



Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 700091
Phone: +91 33 2337 1404

NOTICE INVITING e-QUOTATION NO. 02(e)/SE OF 2016-17 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION 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 work as in the table below from eligible bonafide, reliable and resourceful agencies 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 & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.

NAME OF WORK: "Comprehensive up keeping of Nagarayan Building at Block-DF, Sec-I, Salt Lake City."

TIME OF COMPLETION: 1(One) Year.

2.0 SCOPE OF WORK

The successful bidder will have to undertake the following works.

- Stair cases (Two separate stair case) are to be cleaned by sweeping including cleaning of handrails regularly and washing by water twice in a week.
- Each and every toilet blocks and single toilets from ground floor to 6th floor are to be cleaned and sanitized on regular basis.
- Each and every toilet blocks and single toilets are to be sanitized by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder, bad odour absorber etc. as required and always to be kept in usable condition.
- Floors (including offices' floors, corridors and common spaces but excluding toilets) at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by sweeping & washing including removing of spider cob regularly. Area of cleaning of floors at ground floor will exclude Canteen, Panel Room and Library. The floors as said must remain clean throughout the day.
- Cleaning of floors at every storey will include cleaning of open walls at the frequency as stipulated per respective floors.
- Cleaning of floors at 5th floor will include spraying of room freshener in the chambers of M.I.C. and Principal Secretary two times a day on regular basis.
- Glasses at windows and doors at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by soft liquid soap on regular basis. The curtains of windows at 5th floor are to be cleaned of dust and spider cob on regular basis.
- The work also includes cleaning and sweeping of open car park area, pavements and garage space on regular basis.
- Inside of 3 nos. of Lifts on two entrances are to be cleaned regularly.
- The roof above 6th floor is to be cleaned once in a month.
- The agency has to deploy manpower all the time during the office hours and after office hours, if required, to keep the building in proper condition.

The following areas within Nagarayan building are to be maintained throughout the entire contractual period.

SI No.	Description of structures within Nagarayan which are to be maintained regularly.	Tentative Size/Area/Nos and location	Remarks
1.	Toilet Blocks.	Gr Floor: 2 Toilet blocks 1 st Floor: 2 Toilet blocks + 2 attached Toilets 2 nd Floor: 2 Toilet blocks 3 rd Floor: 2 Toilet blocks 4 th Floor: 2 Toilet blocks + 1 attached Toilet 5 th Floor: 3 Toilet blocks + 1 attached Toilet	
2.	Total floor area	Each floor (From Ground to 6 th): 1076 sqm (approx.) (including area of bathrooms and staircases) TOTAL AREA: 6x1076=6456 sqm (approx.)	
6.	Covered garage space	Area: 200 Sq Mt	
7.	Open car parking with pavements	Total area: 780 Sq Mt	

ADDITIONAL TERMS AND CONDITIONS

- (i) Nagarayan Building is to be maintained throughout the contractual period of 1 (One) year.
- (ii) 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.
- (iii) The identity card of the persons engaged for maintenance is to be issued by the agency and to be duly authenticated by the E.I.C and should always be kept with them.
- (iv) Official documents, electronic gadgets etc have to be kept intact while cleaning the floors of Nagarayan Building. Any damage thereby has to be borne by the agency.

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) Vat Registration certificate.
 - (c) Professional Tax registration certificate.
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(ii) 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.
6. The period of contract for execution of the work is for 01 (one) year 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 of Rs. 10,000.00 (Rupees Ten thousands) only is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft /Bankers cheque purchased from any nationalised bank drawn in favour of the Executive Engineer, Salt Lake Reclamation Division, payable at Kolkata, without which the bid shall be declared as informal. The Earnest money submitted by the lowest bidder/ Quotationers, 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. Unsuccessful bidder/quotationers may submit application for refund of their Earnest money deposit to the Executive Engineer, Salt Lake Reclamation Division, and that shall be released after issuance of work order to the lowest bidder, whose bid/quotation is accepted. No adjustment of any short of above mentioned Earnest money previously deposited for other works will be considered.
11. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.

Submission of Tenders

3.1. General process of submission

Bids 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 tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Quotation. Bids are to be submitted in two folders at a time for the work, one is Technical Bid and the other is Financial Bid. The bidders 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 must be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum and corrigendum related to the tender and upload the latest documents as part of the tender.

