



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)  
Salt Lake City, Kolkata- 700091  
Phone: +91 33 2337 1404

**1.0 NOTICE INVITING e-QUOTATION NO. WBUDD/EE/SLRDC/NIQ No. 09(e) OF 2020-2021 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION DIVISION.**

2.0 e-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 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.wburbanservices.gov.in](http://www.wburbanservices.gov.in) & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.

NAME OF WORK: 1) Comprehensive upkeepment of Nagarayan Building at BlockDF, PlotNo-8, Sector-I, Bidhannagar, Kolkata 700 064, Salt Lake, under Salt Lake Reclamation Division.  
Earnest Money Deposit: Rs. 7,000.00 (Rupees Seven Thousand) only.  
Period of Contract: 6(Six) Months.  
2) Intensive Cleaning of Nagarayan Building at Block-DF, PlotNo-8, Sector-I, Bidhannagar, Kolkata 700 064, Salt Lake, under Salt Lake Reclamation Division  
Earnest Money Deposit: Rs. 40,000.00 (Rupees Forty Thousand) only.  
Period of Contract: 6(Six) Months.

**2. SCOPE OF WORK FOR NAGARAYAN BUILDING**

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

- Stair cases (Two separate stair case) are to be cleaned by sweeping including cleaning of handrails regularly and washing by water twice in a week.
- Each and every toilet blocks and single toilets from ground floor to 6<sup>th</sup> floor are to be cleaned and sanitized on regular basis.
- Each and every toilet blocks and single toilets are to be sanitized by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder, bad odour absorber etc. as required and always to be kept in usable condition.
- Floors (including offices' floors, corridors and common spaces but excluding toilets) at Ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors are to be cleaned by sweeping & washing including removing of spider cob regularly. Area of cleaning of floors at ground floor will exclude Canteen, Panel Room and Library. The floors as said must remain clean throughout the day.
- Cleaning of floors at every storey will include cleaning of open walls at the frequency as stipulated per respective floors.
- Cleaning of floors at 5<sup>th</sup> floor will include spraying of room freshener in the chambers of M.I.C. and Principal Secretary two times a day on regular basis.
- Glasses at windows and doors at Ground, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors are to be cleaned by soft liquid soap on regular basis. The curtains of windows at 5<sup>th</sup> floor are to be cleaned of dust and spider cob on regular basis.
- The work also includes cleaning and sweeping of open car park area, pavements and garage space on regular basis.
- Inside of 3 nos. of Lifts on two entrances are to be cleaned regularly.
- The roof above 6<sup>th</sup> floor is to be cleaned once in a month.
- The roof of the canopy at left side of the building is to be cleaned once in a month.
- The agency has to deploy manpower all the time during the office hours and after office hours, if required, to keep the building in proper condition.

- Intensive Cleaning of all floors and wiping of all common metallic points including furniture with disinfectants on every hour at Nagarayan Building over comprehensive upkeepment. The first cleaning to be done within 9:00 am and thereafter at 10:30 am, 11:30 am, 12:30 noon, 1:30 pm, 2:30 pm, 3:30 pm, 4:30 pm, 5:30 pm and 6:30 pm. All floors of the building are to be covered.
- 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>	
6.	Covered garage space	Area: 200 Sq Mt	
7.	Open car parking with pavements	Total area: 780 Sq Mt	

#### **ADDITIONAL TERMS AND CONDITIONS**

- Nagarayan Building is to be maintained throughout the contractual period of 1 (One) year.
- 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 entire contractual period.
- The identity card of the persons engaged for maintenance is to be issued by the agency and to be duly authenticated by the E.I.C and should always be kept with them.
- 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.

#### **3. 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
  - I.T. returns (latest).
  - Credential of similar work (completion certificate with schedule)
  - Trade licence certificate
- Quoted rate should be included 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 & condition, if any and schedule of works etc. Which forms part and parcel of the contract.



7. 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.

8. BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.

9. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.

10. 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.

11. 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

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. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.

13. Login by bidder:

a) 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.

b) 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 ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

14.1 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.

15.2. 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. Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms

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

OR

*having sufficient experience in execution of any civil work like building construction, road works etc. having a value of single work does not less than 20.00(twenty) lakhs during last 5(five) years*

may participate in this e-Quotation.

5. Special Terms and Conditions :-

1. 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.

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.

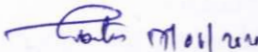
4. All participants are requested to visit the site and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matter should be duly taken care of during the work.

5. 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.**

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 the 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.	17/06/2020 at 13.30 hrs.
2.	Document Download Start date.	17/06/2020 at 13.30 hrs.
3.	Bid Submission start date.	17/06/2020 at 13.30 hrs.
4.	Document Download end date.	24/06/2020 at 13.30 hrs.
5.	Bid Submission end date.	24/06/2020 at 13.30 hrs.
7.	Technical Bid opening date	26/06/2020 at 13.30 hrs.
8.	Financial Bid opening date.	To be notified later.

  
 EXECUTIVE ENGINEER  
 SALT LAKE RECLAMATION DIVISION

FORM - 1

APPLICATION FOR TENDER

To  
 The Special Engineer  
 Salt Lake Reclamation & Development. Circle  
 Urban Development Department  
 Notice Inviting Tender No. : \_\_\_\_\_  
 Amount put to tender: Rs. \_\_\_\_\_  
 Dear Sir,

Having examined the Statutory, Non-statutory & NIT documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after / during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for  
 and on behalf of ( Name of Firm ) : \_\_\_\_\_  
 ( In BLOCK CAPITALS or typed )  
 Office Address : \_\_\_\_\_

Telephone No(s) ( Office ) : \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E mail ID \_\_\_\_\_



FORM - 2

Declaration against Common Interest

I / We Sri / Smt. \_\_\_\_\_, the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I / We / any of the member of \_\_\_\_\_

Bidding against NIT No. \_\_\_\_\_ Sl. No. \_\_\_\_\_ do not have any common interest either as a partner or any Partnership Firm / Consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date : \_\_\_\_\_

Signature of the bidder


Memo No: 598

Dated: 17/06/2020

Copy forwarded for information & necessary action to:

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