



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB DIVISIONAL OFFICER
METROPOLITAN HEAD QUARTERS SUB DIVISION
JALASAMPAD BHAWAN (5TH Floor)
SALT LAKE CITY
KOLKATA-700091.

Notice Inviting Quotation No. :- SDO/MHQSD/02/2025-26.

1. Sealed quotation in the printed schedule of work is hereby invited by the undersigned from the bonafide reliable and resourceful Contractors having sufficient experience in execution of similar type of works as per detailed herein under. The work stated below on the following terms and conditions.
2. Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours **between 11.00 A.M and 4.00 P.M on every working day, till 02/09/2025** in the office of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division.
4. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
 - a. P.T. Clearance certificate and I.T PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b. Completion Certificate/Payment Certificate (S) for similar work, as desired by the quotation paper issuing authority. (See additional Terms & Condition)
 - c. Declaration by the Applicant to the effect that there is no other application for quotation Paper for work in this NIQ in which he/she/they has/have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
5. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Sub Division/Division / Circle for at least 3 (three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
6. No quotation Paper will be supplied by Post.
7. No quotation paper will be issued after expiry of date and time mentioned in the notice.
8. The quotationer should quote their rate both in figures & in words on each item of work/supply as per the NIQ.
9. All corrections are to be attested under the dated signature of the quotationer.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents [within 2(two) days from the date of opening the quotation]] in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. Conditional quotation is liable to summary rejection.
12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
13. The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.
14. VAT, Royalty, Building & other Construction workers' Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work). It may further be noted that if VAT Registration certificate is produced before Receiving payment, 3% deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made, other-wise such deduction shall be 5% as per present norms, or as may be prescribed by the Finance Department."(if applicable)

15. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening Register.
16. The successful quotationers will have to execute a formal agreement in W.B.F. No.- 2911/2908 (As applicable) for original & duplicate copies. Which will have to be obtained by cash payment in the office of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division within 7(Seven) days from the date of receipt of the intimation of acceptance of his quotation.
17. The successful quotationers will have to deposit earnest money as per Govt. rules of the estimated amount at the time of executing formal agreement as per G.O No. 03-W dated 18/01/2011.
18. The successful quotationers will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
19. In the following cases a quotation may be unacceptable.
 - a. Correction, alterations, additions, etc. if not attested by the quotationer.
 - b. If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity and financial stability of the intending quotationer (s) the quotation paper issuing Authority may demand production of any necessary document (s) as it may deem necessary.
 - c. Canvassing in connection with the quotation will be liable to rejection.
 - d. Any quotation containing over writing is liable to be rejected.

nu 25/8/25
Sub Divisional Officer
Metropolitan Head Quarters Sub Division

25/8/25

Declaration by the Applicant as per clause no. 4.c. of standard Form for
Notice Inviting Quotation for Public Works.

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I/We do hereby declare that there is no other application for quotation paper for work in this NIQ
(SDO/MHQSD/02/2025-26, SL. No. _____) in which I/We have common interests.

(Signature of Contractor with Seal)

LIST OF WORKS

1. N.I.Q. No. & Date : SDO/MHOSD/02/2025-26.dt. 25/08/2025.
2. Last Date of application : 03/09/2025 till 2:30 P.M.
3. Date of issue of quotation documents : 03/09/2025 from 3:00 P.M.
4. Date of dropping quotation documents : 11/09/2025 upto 2.30 PM.
5. Place of dropping of quotation Documents : Office of the Sub Divisional Officer
Metropolitan Head Quarters Sub Division
Jalasampad Bhawan, (5th floor), Kolkata-700091.
6. Date & time of opening quotation : 11/09/2025 at 3.00 PM.
7. Quotation Accepting Authority : Superintending Engineer, M.D.Circle.

PROFORMA

Name of the work: - *Supplying, fitting & fixing of indoor/outdoor plants with decorative vase within Jalasampad Bhawan, Salt Lake City.*

Time Allowed: - 10 (Ten) days

Sl. No	Description of Items	Quantity.	Unit
1..	<i>Supplying & fitting of decorative high temperature fired ceramic vase size 10" – 12" and PVC base plate of appropriate size including fixing of indoor/outdoor living plants bushy and healthy minimum height of 25 cm with earth, fertilizer etc all complete as per direction of Engineer-in-charge.</i>	100 Pcs	Each
2.	<i>Supplying & fitting of decorative PVC vase size 10" – 12" and PVC base plate of appropriate size including fixing of indoor/outdoor living plants bushy and healthy minimum height of 25 cm with earth, fertilizer etc all complete as per direction of Engineer-in-charge.</i>	50 Pcs	Each

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Sub Divisional Officer
Metropolitan Head Quarters Sub Division

Memo No:- 330 (9) / 1T-3

Dated: - 25/08/2025

Copy forwarded for information & having displayed in Notice Board.

1. The Superintending Engineer, Metropolitan Drainage Circle.
2. The Executive Engineer, Metropolitan Drainage Division No-I.
3. The Executive Engineer, Calcutta Drainage outfall Division, Jalasampad Bhawan.
4. The Executive Engineer, Metropolitan Drainage Division No. - II, Jalasampad Bhawan.
5. Sub Divisional Officer-I, Metropolitan Drainage Division No. - II, Jalasampad Bhawan.
6. Sub Divisional Officer-I, Calcutta Drainage Outfall Division, Jalasampad Bhawan.
7. Accounts Branch / MDD-I.
8. Estimating Section / MDD-I.
9. Notice Board /Metropolitan Head Quarter Sub-Division.


Sub Divisional Officer

Metropolitan Head Quarters Sub Division


25/8/25

Name of the work: - *Supplying, fitting & fixing of indoor/outdoor plants with decorative vase within Jalasampad Bhawan, Salt Lake City.*

Time Allowed: - *10 (Ten) days*

Sl. No	Description of Items	Quantity	Unit	Rate (Rs)	Amount (Rs)
1..	<i>Supplying & fitting of decorative high temperature fired ceramic vase size 10" – 12" and PVC base plate of appropriate size including fixing of indoor/outdoor living plants bushy and healthy minimum height of 25 cm with earth, fertilizer etc all complete as per direction of Engineer-in-charge.</i>	<i>100 Pcs</i>	<i>Each</i>		
2.	<i>Supplying & fitting of decorative PVC vase size 10" – 12" and PVC base plate of appropriate size including fixing of indoor/outdoor living plants bushy and healthy minimum height of 25 cm with earth, fertilizer etc all complete as per direction of Engineer-in-charge.</i>	<i>50 Pcs</i>	<i>Each</i>		
				Total:	

25/8/25
Sub Divisional Officer

Metropolitan Head Quarters Sub Division