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Urban Development Department & M.A.
Office of the Executive Engineer
Bidhannagar Municipal Services Division
Nirman Bhavan (First Floor)
Salt Lake ,Kolkata- 700091

1.0 NOTICE INVITING QUOTATION NO. 05 OF 2021-2022 OF EXECUTIVE ENGINEER, BIDHANNAGAR MUNICIPAL SERVICES DIVISION.

Sealed Quotations are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department on behalf of the Governor of West Bengal, for the work as per format mentioned below from Suppliers, Dealers, and from bona fide Owners, in the Interest of Public Works:-

NAME OF WORK.	TIME OF COMPLETION.	ACCEPTING /APPROVAL AUTHORITY OF QUOTATION.
Annual comprehensive upkeeping works viz. sweeping & cleaning of open space, Office toilets, drains, corridor, staircase, rooftop, footpath, road and others, gardening & plantation of all garden enclosures including cleaning and disinfection of overhead tanks and underground reservoirs as per current PWD Schedule of Rates at Mayukh Bhawan premises under Salt Lake Roads Sub-Division of BMS Division, Salt Lake, Kolkata-91.	6(Six) months	Special Engineer, Salt Lake Reclamation and Development Circle, Sech Bhawan.

Scope of Work

- i)Sweeping and cleaning of entire pathways, all roofs and staircases inside Mayukh Bhawan shall be maintained everyday throughout the year.
- ii)Cutting and removing grass, jungles,creepers,weeds etc. inside Mayukh Bhawan, are to be maintained throughout the year.
- iii)Watering, trimming and manicuring of existing trees and plants to give a good appearance and look inside Mayukh Bhawan on regular basis as directed, necessary new seasonal flowers and plants/hedges are to be planted and maintained through the entire contractual period.
- iv)All the plants to be kept alive with necessary nourishment during the entire contractual period.
- v)Uprooted trees, broken branches of trees of any kind due to natural calamities has to be removed from the Mayukh bhawan and has to be stacked at location as directed by the EIC.
- vi)Other instructions as would be issued by the EIC for upkeeping and beautification of Mayukh Bhawan to be complied with.
- vii)Uprooted grass, plants, weeds, shrubs, bushes, creepers etc are to be disposed from the Mayukh Bhawan.
- viii)All gully pits, inspection pits,catch pits, toilet, surfce drain along with pipelines are to be cleared on regular basis.
- ix)Bleaching powder to be spread within the premises of Mayukh Bhawan at an interval of every 10 days and cost of bleaching powder will be borne by the concerned agency.
- x)Underground reservoirs and overhead tanks are to be cleaned and washed at an interval of every three months and test report of water should be obtained from the competent authority, as per direction of EIC.
- xi)All garden enclosures including foothpath side green verze are to be maintained proper throughout the contractual period.

Pre Qualification for participation:-

Credential:-

- (i) Intending tenderer should produce credentials of similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice;
or,
- (ii) Intending tenderer should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
- (iii) Intending tenderer should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above
- (iv) In case of running works, only those tenderes who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the agency. i.e. the tenderer.

Completion Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Credential Certificates should clearly show the Name, Address, Contact No. of the office and Name, Designation of the officer issuing the work credential along with the Name of work and Amount put to tender. Illegible certificates having incomplete information may be rejected.
- iii. Completion Certificate of Works executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Irrigation & Waterways Deptt., Public Health Engineering Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC), Engineering Departments of Central Government and Organizations like Farakka Barrage Project (FBP) Authority, Railways, Kolkata Port Trust (KoPT), IMS may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organizations may be accepted. Such certificates are further to be countersigned by immediate superior authority of the Issuing authority for all cases other than direct State / Central Government Departments and Railways

TERMS AND CONDITIONS

1. Prayer for issue of tender papers may be addressed to the Executive Engineer, Bidhannagar Municipal Services Division, and Urban Development Department. Intending Tenderer 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) Trade license
 - c) Latest income tax certificate
 - d) Professional tax registration certificate.
 - e) GST registration certificate.
 - f) Credentials (Work order along with schedule) and completion certificate.
2. Preference to be given to the persons having certificate in this field.
3. Any damage caused by executing the work should be repaired by the agency at his own cost. No payment will be made for this repair.
4. 2% of quoted amount in the form of Bank Draft from any Nationalised Bank is to be submitted by the bidder.
5. Quotation paper will be issued to the agency having sufficient credential in this field
6. Cost of quotation paper is Nil
7. Special Engineer, Salt Lake Reclamation & Development Circle is the accepting authority of this quotation.
8. 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.
9. The undersigned reserves the right to annul the whole process of Quotation without assigning any reason Whatsoever.
10. The bidders are bound by the terms and condition of W.B.F No. 2911 along with the specification, notice of Quotation along with all enclosures, Special terms & condition, if any and schedule of works etc. which forms part and parcel of the contract.
11. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
12. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ
13. Successful bidder has to execute contract with Executive Engineer, Bidhannagar Municipal Services Division.
14. Quoted rate should be inclusive of all taxes such as GST, CESS, income tax etc.

Submission of Tenders

- a) Before submitting any quotation, the intending quotation should make them 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 market rate prevailing in the locality etc.
- b) Any quotation containing over writing is liable to be rejected.
- c) All corrections are to be attested under the dated signature of the quotation without which quotation may be informal.
- d) Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.

- e) Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.

Acceptance of Tender:-

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserve 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 tenderer.

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 for non-availability of fund will be entertained.

Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	20/12/2021
2.	Staring Dt of Application	27/12/2021 upto 14.00hrs
3.	Last Dt of Application	03/01/2022 upto 14.00hrs
4.	Last Date of issue	04/01/2022 upto 14.00hrs
5.	Last Date and time of submission of quotation	07/01/2022 upto 14.00hrs
6.	Date and time of opening of quotation	07/01/2022 after 14.00hrs

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EXECUTIVE ENGINEER
 BIDHANNAGAR MUNICIPAL SERVICES DIVISION

Memo No : 1836

Date: 20/12/2021

Copy forwarded for information & necessary action to:

- 1) The Jointl 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**
- 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, Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9-10) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division
- 11) Accounts branch of Bidhannagar Municipal services Division
- 12) Office Notice Board of Bidhannagar Municipal services Division

EXECUTIVE ENGINEER
 BIDHANNAGAR MUNICIPAL SERVICES DIVISION

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 20/12/21