



**Government of West Bengal**  
**Department of Urban Development & M A**  
**Office of Executive Engineer**  
**Bidhannagar Municipal Services Division**  
**Nirman Bhawan, Salt Lake, Kolkata – 700091**

Memo No:- 866

Dated: 07/06/2024

**'NOTICE INVITING QUOTATION'**

**NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ-03(e) of 2024-2025 Executive Engineer**  
**/Bidhannagar Municipal Services Division .**

**1.0** 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 Bidders having sufficient experience in execution of similar type of works.

**Intending bidders desire to participate in the Quotation are to log on to the website <https://wbtenders.gov.in> to apply** and click on to the “e-procurement” link provided. They may also visit the website <http://www.wurbanservices.gov.in/> (the web portal of the Urban Development and Municipal Affairs Department) for the details. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website. Quotations are to be submitted online and intending bidders are to download the Quotation documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of Quotation documents. Details of procedure for submission of Bid are given under “General terms and conditions and information”. Intending bidders may contact the office of the Quotation notice inviting authority for any clarification between office hours on any working day.

The intending bidder must read the terms and conditions of the NIQ carefully. He should particularly go through the eligibility criteria required and satisfy himself of the requirements for eligibility. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.

*All information posted on the website consisting of Contract Agreement and related documents, Form 2911(ii), BOQ Corrigendum, Addendum etc. and Drawings, if any, shall form part of the Quotation document.*

1	2	3	4
Sl. No	<i>Name of the Works</i>	<i>Earnest Money (Rs.)</i> (*)	<i>Completion time(days)</i>
1	“Preparation of as built drawing duly authenticated by Architect and other allied services as and when required for obtaining Final Fire & Safety Certificate of Mayukh Bhawan from Department of WBF&ES (Fire & Emergency Department, Govt. of West Bengal) Under BMS Division Salt Lake, Kolkata-91.”	15,000.00	365

(\*) 2% of the Quoted Amount. Initial Earnest Money deposit shall be ₹ 15,000.00 and balance of 2% shall have to be deposited on acceptance of bid.

## **General Terms & Conditions and Information**

### **Scope of work:-**

#### **A) Preparation of as built drawing ( Six Copies) including**

- i) Site plan including site level infrastructure (drainage, water supply connection etc.)
- ii) Boundary wall (Plan, Elevation, Section)
- iii) Site level structure (Plan, Section etc)
- iv) Floor Plan, Roof Plan.
- v) Building section ( Common and section through stair and toilets)
- vi) Road layout and tree location.

#### **B) Obtaining Fire Safety Recommendation from WBF&ES (Fire & Emergency Department, Govt. of West Bengal)**

- i) Collection of related drawing/documents and details from Authority/Clients for preparation of online submission to Fire & Emergency Department, Govt. of West Bengal.
- ii) Preparation of architectural drawing for online and hardcopy submission to Fire & Emergency Department, Govt. of West Bengal.
- iii) Arrangement of Fire Inspector's inspection to site.
- iv) Local liasoning with the WBF&ES (Fire & Emergency Department, Govt. of West Bengal) authority for file process at the WBF&ES (Fire & Emergency Department, Govt. of West Bengal).
- v) Attending the meeting as and when required.
- vi) Submission of Fire Safety Recommendation & necessary drawing to client in triplicate.
- vii) Obtaining the final fire safety certificate after execution of necessary works as recommended by the WBF&ES [Fire & Emergency Department, Govt. of West Bengal] *(The Quoted rate must not include the statutory fees for obtaining Fire & safety certificate from Fire & Emergency Department, Govt. of West Bengal and cost of the execution of the works as recommended by the Fire & Emergency Department, Govt. of West Bengal).*

#### **C) Required documents as mentioned in the Minutes of Meeting duly forwarded by Sri Sagar Chakraborty, Additional Secretary, Department of Sundarban Affairs, Govt. of West Bengal on dated 24.01.2024 are to be strictly followed :**

- i) 6 sets of Architectural plan drawings duly authenticated by Architect and competent authority of the Department.
- ii) Site plan of the building.
- iii) Entire ground floor plan showing abutting road and internal road mentioning width, location of underground water reservoir (for Fire) and its capacity, number of entrance/exit gates mentioning height width and area statement.
- iv) Each floor plan showing width of staircase, corridor etc.
- v) Section plan.
- vi) Elevation plan.

