



**NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ No. 12(e) OF 2022-2023 OF
EXECUTIVE ENGINEER, SALT LAKE RECLAMATION DIVISION.**

- 1.0** e-Quotation is 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 desire to participate in the tender are requested to log on to the departmental website www.wburbnservices.gov.in & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.**

NAME OF WORK: Annual up-Keepment of Banashree Abasan, Sector-I of Bidhannagar for 2023-24 under S.L. Survey Sub-division of S.L.Reclamation Division.
EARNEST MONEY DEPOSIT: Rs. 8,000.00 (Rupees eight Thousand) only.
TIME OF COMPLETION: 365 days.

2.0 SCOPE OF WORK FOR NAGARAYAN BUILDING

The successful bidder will have to undertake the following works.

1. a) Sweeping and cleaning of roof, mummy room, common passages etc of each building every day .
b) Footpath, roads, parking area, common passages surround the buildings situated within Abasan campus every day .
c) Collection of door to door Household garbage (both bio-degradable and non bio-degradable) separated at source everyday and disposing it off daily for further disposal as per Municipality waste conservancy Rule .Collected Waste disposal should be daily by agency's own arrangement.
2. a) Sweeping and cleaning of entire road network, common passages surround the building are to be undertaken everyday throughout the execution period .
b) Cutting and removing grass up to a height of 75mm or less or as directed & removing of jungles, creepers, weeds etc from **BANASHREE ABASAN** premises except the same within existing play grounds and parks etc. as and when necessary or in every 2(two) months and keeping the premises entirely clean throughout the execution period.
3. a) sweeping & Cleaning of surface drains within **BANASHREE ABASAN** premises are to be undertaken once in a week and spreading of sufficient quantity of bleaching powder along surface drains, drainage pits and around surroundings of existing vats within **BANASHREE ABASAN** premises once in every 15 (Fifteen) days to achieve clog / litter free area
b) sweeping & Cleaning of entire existing underground drainage as well as sewerage network including all catch pits, gully pit, inspection pit and master trap ,manholes are to be undertaken once in every two months or when necessary Clogs and congestion in those lines if happen in between also to be removed immediately.
4. Washing and cleaning of storage reservoirs over roof tops of all buildings in Abasan campus including disinfecting those reservoir by using bleaching powder or any other suitable means as directed at every third month.
5. a) All parks and play ground are to be maintained by cutting and removing grass, etc up to a height of 75mm or less or as directed, and complete removal of jungles, creepers, weeds etc in every two months or as & when necessary in order to maintain the parks & play ground entirely clean throughout the execution period.
b) Watering, trimming, and manicuring of existing trees and plants to give a good appearance and look within Abasan premises on regular basis as directed. New seasonal flowers and plants / hedges may be planted and maintained through the entire contractual period.
6. Sweeping and cleaning of community centre and its surroundings and toilets within community centre are to be sanitised by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder etc. as required and should be cleaned properly on regular basis & always to be kept in usable condition.

The successful bidder will have to undertake the following works under the programme of Intensive Cleaning as and when requires according to the instruction of the Engineering-in-charge.

3.0 **GENERAL TERMS & CONDITIONS :-**

1. The intending bidders will have to submit self-attested photo copy the following documents without which participation in the bid will be informal.
 - (a) Permanent Account Number (PAN) of Income Tax Department.
 - (b) GST Registration certificate.
 - (c) Professional Tax registration certificate.
 - (d) ESI and EPF registration certificate including payment certificate.
 - (e) **Credential of similar work (completion certificate with schedule).**
 - (f) Upto date Trade License certificate.
 - (g) Quoted rate should include GST and other Taxes, if any.

Company Details

- Partnership Deed and Trade License for Proprietorship Firms
- Trade Licence
- Memorandum of Articles for Limited Companies.
- Society Registration and Bye-Laws for Cooperative Societies
- Power of Attorney

2. The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.
3. 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.
4. The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
5. 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 & conditions, if any and schedule of works etc. Which forms part and parcel of the contract.
6. **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.**
7. BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.
8. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
9. **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.**
10. **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. **If 2% of lowest bid is more than Rs. 8,000.00, the balance amount to be deposited in the form of draft from any nationalised bank at the time of contract.**

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. 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:// wbtenders.gov.in](https://wbtenders.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 ICICIBank Payment Gat way;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

13. 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.

14. 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.

4.0 ELIGIBILITY TO PARTICIPATE :-

Registered bonafide, reliable and resourceful agencies/firms

i) Having sufficient experience in execution of similar type of upkeement with disinfection work (like up-keepment of Abasan/Colony/Housing Complex, Office premises, Inspection Bungalow, shopping mall) during last 5(five) years.

- (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 ;
[This is as per Memo No. 03-A/PW/O/10C-02/14 , Dated: 12.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]

✓ **Special Terms and Conditions:-**

- a. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e www.wburbnservices.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.
- b. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
- c. 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.
- d. 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**.
- e. **Payments shall be made after having given satisfactory service for the previous quarter subject to the availability of funds. In case of delayed payment no extra claim can be made.**

ADDITIONAL TERMS AND CONDITIONS

- (i) **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 the entire contractual period.**
- (ii) **The identity card of the persons engaged for maintenance is to be issued by the agency and to be authenticated by the E.I.C and should always be kept with them along with proper uniform during their working hours.**

1. Penalty: On default of the deliverables / performance parameters the penalties to be imposed as per contract is as follows:

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 2.0 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.

✓ **SCHEDULE OF Dates for e-Quotation :**

Sl. No.	Activity.	Date & Time.
1.	Publishing/ Notification Date.	06/12/2022 at 17.00 hrs.
2.	Document Download Start date.	06/12/2022 at 12.00 hrs.
3.	Bid Submission start date.	13/12/2022 at 12.00 hrs
4.	Document Download end date.	20/12/2022 at 12.00 hrs
5.	Bid Submission end date.	20/12/2022 at 12.00 hrs
6.	Technical Bid opening date	22/12/2022 at 12.30 hrs
7.	Financial Bid opening date.	To be notified later.

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EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

Memo No: 8-380/14//1490

Date: 06/12/2022

Copy forwarded for information & necessary action to:-

1. The Additional Secretary, Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
2. The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- ✓ 3. **Joint Secretary (K.B.) 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**
4. The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kol- 91.
5. The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
6. The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kol- 91.
7. The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
8. The SDO/ Salt Lake Reclamation Sub-Division-I & II/Salt Lake Survey Sub-Division.
9. Accounts branch / Office Notice Board.

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EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

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6/12/22

FORM - 1

APPLICATION FOR TENDER

To
The Ex. Engineer
Salt Lake Reclamation Division
Urban Development Department

Notice Inviting Quotation No. : _____
Amount put to tender: **Rs.** _____ N.A. _____

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 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 e-NIQ 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