



सत्यमेव जयते

Govt. of West Bengal Department of U D & M A  
Office of the Executive Engineer  
Salt Lake Reclamation Division  
Nirman Bhavan (Second Floor)  
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**NOTICE INVITING e-QUOTATION NO. WBUD&MA/EE/SLRDC/NIQ No. 02(e) OF 2021-2022 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION DIVISION.**

- 1.0 e-Quotation is 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 Quotationers **having sufficient experience in execution of similar type of works.** Intending quotationers who desires to participate in the tender are requested to log on to the departmental website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in) & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.

Comprehensive upkeepment of Nagarayan Building at Block DF, Plot No-8, Sector-I, Bidhannagar, Kolkata 700 064, Salt Lake, under Salt Lake Reclamation Division of UD & MA Department.  
**Earnest Money Deposit: Rs. 55,000.00 (Rupees fifty-five thousand) only.**  
**TIME OF CONTRACT: 6(Six) Months.**

2.0 **SCOPE OF WORK FOR NAGARAYAN BUILDING**

**The successful bidder will have to undertake the following works.**

1. All floors, stair cases including handrails and floor of toilet blocks of the building are to be mopped thrice every day. The first round should be completed within 10.00am by sodium hypochlorate solution in the morning and the 2nd round will be at 1.30pm with ALSTAN II 256 at the afternoon and 3rd round to be taken up from 5.00pm in the evening by sodium hypochlorate solution.
2. All doors, windows, tables, chairs, almirahs, file cabinets are to be cleaned with ALSTACOL 25+ twice daily. First time at 10.00 a.m and second time at 2.00 P.M.
3. Each and every toilet block and single toilets are to be sanitized by using sufficient quantity liquid toilet cleaner such as HARPIC or any other approved brand thrice daily following the same protocol as has been mentioned at 1 above.
4. Floors (including offices' floors, corridors and common spaces at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be mopped thrice every day following the same protocol as has been mentioned at 1 above including removal of spider cob regularly. The cleaning of floors at ground floor will exclude the Canteen, Panel Room and Library. The floors as said must remain clean throughout the day.
5. Cleaning of open walls to be done once in a week and as and when necessary by soft liquid soap.
6. Carpet at M.I.C' chamber to be cleaned by vacuum cleaner on regular basis and by carpet shampoo as and when required.
7. Spraying of room freshener to be done in the chambers of M.I.C. and all officers up to the level of Assistant Secretary two times per day at 10.00 A.M and 2.00 P.M.
8. Glasses of windows and doors at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by R-3 (Glass Cleaner) twice daily first time within 10.00 a.m and second time at about 2.00 P.m or as directed by E.I.C.
9. Dust and spider cob of the curtains of windows at 5th & 1st floor are to be cleaned on a regular basis and other floors once in a week and as and when required.
10. Inside of 3 nos. of Lifts are to be cleaned thrice daily by ALSTACOL25+ following the same protocol as has been mentioned at 1 above.
11. Liquid soap holders are to be checked regularly and liquid soap to be provided to all liquid soap holders as and when required.
12. Naphthalene and Air Freshener (Odonil) of approved brand are to be provided at all toilet blocks including single toilets.
13. Sufficient nos dust bins as per requirement along with garbage disposal bags to be provided at each floor. Garbage from the dustbin to be cleaned regularly.
14. The work also includes cleaning and sweeping of open car park areas, pavements and garage space on a regular basis. Spreading of bleaching powder to be done twice in a month and as and when required.
15. Sweeping and cleaning of the campus of Nagarayan including uprooting small shrubs and cutting grass.
16. The roof above the 6th floor is to be cleaned once in a week.
17. All garbage to be disposed from campus as per existing municipal rules.
18. Pest control to be done once in a month on the specified date of E.I.C.
19. The agency has to deploy at least one person at each floor all the time during the office hours and after office hours, if required, to attend to any problem that arises regarding Housekeeping.

1. The following areas within Nagarayan building are to be maintained throughout the entire contractual period.

Sl No.	Description of structures within Nagarayan which are to be maintained regularly.	Tentative Size/Area/Nos and location	Remarks
1.	Toilet Blocks.	Gr Floor: 2 Toilet blocks 1 <sup>st</sup> Floor: 2 Toilet blocks + 2 attached Toilets 2 <sup>nd</sup> Floor: 2 Toilet blocks 3 <sup>rd</sup> Floor: 2 Toilet blocks 4 <sup>th</sup> Floor: 2 Toilet blocks + 1 attached Toilet 5 <sup>th</sup> Floor: 3 Toilet blocks + 1 attached Toilet	
2.	Total floor area	Each floor (From Ground to 6 <sup>th</sup> ): 1076 sqm (approx.) (including area of bathrooms and staircases) <b>TOTAL AREA: 6x1076=6456 sqm (approx.)</b>	
3.	Covered garage space	Area: 200 Sq Mt	
4.	Open car parking with pavements	<b>Total area: 780 Sq Mt</b>	

### 3.0 GENERAL TERMS & CONDITIONS :-

- The intending bidders will have to submit self-attested photo copy the following documents without which participation in the bid will be informal.
  - Permanent Account Number (PAN) of Income Tax Department.
  - GST Registration certificate.
  - Professional Tax registration certificate.
  - ESI and EPF registration certificate including payment certificate.
  - Credential of similar work (completion certificate with schedule).**
  - Trade License certificate of the bidder needs to be supported by the payment receipt of the current/last year fees. Computer generated payment receipt of the current/previous year of the trade License fees need to be submitted by the agency.
  - Quoted rate should include GST and other Taxes, if any.

