

GOVERNMENT OF WEST BENGAL

IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER-I, JOYNAGAR IRRIGATION DIVISION

2ND FLOOR, ZILLA PARISHAD MARKET COMPLEX BUILDING,
S.D.O. OFFICE CAMPUS, BARUIPUR, SOUTH 24 PARGANAS, KOLKATA - 144
Phone :- (033) 2433-2887 E-MAIL :- iwdeejid@gmail.com

Memo No. 1474-E I

Date :-10.08.2018

NOTICE INVITING QUOTATION NO. 08/EE/JID OF 2018-19

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer-I, Joynagar Irrigation Division, Baruipur, Kolkata-144 from bonafide & resourceful Agencies/Contractor specialized in packing and moving works for packing/loading/transporting/unloading/unpacking & rearranging of items through own letter head of agency, for acceptance by the Superintending Engineer, Eastern Circle, I&W Dte., Kol-91 against the following work as below –

- 1) “Shifting of Accounts Section of Office of Joynagar Irrigation Division from 2nd Floor, Zilla Parishad Market Complex Building, SDO Campus, Baruipur, Kol-144 to the newly constructed two storied Office building under Mograhat Drainage Division, Irrigation Campus, Puratan Bazar, Baruipur, Kol-144.”

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 17.08.2018 upto 2:00 p.m.
- ii) Last date of issuing of quotation :- 20.08.2018 upto 5:00 p.m.
- iii) Last date of dropping of quotation :- 21.08.2018 upto 2:00 p.m.
- iv) Date & time of opening of quotations :- 21.08.2018 after 2:30 p.m. (In the chamber of EE-I/ JID)

Terms and Conditions for the quotation are as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, PTPC, Trade License, latest ITR, GSTIN (if any) etc. together with credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over ‘OWN - LETTER - HEAD’ of the agencies. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.

- 6) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in-charge (i.e. Executive Engineer-I, Joynagar Irrigation Division) at the time of executing Formal Agreement in W.B.F. No. 2911 **within 7 (Seven) days** from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.

Scope of Work

The Section-wise shifting of all office files and equipment (as per Annex 'A' enclosed) with appropriate packing to avoid loss or breakage, to the designated room(s) in the new complex in accordance with the time-schedule indicated by the Section In-charge shall include the following:-

- a) Listing & inventorying of all records/files/furniture/electronic instruments etc. before packing them in presence of concerned Officers of various Sections for accountability purpose in the event of loss/damage to any item during the process.
- b) Proper removal of the Section-wise files & official records from the existing almirahs/cupboards/racks including disconnection of computers, printers, fax machines, photo-copiers, scanners, table-top glasses etc. and packing of the documents, instruments, furniture and other materials as available in the respective Rooms/Sections of this office.
- c) Carrying all the packed articles/materials carefully for loading into the tempo/truck, transportation from 2nd Floor, Zilla Parishad Market Complex Building, SDO Campus, Baruipur, Kol-144 to Office building under Mograhat Drainage Division, Irrigation Campus, Puratan Bazar, Baruipur, Kol-144 including adequate labour & supervisors as required. The goods should be wrapped by polythene sheets to protect from rain water and well supported by thermocol sheets to withstand jerks and scratches.
- d) Unloading all the packed articles/materials from the tempo/truck and carrying to the rooms of New Office. The same should ensure the protection of goods from floors, walls, steps & door jambs etc.
- e) Unpacking of the documents and placement at the new location in designated almirahs/cupboards/racks including reconnections of the computers & peripherals at the designated desks in the respective Rooms/Sections.
- f) Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers of Sections.
- g) Disposal of packing material etc.
- h) The selected Firm/Agency has to use their own good quality packing material like cardboard carton, jute bags, adhesive tapes, ropes/threads, polythene sheets, thermocol etc.
- i) The total work has to be completed in phases and preferably during office hours for what the Agency has to arrange the no. of vehicles, labour, packing materials etc. accordingly. During execution of the work, the entire premises have to be kept clean and free from any obstructions, all the debris & surplus materials shall be removed from the work site as soon as works are completed.
- j) The rates of the Agency shall be all inclusive of height, depth, lead, lift etc. The rates shall include cost of all materials, labour, machinery, transporting vehicles and all other inputs involved in the execution including the listing of files & records. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.

Annexure 'A'

List of items to be shifted :

Sl. No.	Description of Items to be shifted	Quantity
1	Computer Set (CPU+Monitor+UPS+Keyboard+Mouse+Router)	04 Nos.
2	Printer / Scanner	05 Nos.
3	Table Glasstop	07 Nos.
4	Steel Almirah	15 Nos.
5	Wooden / Steel Table	09 Nos.
6	Wooden / Plastic Chair	25 Nos.
7	Wooden Stool	02 Nos.
8	Iron Rack	02 Nos.
9	Wooden Rack	07 Nos.
10	Wooden Box	01 Nos.
11	Wall mounted Fan	01 No.
12	Office documents packed in cardboard cartons	100 Nos.
13	Old office documents packed in jute bags	15 Nos.

Note : The items mentioned above are only indicative in nature. The Firm/Agency must visit the actual site to have a realistic assessment of the quantity/volume of items to be shifted before quoting the price.



**Executive Engineer-I
Joynagar Irrigation Division
Irrigation & Waterways Directorate**

Memo No.

Date :-

Copy forwarded for information and having it displayed on the office Notice Board for wide circulation to the:-

- 1) The Superintending Engineer, Eastern Circle, I&W Dte, Government of West Bengal, 8th Floor, Jalsampad Bhawan, Salt Lake, Kolkata – 700091.
- 2) The Executive Engineer-I/II, Cannals / Kakdwip / Basirhat Irrigation Division.
- 3) The Sub – Divisional Officer, Basanti / Canning / Gosaba / Kuemari / Kultala / Raidighi (I) Sub-Divn.
- 4) Accounts Section / Estimating Branch, Joynagar Irrigation Division.
- 5) Notice Board of Joynagar Irrigation Division.

Sd /-

**Executive Engineer-I
Joynagar Irrigation Division
Irrigation & Waterways Directorate**

Additional Terms & Conditions

- 1) If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. This office in no case shall be a party to such a dispute.
- 2) Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency. The number of vehicles that will be utilized for the purpose may also be given along with copies of their Registration Certificates (RC).
- 3) Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
- 4) The damage caused, if any to the property of this office through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by this office on this account shall be made good by the Firm/Agency.
- 5) The payment shall be made after satisfactory completion of the entire shifting work. The contractor shall obtain a satisfactory report from the concerned officer/section for shifting of their records and submit the same with the bill for payment.

Sd /-

**Executive Engineer-I
Joynagar Irrigation Division
Irrigation & Waterways Directorate**

SCHEDULE OF WORKS

(To be typed in Plain paper / Company Letterpad and submitted)

**(NOTICE INVITING QUOTATION NO. 08/EE/JID OF 2018-19 OF EXECUTIVE ENGINEER-I,
JOYNAGAR IRRIGATION DIVISION) (Memo No. 1474-E I, Dated : 10.08.2018)**

<i>Sl. No.</i>	<i>Description of Items</i>	<i>Quantity</i>	<i>Rate</i>	<i>Unit</i>	<i>Amount in ₹</i>
1.00	Packaging of fragile & important articles -				
1.01	Computer Set	04 Nos.		Each	
1.02	Printer / Scanner	05 Nos.		Each	
1.03	Table Glasstop	07 Nos.		Each	
1.04	Wall mounted Fan	04 Nos.		Each	
1.05	Office documents packed in cardboard cartons	04 Nos.		Each	
1.06	Old office documents packed in jute bags	08 Nos.		Each	
2.00	Loading into truck & unloading the same at the destination point including transportation of materials				
2.01	Computer Set	04 Nos.		Each	
2.02	Printer / Scanner	05 Nos.		Each	
2.03	Table Glasstop	07 Nos.		Each	
2.04	Steel Almirah	15 Nos.		Each	
2.05	Wooden / Steel Table	09 Nos.		Each	
2.06	Wooden / Plastic Chair	25 Nos.		Each	
2.07	Wooden Stool	02 Nos.		Each	
2.08	Iron Rack	02 Nos.		Each	
2.09	Wooden Rack	07 Nos.		Each	
2.10	Wooden Box	01 Nos.		Each	
2.11	Wall mounted Fan	01 No.		Each	
2.12	Office documents packed in cardboard cartons	100 Nos.		Each	
2.13	Old office documents packed in jute bags	15 Nos.		Each	
3.00	Rearranging the articles in new Room/Section				
3.01	Computer Set	04 Nos.		Each	
3.02	Printer / Scanner	05 Nos.		Each	
3.03	Table Glasstop	07 Nos.		Each	
3.04	Steel Almirah	15 Nos.		Each	
3.05	Wooden / Steel Table	09 Nos.		Each	
3.06	Wooden / Plastic Chair	25 Nos.		Each	
3.07	Wooden Stool	02 Nos.		Each	
3.08	Iron Rack	02 Nos.		Each	
3.09	Wooden Rack	07 Nos.		Each	

<i>Sl. No.</i>	<i>Description of Items</i>	<i>Quantity</i>	<i>Rate</i>	<i>Unit</i>	<i>Amount in ₹</i>
3.00	Rearranging the articles in new Room/Section				
3.10	Wooden Box	01 Nos.		Each	
3.11	Wall mounted Fan	01 No.		Each	
3.12	Office documents packed in cardboard cartons	100 Nos.		Each	
3.13	Old office documents packed in jute bags	15 Nos.		Each	
Total amount =					
Rupees (.....) only					

Note : Rates shall be inclusive of all expenses/levies/duties/service tax/GSTs etc. and as per the scope of the work and the terms & conditions of the NIQ.

Bidder's Address with contact No.:-

*Signature of the Quotationer
with official seal if any*