



राष्ट्रीय जल विकास अभिकरण
जल शक्ति मंत्रालय, भारत सरकार
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)



National Water Development Agency
Ministry of Jal Shakti, Government of India
(Department of Water Resources, River Development and Ganga Rejuvenation)

क्रमांक रा.ज.वि.अ./अ.प्र./कोल /

दिनांक :

No.NWDA/ID/KOL/ ⁴⁰⁸⁴ /2019-20/ 181-89

Date: 21/2/2020

NOTICE INVITING QUOTATIONS

Sealed Quotations are invited by the Executive Engineer, Investigation Division, National Water Development Agency, Jalsampad Bhawan (2nd Floor), Block – D.F. Sector – I, Salt Lake, Kolkata – 700 091 from different agencies for service charges and outstation duty daily allowance towards supplying man power on contractual basis as par rate mentioned below (excluding service charges) with the following Terms & Conditions:

Sl. No.	Service description	Require-ment	*Rate per day including VDA	Required minimum qualification
1	Data entry operator (Highly Skilled)	1	Rs. 797/- (693+104)	Degree/Diploma in Computer applications. Having knowledge of computer applications, Govt. office procedures, e-HRMS, E-procurement through GeM, Tender processing with minimum 3 years experience.
2.	Office Clerk (Skilled)	1	Rs. 733/- (637+96)	Graduate in any stream, having knowledge in computer applications and clerical work, accounting procedures, PFMS and e-HRMS etc., (Preferably retired Govt. Employee)
3.	Civil Draftsman (Skilled)	1	Rs. 733/- (637+96)	Diploma in Civil Engineering. Having knowledge of AutoCAD software with 3 years experience.

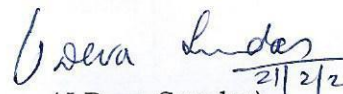
(* Vide order F.No. 1/36(3)/2019-LS-II dated 23.09.2019, Ministry of Labour & Employment, Govt. of India. Variable Daily Allowance (VDA) will be regulated as per Central Govt. DA Rules).

Terms & Conditions:

1. Sealed quotations duly signed by the quotationers can be sent through registered post or dropped in the Tender box at office of the Executive Engineer, Investigation Division, National Water development Agency, Jalsampad Bhawan (2nd floor), Block-DF, Sector-I, Salt Lake, Kolkata-700 091 on or before 15.00 hrs of 01.03.2020.
2. Sealed quotation will be opened at 15.30 hours on the same day in the same office in presence of quotationers or their representative if any, intended to witness the opening of quotations.
3. If the office happens to be closed on the day, the quotations will be opened on next working day at the same time and venue without any further notice.

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4. The Service charges should be valid up to one year period for this quotation from date of issue of work order.
5. The applicable GST charges to be paid as per Govt. Rule.
6. Daily allowance for outstation duty with night halts should be quoted separately. It should be valid for one year period.
7. The engagement for the post of data entry operator, clerk and draftsman is purely on contractual basis and will have no right to claim regular / continuing service under the Court of Law.
8. Quotation should be submitted by intending bidders on prescribed form in sealed envelope clearly super scribed the Quotation number and should be address to the "Executive Engineer, Investigation Division, National Water development Agency, 2nd Floor, Block-DF, Sector-I, Salt Lake, Kolkata-700091.
9. Quotationers should produce their GST particulars and PAN details along with quotation.
10. Successful quotationer should depute the personnel within 7 days after issue of work order. Work order will be issued separately for each person.
11. Any over writing in quotation will not be entertained which is to be liable to be disqualified and rejected.
12. Payment to the firm shall be made, after due process on submission of bill (two copies) through NEFT/RTGS system. However, the personnel engaged shall be paid their wages by the firm regularly as per the existing labour rules/ norms, notwithstanding any delay in payment to the firm by this office. The details of bank account no. and IFS code of the firm etc. may be intimated in writing for making due payment.
13. The firm shall adhere to the all existing rules (labour and other rules) with regard to payment of minimum wages, PF, Insurance etc., which is applicable to the personnel supplied and proof of the same shall be submitted to this office regularly/on demand.
14. This office reserves the right to ask the firm to change/replace any personnel supplied without assigning any reason thereof. The firm shall do so forthwith without any delay so that the services are delivered uninterrupted.
15. The office reserves the right to reject / accept any or all quotations without assigning any reasons and notice thereof and also does not bind to accept the lowest quotation.
16. The services of the Firm could be terminated at any time by asking the firm to stop supplying the personnel.


(J. Deva Sundar)
I/C Executive Engineer

Copy to:

- ✓ 1) The Director (MDU), NWDA, Saket, New Delhi with request to upload NIQ on NWDA Website.
- 2) The Superintending Engineer, Investigation Circle, Bhubaneswar for kind information please.
- 3) The Account Branch/ Estt. Branch, Investigation Division, NWDA, Kolkata.
- 4) Notice Board
- 5) The Darks Security Consultant Pvt. Ltd., 24A, AJC Bose Road, Kolkata-700017
- 6) M/s Surya Skills Development Pvt. Ltd., 519,(Part-11), No. 34, Mouza- Dehimedanmalla, P.S. Baruipur, P.O. Dakshin Gobindapur, South 24 Parganas, Kolkata-700144.
- 7) M/s Quick Fix Services (OPC) Pvt. Ltd. Bansdronei, Kolkata-700070
- 8) M/s Radiant Security, AD-361, Sector-I, Salt Lake, Kolkata-700064