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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. 03(e)/SE OF 2015-16 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 works as in the table below from eligible bonafide, reliable and resourceful Quotationers having sufficient experience in execution of similar type of works.

**NAME OF WORK : "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS IN FALGUNI ABASAN AT BLOCK-FB, SECTOR-III OF SALT LAKE CITY."**

**TIME OF COMPLETION : 1(One) Year.**

**2.0 SCOPE OF WORK**

**The successful bidder will have to undertake the following works.**

1. Sweeping and cleaning of roof top, mummy room etc. as well as Sweeping and cleaning of dist, dirt, shoots etc from walls, ceilings and floors of Staircase, common passage, of each building every day between 10 A.M to 2.00 P.M & to be certified by at least 3(Three) tenants of the building.
2. Sweeping and cleaning of entire road network, common passages surround the building are to be undertaken everyday throughout the period of work.
3. Cleaning of surface drains within Falguni Abasan premises are to be undertaken every alternate days or as and when necessary including spreading of sufficient quantity of disinfectants along surface drains, drainage pits and around surroundings of existing vats within Falguni Abasan once in a week to achieve clog /litter free area .
4. Collection of door to door household garbage (both bio-degradable and non bio-degradable) 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.
5. Sweeping & cleaning of entire existing underground drainage as well as sewerage network including all catch pits, manholes are to be undertake once in every two months . Clogs and congestion in those lines if happen in between also to be removed immediately.
6. Washing and cleaning of storage reservoirs on the roofs of all buildings in Abasan campus including disinfecting those reservoirs by using bleaching powder or any other suitable means as directed, bi-monthly in every year or earlier as and when necessary and to be certified by at least 5(five) tenants of the Abasan.
7. Cutting and removing grass up to a certain height as mentioned & removing of jungles, creepers, weeds etc within Falguni Abasan premises as and when necessary or in every 2(two) months and keeping the premises entirely clean throughout the period of work.
8. Watering, trimming, and manicuring of existing trees and plants to give a good appearance and look within Abasan premises on regular basis as directed. If necessary new seasonal flowers and plants / hedges may be planted and maintained through the entire contractual period.
9. All parks and play ground are to be maintained by cutting and removing grass, etc up to a certain height or as mentioned, 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 year.
10. 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.

**3.0 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 litre 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 sq m.(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 high 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.	Type of Flat.	No of Towers/ Buildings.	Nos. of storey in each Building.	No. Of flat in each floors of towers/Buildings.	Total Nos. Of Flats.	Area of each Flat in sqm. (approx)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	"A" Type. (No. 2 & 31-39)	10	4	2	80	89.00
2.	"B" Type. (No. 3-29) & (40 - 44)	32	4	2	256	62.00
3.	"D" Type in Bldg No. 1	-	-	-	3	31.50
4.	Caretaker office in Bldg No. 1	-	-	-	1	15.75
5.	Site office in Bldg No. 1	-	-	-	1	15.75
6.	Shops in Building No. 1	-	-	-	2	-

**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) 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 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. 20,000.00 ( Rupees Twenty thousands ) only is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft/Pay order/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/ 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, Unsuccessful bidder/quotationer 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. Validity of Bid is 90(ninety) days.**

5.0 **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.

**Special Terms and Conditions :-**

1. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e [www.wburbandev.gov.in](http://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.
2. Payment shall be made on availability of fund.
3. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
4. 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.
5. 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 **18th January, 2016 to 25th January, 2016.**
6. 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.

7. Payments shall 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.	14/01/2016 at 17.00 hrs.
2.	Document Download Start date.	14/01/2016 at 17.00 hrs.
3.	Bid Submission start date.	14/01/2016 at 17.00 hrs.
4.	Document Download end date.	27/01/2016 at 14.00 hrs.
5.	Bid Submission end date.	27/01/2016 at 14.00 hrs.
6.	Last date of physical submission of EMD.	28/01/2016 at 17.30 hrs.
7.	Technical Bid opening date	29/01/2016 at 14.00 hrs.
8.	Financial Bid opening date.	To be notified later.

*Self*  
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

Memo No: 8/385/14/59(21)

Dated : 14/01/2016

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

- 1) The Additional Chief 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](http://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, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jalsampad 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.

*Mellankarthy 14/1/16*  
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

*14/1/16*