

Government of West Bengal
Department of Urban Development and Municipal Affairs
Office of the Executive Engineer
Salt Lake Design Division
Nirman Bhawan, Second Floor
Salt Lake, Kolkata-700091

NOTICE INVITING QUOTATION NO.

WBUD & MAD/SLDD/NIQ-01/ 2019-20 of EE, S.L. Design Division

[Circulation Memo No: 454/D(E) , Dated: 20/08/2019]

Sealed quotations are hereby invited by the Executive Engineer , Salt Lake Design Division, Nirman Bhawan, Salt Lake, Kolkata-91 on behalf of the Governor from bonafide outsider and resourceful contractors expected having sufficient experience for similar nature of work. Acceptance of lowest rate/amount is as per approval of the Special Engineer, Salt Lake Reclamation & Development Circle.

WORK TO BE PERFORMED:

Name of Work: "Laminating and Scanning of Possession Certificates of around 10000 Plots of Salt Lake at different sector , at Salt Lake Design Office of Salt Lake Reclamation and Development Circle at Nirman Bhawan , Salt Lake"

Procedure of execution of Job: Total Lamination and Scanning procedure to be done totally with full secrecy and reliability. No soft copy , scanned copy or any other copy to be taken out of the working office of the undersigned. Total work to be execute within the office with scanner machine , laminating instrument and computer. The rates should be inclusive of hire charges of all machinery , cost of material , cost of arranging laminated copies in prescribed manner , charges for operator , cost of all incidental charges , profit and any other unforeseen expenditure.

A. IMPORTANT DATES AND MATTERS TO BE NOTED:

Sl.	MATTER TO BE NOTED	NOTES/DATES
01	Credential Necessary for application:	Any Civil works or Similar types of Work having amount not less than 40% of the Quoted Amount.
02	Last Date of Application:	27.08.2019 up to 14.00 pm.
03	Date if Issue:	27.08.2019 after 14.00 pm.
04	Last Date of Purchase:	28.08.2019
05	Cost of Quotation Documents:	Rs.250.00
06	Earnest Money to be deposited:	2.00 % of 'Quoted Amount' as Bank Draft/Pay Order drawn in favour of the Executive Engineer, Salt Lake Construction Division, payable at Kolkata
07	Date of Submission of Quotation in Sealed Cover:	30.08.2019 up to 14.00 Hours at the Office of the Executive, Salt Lake Design Division.
08	Date of Opening:	30.08.2019 up to 14.00 Hours at the Office of the Executive, Salt Lake Design Division.
09	Time of Completion:	6(Six) Months .

B. Eligibility for participation :

Contractors, Enlisted or outside bonafide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate. Credentials of work executed under Urban Development Department will be accepted. Credentials of works executed under State Government Department,

Parishads , WBHIDCO, Central Government Department, may also be considered. Completion certificates, containing name of work, tender number, actual year of completion (as per MB) and gross final value of works, issued by competent authority are to be furnished by the intending tenderer as credential.

C. Submission of Application:

Prayer for issue of quotation papers may be addressed to the Executive Engineer , Salt Lake Design Division ,Urban Development and Municipal Affairs Department. Intending quotationers should apply for quotation papers in their respective Letter Heads the self-attested photo copy of the following documents .

- a) Permanent Account Number (PAN) of Income Tax Department.
- b) Professional tax registration certificate.
- c) GST Registration Certificate.
- d) Completion Certificate/Payment Certificate(s) for one single similar work / Any Civil works or Similar types of Work having amount not less than 40% of the Quoted Amount.

D. Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms having sufficient experience in execution of similar type of works Any Civil works or Similar types of Work having amount not less than 40% of the Quoted Amount. Work to be executed at Office within Office hours of all working days in presence of departmental officials. Agency should have to engage scanner machine and machinery for lamination purpose during the whole work period at Design Wing of this Office.

E. Issue of quotation paper:

- a) No quotation paper will be supplied by Post.
- b) No quotation will be issued after expiry of date and time mentioned in the Notice.
- c) Intending quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer.
- d) To verify the competency, capacity and financial stability of the intending quotationer(s), the tender/quotation Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.

F. Submission of Quotation:

- a) **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 labours and market rate prevailing in the locality etc.**
- b) Sealed quotation should be submitted, as per attached schedule, in cover super scribing the name of the work on the envelope and addressed to the proper authority.
- c) Submission of Quotation by Post is not allowed.
- d) **The quotationer should quote the rate both in figures and in words on the basis schedule attached with the Quotation Paper mentioning total amount claimed for that work as per his mentioned rate.** 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.
- e) Any quotation containing over writing is liable to be rejected.
- f) All corrections are to be attested under the dated signature of the quotationer without which quotation may be informal.
- g) Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
- h) Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- i) Earnest Money, @ 2.00 % of quoted amount as noted in the list of works, in the form other than those mentioned below, will not be accepted
 - 1) Demand Pay/Pay Order/Bank Draft/Deposit at call Receipt, Banker's Cheque of any scheduled Bank in the locality in favour of the 'Executive Engineer, Salt Lake Construction Division'.

Special Terms & Conditions:

1. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
2. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.
3. Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.
4. No mobilization / secured advance will be allowed unless specified otherwise.
5. VAT/Sales Tax, Cess , Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
6. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags, bleaching powder coir ropes, hand cart, broom, bucket etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
7. All possible precautions should be taken for the safety of the people and workforce deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.

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Executive Engineer
Salt Lake Design Division

Memo No : 454/D(E) , Dated : 20/08/2019

Copy forwarded for information to :

1. The Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata-700064.
2. The Chief Engineering Advisor, Salt Lake project ,Nirman Bhawan ,Bidhannagar, Kolkata-700091
3. The Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan.
4. Computer Cell of Urban Development Department, Nagarayan, DF Block, Salt Lake, Kolkata-700064.They are requested to publish this NIQ in the departmental website of U.D. Department www.wburbandev.gov.in
5. The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 91.
6. The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
7. The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

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Executive Engineer
Salt Lake Design Division

- 2) Receipted Challan of Reserve Bank of India or Treasury showing the deposit to be credited under the Head 'P.W. Deposit' in favour of the Executive Engineer, Salt Lake Construction Division.

Note: No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Quotation without the specified earnest money will be treated as informal.

G. Opening , evaluation and acceptance of tender/quotation:

- a) The Quotation will be opened, in presence of the participating tenderers or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- b) Lowest valid rate/amount may be forwarded to the Special Engineer, Salt Lake Reclamation and Development Circle for approval / acceptance of rate. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.
- c) The Quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotation received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationers.
- d) The quotationer will have to, if so desired by the Quotation Accepting/Approval Authority, submit his/her/their analysis to justify the rate quoted by him.

H . Formal Tender Agreement :

- a) As per discussion with the end of Special Engineer, S. L. R. & D.C. and as per approval there of agreement to be done with the Executive Engineer, Salt Lake Construction Division.

I. Bid Validity:

The Tender/ Bid will be valid for 120 days from the date of opening quotation.

J. Execution of Formal tender after acceptance of tender/Quotation:

- a) The successful The quotationer, whose tender is approved for acceptance, shall within 15 days of the receipt of work order to him, will have to execute 'Formal Agreement' with the Department in duplicate copies of W.B.F. No 2911(ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned , failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.

K. Return of Earnest Money of the Unsuccessful Tenderer(s) / Quotationer(s):

- a) For the return of the Earnest Money of the unsuccessful quotationer (s), he/they is/are to apply for the same to the Executive Engineer, Salt Lake Construction Division giving the reference to the work, N.I.Q. No., date of niq, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationer other than the lowest quotationer in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.

L. Withdrawal of Tender/Quotation:

- a) If any quotationer withdraws his quotation before its acceptance or refuses/fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal /refusal /failure, he/she/they shall be disqualified for submitting any tender in this Sub-Division/Division/Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
- b) 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.

M. Payment:

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained. Acceptance of Quotation i.e. Rate will be made by the end of Special Engineer , Salt Lake Reclamation and Development Circle and **Payment for the work will be made from Salt Lake Construction Division discussed with the Special Engineer , Salt Lake Reclamation and Development Circle.**

Schedule of Work:

WBUD & MAD/SLDD/NIQ-01 / 2019-20 of EE, S.L. Design Division

For the Work: "Laminating and Scanning of Possession Certificates of around 10000 Plots of Salt Lake at Design Office of Salt Lake Reclamation and Development Circle at Nirman Bhawan , Salt Lake"

SI	Description of Work	Quantity	Unit	Rate	Amount
	Laminating and Scanning of Possession Certificates of around 12000 Plots of Salt Lake at Design Office of Salt Lake Reclamation and Development Circle at Nirman Bhawan , Salt Lake. (Lamination Size A4 , All documents to be carefully handled before and after the work and should be preserved in old position.)Laminated Possession Certificates also to be preserved , in a systematic way as desired by the Executive Engineer , Design Division.	10000	Each		
				Total Amount is Rs.	

(Total Offered rate for this work is
.....)

(Signature of Agency With Seal)

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20/8/19

Executive Engineer
Salt Lake Design Division