

**Urban Development Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Sech Bhavan (Second Floor)
Salt Lake, Kolkata- 700091
Govt. of West Bengal**

Memo No -

Dated.

**NOTICE INVITING QUOTATION NO. 07 OF 2013-2014 OF EXECUTIVE ENGINEER,
SALT LAKE RECLAMATION DIVISION.**

1. Separate sealed Quotations are hereby invited by the undersigned for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department for and on behalf of the Governor of West Bengal, from resourceful and bonafide agencies having sufficient experience in execution of similar type of works for the work as mentioned below.

Name of work : " Hiring and installation of sanitary and plumbing articles in toilets & maintenance and up-keeping of inside gardens, lawns, trees & plants, pavements, footpaths, periodical cleaning of existing drainage sewerage lines etc. in the Bidhannagar fair Ground premises at Salt Lake City."

Time of completion : 1(One) year.

Cost of Document schedule : Rs. 750/- (Rupees Seven hundred fifty) by cash only.

2. Prayer for issue of quotation papers may be addressed to the Executive Engineer, Salt Lake Reclamation Division, Urban Development Department and to be submitted in the office of the Executive Engineer, Salt Lake Reclamation Division, Urban Development Department, Sech Bhavan, Salt Lake, Kolkata- 700 091.

3. **Important dates are as follows :-**

- a) Last Date and Time for submission of prayer for issue of quotation papers is 27.11.2013 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 quotation papers.
- b) Last date of issue of quotation papers by the shortlisted applicants is on 02.12.2013 up to 16-00 hrs.
- c) Last date of dropping/submission of quotation papers in the tender box is on 05.12.2013 up to 14-00 hrs. in the office of the Executive Engineer, Salt Lake Reclamation Division, Urban Development Department, Sech Bhavan, Salt Lake, Kolkata- 700 091.
- d) Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 05.12.2013, immediately after 14-00 hrs. in the office chamber of the Executive Engineer, Salt Lake Reclamation Division, Urban Development Department, Sech Bhavan, Salt Lake, Kolkata- 700 091.

4. **Scope of work:**

The work involves the following as mentioned below :-

- Hiring and installation of sanitary and plumbing articles in toilets for smooth and continuous supply of water to all sanitary & plumbing fittings within each toilet block.
- Each toilet block is to be sanitised by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder etc. as required and should be cleaned properly on regular basis & always to be kept in usable condition.

- Sufficient quantity of 1000 litre overhead PVC water storage tank, 40 mm dia PVC inlet line from pump to overhead reservoir with all fittings/accessories like control valve, union, elbow, tee, short-piece, long screws etc. of approved make and brand as required, 25mm & 20 mm and 15 mm dia PVC delivery line from overhead reservoir to all sanitary and plumbing fittings with all fittings/accessories as required etc. of approved make and brand are to be supplied and installed in order to make such toilet block in usable condition on regular basis and its maintenance throughout entire contractual period.
- Necessary sanitary and plumbing fittings as required such as white glazed chinaware basins, commode, Orissa pattern pan, flat back urinal etc. and PVC stop cock/bib cock, pillar cock, PVC cistern, seat cover, commode shower and all other fittings required for smooth operation of such accessories are to be properly installed and maintained throughout entire contractual period.
- The agency may take out above sanitary and plumbing fittings after end of each event but same are to be properly installed at the commencement of subsequent event. No additional cost will be entertained for this.
- The work also includes Maintenance and up-keeping of grass lawns, raised garden, footpaths in front of fair Ground and back side, car park arena by cutting and removing jungles, weeds, creepers etc. including trimming, dressing and proper shaping of trees and plants.
- All raised gardens/landscapes are to be maintained by cutting and removing grass up to a certain height as mentioned, removing of jungles, creepers, weeds etc including trimming and manicuring of existing trees and plants to give a good appearance and look. If necessary new seasonal flowers and plants may be planted and maintained through the entire contractual period.
- Sweeping and cleaning of inside pavements, guard sheds, backside roads, podium floors, walls, footpaths in front of Bidhannagar fair Ground premises should be done on regular basis.
- Backside service road as well as entire fair Ground premises should be free from any filthy material, night soil, wastage materials & garbage etc throughout entire contractual period.
- Cleaning of existing drainage and sewerage lines should be done as and when required in order to ensure fair Ground free from any kind of water logging throughout entire contractual period and removal of sludge so obtained after such operation should be disposed off beyond the Bidhannagar fair Ground premises.

The following structures within Bidhannagar Fair Ground with tentative size/area that are to be maintained with total security for installation & articles(both civil & electrical) throughout the entire contractual period.

