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Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Construction Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 70009

NOTICE INVITING e-QUOTATION NO. WBUDD/SLP/NIQ-12(e)/ OF 2015-16

OF EXECUTIVE ENGINEER SALT LAKE CONSTRUCTION DIVISION.

[Circulation Memo No.216, Dated:19.02.2016]

- 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 Sl. No. 1) & 2) of the table below from eligible bonafide, reliable and resourceful contractors/quotationers having sufficient experience in execution of similar type of works.

NAME OF WORKS :	Sl. no. -1) "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF 78 NOS. C-TYPE QUARTERS & ITS SURROUNDING PREMISES WITHIN BAISHAKHI ABASAN SITUATED IN BLOCK – AG SECTOR – II OF SALT LAKE CITY, KOLKATA - 700097."
	Sl. no. -2) "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF 49 NOS. D –TYPE QUARTERS & ITS SURROUNDING PREMISES WITHIN BAISHAKHI ABASAN SITUATED IN BLOCK – AG SECTOR – II OF SALT LAKE CITY, KOLKATA - 700097."
TIME OF COMPLETION :	For both of works in Sl. No. (1) & (2) , is 1(One) Year.

	Earnest Money Deposit	# Cost of Tender Paper	Time allowed for completion
FOR WORK SL NO. 01	Rs. 20,000.00	Rs. 5005.00	1 (ONE) YEAR
FOR WORK SL NO. 02	Rs. 10,000.00	Rs. 5005.00	1 (ONE) YEAR

Note: Not required at the time of submission of online bid.

Only the successful bidder required to be submitted during formal agreement.

Last date & time of submission of bids online is 04.03.2016 at 13.00 Hrs. Details of submission procedure are given below under "General terms and conditions and information" and all information posted on the website consisting of NIT and related documents, Form 2911(ii), BOQ, Corrigendum and addendum if any and Drawings, shall form part of the tender document. Earnest Money as Demand Draft/ Bankers' Cheque to be drawn in favour of Executive Engineer, Salt Lake Construction Division, Payable at Kolkata.

2.0 SCOPE OF WORK

The successful bidder will have to undertake the following works.

- Sweeping and cleaning of roof, floors of staircase, common passage, of each building fortnightly between 8 A.M to 2.00 P.M . [Applicable for both of works in Sl. no. (1) & (2).]
 - Sweeping and cleaning of entire road network, is to be undertaken once in a week throughout the year. [Applicable for both of works in Sl. no. (1) & (2).]
 - Sweeping & Cleaning of surface drains surrounding of C-type buildings of Baishakhi Abasan premises are to be undertaken once in a week and spreading of sufficient quantity of bleaching powder along surface drains, drainage pits etc. [Applicable for both of works in Sl. no. (1) & (2).]
- Cutting and removing grass up to a certain height as mentioned & removing of jungles, creepers, weeds etc surrounding of each C-type buildings etc. as and when necessary or in every 2(two) months including levelling and dressing of areas of

common passages in between buildings if required and removing rubbish, jungles, creeper so obtained out of Baishakhi Abasan premises and keep common passage area entirely clean through the year. [Applicable for both of works in Sl. no. (1) & (2).]

3. a) Cleaning of entire existing underground drainage as well as sewerage network along road side and surrounding of C-type buildings of Baishakhi Abasan including cleaning of all gully pits/catch pits, manholes are to be undertaken as and when necessary. [Applicable for both of works in Sl. no. (1) & (2).]
4. a) Washing and cleaning of storage reservoirs over roof tops of all C-type buildings in Abasan campus including disinfecting those reservoir by using bleaching powder or any other suitable means as directed quarterly in every year and to be certified by at least 5(five) tenants of the Abasan. [Applicable for both of works in Sl. no. (1) & (2).]
b) 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. [Applicable for both of works in Sl. no. (1) & (2).]
5. 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 once in a week. [Applicable only for Sl. no. (1)]

A] Description of areas around C-type buildings of Baishakhi Abasan :-

The campus is situated in Block – AG, Sec – II of Salt Lake City, Kolkata – 700097 and comprising of:-

- a) 12.58 (Twelve point five eight) acres of land.
- b) 1 nos Park in between Bldg. No. C-2, C-7 & C-15, C-21 are situated having an area of 12760 sqm (approx).
- c) Internal bituminous and Concrete road network of 7000.00 sqm(approx) & 3350.00(approx) sqm respectively surrounding of C-type buildings of Baishakhi Abasan.
- d) Open surface drainage network along periphery of each building having a length of 3500 m (approx) exists for disposal of storm water and drainage from kitchens and toilets etc.
- e) Underground drainage/sewerage line at backside of each building having a total length of 5000 m. (approx) including catch pits, manholes, gully pits, master traps, inspection pits around every buildings respectively.
- f) In 24(twenty four) nos building 8(eight) nos P.V.C overhead tanks having 750 litre capacity each and in 41 (Forty one) nos building 12 (twelve) nos overhead PVC tank each having 750 litre capacity at the roof of each C type buildings. Although some being presently replaced by R.C.
- g) 3 nos. Underground reservoir are there for receiving water supply from Bidhannagar Municipality for D-Type quarters and 3 nos submersible pumps.
- h) Site office is situated in ground floor of building no. C-100.
- i) Campus is totally fenced by boundary wall around Buildings of approximately 2.00 m height.
- j) Roof surface area including mummy room at roof if any for each D-type building is 93.00 sqm. (approx), and 0.90 m heigh parapet wall exists around roof surface for each building.
- k) Plan area of staircase, common passage in each floor in building is 10.23 sqm.
- l) Common passage are in between two buildings and in front & backside of each building having total area of 14636.00 sqm. (approx) around 81 nos C-type quarters within Baishakhi Abasan premises.

m) Details of Flats in C-type buildings of Baishakhi 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. (6)	Area of each Flat in sqm. (approx) (7)
(1)	(2)	(3)	(4)	(5)		
1.	"C" Type in Bldg	24	4	2	192	39.45
2.	"C" Type in Bldg	54	3	2	324	39.45

B] Description of areas around D-type buildings of Baishakhi Abasan :-

- a) 7.10 (Seven point one zero) acres of land.
- b) 1 No. Park in between Bldg. No. D-28, D-33 & D-27, D-34 are situated having an area of 2370 sqm (approx). This park is fenced with high wire net fencing.
- c) Internal Bituminous and Concrete road network of 2780.00 sqm(approx) & 2982.00(approx) sqm respectively surrounding of D-type buildings of Baishakhi Abasan.
- d) Open surface drainage network along periphery of each building having a length of 1560 m (approx) exists for disposal of storm water and drainage from kitchens and toilets etc.

- e) Underground drainage/sewerage line at backside of each building having a total length of 3000 m. (approx) including catch pits, manholes, gully pits, master traps, inspection pits around every buildings respectively.
- f) In 8(eight) nos building 16(sixteen) nos. P.V.C overhead tanks having 750 litre capacity each and in 41 (Forty one) nos building 12 (twelve) nos overhead PVC tank each having 750 litre capacity at the roof of each building no. from D₁ - D₅₁ respectively.
- g) 1 nos. Underground reservoir are there for receiving water supply from Bidhannagar Municipality for D-Type quarters and 1 nos submersible pumps.
- h) Site office is situated in ground floor of building no. C-100.
- i) Campus is totally fenced by boundary wall around Buildings of approximately 2.00 m height.
- j) Roof surface area including mummy room at roof if any for each D-type building is 133.43 sqm. (approx). and 0.90 m high parapet wall exists around roof surface for each building.
- k) Plan area of staircase, common passage in each floor in building is 10.40 sqm.
- l) Common passage are in between two buildings and in front & backside of each building having total area of 8000.00 sqm. (approx) around 51 nos D-type quarters within Baishakhi Abasan premises.
- m) Details of Flats in D-type buildings of Baishakhi 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. (6)	Area of each Flat in sqm. (approx) (7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	"D" Type in Bldg No. D ₁ - D ₈	8	4	4	128	31.58
2.	"D" Type in Bldg No. D ₉ - D ₅₁	41	3	4	516	31.58

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.
6. 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, however the contract may be terminated by serving one month notice to the agency at any point of time in the event of mal-performance of the agency or other unavoidable reasons .
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 for works in sl. no. (1) & Rs. 10,000.00 (Rupees Ten thousands) only for works in sl. no. (2) respectively 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 Construction Division, Payable at Kolkata**, without which the bid shall be declared as informal. The Earnest money submitted by the lowest bidder/ Quotationer, for each works in both serial 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.

