



Urban Development Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 700091
Govt. of West Bengal
Phone: +91 33 2337 1404

Memo No. 8-382/14/787

Dated : 10.07.2014

NOTICE INVITING QUOTATION NO. 01 OF 2014-15 OF EXECUTIVE ENGINEER, SALT LAKE RECLAMATION 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 FALGUNI ABASAN AT BLOCK-FB, SECTOR-III OF SALT LAKE CITY."

TIME OF COMPLETION : 1(One) Year.

COST OF SCHEDULE : RS. 750/- (Rupees seven hundred and fifty) only.

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, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

Last Date and Time for submission of application for issue of quotation papers is 18.07.2014 up to 16-00 hours.

Date of Interview of the applicants praying for issue of quotation papers is on 22.07.2014 from 12-30 hours onwards in the chamber of the Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan (2nd floor) Salt Lake, Kolkata-700 091.

Last date of purchase of quotation papers is on 25.07.2014 up to 16-00 hrs.

Last date of dropping of quotation papers is on 31.07.2014 up to 14-00 hrs. in the office of the Executive Engineer, Salt Lake Reclamation 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 31.07.2014 , immediately after 14-00 hrs. in the office chamber of the Executive Engineer, Salt Lake Reclamation 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 etc of each building every day .
- b) Sweeping and cleaning of dist, dirt, shoots etc from walls, ceilings and floors of Staircase, common passage, of each building everyday between 10 A.M to 2.00 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.

n) Details of Flats in Falguni Abasan :-

Sl no. (1)	Type of Flat. (2)	No of Towers/ Buildings. (3)	Nos. of storey in each Building. (4)	No. Of flat in each floors of towers/Buildings. (5)	Total Nos. Of Flats. (6)	Area of each Flat in sqm. (approx) (7)
1.	"A" Type. (No. 2 & 31-39)	10	4	2	80	89.00
2.	"B" Type. (No. 3-29) & (40 - 44)	32	4	2	256	62.00
3.	"D" Type in Bldg No. 1	-	-	-	3	31.50
4.	Caretaker office in Bldg No. 1	-	-	-	1	15.75
5.	Site office in Bldg No. 1	-	-	-	1	15.75
6.	Shops in Building No. 1	-	-	-	2	-

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 17.07.2014, in the office of the Executive Engineer, Salt Lake Reclamation Division.
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 applicant 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

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- b) Cutting and removing grass up to a certain height as mentioned & removing of jungles, creepers, weeds etc within Falguni 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 & cleaning of surface drains within Falguni 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 Falguni Abasan premises once in every 15 (Fifteen) days to achieve clog / litter free area .
b) Sweeping & cleaning of entire existing underground drainage as well as sewerage network including all catch pits, manholes are to be undertake 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 / thedges 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, phenols, 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 Falguni Abasan

The campus is situated in Block-FB, Sector-III of Salt Lake City, Kolata-700 097 and comprising of:

- a) 06.50 (Six point five zero) acres of land.
- b) 2 nos Park/children's park in front and back side and one no. Play ground in middle of Falguni Abasan having area 2020.00 sqm, 1710.00 sqm & 3600.00 sqm. respectively.
- c) Internal bituminous and Concrete road network of 1135.00 sqm & 935.00 sqm within Falguni Abasan.
- d) Open surface drainage network along road side and around existing play ground having total length 550.00 m (approx) for disposal of storm water,
- e) Underground drainage/sewerage line at backside of each building having a total length of 1050 m including 123 nos catch pits/manholes respectively.
- f) 41 (Forty one) nos overhead concrete reservoir each having 4000 litre capacity at the roof of each building except building no. 13 & 14 and 8 (Eight) nos overhead PVC tank each having 500/750 litre capacity at the roof of building no. B-13 to B-14 respectively.
- g) Different types of play instruments placed in the park/children's park within campus.
- h) Caretaker office situated in 1st floor of building no. 1.
- i) Community hall having covered area 150.00 sq m.(approx) for organizing functions and festivals by the Abasiks.
- j) Campus is totally fenced by boundary wall around Building no. 1 – 39 and around Building no. 40 – 44 of approximately 2.00 m height.
- k) Plan area of roof surface including mummy room roof if any for A-type and B-type building is 198.00 sqm.(approx) and 125.00 sqm.(approx) respectively and 0.90 m high parapet wall exists around roof surface for each building.
- l) Plan area of staircase, common passage in each floor in building is 12.00 sqm.
- m) Common passage are in between two buildings and in front & backside of each building having total area of 7225.00 sqm.(approx) within Falguni Abasan premises.

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. 20,000.00 (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.

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. Any corrigendum regarding this EOI will be uploaded in the website of Urban Development Department i.e. www.wburbandev.gov.in along with publication through office notice board. The intending participants are requested to visit the website for any updates etc. in this regard.
2. Payment shall be made on availability of fund.
3. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
4. In case of any complain of negligence against the agency related to execution of work, found valid after verification, an amount @ $[(\text{Total contractual amount per year} / 365 \text{ days}) \times 1.5 \text{ times}]$ 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.

M. Chakravarty 10/7/14
EXECUTIVE ENGINEER

SALT LAKE RECLAMATION DIVISION

10.7.14

Dated : 10.07.2014

Memo No. 8-382/14/787(19)

Copy forwarded for information & necessary action to:

- 1) The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) The Special Engineer, Salt Lake Reclamation & Development Circle, 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) The Executive Engineer, Metropolitan Drainage Division-I, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Mograhat Drainage Division, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10-18) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & II/ 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.
- 19) Office Notice Board.

Sd/-

EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION