



GOVT. OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
EDILPUR(I) SUB-DIVISION  
EDILPUR, PURBA BARDHAMAN  
EmailID:edilpursubdivision@gmail.com

**Memo No. 169**

**Date:04/04/2025**

**NOTICE INVITING QUOTATION**  
**NOTICE INVITING QUOTATION NO.-01/EDISD/2025-26**

**1. Invitation.**

Separate sealed Quotations in printed forms are hereby invited by the Sub-divisional Officer, Edilpur (I) Sub-division, Edilpur on behalf of the Governor of the State of West Bengal in prescribed format as per list attached herewith, from the eligible Survey Firms and also from bona fide, reliable resourceful agencies of State/Central Govt. or its undertaking having sufficient experiences in execution of similar type of works for the work," **Detailed Hydrographic & Topographic Survey using Total Station/RTK-DGPS including cross-sectional as well as longitudinal survey for a total length of 16 Km of River Banka including preparation of DPR in connection with the de-siltation of the river banka and rejuvenation of additional escape channel from River Banka to River Damodar in P.S-Galsi, Block-Galsi-II, Dist-Purba Bardhaman**". All the agencies as aforesaid will have to submit documentary evidence to fit the eligibility criteria enclosed herewith to participate in the Quotation along with application.

**2. Quotation documents:-**The Quotation documents shall consist of the followings and other relevant particulars may be seen by the intending Quotations or by their duly authorized representatives during office hours between 10:15 AM and 5:15 PM on every working day, till the last date of issue of the Quotation Forms in the office of the undersigned:

- a) Notice Inviting Quotation.
- b) Price schedule, Additional Terms & Conditions, Special Terms & Conditions, General Specification of the work and other relevant documents.

**Necessary proforma with terms and conditions will be supplied free of cost from the office of the undersigned up to 12.00 p.m. on 11/04/2025 on demand.**

Quotation Papers will be issued to the intending quotationers after verifying all necessary papers related to the work as per following time schedule.

Last Date &Time of application	11/04/2025	Up to 12.00 p.m
Last Date &Time of Issue of quotation paper	11/04/2025	Up to 5.00 p.m
Last Date &Time of dropping of quotation paper	16/04/2025	Up to 2.00 p.m
Date &Time of opening of quotation paper	16/04/2025	After 2.00 p.m

**3) Application for purchase of Quotation forms:-** a) Intending Quotationers have to submit application duly enclosed with the self-attested copies of the following documents addressed to the Sub-divisional Officer, Edilpur (I) Sub-division, Edilpur, Purba Bardhaman.

**Copies of documents;**

Sl. No.	Folder name	Details	Remarks if any
<b>A</b>	<b>Certificates</b>	1. Professional Tax Challan 2. PAN Card 3. Valid GSTIN under GST Act & Rules 4. Latest I.T Return Receipt	
<b>B</b>	<b>Company Details</b>	1. Proprietorship Firms (Trade Licence)	

		2. Partnership Firms (Partnership Deed, Trade- Licence, Form-VIII or Memorandum of Registration) 3. Limited Companies (Incorporation Certificate, Trade- Licence, Memorandum of Articles) 4. Registered Co-operative Societies (Society Registration Certificate, Trade Licence and By-laws, Documents showing latest office- bearers) 5. Consortiums (Form-VIII) or Memorandum and Undertaking.	
<b>C</b>	<b>Credential</b>	1. BOQ duly authenticated by issuing authority and work order. 2. 100% completion certificate for completed work, or 3. Gross bill of 100% completed work including excess and supplementary items not covered in original BOQ.	
<b>D</b>	<b>Financial Info</b>	Payment certificate of 100% completed work issued by competent authority or any other related financial information	

Completion Certificate of work executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, Sundarban Affairs Department and various other State Govt. Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMWSA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC) Engineering, Departments of Central Government and Organization, like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KPT),

And companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of other state / Central Govt. Departments / Organizations. Such certificates are further to be countersigned by immediate superior authority of the issuing Authority for all cases other than Direct / State / Central Govt. Department and Railways.

#### **4) Scope of disqualification for issuing Quotation Forms:-**

Due to any one of the followings, the Quotation Paper may not be issued to the applicant (Contractors)

- i) Delayed submission of application (after expiry of the schedule Time)
- ii) Insufficient and improper documents submitted with the applications.
- iii) Non-submission of completion, payment certificate properly.
- iv) Old completion certificate and payment certificate.
- v) Without signature of the applicant and serially numbered of the submitted documents.
- vi) Non-submission of copies of Partnership Deed and Firm Registration Certificate from the Registrar of Firms, West Bengal.
- vii) Valid N.O.C. issued by A.R.C.S. of the concern District (In case of un-employed Engineers Co-operative Societies Ltd.)
- viii) Bank Solvency Certificate valid during a year up to 30 % of the value of the work
- ix) Submission of loose application with the documents excepting booklet or constrict stitching.