**1. Pre Qualification for participation:-****Credential:-**

**Registered Bonafied, reliable and resourceful architectural agencies/ firms having sufficient experience in execution of similar type of works may participate in this NIQ.**

**3. Submission of Quotations:-****3.1. General process of submission.**

Quotations are to be submitted online through the website stated above. All the documents uploaded by the Quotation Inviting Authority form an integral part of the contract. Bidders are required to upload all the Quotation documents along with the other documents, as asked for in the Quotation, through the above website within the stipulated date and time as given in the Quotation. Quotations are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The Bidder shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. He needs to fill up the rates of items / percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum / corrigendum related to the Quotation and upload the latest documents as part of the Quotation.

**3.2. Technical Proposal:-**

The Technical Proposal should contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

**A. *Technical File ( Statutory Cover ) containing***

- i. *Application for Quotation (Form – 1, to be submitted in “Forms” folder).***
- ii. *Declaration of not having common interest in the same serial (vide Form-2) (to be Submitted in “Forms” folder).***
- iii. *Contract Form No. 2911 (ii) (Quotation turn into Tender) (to be submitted in “Form-2911” folder).***
- iv. *Notice Inviting Quotation (NIQ) to be submitted in “NIQ” folder).***
- v. *Credential certificates along with BoQ of work to be submitted in “Credential” folder.***
- vi. *Earnest Money Deposit (EMD)***
  - a. 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.**
  - b. 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.**

**Note:** Quotations will be summarily rejected if any item in the Statutory Cover is missing.

**B. *My Document (Non-Statutory Cover) containing*****i. *Certificates:***

1. Trade license,
2. Professional Tax (PT) submission Challan,
3. PAN card details,
4. IT return certificate latest
5. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) certificate.

**) *Credentials (Satisfactory completion certificates along with BoQ of work) and payment certificate for similar nature of works.***

**ii. *Company Details***

**1. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive registration certificate from Todi Mansion, the applicant is to submit an affidavit in Non-Judicial Stamp Paper along with the application pledging that “the registration certificate of the Consortium / Partnership Firm” would be submitted to the Quotation Inviting Authority before making agreement with the Quotation Accepting Authority in case he is found lowest.” In case of inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the Office at Todi Mansion, Kolkata, prior to the date of application of Quotation otherwise his application will be rejected.**

**Note:** An affidavit regarding authorized user of DSC for Consortiums and a declaration regarding such authorization for Limited Companies is to be submitted.

2. Trade License for Proprietorship Firms.
3. Memorandum of Articles for Limited Companies.

4. Society Registration and Bye-Laws for Cooperative Societies.

iii. **Credential :-**

**Bill of Quantities (BoQs) in support to be submitted under Statutory Cover above.**

***Bidders are to submit Completion Certificates of 100% completed work(s) issued by the competent authority which should be supported by the Bill of Quantities (BOQs) for the said completed work).***

iv. ***Addenda / Corrigenda:*** If published.

**Note :** *Contractors are to keep track of all the Addendum / Corrigendum issued with a particular Quotation and upload all the above digitally signed along with the NIQ. Quotations submitted without the Addendum / Corrigendum will be treated as informal and liable to be rejected.*

v. ***Others:*** Any other documents found necessary.

