



GOVERNMENT OF WEST BENGAL
IRRIGATION AND WATERWAYS DIRECTORATE
OFFICE OF THE SUB DIVISIONAL OFFICER
INVESTIGATION & PLANNING SUB-DIVISION NO-III
JALASAMPAD BHAWAN (3RD FLOOR), SALT LAKE, KOLKATA-700091

Memo No.: 107

Date: 11.03.2026

Notice Inviting Quotation

NIQ No.01 OF 2025-26 of the Sub- Divisional Officer,
Investigation & Planning Sub-Division No-III
Irrigation & Waterways Directorate

Sealed Quotation are hereby invited by the undersigned on behalf of the Governor of West Bengal in printed form (as specified) for eligible Bidders/bonafide contractors for the work as specified below and as per particulars specified here under:

Name of Works: 200 booklets, each book will have 16 pages and the paper quality will be 170 GSM.

- i. Time/ Period of application : From 12.00 Hrs on 12.03.2026 to 14.00 Hrs. on 16.03.2026
- ii. Last date & time for issue of Quotation format: AT 14.00 Hrs. on 16.03.2026
- iii. Submission of Quotation:: From 15.00 Hrs on 13/03/2026 to 14.00 Hrs. on 16.03.2026
- iv. Opening of Quotation :: AT 14.30 Hrs. on 16.03.2026

Terms & Conditions:

1. The contractor/bidders willing to participate in this N.I.Q shall have to submit their quotation in their own printed letter head pad containing full mailing address and working phone numbers (both mobile & landline) along with all self-attested photo copy of documents.
2. 1) The schedule of items and other documents are to be collected by the eligible quotationer free of cost from the office of the Sub- Divisional Officer, Investigation & Planning Sub-Division-III at Jalasampad Bhawan, Salt-Lake City, Kolkata-91
3. Rate should be quoted in figures as well as in words. The rate will be inclusive of all expenses to be incurred for the work and also inclusive of local changes, GST, Cess, P. Tax, Income Tax etc. No conditional quotation shall be entertained. The quotation notice composing of schedule of work and special terms & conditions will be had from the office of the undersigned after publication of this NIQ on any working day and also maybe downloaded from Departmental Website.
4. The eligible quotationers should quote their rates both in figures and in words. Any correction in the rates must be duly signed by the quotationers and each page of the schedule of items are to be signed by the quotationers along with his seal.
5. No quotation paper will be submitted by post/e-mail/fax.
6. No quotation paper will be issued after expiry of date and time mentioned above.
7. Duly filled up sealed quotation papers as supplied from this office is to be submitted with a forwarding letter to the office of the undersigned.

8. The Power of acceptance of quotation will rest with the **Superintending Engineer, Investigation and Planning Circle-I, Irrigation & Waterways Directorate**, who does not bind himself/herself, to accept any quotation or reject all the quotations without assigning any reason thereof. Successful L1 bidder shall have to execute an agreement in printed WBF No. 2911 as usual and an amount of 2 (two) percent of the total value of work shall have to be deposited as Earnest Money during the time of agreement.
9. Informal/conditional quotation is liable to summarily rejected
10. Any letter or other instrument submitted separately in modification of sealed quotation will not be entertained.
11. Payment will be made depending up on the availability of fund.
12. The undersigned has all rights to cancel any or all Quotations in any circumstances.

Encls.: Schedule of rate.


11.03.2026
SUB-DIVISIONAL OFFICER
INVESTIGATION & PLANNING SUB-DIVISION NO-III
JALASAMPAD BHAWAN (3RD FLOOR),
SALT LAKE, KOLKATA-700091

Memo No. 107

Dated: 11.03.2026

Copy forwarded for information and wide circulation to:-

1. The Superintending Engineer, Investigation and Planning Circle-I, Irrigation & Waterways Directorate
2. Executive Engineer-I, Investigation & Planning Division (South) at Jalasampad Bhawan, Salt-Lake City, Kolkata-91.
3. The Sub - Divisional Officer, Investigation & Planning Sub-Division No-I/II
4. Notice Board of this Sub- Division Office.


11.03.2026
SUB-DIVISIONAL OFFICER
INVESTIGATION & PLANNING SUB-DIVISION NO-III
JALASAMPAD BHAWAN (3RD FLOOR),
SALT LAKE, KOLKATA-700091

Schedule of rate for Notice Inviting Quotation No. 01 of 2025-26 of the Sub- Divisional Officer ,
Investigation & Planning Sub-Division No-III, I & W Dte.

Name of Work :

"200 booklets, each book will have 16 pages and the paper quality will be 170 GSM." under Investigation & Planning Sub-Division-III at Jalasampad Bhawan, Salt-Lake City, Kolkata-91

Sl. No.	Description of items	Quantity in nos.	Quoted rate in Rs.including all taxes as applicable and all incidental Cgharges
1	Booklet containing 16 Pagaes (170 GSM)	Each	Rs..... Per Booklet

Notes

:i) Rate is to be quoted including all type of taxes as applicable as per existing G.O.

ii) Time period allowed for this work: As per direction of E.I.C.


I/We agree to carry out the work mentioned herein at the total cost of Rs. (Rupees.....) only.

Name of Quotationer:

Address of the Quotationer:

Signature of Quotationer:

Date:

 11.03.2026

Sub-Divisional Officer
Investigation & Planning Sub-Division No-III