



Govt. of West Bengal Department of U D & M A
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. 01(e)/SE OF 2017-18 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. 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: 1) "COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS IN FALGUNI 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) "Comprehensive up keeping of Nagarayan Building at Block-DF, Sec-I, 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 FOR FALGUNI ABASAN, BLOCK-FB**
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.

Comprehensive Maintenance & Upkeeping of Falguni Abasan & Nagarayan

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.

Description on Campus of Falguni Abasan

The campus is situated in Block-FB, Sector-III of Salt Lake City, Kolkata-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 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 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	-

3.0 SCOPE OF WORK FOR NAGARAYAN BUILDING

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 roof of the canopy at left side of the building 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.

Sl 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.

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) Quoted rate should be included GST and other Taxes, if any.
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 :
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
- 10.1 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.
- 10.2 *Mode of Payment :*
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.
Payment in any other form, e.g. NSC, KVP, DD, BC, DD, etc. will not be accepted.
11. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.
12. Login by bidder:
 - a) A bidder desirous of taking part in a quotation invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, 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 ICICIBank Payment Gateway;
- ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

12.1 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 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.

12.2. 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.

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

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 :-

- 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 19th April 2018 to 03rd May 2018.
- 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.	18/04/2018 at 17.30 hrs.
2.	Document Download Start date.	19/04/2018 at 17.00 hrs.
3.	Bid Submission start date.	19/04/2018 at 17.00 hrs.
4.	Document Download end date.	03/05/2018 at 14.00 hrs.
5.	Bid Submission end date.	03/05/2018 at 14.00 hrs.
7.	Technical Bid opening date	07/05/2018 at 12.00 hrs.
8.	Financial Bid opening date.	To be notified later.

EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

FORM - 1

APPLICATION FOR TENDER

To
The Special Engineer
Saft 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 _____ 2018

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 : _____

Signature of the bidder

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 From 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 to 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.

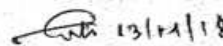
Sl No.	As mentioned in Presently supplied W.B. Form No. 2911, 2911(i), 2911(ii)	Actually to be read as
1	From Clause 1 to 24	Clause 17 only modified.
2	Within Clause 24 and Clause 25 of Existing / Supplied Form	Clause 25 will be Inserted/ Included
3	Clause-25	Clause- 26
4	Clause-26	Clause- 27
5	Clause-27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

Memo No: 8-379/14/630 (13)

Dated: 13/04/2018

Copy forwarded for information & necessary action to:

- 1) The Joint Secretary, Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Department of U D & M A (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 4) "Computer cell", Nagarayan, Department of U D & M A, 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.
- 9-11) The SDO/ Salt Lake Reclamation Sub-Division-I & II/Salt Lake Survey Sub-Division.
- 12-13) Accounts branch / Office Notice Board.


EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION