

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT DEPARTMENT
OFFICE OF THE EXECUTIVE ENGINEER
CENTRAL MECHANICAL DIVISION,
NIRMAN BHAWAN (1ST FLOOR), BIDHANNAGAR
SALT LAKE CITY, KOLKATA – 700 091
Phone: 033-2337-0318

Memo No. 29-255/

Date: 05.12.14

NOTICE INVITING QUOTATION NO. 14 OF 2014-2015 OF CENTRAL MECHANICAL DIVISION UNDER SPECIAL ENGINEER, SALT LAKE RECLAMATION AND DEVELOPMENT CIRCLE OF URBAN DEVELOPMENT DEPARTMENT, GOVT. OF WEST BENGAL.

Sealed Quotations in one part (Price Bid), are hereby invited for the work of "SITC of unmanned call receiving, forwarding and monitoring system for maintenance of 5 residential complexes of Urban Development Department, Govt. of West Bengal including all hardware and software with three years onsite warranty with free replacement of parts."

2. Prayer for issue of quotation papers (with one self attested copy of each of the credentials/documents), must be addressed to the Executive Engineer, Central Mechanical Division and to be submitted in the office of the Executive Engineer, Central Mechanical Division, Urban Development Department, Nirman Bhawan, First Floor, Salt Lake City, Kolkata - 700 091.
3. The bid/quotation documents, will be issued to the short listed participants on cash payment of Rs.750/- (Rupees Seven hundred fifty) only from the office of the Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake,

Scope of work: The system will receive complaints from residents of about 2000 flats of 5 different types in the 5 residential complexes, store and forward them to designated departmental officials and maintenance agency officials. Complaint can be booked by voice call as well as coded SMS and from landline as well as mobile phones. Both voice calls (voice files) and SMS calls (text) will be stored in the system and forwarded to the designated executives of the department and / or maintenance agencies by voice call or SMS call as per procedure defined by the department from time to time. Complaints will be acknowledged by return voice call or SMS. Call and caller details will be stored in a relation Data Base like MYSQL or equivalent for future processing. Bidders may contact the department for any further information and / or clarifications.

4. Important Dates are as follows:

- a) Last Date and Time for submission of prayer for issue of bid/quotation papers is 19/12/2014 up to 16:00 Hours. One self attested copy of each of the credentials/documents is to be submitted by the intending participants with the prayer for issue of bid/quotation papers.
- b) Date and time of purchase of quotation papers by the eligible applicants is on 22/12/2014 up to 16:00 hours.
- c) Date of dropping of bid/offer/quotation papers, in the tender box only, is on 24/12/2014 up to 15:00 hours in the office of the Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-700 091.
- d) Date and time of opening of bids/quotations in presence of the participants or their authorized representative is on 24/12/2014 immediately after 15:00 hrs. in the office chamber of the Executive Engineer, Central Mechanical Division. The Bid offer received from all the participants shall be recorded in the register in presence of the participants or their authorized representative, and the participants are to put their signature in the opening register.

5. **Terms & Conditions:**

A) INTENDING PARTICIPANTS MUST GO THROUGH THE TERMS & CONDITIONS OF THIS NOTICE INVITING QUOTATION BEFORE SUBMITTING THEIR BID/OFFER. NO CLAIM WHATSOEVER ON ANY ISSUE SHALL BE ENTERTAINED AFTERWARDS. BID/OFFER MUST BE INCLUSIVE OF ALL TAXES AND DUTIES AS APPLICABLE FROM TIME TO TIME AND IN VOGUE.

Intending participants must have at least 50% credential of the quoted amount in executing a single similar type of work in a financial year during last 5 (five) Years.

Submission of bid/offer/quotation by Post is not allowed. Bids/offers/quotations are to be submitted in the box kept in the office of the undersigned, shall only be considered:

Earnest money of @2% of quoted amount only is to be submitted by the participating bidders, in the shape of Bank Draft/Pay order/Bankers cheque purchased from any nationalized bank drawn in favor of the Executive Engineer, Central Mechanical Division, payable at Kolkata. This earnest money shall be enclosed with the Price Bid, failing which the bid shall be declared informal. The earnest money submitted by the bidder/quotationer, whose bid/quotation is accepted, shall be converted into Security deposit and shall be returned/refunded as per tender rule after successful execution, commissioning and operation of the work in the field. Unsuccessful bidder/quotationer may submit application for refund of their Earnest money deposit to the Executive Engineer, Central Mechanical Division, and that shall be released after issuance of work order to the bidder, whose bid/quotation is accepted.

No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered.

Anybody desirous of exemption from depositing Earnest Money is to furnish along with his bid/quotation, self attested copy of document exempting him from depositing Earnest Money.

Rate of all the items in the schedules (to be issued by the department), has to be quoted both in words and figures by the participating bidders, without which, bid/offer/quotation submitted shall stand informal. No lump-sum amount will be acceptable & to be treated as informal.

Intending participants should apply for quotation papers in their respective official Letter Heads enclosing self attested copies of the following documents, including one self attested copy of each of the credentials/documents - originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced.