3.2. Technical Bid

The Technical Bid 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 Tender (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)

Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan payable at Kolkata (to be submitted in "Drafts" folder)

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

- v. Declaration of not having common interest between the participating tenderers (vide Form-2) (to be Submitted in "Forms" folder).

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

B. My Document (Non-Statutory Cover) containing

i. Certificates

1. Professional Tax (PT) submission of Challan and PAN Card details. Application for such addressed to the competent authority may also be considered.
2. VAT Registration Certificate (Non production of the document will result in VAT deduction as per prevailing rules).

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 Tender Inviting Authority before making agreement with the Tender 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 tender 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**

Clearly stated in the "Eligibility Criteria".

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

Note : Contractors 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.

v. **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 Bid**

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

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

The contractor is to quote the rate (percentage above or below) 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**

i. **Mode of Payment :**

Cost towards EMD must be submitted in the form of Bank Draft (BD) and Bankers Cheque (BC) of any scheduled Bank of India.

Payment in any other form, e.g. NSC, KVP etc. will not be accepted.

ii. **Place & Time of submission:**

The original copies of the DD / BC, towards cost of tender documents and Earnest Money Deposit should be submitted in a **sealed envelope** in the office of the Executive Engineer, Salt Lake Reclamation Division in the Specified date and time. If the Bidders fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

Bid validity

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

4.0 Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms

i) having sufficient experience in execution of similar type of works (like up-keeping of Abasan/ Colony / Housing Complex, Office premises, Parks and gardens/Inspection Bunglow premises) having a value of single work does not less than 5.00 (five) lakhs during last 5(five) years

OR

ii)having sufficient experience in execution of any civil work like building construction, road works etc. having a value of single work does not less than 20.00(twenty) lakhs during last 5(five) years may participate in this e-Quotation.

5.0 Special Terms and Conditions :-

- Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e www.wburbandev.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.
- Payment shall be made on availability of fund.
- The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
- 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.
- 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. from 09th June 2016 to 17th June 2016.
- 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 1.5 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.
- Payments will be made quarterly after having given satisfactory service for the previous quarter subject to the availability of fund. In case of delayed payment no extra claim can be made.

SCHEDULE of Dates for e-Quotation :

Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	08/06/2016 at 17:00 hrs.
2.	Document Download Start date.	08/06/2016 at 17:00 hrs.
3.	Bid Submission start date.	08/06/2016 at 17:00 hrs.
4.	Document Download end date.	17/06/2016 at 17.00 hrs.
5.	Bid Submission end date.	17/06/2016 at 17.00 hrs.
6.	Last date of physical submission of EMD.	20/06/2016 at 14.00 hrs.
7.	Technical Bid opening date	21/06/2016 12 hrs. onwards.
8.	Financial Bid opening date.	To be notified later.

Sd/-
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

FORM - 1

APPLICATION FOR TENDER

To
The Special Engineer
Salt Lake Reclamation & Development Circle
Urban Development Department

Notice Inviting Tender No. : _____
Amount put to tender: Rs. _____

Dear Sir,

Having examined the Statutory, Non-statutory & NIT 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 _____ 2016

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 NIT No. _____ 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 _____

the bidder

Signature of _____

Memo No : 8-359D/2011/pt2/723(21)

Dated : 08/06/2016

Copy forwarded for information & necessary action to:

- 1) The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) "Computer cell", Nagarayan, Urban Development Department, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbandev.gov.in
- 5) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Metropolitan Drainage Division-I, Jhalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jhalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 11-19) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & II/ Salt Lake Survey Sub-Division/ Salt Lake Water Supply Sub-Division/ Salt Lake Sewerage Sub-Division/ Salt Lake Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 20-21) Accounts branch / Office Notice Board.

