



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-divisional Officer, Baruipur Drainage Sub-division
Puratan Bazar, P.O. : Baruipur, District : South 24 Parganas, Pin-700144
e-mail : sdo.bdsd@gmail.com

Memo No. : 312

Date :- 18 / 05 / 2026

NOTICE INVITING QUOTATION NO. 01/SDO/BDSD of 2026-27

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Sub-divisional Officer, Baruipur Drainage Sub-division, Baruipur, Kolkata-700144 from bonafide & resourceful suppliers through own letter head of agency, for acceptance by the Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte., Kolkata-700091 against the following work as below –

"Supplying of a high capacity (20KV) Generator set including cost of fuel and lubricating oil with 1(one) no. operator to facilitate uninterrupted and steady power supply during office hours as well as and when required for smooth functioning of office of the Sub - Divisional Officer, Baruipur Drainage Sub-Division and Mograhat Drainage Outfall Sub - Division under Executive Engineer, Mograhat Drainage Division (For 9 Months)".

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 26.05.2026 upto 2:00 p.m.
- ii) Last date of issuing of quotation :- 26.05.2026 upto 5:00 p.m.
- iii) Last date of dropping of quotation :- 27.05.2026 upto 2:00 p.m.
- iv) Date & time of opening of quotations :- 27.05.2026 after 2:30 p.m. (In the chamber of SDO/BDSD)

Terms and Condition for the quotation is 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 & it should be monthly basis for 9 (nine) months. 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, Mograhat Drainage Division) at the time of executing Formal Agreement in W.B.F. No. 2908 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.


Sub-divisional Officer
Baruipur Drainage Sub-division,
Irrigation & Waterways Directorate

Copy forwarded for information and wide circulation to:-

1. The Executive Engineer, Mograhat Drainage Division.
2. The Nodal Officer, e-Governance cell & Executive Engineer, DVC Study Cell, 7 th Floor Jalasampad Bhavan.
3. The Sub – Divisional Officer, Mograhat Drainage Outfall Sub Division.
4. The Sub – Divisional Officer, Mograhat Irrigation Sub Division.
5. Notice Board of this Sub – Division Office.

 18/5/26.
Sub-divisional Officer
Baruipur Drainage Sub-Division
Irrigation & Waterways Directorate

SPECIAL TERMS & CONDITIONS

- 1) The agency should assign competent and qualified personnel for carrying out the job of operator who shall wear the personal protective equipment as per the job requirement.
- 2) Power supply from generator must commence within 15 minutes of shut down / load shedding. Failure to do so shall attract monetary penalty.
- 3) Failure to provide power on any day shall attract penalty @ Rs. 500.00 per day in addition to pro- rata deduction of hire charge for that day.
- 4) The under signed reserves the right to terminate the contract by 15 days' notice.
- 5) All expenses incurred in installation and commissioning of the generator will be borne by the agency.

 18/5/26.
Sub-divisional Officer
Baruipur Drainage Sub-Division
Irrigation & Waterways Directorate

ANNEX-(1)

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

**(NOTICE INVITING QUOTATION NO. 01/SDO/BDSD OF 2026-27 OF SUB-DIVISIONAL OFFICER,
BARUIPUR DRAINAGE SUB-DIVISION) (Memo No. 312, Dated: 18.05.2026).**

Sl No.	Description of item	Quantity	Unit	Rate including all taxes (Rs.)
1	Supplying of a high capacity (20KV) Generator set including cost of fuel and lubricating oil with 1(one) no. operator to facilitate uninterrupted and steady power supply during office hours as well as and when required for smooth functioning of office of the Sub - Divisional Officer, Baruipur Drainage Sub-Division and Mograhat Drainage Outfall Sub - Division under Executive Engineer, Mograhat Drainage Division (For 9 Months).	1	Set Per month	
Quoted Rate = Rupees				only per Month.

Date :

Place :

*Signature of the Agency/Contractor
with official seal if any*