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Government of West Bengal  
Department of Urban Development & M A  
Office of the Executive Engineer  
Bidhannagar Municipal Services Division  
1<sup>st</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata – 700091  
e-mail: bmsdiv@gmail.com

## **NOTICE INVITING QUOTATION**

**eN.I.Q No-WBUD&MA/SE/BMS/NIQ-01(e)/2018-19 of EE, Bidhannagar Municipal Services Division**

Separate Quotations are invited for the acceptance of the *Special Engineer, Salt Lake Reclamation and Development Circle*, on behalf of the Governor of West Bengal for the works mentioned in the list given below, through electronic tendering (e-Tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.

Intending bidders desirous of participating in the Quotation are to log on to the website <https://wbtenders.gov.in> for the quotation and click on to the "e-procurement" link provided. They may also visit the website <https://wburbandev.gov.in> (the web portal of the Urban Development Department) for the tender. The tender can be searched by typing WBUD in the search engine provided in the website.

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.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below under "General terms and conditions and information".

Last date & time of submission of bids online is: **08/06/2018 at 16:00 Hrs.**

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 NIQ and related documents, Form 2911(ii), BOQ Corrigendum etc. and Drawings, if any, shall form part of the tender document

LIST OF WORK

Sl. No.	Name of Work	Concerned Executive Engineer with Headquarter	Earnest Money Deposit (Rs.)	Time Allowed for completion	Source of Fund
1	2	3	5	6	7
01	Supplying, fitting & fixing furniture in connection with the work "Renovation and interior work of the vacant portion of the western most side of the third floor of Mayukh Bhawan for Department of Sundarban Affairs under Salt Lake Roads Sub-Division of BMS Division".	Executive Engineer, BMS Division	26000.00	45(Forty Five) Days	State Govt. Funded

General Terms & Conditions and Information

**1. Pre Qualification 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 *SIMILAR WORKS* are eligible to participate, depending on the criteria as detailed below and must have Credential of **40% of the value** of the Tender in last **Five (05) Years**. **Joint venture firms are not eligible to participate.**

**Note:** *In case of consortiums, maximum number of constituents shall be restricted to 5 (five) and each constituent must have at least some credential and also at least 10% turnover in contracting business. Individual constituent of a consortium cannot be another consortium.*

**1.1 : Tender Prerequisite :-**

The authorized dealer/supplier/manufacture of Godrej has to upload GST, PAN card , dealership certificate along with the following documents in the tender.

Only manufacturer or authorize dealer can quote (However the manufacturer credential will be judged for technical qualification).

**Supply of furniture will have to be conformed to specified brand/manufacture of "Godrej, Howorth, Herman Miller".**

## 2. Participation in more than one work

Any contractor can submit quotation for a maximum of 50% of the total number of works (rounded up to next higher integer) published in any particular NIQ, depending on his Credential and financial capability, details of which are given below.

## 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. Quotationers are required to upload all the Quotation documents along with the other documents, as asked for in the Notice, through the above website within the stipulated date and time as given in the Notice. Quotationers are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The quotationers 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). Quotationers 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 (Vide Form – 1) ( to be submitted in "Forms" folder ).
- ii. Tender Form No. 2911 (ii) ( to be submitted in "2911" folder ).
- iii. Notice Inviting Quotation (NIQ) to be submitted in "NIQ" folder).

#### Earnest Money Deposit (EMD)

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. Now, in cancellation of Memorandum No:1526-F(Y) Dated 18.03.2014, deposit of EMD / Bid Security related to e-procurement of the State Government Departments has to be followed Memo No: 3975-F(Y) Dated:28/07/2016 which is to be referred to Other Important Documents folder.

#### iv. Credential Certificate ( to be submitted in "Forms" folder )

#### v. Declaration of not having common interest in the same serial (vide Form-2) (to be Submitted in "Forms" folder).

**Note:** Quotation Bid will be summarily rejected if any item in the Statutory Cover is Missing.

#### B. My Document (Non-Statutory Cover) containing

##### i. Certificates

- Trade license, Professional Tax (PT) submission challan, PAN card details, IT clearance certificate. Application for such addressed to the competent authority may also be considered.
- Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

##### 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) **Addenda / Corrigenda:** If published.

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

- iv) **Others:** Any other documents found necessary.

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

### 3.3. Financial Proposal

The Financial Proposal should contain the following document in one cover (Folder)

### 3.4. Return of Earnest Money of the unsuccessful Tenders(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.

All Completion Certificates should be supported by BoQ of the work. If Net notional amount calculated of at least one of the major items contained in the Completion Certificate (CC) issued in favour of the Agency / Firm / Consortium should be at least 25% of the corresponding amount in the same matching major item contained in the BOQ. However, for Consortiums where CC of individual entities of the Consortiums are to be considered, the sum of the values of the major items contained in the CC of individual entities should be at least 50% of the corresponding amount in the same matching major item contained in the BOQ.

### 4.1. Completion Certificate

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.

### 4.2. Penalty for suppression / distortion of facts

If any quotationer 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 Quotation 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 Quotation Evaluation Committee upon suggesting suitable punitive measures will bring the matter to the notice of the Chief Engineering advisor concerned immediately and the quotationers may be suspended from participating in the quotation on e-Quotation platform of Urban Development Department (Salt Lake Project) as per approval of the Chief Engineering Advisor for a maximum period 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited to Government. The concerned Chief Engineering Advisor will issue the necessary orders under intimation to the other Chief Engineers, e-Quotation 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.