**Note:** *Failure of submission of any one of the above mentioned documents will render the Quotation liable to summarily rejection.*

**3.3. Financial Proposal:-**

The Financial Proposal should contain the following document in one cover (**Folder-‘BoQ’**)

i. ***Bill of Quantities ( BoQ )***

The contractor is to quote the item rate in the online through computer in the space marked for quoting rate in the BoQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).*

**3.4. Submission of original copies of documents of Earnest Money Deposit:-**

No submission of hard copies is required. Only EMD receipt (soft copies) should be uploaded in the respective folder.

**4. Wages of labour & enhancement of Quotation rate.**

The minimum rates of wages & variable dearness allowance if any, both constitute the minimum rates of wages and shall be enforceable under the Minimum Wages Act 1948. In no circumstances the Quoted rate will be enhanced after acceptance of the Quotation.

**5. 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 Quotation/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., UDMA 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.

**6. Penalty for suppression, taxes & duties, site inspection & conditional and incomplete Quotation.**

**6.1. Penalty for suppression / distortion of facts.**

If any Bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the Tender Evaluation Committee upon suggesting suitable punitive measures will bring the matter to the notice of the Special Engineer concerned immediately and the Bidder may be suspended from participating in the Quotations on e-Quotation platform of Urban Development Department(SLRDC) as per approval of the Special Engineer for a maximum period 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The concerned Chief Engineer will issue the necessary orders under intimation to the other Chief Engineers, e-Tender Cell and also the Department. Copy of such Order should also invariably be communicated to the

Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

## **6.2. Taxes & duties to be borne by the Contractor**

Income Tax, GST, Royalty, Construction Workers' Welfare Cess and similar other statutory tax/ levy/ cess as would be in force from time to time will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, if applicable would be reimbursed subsequently.

## **6.3. Site inspection before submission of Quotation**

Before submitting any Quotation, the intending Bidders should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending Quotations may contact the office of the Executive Engineer, as per schedule under clause 13 of Quotation Form No 2911(ii).

## **6.4. Conditional and incomplete Quotation**

Conditional and incomplete Quotations are liable to summary rejection.

## **7. Opening and evaluation of Quotation.**

### **7.1. Opening of Technical Proposal**

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Intending Bidders may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 3.2A) will be opened first and if found in order, Cover (Folder) for Non-Statutory Documents (vide Clause 3.2B) will be opened. If there is any deficiency in the Statutory Documents, the Quotation will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee.

### **7.2. Tender Evaluation Committee (TEC)**

As per existing rule.

### **7.3 Uploading of summary list of technically qualified bidders (1<sup>st</sup> round):**

- i. Pursuant to scrutiny and decision of the Technical Evaluation Committee (TEC), the summary list of eligible Bidders for the work who's Technical & Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the committee may summon of the Bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

### **7.4. Opening and evaluation of Financial Proposal**

- i. Financial proposals of the Bidders declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After opening of the financial proposal the preliminary summary result containing inter-alia, name of contractors and the rates quoted by them will be uploaded.
- iv. If the Quotation Accepting Authority is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate, he may after having the comparative statement test checked by the Divisional Accountant / Divisional Accounts Officer attached to the office of the concerned Executive Engineer, instruct the Tender Inviting Authority to upload the final summary result containing the name of contractors and the rates quoted by them against each work after acceptance of the rate.

- v. However, if there is any scope for lowering down of rates in the opinion of the Quotation Accepting Authority, all the Bidders will be notified through the website to attend sealed bids to be followed by open bids to be held at the office of the Quotation Accepting Authority in his presence at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.
- vi. After holding such bids, final result after acceptance of the rate by the Quotation Accepting Authority would have to be uploaded in the web portal.
- vii. The Quotation Accepting Authority may ask any of the bidders to **submit analysis of rates** to justify the rate quoted by that Bidder.

**8. Bid validity:-**

The Bid will be valid for **120 days** from the date of opening of the financial bid.

