



**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**  
Office Of the Sub-Divisional Officer  
Malda Investigation Sub-Division  
Green Park  
Malda

Email:sdo.minvsd@gmail.com

Memo No: - 397

Date: -28/11/2025

**NOTICE INVITING EXPRESSION OF INTEREST{EOI}**  
**EOI No. 01 /SDO/M.Inv.S.D. of 2025-26:-**

**Name of Work:** Carryout Aerial Drone Videography and documentation of different rivers/embankments/specified area within the Malda District at different time and location including hire charges of equipments , manpowers with all logistic support and editing and submission of Raw & edited soft copy of DRONE videography in a Pen Drive as per the satisfaction of the Engineer-In-Charge.

**Expression of interest for obtaining budgetary quotes** is invited by the Sub Divisional Officer, Malda Investigation Sub Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal, from reliable resourceful agencies in connection with the above work.

**This EOI is purely to know the present market rate and under no circumstance it shall be construed as quotation for placing any work order. For competitive bidding separate notice inviting Tender may be published later.**

Intending bidder should particularly go through the minimum desired Pre-qualification (PQ) works credential & financial eligibility criteria and satisfy himself/ herself of all the mandatory eligibility requirements. Bidders desirous of participating in the EOI should submit bids only if they fulfill the minimum PQ eligibility criteria and are in possession of all the required PQ Credential documents "**in original**", Financial proposal (quoted price schedule) of any bidder shall stand valid only if the bidder qualifies the eligibility criteria as laid down in **Technical and Financial Pre Qualification Requirements**, detailed below.

**Issue of EOI documents:-**

Interested Bidders can obtain EOI documents, free of cost, from the Office of the Divisional Officer, Malda Investigation Sub Division, Irrigation & Waterways Directorate, during office hours on all working days up to **05/12/2025, 3.30 PM** or the same may be downloaded from the departmental website **www.wbiwd.gov.in**.

**Submission of EOI:**

The intending agencies/suppliers should submit their budgetary quotes for items of work listed in format (enclosed herewith) **along with all necessary documents duly signed by bidder or authorized signatory in a sealed envelope super scribing on the top(1) "EOI"** for the budgetary quotes for the work " **Carryout Aerial Drone Videography and documentation of different rivers/embankments/specified area within the Malda District at different time and location**

including hire charges of equipments , manpowers with all logistic support and editing and submission of Raw & edited soft copy of DRONE videography in a Pen Drive as per the satisfaction of the Engineer-In-Charge.” (2) Name and address of the applicant, in the separate drop box to be available at the following office: -

**OFFICE OF THE SUB DIVISIONAL OFFICER, MALDA INVESTIGATION SUB-DIVISION, IRRIGATION & WATERWAYS DIRECTORATE, GREEN PARK, MALDA 732103.**

The intending agencies should submit their EOI for list of items given in format enclosed herewith. Rates and amounts for each items of work should be filled up properly.

**The rate is inclusive of all incidental charges for machinery, manpower, equipment involvement charges, transportation, Video editing etc. but exclusive of GST & Labour Welfare Cess.**

Before submitting EOI, the intending Bidders should make themselves acquainted thoroughly with the existing local labour rate, site condition, work place etc. They may take assistance of this office for such observation, **He/She may contact this office in any working day in between 11.00 A.M. to 3.00 P.M. up to 05/12/2025.**

The EOI is required to provide indicative values of items of the bill of quantities as per schedule attached in order to have comparison of cost between various prospective bidders and for sanctioning of rates from the competent authority of this Department.

Prospective bidders are kindly requested to apply in their letter head enclosed with quoted price schedule

**Technical and Financial Pre Qualification:** Technical Pre Qualification requirements for eligibility of bidders shall be determined from the following documents to be enclosed with quoted price schedule as per attached format in sealed envelope

1.Copy of Valid 15-digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017.

2.Copy of valid Permanent Account Number (PAN) Card.

3. Copy of valid Professional Tax Challan Payment Certificate

4.Copy of valid Trade License Certificate

5.A) For Partnership Firms: Documents of Registration of Partnership Firms in the certified copy of "Form No. VIII, issued under Indian Partnership Act, 1932 (Act-IX of 1932) by the Registrar of Firms. In case a Partnership Firm is yet to receive Form No. VIII, a "Memorandum" issued by the Registrar of Firms may also be accepted.

B) For Companies: Incorporation Certificate, valid 'Memorandum of Articles registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of owners/ Directors/Board Members are to be submitted with bid.

C) For State Registered Co-operative Societies: Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 an.