Sl No.	Description of structures within fair Ground which are to be maintained regularly.	Locations	Tentative size/Area.	Remarks
1.	Toilet Blocks.	Within Bidhannagar fair Ground.	2 nos. x 6.5 X 6.0 m. 4 nos. x 1.5 X 2.0 m. (Toal approx area = 640.00 sqm.)	
2.	Podium	Within Bidhannagar fair Ground.	Total area =355.00 sqm.(approx)	
3.	Inside paved pathway.	Within Bidhannagar fair Ground.	Total area = 8900 sqm.	
4.	Raised Garden.	Within Bidhannagar fair Ground.	Total area = 2040.00 sqm.(approx)	
5.	Service Road	At Backside of fair Ground.	560 m x 7.50 m =4200 sqm. (approx)	

Sl No.	Description of structures within fair Ground which are to be maintained regularly.	Locations	Tentative size/Area.	Remarks
6.	Foot-path	In front of fair Ground.	220.00 m long x 4.0 m wide. = 880 sqm(approx)	
7.	Unpaved grass lawns.	Within Bidhannagar fair Ground.	Total area = 21200 sqm.(approx)	
8.	Back side car parking space along with adjacent service road.	Within Bidhannagar fair Ground.	Total area = 10250 sqm.(approx)	
9.	Total drainage & sewerage system.	Within Bidhannagar fair Ground.	As exists that may be assessed on physical verification at site.	

5. General Informations :-

- 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.**
- b) Intending participants must have at least 50% credentials of the quoted amount in executing a single similar type of work in a financial year during last 5(Five) years.
- c) Submission of bid/offer/quotation by post is not allowed. Bid/offer/quotations are to be submitted in the box kept in the office of the undersigned, shall only be considered.
- d) Earnest money of Rs. 30,000.00 (Rupees Twenty thousands) only is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft/Pay order/Bankers cheque purchased from any nationalised bank drawn in favour of the Executive Engineer, Salt Lake Reclamation Division, Payable at Kolkata, without which the bid shall be declared as informal. The Earnest money submitted by the bidder/Quotationer, Whose bid/quotation is accepted, shall be converted into Security deposit and shall be refunded/returned at the end of contractual period after successful execution of work in the field. Unsuccessful bidder/quotationer may submit application for refund of their Earnest money deposit to the Executive Engineer, Salt Lake Reclamation Division, and that shall be released after issuance of work order to the bidder, whose bid/quotation is accepted. No adjustment of any short of above mentioned Earnest money previously deposited for other works will be considered.
- e) Additional security money amounting to 05(five) percent of the total bid amount, including Earnest money deposit shall have to be deposited by the executing agency at the time of executing duplicate/triplicate/quadruplicate copies of the agreement of contract. Moreover remaining amount of security deposit shall be deducted from the running account bill of the agency to cover up 10% (Ten percent) of the total value of the work executed.
- f) Rate of all items in the schedule (to be issued by the department) has to be quoted both in figures and words by the bidders, without which bid/offer/quotation submitted shall stand informal.
- g) **Intending participants should apply for quotation papers in their respective Letter Heads enclosing self attested copies of the following documents, including one self attested copy of each of the credentials/documents.**
 - i) ST and PT clearance certificate and IT PAN valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - ii) Completion certificates(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 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 the competent authority. Such certificates are to be countersigned by the Executive Engineer of the state govt. Departments.

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

6. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any quotation /quotations 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.
7. Any corrigendum notice that may be issued in connection with this N.I.Q shall also form part of the agreement of contract. The Quotation documents and other relevant particulars (if any) may be seen by the intending quotationer or by their duly authorized representatives during office hours between 11.00 A.M. and 4 P.M on every working day, till **02.12.2013**, in the office of the Executive Engineer, Salt Lake Reclamation Division. The quotation document also can be seen in the official website of Urban Development Department (www.wburbandev.gov.in).
8. No Bid/quotation paper will be issued on the date of opening of quotations and after expiry of date and time mentioned in the Notice.
9. Before submitting any quotation, the intending quotationers should make themselves acquainted, thoroughly, with the local conditions prevailing, by actual inspection of the site and take into considerations all aspects including transportation of materials, communicating facilities, climatic conditions, nature of soil, availability of local labourers and market rate prevailing in the locality etc. Total nos of each installation(for civil works) are to be properly assessed on actual verification of site which is required for functioning of works as mentioned in the scope of work. No claim whatsoever will be entertained on these accounts, afterwards. In this connection the intending quotationers may contact the office of the undersigned up to **05.12.2013** between 11.30 hours and 16.30 hours on any working day.
10. The bidder/Quotationer should quote the rates for each and all the items , both in figure and in words, attached With bid/quotation documents. **NO LUMP-SUM OFFER WILL BE ENTERTAINED.** The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
11. Any quotation containing over writing is liable to be rejected.
12. All corrections are to be attested under the dated signature of the Quotationer without which quotation may be informal.
13. The Bidder/ Quotationer, who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the quotation) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered.
14. Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.
15. Conditional Bid/Quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
16. The Bid/ Quotation Accepting Authority does not bind himself to accept the lowest bid/quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending Bidders/Quotationer and also reserves the right to distribute the work amongst more than one Quotationer.
17. The successful Bidder/Quotationer will have to execute formal agreement in relevant W.B.F. 2911 in Duplicate/ triplicate / quadruplicate copies of his quotation which will have to be obtained by cash payment from the office of the Executive Engineer, Salt Lake Reclamation 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 favour of the Government and the communication of acceptance of the quotation shall automatically stand cancelled.
18. The successful Quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
19. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due

to delay in payment will be entertained.

