



Government of West Bengal  
Irrigation & Waterways Directorate  
Estate Management Cell  
9th Floor, Jalasampad Bhawan  
Office of the Chief Engineer & Project Director, WBMIFMP  
e-mail ID: [emciwd@gmail.com](mailto:emciwd@gmail.com)

**Memo. No. 07(7)/Camp/Jalasampad Bhawan**

**Dated: 11.07.2025**

To,

- |   |  |
|---|--|
| 1) The Chief Engineer (North East)<br>Irrigation & Waterways Directorate                | 2) The Chief Engineer (Teesta Barrage Project)<br>Irrigation & Waterways Directorate |
| 3) 1) The Chief Engineer (North)<br>Irrigation & Waterways Directorate                  | 4) The Chief Engineer (West)<br>Irrigation & Waterways Directorate                   |
| 5) The Chief Engineer (South West)<br>Irrigation & Waterways Directorate                | 6) The Chief Engineer (South)<br>Irrigation & Waterways Directorate                  |
| 7) The Chief Engineer & Project Director<br>WBMIFMP, Irrigation & Waterways Directorate |  |

**Sub: Functioning of the custodian Assistant Engineers and Junior Engineers of 20 nos. A+ Category Irrigation Bungalows as Estate Officers and Junior Estate Officers of the respective Divisions of I&W Directorate.**

**Ref: I & WD Memo No. 322-IB Dated 30.06.2025 (Copy enclosed).**

Sir,

It has been decided by the Government in the I & W Department to engage through open tender a private agency for Facility Management Services for selected '20 nos. A+ Category I & WD Bungalows' with centralized control through the newly formed Estate Management Cell and billing through Executive Engineer, Metropolitan Drainage Division No. I, Jalasampad Bhawan.

The procedure to be followed for monitoring of performances, attendance statement preparation and billing have been explained under Para 2(viii) and 2(ix) of the G.O. under reference.

The List of 20 no. I & WD Bungalows, the Estate Officers and Junior Estate Officers of respective custodian Divisions for the said 20 nos. A+ Category I & WD Bungalows are being annexed here with as **Annexure-A**.



The format of the monthly attendance and performance statements to be submitted at the disposal of the Executive Engineer, Metropolitan Drainage Division No. 1 (e-mail ID: [executiveengineermdd1@gmail.com](mailto:executiveengineermdd1@gmail.com)) is being annexed here with as **Annexure - B**. The Estate Officers of the Custodian Division shall submit these duly authenticated monthly performance statements directly to the Executive Engineer, MDD-1 under intimation to the concerned custodian Executive Engineers.

The concerned Superintending Engineers and Executive Engineers may please be informed.

Encl.: As stated.

Yours faithfully,

[ A. GHOSH ]

Superintending Engineer  
Estate Management Cell

Irrigation & Waterways Directorate

**Memo. No. 07/1(2)/Camp/Jalasampad Bhawan**

**Dated: 11.07.2025**

Copy forwarded for kind information to:-

- 1) The Secretary, Irrigation & Waterways Department, Govt. of West Bengal.
- 2) The Chief Engineer (D & R), I & W Directorate.

[ A. GHOSH ]

Superintending Engineer  
Estate Management Cell

Irrigation & Waterways Directorate





Government of West Bengal.  
Irrigation and Waterways Department,  
Jalsampad Bhavan, Salt Lake, Kolkata-91  
Ph: 033 2321 6980, Email- [secretary.iwdept@gmail.com](mailto:secretary.iwdept@gmail.com).

Memo No. 322 -IB  
IW-14011(33)/8/2020 /Dept. of IW [ E- 456754 ]

Dated: 30.06.2025

**From:** S. Kundu  
Secretary  
Irrigation & Waterways Department,  
Government of West Bengal.

**To:** The Chief Engineer [D&R]  
Irrigation & Waterways Directorate, GoWB  
Jalasampad Bhawan, Salt Lake City, Kol-91

**Subject :** Approval towards draft Bid Document in connection with the proposed work : "Day to day operation and upkeep of 20 Nos. A+ category of Inspection Bungalows belonging to I& WD, Government of West Bengal, spread over various districts in the State for a period of 365 days (12 months)"

**Reference :** His proposal vide No. 738-CI dated 02<sup>nd</sup> June 2025

The Irrigation & Waterways Department has taken a holistic approach for management of its assets by constituting an "Estate Management Cell [EMC]" vide Memorandum No. **28-W/2024-25 dt 21<sup>st</sup> February 2025**. One of the objective to constitute this Estate Management Cell is overall management & advisory functioning in matters relating to all lands and assets of the I&W Department as a centralized advisory towards monitoring & supervision of all maintenance, up-keep, manning and allotment of premises viz Inspection Bungalows, Rest Sheds, residential colonies/quarters, offices etc within the I&WD premises.