#### **5) Order for issue of Quotation forms:-**

The application of the intending Quotationer along with the all documents so received by the office of the undersigned will be verified by the office of the undersigned and after the decision of the undersigned for issuance will be final & bindings.

#### **6) Not satisfied with the decision of the committee for issuing Quotation Paper:-**

Intending Quotationers not satisfied with the decision of the Quotation paper issuing authority may prefer an appeal to the next superior officer. Concerned Superintending Engineer will be the Appellate authority for the disputed Quotations. Necessary communication regarding his appeal to the Appellate Authority must be brought to the Notice of such Authority within Two working days after the date of issue of Quotation Paper and copy of such communication should also be submitted to the Quotation paper issuing Authority within the same period, failing which no such appeal will be entertained.

**7) Purchase of Quotation forms:-**

Quotation documents etc. will however be available and be issued from the office in free of cost. The intending Quotationers are requested to present themselves personally or send their authorized representative at the office to receive the Quotation form within the time schedule.

**8) Inspection to Site by the intending Quotationer before submitting Quotation:-**

Before submitting any Quotation, the intending Quotationers should make himself / themselves acquainted thoroughly with the local conditions prevailing, by actual inspection of the site and take into considerations all factors and difficulties likely to be involved in the execution of work in all aspects including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local laborers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts afterward. In this connection the intending Quotationers may contact the office of the undersigned up to last date of issue of Quotation Forms between 11.30 hours and 16.30 hours on any working day.

**9) Dropping of Quotations:-**

Quotation that should always be submitted in sealed cover with the name of work clearly written on the body of the envelope in prescribed format will be dropped in the following offices in addition to this office on the schedule Date & Time as stated in Para (3) above and or the changing schedule made vide issuing necessary CORRIGENDUM duly addressed to the Sub-divisional Officer, Edilpur(I) Sub-division, Edilpur, Purba Bardhaman.

**10) Opening of Quotations:-**

- i) After dropping of Quotations, the box will be closed and the said box will be opened in the same day as per schedule time at all the dropping center and the Quotation so received at the dropping centers to be sent to the concern Engineer, for opening the Quotation on the date and time as specified in the NIQ and or in the Corrigendum.
- ii) Quotation to be opened by the concern Executive Engineer or by his authorized representative after collecting the sealed Quotations dropped, if any, in the office of the other dropping centers on the scheduled date & Time as stated in the NIQ or in the Corrigendum in presence of the participating Quotationer or his/their authorized representatives who may be present at the time of opening and will put initials in the opening register.
- iii) Once the Quotations are opened, no Quotationer should be allowed to offer fresh quotations unless each of the Quotationer is given equal opportunity. In case where the later steps taken, if time permits, fresh Quotations may be invited so as to leave no room for any compliant or grievance whatsoever.

**12. Acceptance of Quotation:-** The acceptance of the quotation will rest with Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received, without assigning any reason thereof.

**13. Earnest Money**

The successful bidders whose quotation may be accepted has to deposit the amount in prescribed form @ 2% (Two Percent) of total quoted rate as Security Deposit for the due performance of the contract in W.B. Form No.2911. Successful bidders have to be deposited earnest money in favour of the Executive Engineer-I, Damodar Canal Division, Court Compound, Bardhaman.

Sd/-

**Sub-divisional Officer  
Edilpur (I) Sub-division  
Edilpur, Purba Bardhaman**



GOVT. OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
EDILPUR(I) SUB-DIVISION  
EDILPUR, PURBA BARDHAMAN  
EmailID:edilpursubdivision@gmail.com

**SCHEDULE OF THE WORK**

**Name of Work : Detailed Hydrographic & Topographic Survey using Total Station/RTK-DGPS including cross-sectional as well as longitudinal survey for a total length of 16 Km of River Banka including preparation of DPR in connection with the de-siltation of the river banka and rejuvenation of additional escape channel from River Banka to River Damodar in P.S-Galsi, Block-Galsi-II, Dist-Purba Bardhaman.**

