

Government of West Bengal
Urban Development Department
Office of the Sub Divisional Officer
Salt Lake Survey Sub-Division
Nirman Bhavan (1st Floor)
Salt Lake, Kolkata- 700091

**NOTICE INVITING QUOTATION NO. 01 OF 2014-15 OF SUB-DIVISIONAL OFFICER,
SALT LAKE SURVEY SUB-DIVISION**

1.0 Separate sealed Quotations are hereby invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department for and on behalf of the Governor of West Bengal, for the works as in the table below from eligible bonafide, reliable and resourceful contractors having experience in execution of similar type of works.

NAME OF WORK : "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS IN BANASREE ABASAN AT BLOCK -- AF, SECTOR-I OF SALT LAKE CITY."

TIME OF COMPLETION : 1 (One) Year.

COST OF SCHEDULE : Rs. 250/- (Rupees two hundred fifty only).

Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Salt Lake Survey Sub Division , Urban Development Department and to be submitted in the office of the Sub Divisional Officer, Salt Lake Survey Sub-Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

Last Date and Time for submission of application for issue of quotation papers is 25.07.2014 up to 16-00 hours.

Date of interview of the applicants praying for issue of quotation papers is on 28.07.2014 from 12-30 hours onwards in the chamber of the Sub-Divisional Officer, Salt Lake Survey Sub-Division, Nirman Bhavan, (1st Floor), Salt Lake, Kolkata – 700 091.

Last date of purchase of quotation papers is on 04.08.2014 up to 16-00 hrs.

Last date of dropping of quotation papers is on 08.08.2014 up to 14-00 hrs. in the office of the Sub –Divisional Officer Salt Lake Survey Sub-Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata - 700 091.

Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 08.08.2014 immediately after 14-00 hrs. in the office chamber of the Sub-Divisional Officer, Salt Lake Survey Sub Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

2.0 SCOPE OF WORK

The successful bidder will have to undertake the following works.

1. a) Sweeping and cleaning of roof, mummy room of each building every day.
b) Sweeping and cleaning of dust, dirt, shoots etc. from walls, ceilings and floors of Staircase, common passage of each building everyday between 10 A.M. to 2 P.M. & to be certified by at least 2 (Two) tenants of the building.
c) Collection of door to door Household garbage (both bio-degradable and non bio-degradable) everyday and disposing it off to the vats for further disposal. The garbage vats are to be kept closed all through the day to prevent entry of stray animals.
2. a) Sweeping and cleaning of entire road network, common passages surround the building are to be undertaken everyday throughout the period of work. Cutting and removing grass up to a certain height as mentioned & removing of jungles, creepers, weeds etc. within Banasree Abasan premises as and when necessary or in every 2 (two) months and keeping the premises entirely clean throughout the period of work.

3. a) Sweeping and cleaning of surface drains within Banasree Abasan premises are to be undertaken once in a week and spreading of sufficient quantity of bleaching powder along surface drains, drainage pits and around surroundings of existing vats within Banasree Abasan premises once in every 15 (Fifteen) days to achieve clog/litter free area.
- b) Sweeping and cleaning of entire existing underground drainage as well as sewerage network including all catch pits, manholes are to be undertaken once in every two months. Clogs and congestion in those lines if happen in between also to be removed immediately.
4. Washing and cleaning of storage reservoirs over roof tops of all buildings in Abasan campus including disinfecting those reservoirs by using bleaching powder or any other suitable means as directed, bi-monthly in every year and to be certified by at least 5 (five) tenants of the Abasan.
5. a) All parks and play ground are to be maintained by cutting and removing grass etc. up to a certain height or as mentioned, and complete removal of jungles, creepers, weeds etc. in every two months or as & when necessary in order to maintain the parks & play ground entirely clean throughout the year.
- b) Watering, trimming and manicuring of existing trees and plants to give a good appearance and look within Abasan premises on regular basis as directed. If necessary new seasonal flowers and plants/hedges may be planted and maintained through the entire contractual period.
6. Sweeping and cleaning of community centre and its surroundings and toilets within community centre are to be sanitised by using sufficient quantity of acids, phenol, naphthalene balls, bleaching powder etc. as required and should be cleaned properly on regular basis & always to be kept in usable condition.

3.0 Description on Campus of Banasree Abasan :-

The campus is situated in Block – AF, Sec-I, Kolkata – 700 064 and at Salt Lake City, comprising of :-

- a) Area of Banasree Abasan premises – 3410.00 sqm.
- b) 1 no. Park/Children's Park exists in middle of Banasree Abasan.
- c) Internal bituminous and Concrete road network of 1200.00sqm & 30.00 sqm respectively within Banasree Abasan.
- d) Open surface drainage network along road side having total length 72.00m exists within Banasree Abasan premises surface drain exists for disposal of storm water.
- e) Underground drainage/sewerage line at backside of each building having a total length of 380.00m in Banasree Abasan including 25 nos. catch pits/manholes respectively.
- f) 1 (one) no. overhead concrete reservoir each having 4500 litre capacity at the roof of A type building, and 18 nos. overhead PVC Tank each having 500/750 litre capacity at the roof of B type & S – type buildings within Banasree Abasan.
- g) Different types of play instruments placed in the park/children's park within Banasree Abasan campus.
- h) Caretaker office situated in Gr. floor of Garage of Banasree Abasan.
- i) Community hall having covered area of 67.00 sq.m (approx.) for organising functions and festivals by the Abasiks.
- j) Campus is totally fenced by boundary wall around Building no. 1 – 25 and around S-type & A-type Building of approximately 2.00m height.
- k) Plan area of roof surface including mummy room roof if any for A-type and B-type building is 200.00 sq.m (approx.) 46.00 sq.m. (approx.) and S-type building 1857.00 sq.m. exists at Banasree Abasan premises.
- l) Plan area of staircase, common passage in S-type & A-type buildings within Banasree Abasan premises is 150.00 sq.m.
- m) Common passage area between buildings at its front & backside having a total area of 683.00 sq.m. (approx.) within Banasree Abasan.