2. Now, a draft bid document has been prepared by the Estate Management Cell with the following modifications and submitted to this Department for obtaining approval on the following:

*E*



- (i) Assigning the Chief Engineer (Design & Research) with the role of accepting authority of the LI bid in the tender of the related work with power for issuance of LoA as per extant tender rules.
- (ii) According Permission in favour of the Superintending Engineer, Estate Management Cell to float the instant tender in relaxation to I&WD Office Memorandum No. 28-W /2024-25 dated 21/02/2025.
- (iii) Constitution of a four-member Technical Bid Evaluation Committee comprising of CE(D&R) as the Chairman, Superintending Engineer, Estate Management Cell as Member-Secretary, the Executive Engineer, Hooghly Irrigation Division and Executive Engineer, Estate Management Cell being other two members.
- (iv) According approval on the proposal of keeping the PQ credential for the instant work relating to Average Annual Turn-Over as 100% of BoQ value instead of 30% of BoQ, as provision in the Standard E-NIT document of the Department.
- (v) Considering the factor for determination of similar work PQ credential as 0.25 instead of 0.4 as provisioned in Standard E-NIT of the department.
- (vi) Joint Ventures and Consortium are proposed to be disallowed in this tender.
- (vii) The role of Office of the Executive Engineer, Hooghly Irrigation Division under Central Tender Unit may be permitted only for tendering purposes.
- (viii) After finalisation of the tender, the Executive Engineer, Metropolitan Drainage Division No.1 may be designated as the Engineer-in-charge for this work. He will sign the Contract, issue work order and draw bills for payment. EMD & SD are also proposed to be managed by the Executive Engineer, Metropolitan Drainage Division No.1.
- (ix) The concerned Assistant Engineers and Junior Engineers of the custodian divisions of the said 20 No. of Bungalows may be assigned as Estate Officer and Junior Estate Officer of the Division, who would certify the monthly attendance & performance statements of the engaged personnel to the Executive Engineer, Metropolitan Drainage Division No.1 for compilation, billing & payment.
- (x) The Engineer-In-Charge will be at liberty to increase or decrease the Manpower deployment assigned for each or any of the Bungalows based on actual need and even for catering to sudden requirements which may arise in a Bungalow due to VIP movements, commitments or otherwise. This variation shall be maximum up to 25% of the total manpower for this work. Even, the Engineer-in-charge with the approval of the Government may include further bungalows in addition to the 20 Nos. listed here

*E*



for manpower deployment with the consent of both the parties. However, revised Expenditure sanction/ approval of the Department is required for all excesses beyond tendered amount as per extant tender rules.

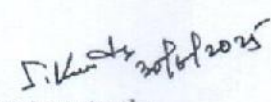
(xi) The Special Terms and Conditions (STC) of the tender notice have also been customized looking into specific need for this work.

3. In view of above, the aforesaid draft Bid Document, as prepared by Estate Management Unit of this Department as submitted vide No. 738-CI dated 02<sup>nd</sup> June 2025, may be adopted for inviting Bids in this regard.

4. The Department also agrees with the list of 20 nos. A+ category of Inspection Bungalows belonging to I&WD to be included in the scope of instant work and its proposed assigning of Officers, as prepared by the Estate Management Unit and submitted to this Department vide memo under ref.

5. This has an approval of competent authority within this Department.

Encl : As stated.

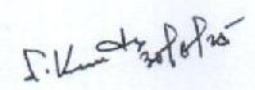
  
Secretary to the  
Government of West Bengal  
Irrigation & Waterways Department

Memo No. 322 -IB  
IW-14011(33)/8/2020 /Dept. of IW [ E- 456754 ]

Dated: 30.06.2025

Copy forwarded to the ;

- 1) OSD to HMIC , Irrigation & Waterway Department , GoWB
- 2) OSD to HMOS , Irrigation & Waterway Department , GoWB
- 3) Senior P.A to the Additional Chief Secretary, Irrigation & Waterways Deptt., GoWB
- 4) P.A. to the Secretary , Irrigation & Waterways Department, GoWB
- 5) Financial Advisor, Irrigation & Waterways Department, GoWB
- 6) All Chief Engineers, Irrigation & Waterways Directorate, GoWB
- 7) Superintending Engineer, Estate Management Cell, I&WDte, GoWB.