### 4.3. Taxes & duties to be borne by the Contractor

GST, Royalty, Construction Workers' Welfare Cess and similar other statutory levy/ cess 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.

### 5. Site inspection before submission of Quotation:

Before submitting any quotation, the intending quotationers 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 tenders may contact the office of the Executive Engineer, concerned with the work between 11:30 hours to 16:30 hours on any working day prior to date of submission of quotationers.

#### 6. Conditional and incomplete Quotation:-

Conditional and incomplete tenders are liable to summary rejection.

#### 7. Opening and evaluation of tender

##### 7.1. Opening of Technical Proposal

- i. Technical proposals will be opened by the quotation Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- ii. Intending quotationers 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 tender 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. Quotation Evaluation Committee (TEC)

Committees already constituted for issuance of tender papers for high value tenders, the decision of the Tender committee will be treated as *Final* in all sphere.

##### 7.3. Opening and evaluation of Financial Proposal

- i. Financial proposals of the quotationers declared technically eligible by the Tender Evaluation Committee will be opened electronically by the Quotation 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 Tender 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 Tender Accepting Authority, all the quotationers 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 Tender Accepting Authority would have to be uploaded in the web portal.
- vii. The quotation Accepting Authority may ask any of the quotationer to submit analysis to justify the rate quoted by that quotationer.

#### 8. Bid validity

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

#### 9. Execution of Formal tender after acceptance of tender

The quotationers whose tender is approved for acceptance, shall within 07 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in

quadruplicate copies of W.B.F. No. 2911 (ii) which may be purchased on cash payment / in payment mode prescribed in Clause 4(i) from the office of the Executive Engineer concerned with the work.

**10. Return of Earnest Money of the unsuccessful Quotationer(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.

**11. 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.

**12. Withdrawal of Quotation :-**

If any Bidder found lowest after opening of the financial bids 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 tender to the department for a minimum period of one year. All cases in which the Tender 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-Tendering 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.

**13. Schedule of Dates for e-Quotation:**

Sl. No	Activity	Date & Time
1	Publishing Date	23/05/2018 at 17:00 Hrs
2	Document Download start date	24/05/2018 at 17:00 Hrs
3	Bid submission start date	24/05/2018 at 17:30 Hrs.
4	Document Download end date	08/06/2018 at 14:00 Hrs.
5	Bid submission end date	08/06/2018 at 16:00 Hrs.
6	Technical Bid opening date	11/06/2018 at 14:00 Hrs.
7	Financial Bid opening date	<i>To be Notified.</i>

**Additional Terms & 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 Sub-Assistant 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 acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders will rest with the Quotation Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all the quotationer without assigning any reason thereof.

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. Department shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on any ground including non-possession of land.
5. The Government shall not be held responsible for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike etc.
6. 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.
7. Cess @1% or more 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.
8. No mobilization / secured advance will be allowed unless specified otherwise.
9. GST / 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.
10. All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost.
11. The contractor shall 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.
12. The contractor should see the site of works and tender documents, drawings etc. before submitting quotation and satisfy himself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements and security etc. Work on river banks may be interrupted due to a number of unforeseen reasons, e.g. sudden rise in water level, inundation during flood, inaccessibility of working site for carriage of materials. The Engineer-in-Charge may order the contractor to suspend any work that may be subject to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and other local needs etc. between the preparation and execution of the scheme for which the tendered rate and contract will not be invalidated. The contractor will not be entitled to any claim or extra rate on any of these accounts.
13. A machine page number Site Order Book (with triplicate copy ) will have to be maintained at site by the contractor and the same has got to be issued 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.
14. The work will have to be completed within the time mentioned in the tender notice. A suitable work programme is to be submitted by the Contractor within 7 (seven) 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) 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.
15. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc will be entertained.
16. 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.
17. The contractor will have to maintain qualified technical employees and / or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
18. The contractor will have to accept the work programme and priority of work fixed by the Engineer-in-Charge so that most vulnerable reach and / or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.

19. The quantities of different items of work mentioned in the tender 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 supplementary works, approval of the Special Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.
20. 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.
21. Minimum two year warranty of all furniture to be ensured by the intending bidder.
22. Rate quoted by the intending quotationer shall include all taxes in force including GST.

*Sd/-*  
Executive Engineer  
Bidhannagar Municipal Services Division

Memo No: 6-29B/ 1515(10)

Dated: 23.05.2018

✓ Copy forwarded for information and wide circulation to the:

- 1) The Chief Engineering Adviser, Urban Development & Municipal Affairs Department (Salt Lake Project), Nirman Bhawan, (Formerly Sech Bhawan) Salt Lake, Kolkata.
- 2) The Special Engineer, Salt Lake Reclamation & Development Circle, U. D. Department, Nirman Bhawan, (Formerly Sech Bhawan) Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar, Nirman Bhawan (Formerly Sech Bhawan), Salt Lake, Kolkata-700091.
- 4) The Director of Information, Department of Information and Cultural Affairs, Writers' Building, Kolkata-700001, with a request for its wide circulation throughout the State.
- 5) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Central Mechanical Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, (Formerly Sech Bhawan), Salt Lake, Kolkata- 700 091.
- ✓ 8) The Computer Cell, Urban Development Department, 'Nagaryana', Block-DF-8, Sector-I, Bidhannagar, Kolkata-700064 with a request to upload the Notice in the Departmental website, (<http://wburbandev.gov.in>) for wide circulation.
- 9) Office Notice Board.
- 10) The Divisional Accounts officer.

*23/05/18*  
Executive Engineer

Bidhannagar Municipal Services Division

*23/05/18*