5.0 Eligibility to participate :-

(A) FOR SL. NO. (1)

Registered bonafide, reliable and resourceful agencies *having sufficient experience in execution of any civil works or similar nature of works*, having a value of single work does not less than 7.00(Seven) lakhs during last 5(five) years may participate for works in Sl. No. (1) of this e-Quotation.

(B) FOR SL. NO. (2)

Registered bonafide, reliable and resourceful agencies firms *having sufficient experience in execution of any civil works or similar nature of works*, having a value of single work does not less than 5.00(Five) lakhs during last 5(five) years may participate for works in Sl. No. (2) of this e-Quotation.

Verification before Submission of Tenders

The contractor should see the site of works and tender documents, drawings, etc. before submitting tender 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. The contractor will not be entitled to any claim or extra rate on any of these accounts.

Submission of Tenders

Tenders are to be submitted online through the website stated above and all the documents uploaded by the Tender Inviting Authority form an integral part of the contract Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC).

Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in two covers (folders).

Technical File (Statutory Cover)

- ❖ Application for Tender (Vide Form-1) (to be submitted in "Forms" folder)
- ❖ Notice Inviting Tender (NIT) and Addenda / Corrigenda, if published (to be submitted in "NIT" folder)
- ❖ Tender Form No.2911(ii) (to be submitted in "2911" folder)
- ❖ Average annual turnover from contracting business . (Vide Form-2) (to be submitted in "Forms" folder)
- ❖ Credential Certificate (Vide Form-3) (to be submitted in "Forms" folder)
- ❖ Declaration of not having common interest in the same serial (Vide Form-4) (to be submitted in "Forms" folder)
- ❖ Earnest Money Deposit (EMD) Drafts" folder

Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) / Deposit at Call Receipts (DCR) towards EMD as prescribed in the NIT, separately against each serial of work, in favour of the Executive Engineer, Salt Construction Division, payable at headquarters (to be submitted in "Drafts" folder)

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

My Document (Non-Statutory Cover)

Certificates

- Professional Tax (PT) submission Challan
- PAN Card
- VAT Registration Certificate (Non production of which will result in VAT deduction as per prevailing rules).

Company Details

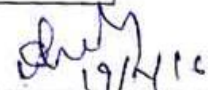
- Partnership Deed and Trade License for Proprietorship Firms
- Trade Licence for Proprietorship Firms.
- Memorandum of Articles for Limited Companies.
- Society Registration and Bye-Laws for Cooperative Societies
- Power of Attorney

6.0 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 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 **22.02.2016 to 03.03.2016**.
6. 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 :

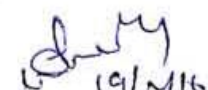
Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	19/02/2016 at 15.00 hrs.
2.	Document Download Start date.	19/02/2016 at 15.00 hrs.
3.	Bid Submission start date.	19/02/2016 at 15.00 hrs.
4.	Document Download end date.	04/03/2016 at 12.00 hrs.
5.	Bid Submission end date.	04/03/2016 at 13.00 hrs.
6.	Last date of physical submission of EMD.*	04/03/2016 at 13.00 hrs.
7.	Technical Bid opening date	04/03/2016 at 14.00 hrs.
8.	Financial Bid opening date.	To be notified later.


EXECUTIVE ENGINEER
SALT LAKE CONSTRUCTION DIVISION

Memo No. 216 , Dated : 19/02/2016

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 Reclamation 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.
- 09-17) 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 CONSTRUCTION DIVISION