**9. Acceptance of Quotation:-**

**Lowest valid rate should normally be accepted subject to accordance of FS from the appropriate authority. However, the Quotation Accepting Authority does not bind himself to do so and reserve the right to reject any or all the Quotations, for valid reasons and also reserves the right to distribute the work amongst more than one Bidder.**

**9.1. Execution of Formal Quotation after acceptance of Quotation**

The Bidders, whose Quotation is approved for acceptance, shall within 7 (Seven) working days of the receipt of Letter of Acceptance to him, will have to execute 'Formal Agreement' (Quotation turn into Tender) with the Quotation Accepting Authority in duplicate copies of W.B.F. No. 2911 ii) **which may be purchased on cash payment from the office of the Executive Engineer concerned with the work.**

**9.2. 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 bidder 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 Quotation inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

**10. Payment:-**

**The payment shall be milestone-based whose details are given below.**

SI No.	Description of item	% of payment of total quoted amount to be released
1.	After Preparation of required drawings and online / Offline Submission of application along with required documents to the Department of WBF&ES (Fire & Emergency Department, Govt. of West Bengal) for obtaining Fire & Safety Certificate.	40%
2.	After obtaining Fire & Safety Recommendation from the Department of WBF&ES(Fire & Emergency Department, Govt. of West Bengal).	40%
3.	After obtaining final Fire & Safety Certificate from the Department of WBF&ES (Fire & Emergency Department, Govt. of West Bengal).	20%

**11. Withdrawal of Quotation:-**

If any Bidder found lowest after opening of the financial bid withdraws his Bid before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any bid to the department for a **minimum period of one year & EMD will be forfeited by the Government and the bidder/contractor penalized in terms of provisions in the notice of the tender.** All cases in which the Quotation Accepting Authority has reason to doubt the bonafide of such withdrawal should be reported to the Competent Authority in all details for issuance of such disqualification orders by the competent authority under intimation to the e-Tender Cell and also this Department. Copy of such Order should invariably be communicated to the Nodal Officer, e-Quotation of this Department with a request to upload the same in the Departmental website.

**12. Schedule of Dates for eQuotationing :-**

Sl. No.	Activity	Date & Time
1	Publishing Date	17/06/2024 at 11:00 Hrs.
2	Document Download start date	20/06/2024 at 11:00 Hrs.
3	Bid submission start date	20/06/2024 at 11:00 Hrs.
4	Document Download end date	02/07/2024 at 17:00 Hrs.
5	Bid submission end date	02/07/2024 at 17:00 Hrs.
6	Technical Bid opening date	05/07/2024 after 11:00 Hrs.
7	Financial Bid opening date	To be Notified later through the e-procurement portal

**13. Participants/Agencies whose performance is unsatisfactory during last five years in connection with any work executed under Salt Lake Projects shall not be considered for Technical Evaluation.****14. Security Deposit :-**

While making any payment to the person(s) whose tender has been accepted (hereinafter shall be called the contractor) for work done under the contract, the authority making payment shall deduct such sum which together with the Earnest Money already deposited and converted into security deposit, shall amount to 10% of the value of works executed at the material point of time and paid during the progressive running accounts bills, so that total deduction together with Earnest Money constitute 10% of the tendered value of work actually done.

In case of excess/and supplementary work over the tendered amount, additional security @ of 10% of such additional amount is to be deposited for all such excess/ and supplementary works beyond the tendered amount before payment of final bill.

Compensation of all other sums of money payable by the contractor to the Government under the terms of the contract may be deducted from the security deposit.

However, even though the earnest money deposited exceeds the prescribed percentage, due to reduction of tendered amount due to any reason whatsoever, such additional earnest money shall be deemed to have been converted into security and further deductions from progressive bills shall be made, taking into consideration the enhanced component of earnest money so converted into security.