- The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.
- Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting e-Quotation.
- The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
- The bidders are bound by the terms and condition of W.B.F No. 2911 along with the specification, notice of e-Quotation along with all enclosures, Special terms & conditions, if any and schedule of works etc. Which forms part and parcel of the contract.
- The period of contract for execution of the work is for Six months 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.**
- BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.
- No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
- 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 :**

The Earnest money submitted by the lowest 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. **If 2% of lowest bid is more than Rs. 55,000.00, the balance amount to be deposited in the form of draft from any nationalised bank at the time of contract.**

11.1 The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e procurement.

#### 11.2 Mode of Payment :

**EMD of the bidders for quotation of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00 -103-001-07" through GRIPS along with the bank particulars of the bidders.**

**Payment in any other form, e.g. NSC, KVP, DD, BC, DD, etc. will not be accepted.**

#### 12. Login by bidder:

- A bidder desirous of taking part in a quotation invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password.
- He will select the quotation to bid and initiate payment of pre-defined EMD / Quotation Fees for that quotation by selecting from either of the following payments modes:

- i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICIBank Payment Gateway;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**13. Return of Earnest Money of the unsuccessful Quotations(s):-**

Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

**14. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online. Validity of Bid is 120(One Two Zero) days.**

**4.0 ELIGIBILITY TO PARTICIPATE :-**

Registered bonafide, reliable and resourceful agencies/firms

i) *having sufficient experience in execution of similar type of works with disinfection (like up-keeping of Abasan/Colony/Housing Complex, Office premises, Inspection Bungalow, shopping mall) having a value of single work does not less than 5.00(five) lakhs during last 5(five) years*

**Special Terms and Conditions :-**

- a. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e [www.wburbnservices.gov.in](http://www.wburbnservices.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.
- b. Payment shall be made on availability of funds.
- c. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
- d. 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 matter should be duly taken care of during the work.
- e. For any other information the applicants are requested to visit the office of the undersigned on any working day from 1.00 p.m. to 3.00 p.m. with **prior appointment**.
- f. Payments shall be made quarterly after having given satisfactory service for the previous quarter subject to the availability of funds. In case of delayed payment no extra claim can be made.
- g. **Rate analysis to be submitted by the lowest bidder within 3 days of opening of financial bid.**
- h. **A day to day log book to be maintained by the agency at Nagarayan.** Departmental representatives will note the findings about performance of the agency and sign on the log book. Representative(s) of the agency will also sign in the log book. Action will be taken on the basis of findings in the log book

**ADDITIONAL TERMS AND CONDITIONS**

- (i) Nagarayan Building is to be maintained throughout the contractual period of 6 (six) months. On satisfactory completion of 6(six) months contract may be extended for another 6(six) months.
- (ii) 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 at his own cost for smooth services throughout the entire contractual period.
- (iii) The identity card of the persons engaged for maintenance is to be issued by the agency and to be authenticated by the E.I.C and should always be kept with them along with proper uniform during their working hours.
- (iv) Official documents, electronic gadgets etc have to be kept intact while cleaning the floors of Nagarayan Building. Any damage thereby has to be borne by the agency.

**LIST OF MACHINES TO BE USED**

**As per the contract a set of machines has to be used. Details are as follows:-**

Sl. No.	Machines
1	Vacuum Cleaner
2	Water Jet
4	Mop Wringer Trolley - 01 in each floor of the SSH
4	Ladder - 2
5	Telescopic Pole

1. **List of Consumables to be used**

Manufacturer - Johnson & Johnson/P&G/Hindustan Unilever/ Esson/ Johnson Diversy/ Bengal Chemicals	
Sl. No.	Consumables
1	ALSTASAN II 256
2	ALSTACAL 25+
3	R-3 (Glass Cleaner)
4	R-6 (Toilet Bowl Cleaner)
5	R-9 (Wash Room Cleaner)
6	TR-101 (Carpet Shampoo)
7	TR-103 (Carpet Detergent)
8	Broom (Soft)
9	Garbage Disposal Bag - Big (Black, Blue, Red and Yellow)
10	Cleaner For WC
11	Naphthalene Ball
12	Sanitary Cube
13	Air Freshener Stick (Odonil -50gm)
14	Floor Mop -with all set
15	WC Brush
16	Toilet Paper
17	Garbage Disposal Bag - Small (Black, Blue, Red and Yellow)
18	Liquid Soap

Manufacturer - Unspecified	
Sl. No.	Consumables
1	Formalin
2	Potassium Permanganate
3	Sodium Hypochlorite solution
4	Dustbins

2. **Penalty: On default of the deliverables / performance parameters the penalties to be imposed as per contract is as follows:**

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 2.0 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.

**SCHEDULE OF Dates for e-Quotation :**

Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	06/08/2021 at 17.00 hrs.
2.	Document Download Start date.	13/08/2021 at 12.00 hrs.
3.	Bid Submission start date.	13/08/2021 at 12.00 hrs
4.	Document Download end date.	27/08/2021 at 12.00 hrs
5.	Bid Submission end date.	27/08/2021 at 12.00 hrs
6.	Technical Bid opening date	31/08/2021 at 12.00 hrs
7.	Financial Bid opening date.	To be notified later.



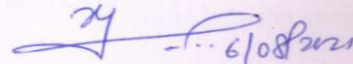
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

Memo No: 761

Date:06/08/2021

Copy forwarded for information & necessary action to:

- 1) The Joint Secretary, Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Department of U D & M A (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) **Joint Secretary IT/eGovcell, Nagarayan, Urban Development Department, DF-8, Sector - I of Salt Lake City with request to upload the Notice in the Departmental Website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in)**
- 5) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9-11) The SDO/ Salt Lake Reclamation Sub-Division-I & II/Salt Lake Survey Sub-Division.
- 12-13) Accounts branch / Office Notice Board.



EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION