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Govt. of West Bengal  
Urban Development Department  
Office of the Executive Engineer  
Salt Lake Construction Division  
Nirman Bhavan (2<sup>nd</sup> Floor)  
Salt Lake, Kolkata-700091

**NOTICE INVITING e-QUOTATION NO WBUD/SE/SLCD/NIO-14(e) / 2014-15 OF EXECUTIVE ENGINEER, SALT LAKE CONSTRUCTION DIVISION:-**

**[ Memo No: 1497/1(21), Dated: 11.08.2014 ]**

1.0 e-Quotations are 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 mentioned below and as per schedule attached herewith, from eligible bonafide, reliable and resourceful Quotationers having experience in execution of similar type of works.

- ✓ **Name of work:** "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS OF BSAKHI ABASAN OF URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF WEST BENGAL SITUATED IN BLOCK-AG, SECTOR-II OF SALT LAKE CITY, KOLKATA-700097."
- ✓ **Time of completion:** 1(one) year.

Bid submission end date	25/08/2014 at 18:00 Hrs
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**2.0 SCOPE OF WORK IN CONNECTION WITH COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS OF BSAKHI ABASAN OF URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF WEST BENGAL SITUATED IN BLOCK-AG, SECTOR-II OF SALT LAKE CITY, KOLKATA-700097.**

The successful bidder will have to undertake the following works.

- 1) Sweeping and cleaning of roof Top, mummy room, 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 3(Three) tenants of the building.
- 2) 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.
- 3) Sweeping and cleaning of entire road network, common passages surround the building are to be undertaken every day throughout the year.
- 4) Cutting and removing of jungles, creepers, weeds etc within Baisakhi Abasan premises except the same within existing play grounds and parks etc. as and when necessary or in every 2(two) months and keeping the premises entirely clean throughout the year.
- 5) sweeping & Cleaning of surface drains within Baisakhi Abasan premises are to be undertaken every alternate days or as and when necessary and spreading of sufficient quantity of bleaching powder along surface drains, drainage pits and around surroundings of existing vats within Baisakhi Abasan premises once in a week to achieve clog / litter free area .
- 6) 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 happen in between also to be removed immediately.
- 7) Washing and cleaning of storage reservoir over roof tops of all buildings in Abasan campus including disinfecting those reservoir 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.
- 8) All parks and play ground are to be maintained by cutting and removing grass, 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.
- 9) 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 Baisakhi Abasan :**

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

- a) 19.68 ( Nineteen point six eight ) acres of land.
- b) Play field of 12 acres area.
- c) Internal bituminious and Concrete road network of 1.7 km with surface drain connecting each building for disposal of storm water.
- d) 5 nos. underground reservoirs for receiving water supply from Bidhannagar Municipality and 5(five) submersible pumps.
- e) play instruments placed in the park/children’s park within campus.
- f) Caretaker office situated in one of the flats (No. C-92/2) in the Abason.
- g) Community hall for organizing functions and festivals by the abasiks.
- h) Campus is totally fenced by boundary wall approximately 2.00 m height.

**i) Details of Flats in Baisakhi Abasan :-**

Sl no.	Type of Flat.	No of Towers/ Buildings.	Nos. of storey in each Building.	No. of flat in each floors of towers/Buildings.	Total Nos. Of Flats.	Area of each Flat in sqm. (approx)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	D	8	4	4	128	362
2.	D	43	3	4	516	362
3.	C	21	4	2	168	448
4.	C	58	3	2	348	448

**4.0 General Terms & Conditions :-**

1. The intending bidders will have to submit self-attested photo copy of the following documents, along with the application, without which participation in the bid will be informal.
  - (a) Permanent Account Number (PAN) of Income Tax Department.
  - (b) Vat registration certificate.
  - (c) Professional tax registration certificate.
2. Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting Quotation.
3. The undersigned reserves the right to annul the whole process of Quotation without assigning any reason whatsoever.
4. The bidders are bound by the terms and conditions of W.B.F No. 2911(ii) along with the specification, notice of Quotation along with all enclosures, Special Terms & Conditions, if any, and schedule of works etc. which forms part and parcel of the contract.
5. No conditional bid/offer/proposal shall be accepted and shall be deemed as ‘informal’.
6. **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.**
7. **The accepting authority reserves the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.**  
Earnest money of Rs. 25,000.00 ( Rupees Twenty Five 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 Construction Division, Payable at Kolkata, without which the bid shall be declared as informal. The Earnest money submitted by the bidder/ Quatationer, 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 Construction 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.
8. **Willing Bidder will have to quote their Rates both in words and figure in the prescribed BOQ online.**

**5.0 Eligibility to participate :-**

Registered Bonafide, reliable and resourceful agencies/firms *having experience in execution of similar type of works* (Like Up keeping of Abasan/ Colony/ Housing Complex, Office Premises, Inspection Bunglow Premises, Parks & Gardens) having Value of Single Work done not less than 5.00 (Five) Lakhs during Last 05 (Five) Years may participate in this Quotation.

**6.0 Special Terms and Conditions :-**

1. All participants are requested to visit the site and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matters should be duly taken care of during the work.
2. For any other information, the applicants are requested to visit the office of the undersigned on any working day from 1.00 pm to 3.00 pm from 12<sup>th</sup> August, 2014 to 25<sup>th</sup> August, 2014.
3. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e [www.wburbandev.gov.in](http://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.
4. Payment shall be made on availability of fund.
5. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
6. 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.
7. Payments shall be made quarterly after having given satisfactory service for the previous quarter subject to availability of fund. In case of delayed payment no extra claim can be made.

✓ **Schedule of Dates for e-Quotation :**

Sl. No.	Activity	Date & Time
1	Publishing Date	11/08/2014 at 18:00 Hrs
2	Document Download start date	11/08/2014 at 18:00 Hrs
3	Bid submission start date	11/08/2014 at 18:00 Hrs
4	Document Download end date	25/08/2014 at 14:00 Hrs
5	Bid submission end date	25/08/2014 at 16:00 Hrs
6	Last date of physical submission of documents including EMD	26/08/2014 at 14:00 Hrs.
7	Technical Bid opening date	26/08/2014 at 15:00 Hrs.
8	Financial Bid opening date	To be Notified.



EXECUTIVE ENGINEER  
SALT LAKE CONSTRUCTION DIVISION DIVISION

**Memo No: 1497/1(16), Dated: 11.08.2014**

❖ **Copy forwarded for information 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 Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata-700091.
- 4) "Computer Cell", Nagaryan, Urban Development Department, Sector-I, DF-8, Salt Lake, Kolkata-64. with request to upload the NOTICE in the Departmental Website, [www.wburbandev.gov.in](http://www.wburbandev.gov.in)
- 5) The Executive Engineer, Salt Lake Reclamation 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.
- 8-14) The SDO: Salt Lake Water Supply Sub-Division/ Salt Lake Sewerage Sub-Division / Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & II/ Salt Lake Survey Sub-Division
- 15-16) Accounts Branch / Office Notice Board.



EXECUTIVE ENGINEER  
SALT LAKE CONSTRUCTION DIVISION