**15. MODIFICATIONS OF CLAUSE NO-17 AND CLAUSE NO- 25 OF WEST BENGAL FORM NO- 2911/2911(i)/2911(ii) :- (This bears concurrence of Group-T of Finance (Audit) Department vide their U.O. No-417; Dated 22.08.2017) & No: 5784-PW/L&A/2M-175/2017 Dated: 12.09.2017 of PWD Govt. of West Bengal.**

**Clause 17.** – If the contractor or his work men or servants or authorized Representatives shall break, deface, injure, or destroy any part of building, in Which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfection become apparent in it at any time whether during its execution or within a period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the Government or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force. Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of thirty days with effect from the date of submission of the final bill in acceptable form by the contractor, the amount payable to the contractor under this contract and shall also issue a separate completion certificate mentioning the actual date of completion of the work to the contractor within the said period of thirty days. The certificate of the Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the work held with the Government under the provision of clause 1 here of shall be re fundable to the contractor in the manner provided here under:-

(i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.

**2. Additional terms and conditions:-**

- 1) The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above Quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Sub-Divisional Officer and the Junior Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
- 2) The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike, etc. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
- 3) *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.*
- 4) No mobilization / secured advance will be allowed unless specified otherwise
- 5) All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost. The contractor shall also supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
- 6) A machine page numbered Site Order Book (with triplicate copy) will have to be maintained at site office by the contractor and the same has got to be received from the Engineer-in-charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
- 7) The work will have to be completed within the time mentioned in the Quotation notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) working days from the date of receipt of Work Order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (Seven) working days from the date of receipt of Work Order who will receive instruction of the work, sign measurement book, bills and other Government papers, etc. However the contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge.
- 8) 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.
- 9) The contractor will have to maintain qualified technical employees having diploma/degree in civil engineering.
- 10) The quantities of different items of work mentioned in the Quotation schedule or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or any supplementary works, prior approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Quotation Accepting Authority.
- 11) All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source and the material brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect.
- 12) For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & plants etc. would be entertained under any circumstances.
- 13) When one item of work is to be covered up by another item of work the latter item shall not be done before the former item has been measured up and has been inspected by the Engineer-in-Charge or the Sub-Divisional officer/Assistant Engineer, as the authorized representatives of the Engineer-in- Charge and order given by him for proceeding with the latter item of work. When however, this is not possible for practical reasons, the Junior Engineer, if so authorized by the Engineer in charge or the Sub-Divisional Officer/Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.
- 14) In case of fore closure or abandonment of the works by the Department, the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.
- 15) The contractor shall have to arrange at his own cost, the required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work.
- 16) Departmental materials such as cement, steel, etc. will not be issued to the agency. The agency should submit the authenticated challan of the materials with the Invoices from the Distributors/Dealers approved by the Principal manufacturers and Test certificates from the organization as approved by the Engineer-in-Charge.
- 17) Detail Organizational structure, manpower, resources, Technical staffs with their expertise and experience should be submitted by the Agency at the time of application.
- 18) The Contractor shall also abide by the provision of the child labour (Prohibition & Regulation Act, 1986). No labour below the specified age (As per G.O.) shall be employed for the work.
- 19) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in pursuance with G.O. No. 599A/4M-28/06 dated 27.09.2006. Successful Bidders will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works' Act, 1996 and u/s 12 of Contract Labour Act.



- 20) The Contractor shall have to make his own arrangement for palatable Water, both for the work and use by his workers, for all tools and plants etc. required for the work.
- 21) Steel materials procure and supply by the Agency shall be of TOR steel rod/HYSD/TMT bar of Fe415/Fe500/Fe550/550D grade (The grade shall be decided by the EIC or as per instruction reflect on the approved drawing of this department or as stipulated in the SOR of PWD or as mentioned.
- 22) Cement procure by the Agency shall be of Ordinary Portland Cement of 53 grade, 43 Grade conforming IS-8112 or PPC/PSC (The grade to be decided by the EIC or as per instruction reflect on the approved drawing of this department or as stipulated in the SOR of PWD or as mentioned.
- 23) Facilities for the Electric connection will be made by this Department against an application to the concerned Executive Engineer but the contractors have to bear all the expenses. Whenever a work is carried out in municipal area, electric lights or electric danger signals whenever available shall be provided by the contractors on the barriers as well as paraffin lights.
- 24) *Bank Solvency certificate/Credit Limit certificate from a schedule bank needs to be enclosed.*
- 25) Copies of IT (last five FYs), P.T. clearance certificates, GSTIN Registration No, PAN, TRADE LICENSE issued by the Competent Authority and Rules framed there under etc. should be furnished along with the applications.
- 26) Cost of damaged and / or dismantled materials is deductible as per standing order.
- 27) *Recovery of unserviceable materials would be realized from the final bill of the agency as per rate approved by the competent authority.*
- 28) *All the disputes arising from the provisions of the said Quotation agreement come under the jurisdiction of the Calcutta High court or any other competent court as the case may be.*