  
Secretary to the  
Government of West Bengal  
Irrigation & Waterways Department



### Annexure- A

**Officers assigned to function as Estate Officers & Junior Estate Officers for 20 nos A+ category Inspection Bungalows of I&WD.**

<b>Name of the Work:- "Day to day operation and upkeep of 20 nos. A+ category of Inspection Bungalows belonging to I&amp;WD, GoWB spread over various districts in the State for a period of 365 days (12 Months)".</b>						
<b>Sl. No.</b>	<b>Name of the Bungalow and their locations</b>	<b>Name of custodian I&amp;WD Division with Circle</b>	<b>E-mail Address of custodian Executive Engineer</b>	<b>Designation/Post of AE/SDO to function as Estate Officer of the concerned Division</b>	<b>List of Junior Engineers to function as Junior Estate Officer of the concerned Division</b>	<b>Remarks</b>
1	Sech Niwas, Jalpaiguri	Jalpaiguri Irrigation Division under North East Irrigation Circle-II	eejidvn@gmail.com	Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division, Jalpaiguri.	Junior Engineer Jalpaiguri Irrigation Division	
2	Teesta Prakaipa Bhawan, Tinbatti, Siliguri	Mahananda Barrage Division under Mahananda Barrage Circle	ee.mbdv@gmail.com	Sub-Divisional Officer, Mahananda HQ Sub-Division, Siliguri.	Junior Engineer Mahananda Barrage Division	
3	Amrapali Bhawan, Malda (VVIP Bungalow) & Mahananda Bhawan, Malda	Malda irrigation Division under North Irrigation Circle-I	maldairrigation@gmail.com	Sub Divisional Officer/ Malda Irrigation subdivision	Junior Engineer Malda Irrigation Division	
4	Sech Nivas, Berhampore, Murshidabad	Berhampore Irrigation Division under North Irrigation Circle-II	officebidee@gmail.com	Sub-Divisional Officer, Berhampore Irrigation Sub-Division, Berhampore	Junior Engineer Berhampore Irrigation Division	
5	Khoai Inspection Bungalow, Bolpur, Birbhum	Mayurakshi South Canals Division under Mayurakshi Canal Circle	eemscdivision@gmail.com	AE/ SDO Bolpur Irrigation Subdivision	Junior Engineer Mayurakshi South Canals Division	
6	Palla Inspection Bungalow, PurbaBardhaman	EE-I,Damodar canal Division-I under Damodar Irrigation Circle	eedcdiwdwb@gmail.com	AE/SDO Edilpur (I) Sub-division	Junior Engineer Damodar Canal Division-I	
7	Kanainatsal Inspection Bungalow, PurbaBardhaman	EE-I,Damodar canal Division-I under Damodar Irrigation Circle	eedcdiwdwb@gmail.com	AE /SDO , Damodar Canal Head Quarter Sub-Division	Junior Engineer Damodar Canal Division-I	
8	Sech-Bungalow, Durgapur, Paschim Bardhaman	Damodar Head works Division under Damodar Irrigation Circle	dhwdiwdwb@gmail.com	AE/SDO, Damodar Headworks Sub Division	Junior Engineer Damodar Head Works Division	
9	Digha Inspection Bungalow, PurbaMedinipur	Contai Irrigation Division under Western Circle -III	cldivision.2012@gmail.com	Sub-Divisional Officer, Digha Irrigation Sub-Division, Digha,Purba Midnapore.	Junior Engineer Contai Irrigation Division	