Subhakar Dasgupta
EXECUTIVE ENGINEER

SALT LAKE RECLAMATION DIVISION

Subhakar Dasgupta
28/6/16

Additional Terms & Conditions Including 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. 614; Dated 06.07.2012)

This is in connection with NIT NO. WBUDD/SE/SLRD/NIT-02(e) of 2015-16 of Executive Engineer, Salt Lake Reclamation Division, circulated vide memo no. 8-390/15/2052(21), dated 11/12/2015

1) Clause – 17 of Contract of the Printed Tender Form shall be substituted by the following:

Clause 17. – If the contractor or his workmen or servants of authorized representatives shall break, deface, injure or destroy any part of the 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 damaged shall happen to the work from any cause whatsoever or any imperfections become apparent in it any time whether during its execution or within a period of three years after issuance of a certificate of its completion issued by the Engineer –In-Charge shall mend good the same 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 from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter became due to contractor by the Government or from his security deposit, or the proceeds of sale thereof 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), or of making such damage or imperfections 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.

The security deposit of the contractor shall not be refunded before the expiry of three years after the issuance of the certificate, final or otherwise of completion of the work by the Engineer-In- Charge.

Provided that the work shall not be deemed to have been completed unless the "Final Bill" in respect thereof shall have been passed and certified for payment by the Engineer-In-Charge.

Provided further that the Engineer-In- Charge shall pass the "Final Bill" and certify thereon, within a period of forty five days with effect from the date of submission thereof by the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor with the said period of forty five days. The certificate of 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 contractor held with the Government under the provision of Clause-1 hereof shall be refundable to the contractor in the manner provided here under.

- (i) 30% of the security deposit shall be refunded to the contractor on expiry of one year after the issuance certificate of completion of work.
- (ii) Further 30% of the security deposit shall be refunded to the contractor on expiry of two years.

(iii) The balance 40% of the security deposit shall be refunded to the contractor on expiry of three years.

N.B- Provided that in respect of the work of repair or maintenance in nature or a combination thereof, the words "Three years" wherever appearing in this clause shall be deemed to be one year and in which case the security deposit of the contractor held with the Government under the provision of clause-1 hereof shall be refundable to the contractor on expiry of one year after the issuance of certificate of completion of work by the Engineer-IN- Charge.

2) **"Modification of Clause Relating to Settlement of Disputes under Condition of Contracts":**

Clause 25 for work value more than 100 Lacks of W.B.F. No. 2911/2911(i)/2911(ii) will be read as "Clause 25 – Except where otherwise provided in the Contract all question and disputes relating to the meaning of specifications, design, drawings and instructions therein before mentioned and as to quality of workmanship or materials used on the work or these conditions or otherwise concerning the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter :

If the Contractor considers any work demanded of him to be outside the requirement of the contract, or disputes in any drawings, record or decision given in writing by the Engineer- in- Charge or any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly requested within 15 (fifteen) days to the Chairman of the "Disput Redressal Committee" shall give its written instruction or decision. Thereupon, the "Disput Redressal Committee" shall give it written instruction or decision within a period of Three (03) months from the date of receipt of the Contractor's letter.

" Dispute Redressal Committee in each of the works' Department should be having the following officials as members :

1.	Additional Chief Secretary / Principal Secretary / Secretary of the Concerned Department.	Chairman
2.	Engineer – in – Charge / Chief Engineer or any officer equivalent rank in the Department	Member
3.	One Designated Chief Engineer / Engineer of the Department to be nominate by the Department concerned	Member Secretary and Convener
4.	One Representative of the Finance Department of the Government not below the Rank of Joint Secretary or Finance Advisor in case of the Works' Department where FA System has been introduced	Member

The Provision will be applicable irrespective of the value of the works to which the dispute may relate.

3) **After Clause 24'** In present printed W.B. Form No. 2911, 2911(i), 2911(ii) of this office/ Division, in page no. 9, Clause-25 as mentioned here will be included and from Clause-25 to Clause-29 of page 09 and 10 of this Form will have to read as Clause – 26 to Clause- 30, as per following table. As per Above, Clause-17 to be read as in modified form, and applicable for the work.

Sl No.	As mentioned in Presently supplied W.B. Form No. 2911, 2911(i), 2911(ii)	Actually to be read as
1	From Clause 1 to 24	Clause 17 only modified.
2	Within Clause 24 and Clause 25 of Existing / Supplied Form	Clause 25 will be Inserted/ Included
3	Clause-25	Clause- 26
4	Clause-26	Clause- 27
5	Clause-27	Clause- 28
6	Clause-28	Clause- 29
7	Clause-29	Clause- 30


 Executive Engineer
 Salt Lake Reclamation Division
