



Government of West Bengal  
Irrigation & Waterways Directorate  
Burdwan Investigation & Planning Division  
Purta Bhawan, 3rd Floor  
Purba Burdwan-713103, West Bengal

**NOTICE INVITING QUOTATION**  
**NIQ NO.: WBIW/NHP/NIQ- 03 /2019-20**

**Memo No. 106/NHP-02/02**

**Dated. 23.03.2020**

Sealed quotations for rates are hereby invited by the Executive Engineer, Burdwan Investigation and Planning Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Purta Bhawan 3<sup>rd</sup> Floor, Purba Burdwan-713103 from the bonafied and resourceful agencies to ascertain unit rate (budget quote) in connection to the work: **Engagement of agency for providing man power and logistic support for data entry in e-SWIS under NHP portal under NHP of I & W Deptt., GoWB** as per enclosed schedule.

**Eligibility Criteria:**

Interested quotationers are required to apply for quotation papers to the undersigned enclosing all papers satisfying the eligibility criteria as given below:

- The quotationer having experience of dealing with similar type of work in any Government/Government undertaking/Public sector, Zila Parishad etc (Agency has to furnish self attested copy of such supply order/completion certificate) will be preferable.
- The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self attested photocopies of valid Trade License, PAN, valid PT, GST, IT etc. as applicable.

**Time Schedule of Quotation:**

- |   |            |              |
|---|------------|--------------|
| 1. Last date and time of receiving quotation paper: | 27.04.2020 | at 15:00 Hrs |
| 2. Date and time of opening quotation:              | 27.04.2020 | at 15:30 Hrs |

**Terms and Conditions:**

1. The schedule of items and other documents are to be collected by the eligible quotationers free of cost from the office of the Executive Engineer, Burdwan Investigation and Planning Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Purta Bhawan 3<sup>rd</sup> Floor, Purba Burdwan-713103 and can be downloaded from the Departmental website : [wbiwd.gov.in](http://wbiwd.gov.in)
2. The intending agencies should submit budgetary quotes in closed envelope in tender box at i. Office of the Superintending Engineer, I & P Circle-II, Jalsampad Bhavan, Saltlake, Kolkata – 91

- ii. Office of the Executive Engineer, Burdwan Investigation and Planning Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Purta Bhawan 3<sup>rd</sup> Floor, Purba Burdwan-713103
3. The eligible quotationers should quote their rates both in figures and in words. Any correction in the rates must be duly signed by the quotationer and each page of the schedule are to be signed by the quotationer along with his seal.
  4. Quotation papers will not be submitted by post/e-mail/fax.
  5. No quotation paper will be issued after expiry of date and time mentioned above.
  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, I & P Circle-II, Jalsampad Bhavan, Saltlake reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever.
  8. Informal/conditional quotation is liable to summarily rejected.
  9. Any letter or other instrument submitted separately in modification of sealed quotation may not be entertained.
  10. **This rate is to ascertain unit rate (budget quote) for official purpose only.**

Sd/-  
Executive Engineer  
Burdwan Investigation & Planning Division  
Purta Bhawan, 3rd Floor  
Purba Burdwan-713103, West Bengal



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**Schedule of Items.**

Sealed quotations for rates are hereby invited by the Executive Engineer, Burdwan Investigation and Planning Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Purta Bhawan 3<sup>rd</sup> Floor, Purba Burdwan-713103 from the bonafied and resourceful agencies to ascertain unit rate (budget quote) in connection to the work: **Engagement of agency for providing man power and logistic support for data entry in e-SWIS under NHP portal under NHP of I & W Deptt., GoWB** as per enclosed schedule.

1	2	3	4	5	6	7
SI No	Description of items	Qty	Unit	Unit Rate with all taxes and all incidental charges (Rs) (Excluding GST)	Amount (without GST) (3 x 5)	GST payable per item.
1.	Data entry in e-SWIS under NHP portal.	3,00,000	No. of data entry			
<b>Total Amount (Rs.)</b>						
<b>Total Amount with GST (Rs.)</b>						

**Note 1:** Unit rates should be quoted inclusive of IT, Cess and all incidental charges like engagement of manpower, machinery, mobilization charges etc.

**Note 2:** Unit rates should be quoted after observing all terms and conditions as mentioned in the enclosed TOR.

Sd/-  
Executive Engineer  
Burdwan Investigation & Planning Division  
Purta Bhawan, 3rd Floor, Purba Burdwan-713103, West Bengal

# **Terms of Reference**

**For**

Engagement of agency for providing man power and logistic support for data entry in e-SWIS under NHP portal under NHP of I & W Deptt.,GoWB

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## **A. Scope of Work:**

- a) Data entry is to be done at the office of the Director, APPEMC, I & W Deptt., Govt. of West Bengal, Jalsampad Bhaban, Saltlake, Kolkata – 91 in the e-Surface Water Information System under NHP portal. Data digitization is also to be done in the same office.
- b) All suitable instruments, laptops/desktops, manpower and any other required infrastructure facilities onsite at the space allocated by the authority/ I & W Deptt., Govt. of West Bengal are to be provided by the agency to do the entrusted work.
- c) Data digitization and data entry are to be done as per instruction of the Engineer –in-Charge of I & W Deptt.
- d) As data entry to be done online, the necessary internet facility is to be supplied by the agency.
- e) Return of all hard copies of documents to I&WD after completion of data entry should be made by the agency.

## **B. Roles and Responsibilities of each Party:**

### **I&WD, GoWB:**

- a) I&WD, GoWB will be responsible for supply of documents and clarifications as & when necessary by the agency.
- b) I&WD, GoWB will maintain a log sheet for handover and takeover of documents.
- c) I&WD, GoWB will provide their domain knowledge for uploading the data in eSWIS.

### **Agency :**

- a) Agency will collect hard copy documents from I&WD, GoWB [i.e client] with maintaining proper log sheet.
- b) Agency will be responsible for uploading of data in e-SWIS of NHP portal.
- c) Agency will not be held responsible for delay due to faults beyond their control.

## **C. Duration :**

The total duration of the work is **90 days** including rainy and festive season.

## **D. Charges**

The bid price should be inclusive of all taxes and charges.

The quoted charge will be valid for 60 days from the date of this proposal.

All other taxes & levies as applicable are to be borne by the agency.

**E. Areas beyond the scope**

- Under no circumstance it will be agency's liability to verify the fact regarding the information furnished by I&WD, GoWB
- Any RTI query related to the digitized uploaded documents pertaining to the above project shall be out of the purview of the agency.

**F. Mode of Payment :** Payment will be released after successful completion of the work (as specified in the scope of work) on certification of the invoice (raised by the agency) by the **Engineer-In-Charge**.

Sd/-  
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Burdwan Investigation & Planning Division  
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