20. Terms & Conditions :-

- (i) Bidhannagar fair Ground are to be maintained throughout the contractual period of 1 (One) year.
 - (ii) Trees and plants are to trimmed periodically, to give it a good shape and size except grown-up trees.
 - (iii) Lawns in the fair Ground are to be properly trimmed and maintained so as to give a good appearance and look.
 - (iv) Dry leaves are to be accumulated everyday, and kept in a small dug-out and allowed to rot and to be filled up with earth and to be used as manure if required.
 - (v) Grown-up trees and it's branches cannot be cut and disposed off without approval of the competent authority.
 - (vi) Walkway within the fair Ground including front of entrance and exit gates are to be cleaned every day by sweeping and grass & weeds grown between the joints of tiles are to be removed and cleaned periodically if required.
 - (vii) Watering of plants and trees on raised landscape/garden as well as in walkways are to be done regularly.
 - (viii) Proper care should be taken so as to maintain the existing trees and plants, so that those are not withered away due to improper maintenance. If due to improper maintenance any plants and trees dies, the same is to be replaced by the agency at no extra cost.
 - (ix) In case of non-functioning of any sanitary fittings/accessories including plumbing line of toilet blocks, for Which daily services to the toilet blocks hampered, the same has to be repaired/replaced immediately for smooth functioning of the toilet blocks.
 - (x) On commencement of the above work, the agency has to provide & install all fittings and accessories as required in order to assure smooth and uninterrupted service to all toilet blocks and shall provide necessary guarding facility to protect all fittings & fixings till expiry of contractual period for which no extra claim will be entertained.
 - (xi) In case of any loss or damage to the installed fittings/accessories (civil), all responsibility will have to be borne by the agency and the agency will have to repair/replace the same of his own cost for smooth services throughout entire contractual period.
 - (xii) The identity card of the persons engaged for maintenance are to be issued by the agency and to be duly got authenticated by the E.I.C and should always be kept with them.
 - (xiii) Stray animals should not be allowed to enter within the fair Ground.
 - (xiv) No one should be allowed to throw wastage/garbage in the fair Ground and walkways and back side service road.
 - (xv) No one should be allowed to enter the fair Ground except during commencement of fairs and should be asked to leave the fair Ground except during fair timings.
 - (xvi) Total security of the articles and installations (both Civil and electrical) within Bidhannagar fair Ground will be the responsibility of the agency. The agency has to keep strict vigilance regarding safety of all articles and installations (both civil & electrical) kept within fair Ground premises & protect the same throughout entire contractual period.
21. In case of any negligence found from the part of the agency regarding maintenance, up-keeping etc. as mentioned in scope of work as well as in schedule and fail to remain adhere to terms and conditions as a result of which if smooth functioning of above maintenance work hampered, an amount of Rs. 5000/- (Rupees Five thousands) only per day will be deducted from the agency's bill as penalty for such negligence.


Executive Engineer

Salt Lake Reclamation Division

Memo No. : 14-19/86/R2/1276 (18)

Dated: 18.11.13.

Copy forwarded for information & necessary action to:

- 1) ✓ The Principal Secretary, Urban Development Department, Nagarayan Building, DF Block, Sector-I, Bidhannagar.
- 2) The Special Engineer, Salt Lake Reclamation and Development Circle, Sech Bhavan, Kolkata-700 091.
- 3) The Executive Engineer, Salt Lake Construction Division, Sech Bhavan, Salt Lake, Kolkata- 700 091.
- 4) The Executive Engineer, Bidhannagar Municipal Services Division, Sech Bhavan, Salt Lake, Kolkata- 700 091.
- 5) The Executive Engineer, Central Mechanical Division, Sech Bhavan, Salt Lake, Kolkata- 700 091.
- 6) M.D-I Division, Jalsampad Bhawan, Salt Lake, Kolkata- 700 091.
- 7) Mograhat Drainage Division, Jalsampad Bhawan, Salt Lake, Kolkata- 700 091.
- 8-17) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division- II/ Salt Lake Reclamation Sub-Division- I /Salt Lake Survey Sub-Division/ Salt Lake Water Supply Sub-Division/ Salt Lake Sewerage Sub-Division/ Salt Lake Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 18) Office Notice Board.

Milka...
Executive Engineer ✓
Salt Lake Reclamation Division