6. It is Desirable that Prospective bidder should have experience of execution in similar type of work,, in any Govt. Sector Organization in India within last 5 (five) financial years. Copy of Completion Certificate regarding execution of such work if any issued from Competent Authority not below the rank of Executive Engineer or Executive Officer shall have to be submitted.

Selection of appropriate EOI is entirely vested upon the competent authority.

Sl No	Activity	Date & Time
1	<b>Publishing date of EOI</b>	<b>28/11/2025 At 1.00 P.M</b>
2	<b>EOI submission date</b>	<b>08/12/2025 At 3.00 P.M</b>
3	<b>EOI opening date</b>	<b>08/12/2025 At 3.30 P.M</b>

**No processing fee or bid security (EMD) is required during submission of EOI**

The applicant bidders/contractors are advised to carefully read the "Additional Terms & Conditions" contained in this EOI.

**Additional Terms & Conditions**

**1) This EOI is not an agreement and is neither an offer nor invitation by "The Authority" to the prospective Bidders or any other person to allot any work.**

**2.** The purpose of this EOI is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this EOL. This EOI includes statements, which reflect various assumptions and assessments arrived at by the 'Authority' in relation to the work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. **Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI** and obtain independent advice from appropriate sources.

**3.** Information provided in this EOI to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The "Authority" accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

**4) The "Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.** Bidder should, therefore, contact the office of the 'EOI inviting officer for information regarding any corrigendum or addendum in connection with the EOI before submission of bid.

**5) The 'Authority' reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.**

**6).** The Bidder shall bear all its costs relating to the preparation and submission of their Bid including but not limited to preparation, documentation, scanning, downloading expenses associated with or relating to the Bid. All such costs and expenses will remain with the Bidder and the "Authority" shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

**7) The EOI document shall be submitted by the bidder duly signed on each page of all documents submitted. In case the proposal is submitted on the document downloaded from official website, the applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Sub Divisional Officer, Malda Investigation Sub Division, Green Park, Malda caused in the content of the downloaded document.** In case of any discrepancy

between the downloaded or photocopied version of the EOI document and the original EOI document issued by **the Sub Divisional Officer, Malda Investigation Sub Division, Green Park, Malda the latter shall prevail.**

8) Participation in budgetary quotes by an OEM, authorized agent/ dealer shall not be construed that he is eligible in the bidding process. Eligibility of a bidder shall be checked as per norms laid down in Technical and Financial Pre-Qualification Requirements and then only will be qualified to participate in financial stage.

9) The currency of the quotations will be Indian Rupee.

10) The items of work are to be executed strictly as per specification attached with EOI and shall conform to relevant Indian Standard Codal provisions and good industry practice. In the absence of any such provision in some items, the authority reserves the right to adopt suitable International Code/specifications/standards.

11) Conditional and incomplete EOI are liable to be summarily rejection.

Sd/-

**Sub Divisional Officer  
Malda Investigation Sub Division  
Green Park, Malda**

Memo No: 397/1(6)

Date: 28/12/2025

Copy submitted for favour of kind information and taking necessary action for wide circulation to the:-

1. Superintending Engineer, North Irrigation Circle-I, Green Park, Malda.
2. Executive Engineer, Malda Irrigation Division, Green Park, Malda.
3. Sub Divisional Officer, Ganga Anti Erosion Sub Division No-II, Green Park, Malda.
4. Office Notice Board,.
5. Estimating Branch, Malda Irrigation Division, Green Park, Malda.
6. Accounts Section of Malda Irrigation Division, Green Park, Malda.

Sd/-

**Sub Divisional Officer  
Malda Investigation Sub Division  
Green Park, Malda**



**GOVERNMENT OF WEST BENGAL**

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**EOI No. 01 /SDO/M.Inv.S.D. of 2025-26**

Issued to .....

**SCHEDULE OF ITEMS**

**Name of work:** - Carryout Aerial Drone Videography and documentation of different rivers/embankments/specified area within the Malda District at different time and location including hire charges of equipments , manpowers with all logistic support and editing and submission of Raw & edited soft copy of DRONE videography in a Pen Drive as per the satisfaction of the Engineer-In-Charge.

Sl No.	Name of Work	Unit	Rate.
1	Carryout Aerial Drone Videography and documentation of different rivers/embankments/specified area within the Malda District at different time and location including hire charges of equipments , manpowers with all logistic support and editing and submission of Raw & edited soft copy of DRONE videography in a Pen Drive as per the satisfaction of the Engineer-In-Charge.	Per day	
1A.	Range of the videography....0.00 M to 500.00 M		
1B.	Range of the videography....0.00 M to 1000.00 M		
1C.	Range of the videography....0.00 M to 1500.00 M		
1D.	Range of the videography....0.00 M to 2000.00 M		

Signature of the bidder

Adress:-.....

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