**Ref: NOTICE INVITING QUOTATION NO.- 01/EDISD/2025-26**

Sl. No	Description (Ref. Annex-I for Details)	Quantity	Unit	Quoted Rate (Including GST & Cess)	Amount
1	River cross section survey (width up to 100 m) and preparation of maps in requisite scales to supply them in both soft and hard formats with four copies complete, including cost of manpower, labour, surveying instruments, camp equipage, transportation, etc, as per directions of engineer-in-charge. Without boat	180	Nos		
2	Longitudinal river survey at an interval of 30m c/c and preparation of maps in requisite scales to supply them in both soft and hard formats with four copies complete, including cost of manpower, labour, surveying instruments, camp equipage, transportation, etc, as per directions of engineer-in-charge.	13	km		

3	Geodetic Survey of an area on different scales and preparation of topographical and contour maps in requisite scales locating all topographical features like river/streams/nallahs, villages,road,railway line, building, important boundaries, agricultural land etc. which also include spot level at a grid of 30m x 30m or as specified, plotting developing grid map, contour map with 1 m contour interval connecting nearest GTS bench mark etc to supply them in both soft and hard formats with four copies complete, including cost of manpower, labour, surveying instruments ,camp equipage, transportation, etc, as per directions of engineer-in-charge.	2.6	Sq km		
4	Drone view of the entire stretch of the river has to be taken and to be submitted in video format including cost of manpower, labour, surveying instruments ,camp equipage, transportation, etc, as per directions of engineer-in-charge.	2.6	Sq km		
	<b>Total:-</b>				
In words-					

- **NB-Annex-I attached**

**Signature of the Quotationer with mentioning Full Name in bracket**

## **Annex-I**

### **Scope of Work**

#### **A. Cross-sectional survey**

1. Cross-sectional survey of the mentioned reach of River Banka (Total 13 Km) at an interval of 100m center to center (130 nos.) and at each bridge/structure location 30 m c/c (50 nos). Each cross- section should show the full cross-section of the river extending 15 m beyond the bank line towards the countryside.
2. Start point= 23.298871°N, 87.694393°E, End Point- 23.253790°N, 87.727741°E (along River Banka).
3. All the cross-sections should show the following details:
  - Near by houses and their nature (permanent or temporary) up to 15 m beyond the bank line towards the countryside and existing Ground level.
  - Position of active river channel,
  - Type of bank i.e., protected or unprotected. If protected then type of protection (boulder or concrete wall with slope)
  - Low water level (LWL), High flood level(HFL) and observed maximum level. HFL data at specific points will be provided by the office and the same has to be carried forward.
  - Each cross-section should be provided with a photograph (soft copy) of the spot.

#### **B. Longitudinal survey**

1. Longitudinal survey of the entire rivers showing levels at an interval of 30m c/c containing the following details:
  - Long section at center line of the river showing each bridge location with level of the bridge/structure bottom.(Pier cap level or base of box culvert)
  - Plan showing the center line, toe line and top of bank.

#### **C. Geodetic survey**

1. Geodetic survey of the entire rivers and preparation of topographical and contour map showing an area of 100m on both sides of the center line of the river. The encroached area has to be clearly marked on the topographical sheet.
2. Index map preparation showing the river along with major road and all bridges.

#### **D. Miscellaneous**

1. A drone view of the entire river has to be taken and to be submitted in video format.
2. An annexure containing the details of all bridges/structure viz., type of bridge, top level, bottom level, no of vents along with a photograph of the bridge/structure.

The survey report along with Level Book or in excel has to be submitted in both soft and hard formats along with four copies.

All drawings should be in proper scale.

It must be noted that the entire survey work will require cleaning of jungles, requisite excavation and removal of debris as and when required.

Sd/-  
Sub-divisional Officer  
Edilpur (I) Sub-division  
Edilpur, Purba Bardhaman

**Memo. No. 169/10(1)**

**Dated :-04/04/2025**

Copy forwarded for information and wide circulation through the Notice Board to the: -

1. Sabhadhipati, Zilla Parishad, Purba Bardhaman.
2. Chief Engineer- (West), Irrigation & Waterways Dte. Kanainatsal, Purba Bardhaman.
3. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
4. District Magistrate, Purba Bardhaman.
5. Executive Engineer-I, Damodar Canal Division.
6. Executive Engineer-II, Damodar Canal Division.
7. Office Notice Board, Edilpur (I) Sub-Division.
8. Accounts Section of D.C. Division
9. All Sub Divisional Office of D.C. Division

Sd/

**Sub-Divisional Officer,  
Edilpur Irrigation Sub-division  
Edilpur, Purba Bardhaman**