



**1.0 NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ No. 14(e) OF 2022-2023 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION DIVISION.**

**2.0** 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 Quotationers **having sufficient experience in execution of similar type of works. Intending quotationers who desires to participate in the tender are requested to log on to the departmental website [www.wburbandev.gov.in](http://www.wburbandev.gov.in) & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.**

**NAME OF WORK: 1)** Comprehensive maintenance & Up-keepment works of campus of Falguni Abasan , Block-FB, Sec-III of Salt Lake Reclamation Sub-Division-I under Salt Lake Reclamation Division.

**Earnest Money Deposit: Rs. 12,500.00 (Rupees twelve Thousand Five Hundred) only.**

**TIME OF COMPLETION: 12 (Twelve) Months.**

**2.0 SCOPE OF WORK FOR FALGUNI ABASAN, BLOCK-FB**

**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) Sweeping and cleaning of footpath, roads, parking area, common passages surrounding the buildings situated within Abasan campus every day.  
c) Collection of door to door Household garbage (both bio-degradable and non bio-degradable are to be separated at source) everyday and disposing it off to the vats for further disposal. The garbage vats are to be kept closed all through the day to prevent entry of stray animals.
2. a) Sweeping and cleaning of entire road network, common passages surrounding the building are to be undertaken everyday throughout the execution period.  
b) Cutting and removing grass up to a height of 75 mm or less or as directed & removing of jungles, creepers, weeds etc from Falguni Abasan premises within existing play grounds and parks etc. as and when necessary or in every month and keeping the premises entirely clean throughout the execution period.
3. a) sweeping & Cleaning of surface drains within Falguni 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 Falguni 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 reservoirs by using bleaching powder or any other suitable means as directed once in every three months.
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 month 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 also trimming tree outside wall of buildings within Abasan premises on regular basis as directed. New seasonal flowers and plants / hedges may be planted and maintained through out 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.

**Description on Campus of Falguni Abasan**

The campus is situated in Block-FB, Sector-III of Salt Lake City, Kolata-700 097 and comprising of:

- a) 06.50 (Six point five zero) acres of land.
- b) 2 nos Park/children’s park in front and back side and one no. Play ground in middle of Falguni Abasan having area 2020.00 sqm, 1710.00 sqm & 3600.00 sqm. respectively.
- c) Internal bituminous and concrete road network of 1135.00 sqm & 935.00 sqm within Falguni Abasan.
- d) Open surface drainage network along road side and around existing play ground having total length 550.00 m (approx) for disposal of storm water,
- e) Underground drainage/sewerage line at backside of each building having a total length of 1050 m including 123 nos catch pits/manholes respectively.
- f) 41 (Forty one) nos overhead concrete reservoir each having 4000 liter capacity at the roof of each building except building no. 13 & 14 and 8 (Eight) nos overhead PVC tank each having 500/750 litre capacity at the roof of building no. B-13 to B-14 respectively.
- g) Different types of play instruments placed in the park/children’s park within campus.
- h) Caretaker office situated in 1st floor of building no. 1.
- i) Community hall having covered area 150.00 sqm.(approx) for organizing functions and festivals by the Abasiks.
- j) Campus is totally fenced by boundary wall around Building no. 1 – 39 and around Building no. 40 – 44 of approximately 2.00 m height.
- k) Plan area of roof surface including mummy room roof if any for A-type and B-type building is 198.00 sqm.(approx) and 125.00 sqm.(approx) respectively and 0.90 m height parapet wall exists around roof surface for each building.
- l) Plan area of staircase, common passage in each floor in building is 12.00 sqm.
- m) Common passage are in between two buildings and in front & backside of each building having total area of 7225.00 sqm.(approx) within Falguni Abasan premises.
- n) Details of Flats in Falguni Abasan :-

Sl no. (1)	Type of Flat. (2)	No of Towers/ Building s. (3)	Nos. of storey in each Building. (4)	No. Of flat in each floors of towers/Building s. (5)	Total Nos. Of Flats. (6)	Area of each Flat in sqm. (approx) (7)
1.	“A” Type. (No. 2 & 31-39)	10	4	2	80	100.00
2.	“B” Type. (No. 3-29) & (40 - 44)	32	4	2	256	70.00
3.	“D” Type in Bldg No. 1	-	-	-	6	31.50
4.	Caretaker office in Bldg No. 1	-	-	-	1	15.75
5.	Shops in Building No. 1	-	-	-	2	-

**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 entire contractual period.

**4.0 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

**Quoted rate should be included GST and other Taxes, if any.**

1. The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.
2. 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.
3. The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
4. 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 & condition, if any and schedule of works etc. Which forms part and parcel of the contract.
5. The period of contract for execution of the work is for Twelve 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.
6. BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.
7. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
8. The accepting authority reserves the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.
9. Earnest money :
10. 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.
11. 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.
12. **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. 12,500.00, the balance amount to be deposited in the form of draft from any nationalised bank at the time of contract.**
13. **Mode of Payment :**
  - a. 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.
  - b. Payment in any other form, e.g. NSC, KVP, DD, BC, DD, etc. will not be accepted.
  - c. Payments shall be made after having given satisfactory service subject to the availability of funds. In case of delayed payment no extra claim can be made.
14. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.
15. **Login by bidder:**
  - a) A bidder desirous of taking part in a quotation invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRLs, 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 ICICI Bank Payment Gateway;

## 16. 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.

16. 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.

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

In case of any complaint 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.1

### 5.0 **Eligibility to participate :-**

**Registered bonafide, reliable and resourceful agencies/firms**

**i) *Having sufficient experience in execution of similar type of upkeepment 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.]

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

Sl. No.	Activity.	Date & Time.
1.	<b>Publishing Date.</b>	18/01/2023 at 17.30 hrs.
2.	<b>Document Download Start date.</b>	18/01/2023 at 17.30 hrs.
3.	<b>Bid Submission start date.</b>	25/01/2023 at 13.00 hrs..
4.	<b>Document Download end date.</b>	01/02/2023 at 13.00 hrs..
5.	<b>Bid Submission end date.</b>	01/02/2023 at 13.00 hrs.
7.	<b>Technical Bid opening date</b>	03/02/2023 at 13.00 hrs..
8.	<b>Financial Bid opening date.</b>	To be notified later.

**Sd/-**

EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

Memo No: 8-379/14/1698

Dated: 18/01/2023

**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](http://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.

*18/1/2023*

*24-1-18/1/23*

EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION