

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

**NOTICE INVITING QUOTATION NO.**

**WBUD & MAD/SLP/NIQ-21 / 2019-20 of EE, SLC Division**

**[Circulation Memo No 1803 , Dated: 21. 11 .2019]**

Sealed quotations are hereby invited for single no. of work , by the Executive Engineer , Salt Lake Construction Division, Nirman Bhawan , Salt Lake, Kolkata-91 on behalf of the Governor from bonafide outsider and resourceful contractors having sufficient experience for electrical works (acceptance of lowest rate rests on the Special Engineer, Salt Lake Reclamation & Development Circle) , for the work as enclosed / attached at Page-05 of this NIQ:

A. **NAME OF WORK:** Annual Maintenance Contract of Computers and its accessories of the Office of the Executive Engineer , Salt Lake Construction Division including its Sub-Division Offices

B. **IMPORTANT DATES AND MATTERS TO BE NOTED:**

Sl.	MATTER TO BE NOTED	NOTES/DATES
01	Last Date of Application:	26.11.2019 up to 11.00 Hours.
03	Last Date of Purchase:	29.11.2019 up to 17.00 Hours
04	Cost of Quotation Documents:	Rs.250.00
05	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 .
06	Date of Submission of Quotation in Sealed Cover:	03.12.19 up to 16.00 Hours at 'Tender Box' in the Office of the Executive Engineer, Salt Lake Construction Division.
07	Date of Opening:	03.12.19 immediately after 16.00 Hours.
08	Time of Completion:	1 (One) Year

C. **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 electrical works are eligible to participate. Credentials of work executed under Urban Development Department will be accepted. Credentials of works executed under State Government Department,, Zilla 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.

D. **Submission of Application:**

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

- a) Permanent Account Number (PAN) of Income Tax Department.
- b) Valid Professional tax registration certificate.
- c) Completion Certificate/Payment Certificate(s) for one any electrical works worth of 60% of Quoted Amount , or 2 Nos. work having value of 40 % of Quoted Amount for which Tender Papers is desired, executed within last 5 (five) years .

- d) Up to date Trade License.
- e) Up to date IT Return.
- f) License to Electrical Contractors with License No. is preferable.
- g) Electrical Supervisor's Certificate of Competency and Date of validity and agreement to be furnished for preference.
- h) GST Registration.

#### E. Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms having sufficient experience in execution of for one any electrical works worth of 60% of Quoted Amount , or 2 Nos. work having value of 40 % of Quoted Amount .

#### F. 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.

#### G. 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 item wise. The total amount so arrived after adding all the rates of individual items should be quoted both in figures and in words on the basis , on the Schedule attached with the Quotation. 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'.

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.

#### H. 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.

**I. Formal Tender Agreement :**

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

**J. Bid Validity:**

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

**K. 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 from the office of the Executive Engineer concerned ,each at requisite fees , 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.

**L. 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.

**M. 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.

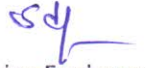
**N. Payment:**

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.

**O. 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. For non execution of any item as per attached schedule i.e. for un-attending that parts of work deduction may be made proportionately and Reduced Rate may be done considering total working days as per schedule work interval as quantity and Total Amount Offered/ quantity as rate and Reduced Rate may be done.

6. Professional Personnel for maintenance of Computers should be available at office on urgent basis as and when asked for , to attend any difficulties regarding software , hardware or other types of malfunctioning of computers of the office concerned.



Executive Engineer  
Salt Lake Construction Division

**Memo No : 1803 /1(11) , Dated : 21 .11.2019**

Copy forwarded for information to the :

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. Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan.
- ✓ 4. Joint Secretary (IT/e-Gov. Cell)Urban Development Department, Nagarayan Bldg. DF Block, Salt Lake, Kolkata- 64 with a request to publish this NIT in Departmental website of Urban Development Department, [www.wburbanservices.gov.in](http://www.wburbanservices.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- 91.
7. The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
8. Sub-Divisional Officer, Salt Lake Water Supply Sub-Division. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
9. Sub-Divisional Officer, Salt Lake Sewerage Sub-Division. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
10. Divisional Accounts Officer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
11. Office Notice Board.



Executive Engineer  
Salt Lake Construction Division

R. Ravi

21/11/19