Sl. No.	Name of the Bungalow and their locations	Name of custodian I&WD Division with Circle	E-mail Address of custodian Executive Engineer	Designation/Post of AE/SDO to function as Estate Officer of the concerned Division	List of Junior Engineers to function as Junior Estate Officer of the concerned Division	Remarks
10	Inspection Bungalow, Diamond harbour, South 24 PGS	EE-II, Canals Division under Eastern Circle	ee2canalsiwd@gmail.com	Sub-Divisional Officer, Diamond Harbour Irrigation Sub-Division, Diamond Harbour, South 24 Parganas.	Junior Engineer Canals Division-II	
11	Atrai Bhawan, Balurghat, Dakshin Dinajpur	South Dinajpur Irrigation Division under North Irrigation Circle-1	eesdid@gmail.com	AE/SDO, Balurghat Irrigation Sub-Division	Junior Engineer South Dinajpur Irrigation Division	
12	Purulia Inspection Bungalow, Purulia	Purulia Irrigation Division under Purulia Circle	irrigation.purulia@gmail.com	AE/SDO, Manbazar Irrigation Subdivision, Manbazar, Purulia	Junior Engineer Purulia Irrigation Division	
13	Rondia Inspection Bungalow, PurbaBardhaman	Damodar Head works Division under Damodar Irrigation Circle	dhwdiwdwb@gmail.com	AE/SDO, D.C. No. II Sub-Division	Junior Engineer Damodar Head Works Division	
14	New Guest House, Salt Lake, North 24 PGS	Metropolitan Drainage Division -I under Metropolitan Drainage Circle	executiveengineermdd1@gmail.com	AE/SDO, Metropolitan Head Quarter Sub Division, Jalasampad Bhawan, 5th Floor, Salt Lake.	Junior Engineer Metropolitan Drainage Division-I	
15	Sashati Irrigation Bungalow, Howrah	EE, Howrah Irrigation Division under D.P.M.U-II	dpiu.howrah21@gmail.com	AE/SDO, Lower Damodar Sub Division -I, Mahishrekha, Uluberia, Howrah	Junior Engineer Howrah Irrigation Division	
16	Swarupganj Inspection Bungalow, Nadia	Nadia Irrigation Division under North Irrigation Circle-II	eenidiwd@gmail.com	Sub-Divisional Officer, Krishnanagar Irrigation Sub-Division, Krishnanagar, Nadia.	Junior Engineer Nadia Irrigation Division	
17	Mayurakshi Bhawan, Massanjore, Dumka, Jharkhand	Mayurakshi Head Quarters Division under Mayurakshi Canal Circle	eemhqdg@gmail.com	Sub-Divisional Officer, Massanjore Dam Sub-Division, Massanjore, Dumka, Jharkhand.	Junior Engineer Mayurakshi Head Quarter Division	
18	Kangsabati Bhawan, Mukutmanipur, Khatra, Bankura	Kangsabati Canal Division No-II under Kangsabati Circle-I	k.c.div.no.ii@gmail.com	AE/SDO, Kangsabati Left Bank Sub-Divn. No.-II	Junior Engineer Kangsabati Canal Division no.II	
19	Sagar Sinchan, Ganga Sagar, South 24 PGS	Kakdwip Irrigation Division under Eastern Circle	eekid18@gmail.com	Sub-Divisional Officer, Sagar Irrigation Sub-Division, Sagar, South 24 Parganas.	Junior Engineer Kakdwip Irrigation Division	
20	Hawa Mahal, Gajoldoba, Jalpaiguri	Teesta Barrage Division under Teesta Barrage Circle	eeetbd2012@gmail.com	AE/SDO, Teesta Barrage Sub-Division No. I	Junior Engineer Teesta Barrage Division	

## **Annexure - B**

Performance & attendance statement of \_\_\_\_\_ engaged in

\_\_\_\_\_ Bungalow of I & W Dte. for the month of \_\_\_\_\_

Agreement / Contract No. \_\_\_\_\_, Name of Agency \_\_\_\_\_

Sl. No.	Name of staff	Designation	Total no. of days in the month	Total no. of days present on duty during the month	Total no. of days absents during the month	Remarks on performance	Other Remarks
		<ul style="list-style-type: none"><li>• Manager</li><li>• Head Cook</li><li>• Cook</li><li>• Steward</li><li>• House Keeping Boy</li><li>• Sweeper/Cleaner</li><li>• Security Guard</li><li>• DG Operator</li></ul>					

\*\* 26 days presence in a month (30 days) to be considered as full months attendance, and rest will be counted on pro-rata basis.

It is being certified that the performance staff during the month is satisfactory / unsatisfactory.

Junior Estate Officer,  
\_\_\_\_\_ Division,  
\_\_\_\_\_ Bungalow

Estate Officer,  
\_\_\_\_\_ Division,  
\_\_\_\_\_ Bungalow



**Memo. No.**

**Dated: 11.07.2025**

Copy forwarded for kind information to: -

- 1) The Executive Engineer, Metropolitan Drainage Division No.-1, I & W Dte., Govt. of West Bengal, e-mail ID: executive [engineermdd1@gmail.com](mailto:engineermdd1@gmail.com)
- 2) The Executive Engineer, \_\_\_\_\_ Division, I & W Dte., Govt. of West Bengal, [Custodian Division] e-mail ID:
- 3) (The Agency).....  
e-mail ID:

Junior Engineer  
&  
Junior Estate Officer,  
Estate Management Cell  
\_\_\_\_\_ Division

Assistant Engineer & Estate Officer  
Estate Management Cell,  
\_\_\_\_\_ Division