  
7/6/24  
Executive Engineer

Bidhannagar Municipal Services Division

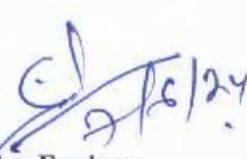
07-06-24

**Memo No: 866 /1 (11)**

**Dated: 07/06/2024**

**Copy forwarded for information & necessary action to:-**

- 1) The Administrator, Bidhanagar, Nirman Bhawan, 3<sup>rd</sup> floor, Salt Lake, Kolkata-700091
- 2) The Additional Secretary, Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata-700064.
- 3) **The Joint Secretary IT/e-Gov cell, Nagarayan, Urban Development Department, DE-8, Sector-I of Salt Lake City with request to upload the notice in the Department website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in)**
- 4) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 91.
- 5) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The SDO/ Salt Lake Drainage Sub-Division, Nirman Bhawan
- 9) The SDO/ Salt Lake Roads Sub-Division, Nirman Bhawan
- 10) The Estimating Sec., Bidhannagar Municipal services Division
- 11) Accounts branch, Bidhannagar Municipal services Division

  
Executive Engineer

Bidhannagar Municipal Services Division

07/06/24

**FORM – 1**

**APPLICATION FOR QUOTATION**

To,  
The Executive Engineer,  
Bidhannagar Municipal Services Division,  
Department of Urban Development & Municipal Affairs,  
1<sup>st</sup> Floor, Nirman Bhawan, Salt Lake, Kol-91.

**Notice Inviting Quotation No** WBUD&MA/SE/SLRDC/NIQ-03(e) of 2024-2025 Executive Engineer /Bidhannagar Municipal Services Division .

Dear Sir,

Having examined the Statutory, Non-statutory & NIQ documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per **Quotation No.** \_\_\_\_\_ **and Serial No.** \*\*\*\* stated here. 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 \_\_\_\_\_ 2024

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 \_\_\_\_\_

\_\_\_\_\_

**Date:**

Signature of the bidder

*With seal stamp*

**FORM – 2**

**Declaration against Common Interest**

**(To be typed in Company’s Letter Pad, notarized, scanned and uploaded)**

I / We Sri / Smt. \_\_\_\_\_ , the authorized signatory on behalf of \_\_\_\_\_ do hereby affirm that I / We / any of the member of \_\_\_\_\_ bidding against NIQ No. WBUD&MA/SE/SLRDC/NIQ-03(e) of 2024-2025 Executive Engineer /Bidhannagar Municipal Services Division **.(Name of work) for SI 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

## FORM – 3

### Power of Attorney for signing of Contract/Quotation Agreement

**(To be notarized)**

(May be submitted if the bidder is a Company, Autonomous Body, Undertaking, Corporation, and NGO, in plain paper or otherwise in any legally acceptable format which shall be treated as the self declaration of the bidder)

Know all men by these presents, I/We, ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms (Name).....son/daughter of ..... and presently residing at....., who is presently employed with us/ the Lead Member of our Consortium/Joint Venture and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the \*\*\*\*\* work proposed or being developed by the Governor of the State of West Bengal represented by the Executive Engineer, Bidhannagar Municipal services Division , UDMA Department, Government of West Bengal, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the 'Authority' in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority;

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....For.....

**(Signature Name date designation and address of the bidder/(s) & Contact No. & e-mail ID)**

Witnesses: (Full Name with permanent addresses and contact nos.)

- 1.
- 2.

Signed & accepted

**(Notarized)**

Notes:

- 1 *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law in India and the charter documents of the executants and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- 2 *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 3 *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostle certificate.*

**) This is only a specimen format and the bidder may submit any other legally valid format by bidder organization except Proprietorship Firms.**

**FORM – 4**

**(To be notarized)**

**Declaration on antecedents and performance**

( To be submitted in plain paper/letter head as per specimen, duly filled up and uploaded with digital signature, which shall be treated as the self declaration of the bidder)

Ref:- e-NIQ No. ....,

e-Tender ID No.....

List of Work Sl. No.....

To,  
Executive Engineer  
Bidhannagar Municipal services Division  
UDMA Department,

I/We, Sri/Smt. \_\_\_\_\_, the authorized signatory on behalf of  
..... do hereby affirm that I/We/any of the  
member of..... bidding against e - NIQ No. .... Sl. No.  
..... are not black listed suspended or debarred from participation in State Government procurements and  
Quotations in the UDMA Department, Government of West Bengal, other Departments of the State Government and  
Government of India on the date of publication of this Notice Inviting Quotation (NIQ).

If at a later stage this submission (undertaking) is found incorrect, the bidder company along with all its constituent  
members/owners/partners would be liable to penal actions as decided by the Government under the law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Full name of Bidder / Contractor: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

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

Duly authorized to sign bid

for & on behalf of (Name of Firm): \_\_\_\_\_

(In block Capital letters or typed)

Office address with seal: .....

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

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

(SIGNATURE OF BIDDER)



/479798/2024



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF SUNDARBAN AFFAIRS**  
**MAYUKH, 3<sup>RD</sup> FLOOR, SALT LAKE CITY,**  
**KOLKATA-700091**

Email:[official.sunderbanaffairs@gmail.com](mailto:official.sunderbanaffairs@gmail.com) Website:[www.sundarbanaffairswb.in](http://www.sundarbanaffairswb.in)

Tel:+91-33-4601-7474/4601-9353/4601-9354

No. **57** (17)/SA-11013(99)/61/2019

Dated, Kolkata, the **31** January, 2024

To

- 1) The Principal Secretary to the Government of West Bengal, UD&MA Department, Nagarayan, Salt Lake, Kolkata-700064.
- 2) The Principal Secretary to the Government of West Bengal, Fire & Emergency Services Department, 2nd Floor, DF-Block, Bikash Bhawan, Salt Lake.
- 3) The Principal Secretary to the Government of West Bengal, PWD, Nabanna, Howrah-711102.
- 4) The Member Secretary & Project Director, Sundarban Development Board, Mayukh Bhavan, 1<sup>st</sup> Floor, Salt Lake City, Kolkata-700091.
- 5) The Additional Secretary, Department of Sundarban Affairs, Mayukh Bhavan, 3<sup>rd</sup> Floor, Salt Lake City, Kolkata-700 091.
- 6) The Director-in-Charge, WBF&ES, Divisional Fire Officer, North 24 Pgs.
- 7) The Special Engineer, SLRD, UDMA Deptt., Nirman Bhavan, Salt Lake.
- 8) The Executive Engineer (BMS Division), UDMA Deptt., Nirman Bhavan, Salt Lake.
- 9) The Executive Engineer, Central Mechanical Division, UDMA Deptt, Nirman Bhavan, Salt Lake.
- 10) The Executive Engineer, PWD (Electrical), Purta Bhavan, Salt Lake.
- 11) The Officer-in-Charge, Bidhannagar Fire Station, WBF&ES
- 12) The Divisional Engineer & Divisional Manager, WBSEDCL, Salt Lake Division
- 13) The Divisional Engineer (Tech.), Bidhannagar-I Divn.,
- 14) The Executive Engineer, CED-I, SDB, Mayukh Bhavan, 4<sup>th</sup> Floor, Kolkata-91.
- 15) The Registrar, Department of Sundarban Affairs, Mayukh Bhavan, 3<sup>rd</sup> Floor, Kol-91.
- 16) The Sr. PS to the ACS, Sundarban Affairs Department.
- 17) Guard File.