n) Details of Flats in Banasree Abasan :-

Sl. No. (1)	Type of Flat (2)	No. of Towers/Buildings (3)	No. of storey in each Building (4)	No. of flat in each floor of towers/Buildings (5)	Total Nos. of Flats (6)	Area of each Flat in sqm. (approx.) (7)
1.	"A" Type (No.1)	1	4	2	8	89.00
2.	"B" Type (No.1-25) &	25	2	1 / 2	25	
3.	"S" Type in Bldg. No.1	-1	-4	-2	8	
4.	Caretaker office in Bldg No.1	-	-	-	1	

4.0 General Terms & Conditions :-

1. 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 24.07.2014, in the office of the Sub-Divisional Officer, Salt Lake Survey Sub-Division, Nirman Bhaban, Kolkata – 700 091.
2. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand.
 - a) Vat registration certificate and PT clearance certificate/challan 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.
 - b) Eligibility Certificate issued by the A.R.C.S. (for Engineers' Co-operatives and Labour Cooperatives);
 - c) Declaration by the applicant to the effect that there are no other applications for quotation paper for work in the NIQ in which he / she / they has / have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
3. Any suppression / misrepresentation of fact will automatically debar the applicants from participating in any quotation / quotation under the Sub-Division / 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.
4. Intending Quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer. 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. A 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.
5. No quotation paper will be supplied by Post.
6. No quotation paper will be issued on the date of opening of quotations and after expiry of date and time mentioned in the Notice.
7. 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, climate conditions, nature of soil, availability of local labourers and

market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts, afterwards. In this connection the intending quotatioriers may contact the office of the undersigned up to 07.08.2014 between 11.30 hours and 16.30 hours on any working day.

8. The Quotationer should quote the rate both in figures and in words. 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.
9. Any quotation containing over writing is liable to be projected.
10. All corrections are to be attested under the dated signature of the quotationer without which quotation may be informal.
11. When a Quotationer signs his quotation in an Indian Language, the total amount should also be written in the same language. In the case of illiterate Quotationer, the rates quoted should be attested by a witness.
12. The 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.
13. Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.
14. Conditional Quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
15. VAT Sales Tax, Royalty, Building Working Cess and all other statutory Levy / Cess etc. will have to be borne by the Contractor (he/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
16. The Quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending Quotationer and also reserves the right to distribute the work amongst more than one Quotationer.
17. The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his / her / their analysis to justify the rate quoted by him.
18. The Quotations will be opened in presence of the participating Quotationer or their duly authorised representatives representatives, who may be present at the time of opening and who may also put their signatures in the Quotation Opening Register.
19. The successful Quotationer will have to execute the duplicate / triplicate / quadruplicate copies of his quotation which will have to be obtained by cash payment from the office of the Sub-Divisional Officer, Salt Lake Survey Sub-Division within 7 (seven) days from the date of receipt of the intimation of acceptance of his quotation, failing which the communication of acceptance of the Quotation shall automatically stands cancel.
20. 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.
21. **In the following cases a Quotation may be declared informal and unacceptable.**
 - a. Correction, alterations, additions, etc. if not attested by the Quotationer.
 - b. If the quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on he over.
 - c. If the rates & total amount is not written both in figures and words.
22. Labour welfare cess @1% will be deducted from the quotationer's bill,
23. The period of contract for execution of the work is for 01 (one) year from the date as may be mentioned in the work order, but the contract may be terminated at any point of time in the event of mal-performance of the agency.


24. Earnest money of Rs.4,850/- (Rupees four thousand eight hundred fifty) 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.
25. The successful bidder will have to post at least 01(One) person in Nirman Bhavan office Complex from 9-30 A.M. to 5-30 P.M., who will report the concerned Sub-Divisional Officer for attending urgent calls of any type of complain related to the work during the day. He will have to sign the attendance register and will have to carry out the work as may be instructed by the undersigned, concerned Sub-Divisional Officer or Sub-Assistant Engineer.

5.0 Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms *having sufficient experience in execution of similar type of works* may participate in this Quotation.

6.0 Special Terms and Conditions :-

1. Payment shall be made on availability of fund.
2. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
3. In case of any complain of negligence against the agency related to execution of work, found valid after verification, an amount @ [(Total contractual amount per year / 365 days) x 1.5 times] per day will be deducted from the bill of the agency as penalty for such negligence and further the Department may terminate the contractual agreement for such poor performance of the agency.



Sub-Divisional Officer
Salt Lake Survey Sub Division
Nirman Bhawan (1st Floor),
Kolkata – 700 091

Memo No. 194 (16)

Dated:18.07.2014

Copy forwarded for information & necessary action to:

- 1) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 2) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata – 700 091.
3. The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 5) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8-15) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub - Division- I &II / Salt Lake Water Supply Sub-Division / Salt Lake Sewerage Sub-Division /Salt Lake Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 16) Office Notice Board.


Sub-Divisional Officer
Salt Lake Survey Sub Division
Nirman Bhawan, Kolkata-700091.