Completion Certificate(s)/Payment Certificate(s) for one single similar work worth at least 50% total value of the Bid/offer/Proposal, executed within a financial year during last 5(Five) years (to be determined from the actual year of completion, considering current financial year as year-1). In the Completion certificate, name of work, tender number, actual date of completion (as per MB) and gross final value of works, are to be mentioned by competent authority.

Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation papers.

6. Credentials of work executed under Irrigation & Waterways Department, Public Works Department, Public Works (Roads) Department, Public Health Department, Zilla Parishads, WBHIDCO, Central Government Departments or any public sector may be considered.

7. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any tender under the Division/Circle for at least 3(three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

8. Any corrigendum notice that may be issued in connection with this notice inviting quotation shall also form part of the agreement of contract. This notice can be seen in the office notice board of the

undersigned on any working day. It can also be seen in the official web site of the U.D. Department. The web site is www.wburbandedev.gov.in

9. No bid/quotation papers will be supplied by Post.
10. No bid/quotation papers will be issued after expiry of date and time mentioned in the Notice.
11. Before submitting bid/offer/quotation, the intending bidders/quotationers should make themselves acquainted, thoroughly, with the local conditions prevailing, by actual inspection to the site and take into considerations all aspects including transportation of materials, communicating facilities, climate conditions, availability of local labourer etc. and market rate prevailing in the locality, as no claim, whatsoever, will be entertained on these accounts, afterwards.
12. The bidders/quotationers should quote the rates for each and all the items, both in figures and in words, attached with bid/quotation documents. **NO LUMP-SUM OFFER WILL BE ENTERTAINED. The rate should be quoted in one single hand writing, and, preferably, with the same ink. Rates quoted in different hand writings shall be treated as informal.**
13. Any quotation containing over writing is liable to be rejected.
14. All corrections are to be attested under the dated signature of the bidder/quotationer without which bid/quotation may be informal.
15. When a bidder/quotationer signs his quotation in an Indian Language, the total amount tendered should also be written in the same language. In the case of illiterate bidder/quotationer, the rates tendered should be attested by a witness.
16. The bidder/quotationer who will sign on behalf of a Company or Firm, must produce the registered documents within 3 (three) days in support of his competency to enter into an Agreement of Contract in relevant W.B. Form No. 2911(ii), in duplicate, at their own cost, on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.
17. Any letter or other instrument submitted, separately, in modification of the sealed bid/quotation will not be entertained.
18. Conditional bid/quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.

19. **Bid Documents:**

The bidders/quotationers shall quote their rates only in the schedule for each of the items and for all the items both in words and figures inclusive of all taxes, duties and incidental charges. One lump-sum rate/price against all the items shall not be accepted. All these documents/papers shall be submitted by the bidders/quotationers in sealed cover marked Financial Bid for the work of "SITC of unmanned call receiving, forwarding and monitoring system for maintenance of 5 residential complexes of Urban Development Department, Govt. of West Bengal including all hardware and software with three years onsite warranty with free replacement of parts."

20. **PAYMENT TERMS:**

Payment terms are as follows:

- a) 80% (eighty percent) payment will be released after successful commissioning of whole system and one month training.
- b) 10% (ten percent) payment will be released after 18 (eighteen) months successful on site maintenance.
- c) Rest 10% (ten percent) payment will be released after total 36 (thirty six) months successful on site maintenance. No advance payment will be made.

21. The bid/quotation accepting authority does not bind to accept the lowest bid/quotation/tender and reserves the right to reject any or all of the bid/quotation/tender received, without assigning any reason whatsoever to the intending bidders/quotationers.
22. The successful bidder/quotationer will have to execute formal agreement in relevant W.B.F. 2911(ii) in duplicate copies which will have to be obtained by additional cash payment from the office of the Executive Engineer, Central Mechanical Division, within 7(Seven) days from the date of receipt of the intimation of acceptance of his bid/quotation, failing which the Earnest Money submitted shall forthwith stand forfeited in favor of the Government and the communication of acceptance of the quotation shall automatically stand cancelled.
23. The successful bidder/quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules-1972, Indian Electricity Rules-1956, and Indian Electricity Act-2003 and such other Acts as may be applicable, as will be in force from time to time.
24. The payment of running account bills, as well as final bill, for the work will be made according to the availability of fund and no claim, whatsoever, due to delayed in payment, will be entertained.

Executive Engineer
Central Mechanical Division

Memo No. 29-255/1986(8)

Date: 05.12.14

Copy to The:

- 1) Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kol-91.
- 2) Executive Engineer, Salt lake Construction Division, Nirman Bhawan, Salt Lake, Kol-91.
- 3) Executive Engineer, Salt lake Reclamation Division, Nirman Bhawan, Salt Lake, Kol-91.
- 4) Executive Engineer, B.M.S Division, Nirman Bhawan, Salt Lake, Kol-91.
- 5) S.D.O, Salt Lake Mechanical Sub Division, Nirman Bhawan, Kol-91.
- 6) S.D.O, Salt Lake Electrical Sub Division, Nirman Bhawan, Kol-91.
- 7) Office Notice Board.
- 8) Computer cell, Nagarayan Bhawan for publication in website.

Executive Engineer
Central Mechanical Division