**Sub: Minutes of the meeting held on 24.01.2024**

Sir,

Enclosed please find the minutes of the meeting held in the Conference Room of the Department at 12:30 pm on 24/01/2024 on fire safety issues inside the precincts of Mayukh Bhavan for information and necessary action at your end.

Yours faithfully,

Encl: As stated.

Deputy Secretary to the Government of West Bengal



Minutes of the meeting on fire safety issues of Mayukh Bhavan  
held on 24/01/2024

A meeting on Fire safety issue inside the precincts of Mayukh Bhavan, Salt Lake was held on January 24, 2024 at 12:30 pm in the Conference Room of the Department of Sundarban Affairs at the 3<sup>rd</sup> Floor of Mayukh Bhavan to assess the fire hazards and adopt appropriate measures.

The Attendance Sheet is enclosed.

Agenda of the meeting

- I) On-spot assessment of the fire safety status inside the precincts of Mayukh Bhavan and draw up a comprehensive plan to render complete fire safety of the building.
- II) Working out the solution on how to remove the existing fire hazards &
- III) Implementing the interim fire safety measures proposed in the meeting.

Minutes proper

Sagar Chakrabarti, WBCS (Exe.), Additional Secretary, Department of Sundarban Affairs took chair and initiated discussion.

At the outset, he briefed the meeting about the initiatives undertaken by the Department to ensure the fire safety of Mayukh Bhavan, housing a conglomerate of State Government Offices, Central Govt. Offices, Court of the ACJM, Bidhannagar and the O/o-Hon'ble Minister-In-Charge, Sundarban Affairs Department and invited opinion of the attendee Officials to sort out the issues (as per agenda).

Samiran Basak, Station Officer, Bidhannagar Fire Station, WBFES briefed the meeting on the steps to be followed by the UDMA Deptt., the custodian of Mayukh Bhavan to obtain Fire Safety Certificate through online application from the F&ES Department which included i) 2 sets of Architectural Plan drawings duly authenticated by Architect and competent authority of the Department, ii) Site Plan of the Building, iii) Entire Ground floor plan showing abutting road and internal road mentioning width, location of underground water reservoir (for Fire) and its capacity, number of entrance/exit gates mentioning height, width and area statement, iv) each floor plan showing width of staircase, corridor etc. v) Section Plan, vi) Elevation Plan.


He assured to facilitate the issue of online application and cause to sort out problems, if any. He requested UDMA Deptt. Officers to take all steps in this matter.

In the backdrop of fire incident occurring in this Office on 05.12.202, the UDMA Deptt. Officers (EE, BMS Divn., EE, CMD) were requested earlier to sort out the problems of fire hazards. Once again this was reiterated to take steps to remove fire hazards inside the precincts of Mayukh Bhavan including two temporary tea-stall/canteen housed on the 3<sup>rd</sup> floor & 4<sup>th</sup> floor of the building and the staircases unusually clogged by scores of people engaged in different activities.

UDMA Officers viz. Sachikanta Santra, Executive Engineer, BMS Divn. and Jogjiban Dey, Executive Engineer, Central Mechanical Divn., SLRD agreed to initiate this immediately.

The Additional Secretary, Department of Sundarban Affairs told that he would facilitate their problems/issues, if any, informally by contacting concerned senior officials in UDMA Department.

Having no other issues to discuss, the meeting ended with thanks to and from the chair.

 24.01.2024

(SAGAR CHAKRABARTI)  
Additional Secretary  
Department of Sundarban Affairs