



**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Metropolitan Drainage Division No. -I
Jalasampad Bhavan (4th Floor), South Block, Bidhannagar, Kolkata- 700 091.
Phone/Fax No-033-23346713, E-mail : executiveengineermdd1@gmail.com**

Memo No: 1E-7/2851

Dated: 5/12/2025

**EXPRESSION OF INTEREST
[For Budgetary purpose]**

EXPRESSION OF INTEREST NO: 4/EE/MDD-I/2025-26

Sealed quotations are hereby invited by the Executive Engineer, Metropolitan Drainage Division No - I, Irrigation & Waterways Directorate, from the bonafide reliable and resourceful agencies to ascertain the unit rate(s) (Budget Quote) for budgetary purposes in connection to the work **“Supply, fitting & fixing of Interior furnitures, installation of CCTV, EPBAX, Conference facilities, Electrical lighting, Gardening etc at SECH ABASAN NEW BUNGLOW, FF Block, Salt Lake City”**

Issue of EOI Documents:

The EOI documents can be downloaded from the Departmental website www.wbiwd.gov.in as well as obtained free of cost from the office of the Executive Engineer, Metropolitan Drainage Division No - I, Irrigation & Waterways Directorate, during office hours on all working days up to **15.12.2025**.

Submission of EOI:

The intending agencies/ Consultant should submit their EOI for the work as cited above in a sealed envelope addressed to the competent authority super scribing on the top **“To ascertain the unit rate(s) (Budget Quote) for budgetary purposes in connection to the work “Supply, fitting & fixing of Interior furnitures, installation of CCTV, EPBAX, Conference facilities, Electrical lighting, Gardening etc at SECH ABASAN NEW BUNGLOW, FF Block, Salt Lake City”** in the tender box to be available at the Office of Executive Engineer, Metropolitan Drainage Division No - I, Irrigation & Waterways Directorate, Jalasampad Bhavan (4th Floor), South Block, Bidhannagar, Kolkata- 700 091. Submission of quotation by Post is not allowed.

Eligibility Criteria:

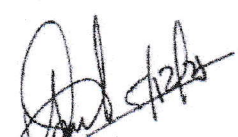
- A) The intending agencies/ Consultant should submit their EOI for the work having sufficient experience of dealing with similar type of works. Work experience in any Government/Government undertaking/Public sector, Zilla Parishad e.t.c. [Agency has to furnish self attested copy of such supply order / completion Certificate e.t.c.] will be preferable.
- B) Intending agencies/Consultant should apply for EOI papers in their respective Letter Heads enclosing self attested photocopies of valid Trade Licence, PAN; valid PT, GST, IT etc. as applicable. P.T. Clearance certificate and I.T., PAN valid up to the date of opening of the quotation.
- C) Declaration by the Applicant to the effect that here is no other application for quotation paper for work in this EOI in which he/she/they has/ has common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

Terms & Conditions:

1. This rate is only to ascertain unit rate for budgetary purpose. The quoted rates should be exclusive of GST & Labour Welfare Cess but inclusive of all other incidental charges as applicable. No work order will be issued against this EOI.
2. No EOI paper will be issued after expiry of date and time mentioned in the notice.
3. The agencies/Consultant should quote their rate both in figures & in words on each item of work/supply as per the EOI.
4. All corrections are to be attested under the dated signature of the agencies/Consultant.
5. All the pages of the EOI paper and the documents (Submitted as EOI documents) including schedule must be signed by authorised representative on the body of the documents with date and proper seal.
6. Duly filled up sealed quotation as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.
7. Accepting Authority i.e. The Superintending Engineer, Metropolitan Drainage Circle, I&W Directorate, reserves the right to accept or reject any or all EOI without assigning any reasons whatsoever.
8. Informal/conditional EOI is liable to summarily rejected.
9. Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
10. The agencies/ Consultant who will sign on behalf of a company or Firm, must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. The intending agencies should submit the following and self-attested copies of the same are to be submitted with the EOI.
 - I) Company Details like Trade license and others documents.
 - II) Professional Tax Payment Certificate (PTPC) or Challan.
 - III) PAN Card.
 - IV) GST Registration Certificate.
 - V) Last three years I.T. Return.
 - VI) Credential of Similar nature of work. (Completion certificate duly authenticated by the concerned officer)
12. The agencies/ Consultant will have to, if so desired by the EOI accepting authority, submit his analysis to justify the rate quoted by him/ her the original documents should be verified which are enclosed with the EOI documents by the agency.
13. In the following cases a EOI may be unacceptable.
 - a. Correction, alterations, additions, etc. if not attested by the agencies/ Consultant.
 - b. If the EOI paper is not properly filled in respect of the general description of the work. The quotation paper issuing Authority may demand production of any necessary document(s) as it may be deemed necessary, such as quotation paper verifying the competency, capacity and financial stability of the intending agencies/ Consultant(s).
 - c. Canvassing in connection with the EOI will be liable to rejection.
 - d. Any EOI containing over writing is liable to be rejected.
 - e. If the agency/ consultant submit the duplicate/ Xerox copy of EOI document will be rejected.

Schedule of Dates for EOI:

- | | |
|---|---|
| 1. E.O.I No & Date | : 4/EE/MDD-I/2025-26. Date: 05.12.2025. |
| 2. Last Date of Application | : 15/12/2025 till 15:00 P.M. |
| 3. Date of issue of quotation documents | : 15/12/2025 till 17:00 P.M. |
| 4. Date of dropping of quotation Documents | : 17/12/2025 till 15:00P.M. |
| 5. Place of dropping of quotation Documents | : Office of the Executive Engineer,
Metropolitan Drainage Division No - I. |
| 6. Date & time of opening quotation | : 17/12/2025 after 15:00 P.M. |
| 7. Quotation Accepting Authority | : Executive Engineer, Metropolitan Drainage Division No - I |


Executive Engineer
Metropolitan Drainage Division No - I
Irrigation & Waterways Directorate

Copy forwarded for information and necessary action to :-

1. The Chief Engineer, South / I. & W. Directorate, Jalasampad Bhawan, (1st Floor). Salt Lake City. Kolkata-91.
2. The Superintending Engineer, Metropolitan Drainage Circle, (2nd floor).
3. The Executive Engineer - MDD-II / Urban Drainage Division / Calcutta Drainage Outfall Division.
4. The Additional Commissioner, Commercial Taxes, Kolkata (North) Circle.
5. The Commissioner of Income Tax, Aayakar Bhawan, Bentink Street, Kolkata-700069.
6. The Assistant Commissioner of Commercial Taxes, Sales Tax Building, Central Section, Beliaghata Main Road, Kolkata-700 015.
7. The Vigilance Commissioner, Bikash Bhawan, Bidhannagar Kolkata-700091.
8. Accounts Section, Metropolitan Drainage Division No.-I.
9. Sub-Divisional-Officer / Metropolitan Head Quarter Sub- Division under Metropolitan Drainage Division No.-I.
10. Assistant Engineer – II / III / LR / under Metropolitan Drainage Division No.- I.
11. Estimating Section under Metropolitan Drainage Division No.- I.
12. Notice Board of the Office of Executive Engineer, Metropolitan Drainage Division No.- I

Sd/-

**Executive Engineer
Metropolitan Drainage Division No.-I,
Irrigation & Waterways Directorate**