

Goyt. of West Bengal
Urban Development & Municipal Affairs Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 70009
Phone: +91 33 2337 140

NOTICE INVITING e-QUOTATION NO. 04(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 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 INFALGUNI ABASAN AT BLOCK-FB, SECTOR-III OF SALT LAKE CITY."

Earnest Money Deposit: Rs. 20,000.00 (Rupees Twenty Thousand) only.

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) every day 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 catchpits, 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, quarterly 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 playground 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 & playground 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 bituminious 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 150.00sqm.(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 sq.m
- 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/ Buildings. (3)	Nos. of storey In each Building. (4)	No. Of flat in each floors of towers/Buildings. (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	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 Submission of Tenders

4.1 General process of submission

Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers 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 Tender. Tenders are to be submitted in two folders at a time for the work, one is Technical Bid and the other is Financial Bid. The tenderer 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.

4.2. 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 Tender (NIT) to be submitted in "NIT" 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.

4.3. Financial Bid

- 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;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.
- 6.4 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.
- 6.5. 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.

7.0 Eligibility to participate :

Registered bonafide, reliable and resourceful agencies/firms having sufficient experience in execution of similar type of works (like up-keeping of Abasan/Colony/Housing Complex Office premises, Parks and gardens/Inspection Bungalow premises) having a value of single work does not less than 5.00(five) lakhs during last 5(five) year may participate in this e-Quotation.

8.0 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 February, 2017 to 22nd February, 2017.
- 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 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.	08/02/2017 at 17.00 hrs.
2.	Document Download Start date.	08/02/2017 at 17.00 hrs.
3.	Bid Submission start date.	08/02/2017 at 17.00 hrs.
4.	Document Download end date.	22/02/2017 at 14.00 hrs.
5.	Bid Submission end date.	22/02/2017 at 14.00 hrs.
6.	Technical Bid opening date	23/02/2017 at 14.00 hrs.
7.	Financial Bid opening date.	To be notified later.

Memo No: 8/385/14/1766(19)

Dated : 08/02/2017

Copy forwarded for information & necessary action to:

- 1) The Joint Secretary, Urban Development & Municipal Affairs Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development & Municipal Affairs 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 & Municipal Affairs 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.
- 9-17) 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.
- 18-19) Accounts branch / Office Notice Board.


EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION