debarred by the tendering department for breach of ethical conduct or fraudulent practices, etc. As specified in Rule 151 of GFR.	Self Certified letter that the bidder(or any of its successor)is not in the active debarred list published by: a) Central/ State Public Procurement Portal; and

### 12.0 Examination of Bids and Determination of Responsiveness:

The Bid evaluation committee (TEC) will evaluate whether each Bidder is satisfying the eligibility and qualifying criteria prescribed in the pre-qualification document and declare names of the qualified Bidders.

Prior to the details evaluation, the tender accepting authority will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. For that purpose a separate sheet for Guaranteed Technical Particulars are attached.

Assessment: The detailed assessment for pre-qualification shall be based on the following information submitted by the Bidder:

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1. Data submitted in prescribed format given in tender documents.
  2. Bidder's techno-commercial proposals for carrying out the entire works in accordance with the specifications in this document.
- The techno-commercial submissions must principally demonstrate the adequacy of bidders' appreciation of the:
- The project
  - Design and detail engineering
  - The methods proposed for mobilization and establishment of site installation and for the timely completion, testing and commissioning and O&M of the project.
  - The arrangements for the logistic support for completion, testing and commissioning of all works of the project.--Requirements of the Department.

### 13.0 Format for letter of response:

To  
The Executive Engineer  
Metropolitan Electrical Division, Jalasampad Bhawan (4<sup>th</sup> Floor),  
Bidhannagar, Salt Lake,  
Kolkata: 700091.

Sub: - RESPONSE TO – EOI

Dear Sir,

We, the undersigned, offer the following information in response to the Expression of Interest sought by you vide your EOI No. .... Dated ....

1. We are duly authorized to represent and act on behalf of \_\_\_\_\_  
(Herein after the “respondent”)
2. We have examined and have no reservations to the EOI Document including Addenda No(s) \_\_\_\_\_

I/We understand that this EOI is intended for the work “Supply, installation, testing and commissioning of 02 (two) nos video conferencing system including SITC of 02 (two) nos 65” video display unit at Alipurduar Irrigation Division office and conference hall at Sech Niwas, Alipurduar

3.

Irrigation and Waterways Department, Govt. of West Bengal may float a separate Tender (based on their requirement), with all conditions like Eligibility Criteria, and our participation in this EOI does not guarantee any qualification to that tender.

4. We are attaching with this letter, the copies of original documents defining: -
  - a) The Respondent's legal status;
  - b) Its principal place of business;
  - c) Its place of incorporation (if respondents are corporations); or its place of registration (if respondents are cooperative institutions, partnerships, or individually owned firms);



## Expression of Interest

- d) Self-certified financial statements of Last three years, clearly indicating the financial turn over and net worth.
- e) Copies of any project undertaken for the last 5 years, in any Govt. Department.
5. We shall assist Irrigation and waterways Department, Govt. of West Bengal or its authorized representatives to obtain further clarification from us, if needed.
- a) **Executive Engineer of Metropolitan Electrical Division**, authorized representative, may contact the following nodal persons for further information on any aspects of the Response :

Sl No.	Contact Name	Address	Telephone	E-mail

6. This application is made in the full understanding that:
- a) Department Reserves the right to reject or accept any or all applications, cancel the EOI and subsequent bidding process without any obligations to inform the respondent about the grounds of same .
- b) We confirm that we are interested in participating in the selection process through this EOI.
7. We certify that our turnover and net worth in the last three years is as under :

Financial Year	Turn over	Net worth

8. In response to the EOI, we here by submitting the following details annexed to this application:
9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail. We also understand that in the event of any information furnished by us being found later to be incorrect or any material information having been suppressed, may delete our name from the list of potential bidders. We further understand that Irrigation and waterways Department, Govt. of West Bengal will give first preference to the applicants considered relevant for the purpose.

Yours sincerely,

(Sign)

Name

In the Capacity of

Duly authorized to sign

The response for and on behalf of

Encl: B.O.Q format.

Sd/-  
Executive Engineer  
Metropolitan Electrical Division  
I & W Dte., Govt. of West Bengal

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**Memo No: 1271/1(3)/7E-6/2025-26**

**Date: 22.07.2025**

Copy Submitted for information and kind necessary action to :-

1. The Chief Engineer, Mechanical & Electrical, I&W Directorate, 2nd Floor, Jalasampad Bhawan, Govt of West Bengal.
2. The Superintending Engineer, Mechanical & Electrical Circle, I&W Directorate, 6th Floor, Jalasampad Bhawan, Govt of West Bengal.
3. The Executive Engineer, Alipurduar Irrigation Division, I&W Dte., for his kind information.

Sd/-  
Executive Engineer  
Metropolitan Electrical Division  
I & W Dte., Govt. of West Bengal

**Memo No: 1271(3)/1(5)/7E-6/2025-26**

**Date: 22.07.2025**

Copy forwarded for favours of kind information to:

1. The Assistant Engineer attached to Metropolitan Electrical Division.
2. The Assistant Engineer, Metropolitan Electrical Sub-Division.
3. The Divisional Accounts Officer, Metropolitan Electrical Division.
4. Estimating Section, Metropolitan Electrical Division.
5. Notice Board of Metropolitan Electrical Division.

Sd/-  
Executive Engineer  
Metropolitan Electrical Division  
I & W Dte., Govt. of West Bengal

EOI No.- WBIW/MED/e-EOI-03/2025-26

Name of Work:Supply installation testing and commissioning of two (02) nos Video Conferencing system including SITC of two (02) nos 65" Video Display Unit at Alipurduar Irrigation Division Office and Conference Hall at Sech Niwas, Alipurduar.

Sl. No.	Description of Work	Qty.	Unit	Proposal by the Bidder				
				Description of Item/ work proposed by the bidder (for budget quotes)	Quantity (for budget quotes)	Unit (for budget quotes)	Rate Rs. (for budget quotes) excluding GST.	GST rate as applicable
1	<p>Supplying Installation testing commissioning of 2 (two) nos Video conferencing system at Alipurduar Irrigation Division Office and Conference Hall at Sech Niwas, Alipurduar (As per the following specifications in Annexure -I) including 1 year warranty</p> <p>i) Cisco Room bar K9</p> <p>ii) Power Cord for Europe 2m 10A.</p> <p>iii) Bracket for mounting for device</p> <p>iv) TelePresence Table Microphone 20</p> <p>v) Table Mic20 extension cable, grey (33ft/ 10m)</p> <p>vi) CAB 1.5m GREY HDMI 2.0 - second monitor HDMI cable.</p> <p>vii) CAB 5m/ 15ft GREY ETHERNET</p> <p>viii) Presentation cable 8m GREY HDMI 1.4b (W/ REPEATER)</p> <p>ix) Torch10 controller for collaboration endpoints.</p> <p>x) Power Supply - AC/DC, 12V, 6.25A, grey.</p> <p>xi) Network cable (ethernet) 8 meter</p> <p>xii) Power Supply 12 VDC 40W</p>	2	Job					

Sl. No.	Description of Work	Qty.	Unit	Proposal by the Bidder				
				Description of Item/ work proposed by the bidder (for budget quotes)	Quantity (for budget quotes)	Unit (for budget quotes)	Rate Rs. (for budget quotes) excluding GST.	GST rate as applicable
2	Supply Installation Testing and Commissioning of two (02) nos Video display unit 4K HD display (65" diagonal length) at Alipurduar Irrigation Division Office and Conference Hall at Sech Niwas, Alipurduar (As per the following specifications in Annexure -II)	2	Job					