

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT DEPARTMENT
OFFICE OF THE SUB-DIVISIONAL OFFICER
SALT LAKE RECLAMATION DIVISION SUB-DIVISION-II
NIRMAN BHAVAN, 1st FLOOR,
SALT LAKE, KOLKATA- 700 091.

Memo No. 322

Dated: 21/12/2016

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EOI No - 01 of 2016-2017

1.0 Name of Work: Consultancy Services for preparation of Detailed Project report (DPR) in connection with "Beautification of Mela Ground Frontage at Central Park, Salt Lake".

Time of completion : 10 (Ten) days

Price of each Schedule : Rs. 750.00

Separate sealed quotation are 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 mentioned below as per schedule attached herewith, from eligible bonafide, reliable and resourceful Bidders having sufficient experience in execution of similar type of works.

2.0 Scope of Activities

- (a) Preparation of Detailed Project Report.
- (b) Preparation of Layout, Architectural & working drawings.
- (c) Preparation of details of trees & plants usage.
- (d) Preparation of Bill of Quantities, Specification of material usage and Cost Estimates.
- (e) Submission of DPR in requisite no of hard copies and soft copies along with Plan & Layout drawing in A1 sheet.

3.0 General Terms & Conditions

Submission of Bids

- Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department and to be submitted in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department, Nirman Bhavan, Saltlake, Kolkata – 700091.
- Last Date and Time for submission of prayer with all papers for permission of submitting quotation is on **28/12/2016** up to **14-00 hours**.
- Last Date and Time of issue of quotation papers is **29/12/2016** up to **16-00 hours**.
- Last Date of dropping of quotation papers is on **30/12/2016** up to **14-00 hours** in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department, Nirman Bhavan, Saltlake, Kolkata – 700091.
- **Date and time of opening of quotation in presence of the participants or his/her/their authorized representatives is on 28/12/2016 after 14-00 hours in the office chamber of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department, Nirman Bhavan, 2nd Floor, Salt Lake, Kolkata – 700091.**
- The quotation documents and other relevant particulars may be seen by the intending bidders or by their duly authorized representatives during office hours between **11.00 A.M and 2.00 P.M** on **every working day**, till 28/12/2016 in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department, Nirman Bhavan, Saltlake, Kolkata – 700091.
- Intending Bidders should apply for submitting quotation papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents are to be produced on demand.

(a) Trade License, (b) Permanent Account Number (PAN), (c) Professional Tax registration certificate

4.0 Credential/ Eligibility Criteria :-

Registered bonafide, reliable and resourceful Consultancy firms/ individuals **having sufficient experience in preparation of DPR for Landscaping / Infrastructural development works** may participate in this Expression of Interest (EOI).

- 5.0** (a) Tender paper can be had by the shortlisted intending bidders or by their duly authorized representatives on cash payment of requisite amount (non refundable) from the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division-II, Urban Development Department, Nirman Bhavan, Saltlake, Kolkata – 700091 as shown in the broad sheet published by the tender issue authority against the name of each intending bidders, within the specified date and time.
- (b) No tender paper will be supplied by Post.
- (c) No tender paper will be issued after expiry of date and time mentioned in the Notice.

6.0 Earnest Money, as 2% (Two percent) of the Consultancy amount, in the form other than those mentioned below, will not be accepted.

- (a) Crossed bank Draft/ Banker's Cheque of any **Scheduled Bank** in the locality in favour of the **Executive Engineer, Salt Lake Reclamation Division.**
- (b) No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered Tender without the specified earnest money will be treated as informal.

7.0 The bidders should quote the rate both in figure and in words on the basis of percentage fees on the Project Cost.

8.0 The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different handwriting shall be treated as informal.

9.0 Any quotation containing over writing is liable to be rejected.

10.0 All corrections are to be self attested under the dated signature of the Bidders without which tender may be informal.

11.0 When a bidders signs his/ her Tender in an Indian language, the total amount tendered should also be written in the same language. In the case of illiterate Bidders, the rates tendered should be attested by a witness.

12.0 The Bidders who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the tender) in support of his competency to enter into an agreement on behalf of the Company or the firm under Indian Partnership Act, failing which the Tender will not be considered and the deposited Earnest Money will be forfeited.

13.0 Any letter or other instrument submitted separately, in modification of the sealed tender may not be entertained.

14.0 Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be rejected.

15.0 The quotation accepting authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending bidders and also reserves the right to distribute the work amongst more than one Bidders.

16.0 The Bidders will have to, if so desired by the Quotation Accepting Authority submit his/her/their analysis to justify the rate quoted by him.

17.0 The quotations will be opened, as specified in the list of works, in presence of the participating bidders or their duly authorized representatives, who may be present at the time of opening and who may also put their signature in the Tender Opening register.

18.0 The successful Bidders will have to execute the duplicate copies of his/her tender which will have to be obtained by additional cash payment in the office of the Executive Engineer, Salt Lake Reclamation Division within 7 (seven) days from the date of receipt of the intimation of acceptance of the quotation, failing which the Earnest Money shall be forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled. If any Bidders withdraws his/her tender before its acceptance or refuse/fails to convert it into a contract within a reasonable time without giving a satisfactory explanation for such withdrawal/ refusal/ failure, he/she/they shall be disqualified for submitting any tender in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.

19.0 In the following cases a tender may be declared informal and unacceptable.

- (a) Corrections, alterations, additions etc, if not attested by the bidder.
- (b) Earnest Money in the form of Government Security etc. not held by the bidder and not properly pledged, Earnest Money in the form of T.R. Challan, D.C.R/ Demand Draft etc which are deposited short and/ or not deposited in favour of the Executive Engineer, Salt Lake Reclamation Division.
- (c) If the tender form is not properly filled in respect of the general description of the work, Estimated Cost, Rate of deduction of Security Deposit etc. of Tender forms as are required to be filled in.
- (d) If the specified pages of the Tender Document are not signed by the bidder.
- (e) If a tender is not submitted in a cover properly sealed and the name of the work is not indicated on the cover.

- 20.0** For the return of the Earnest Money of the unsuccessful bidders, he/she/they are to apply for the same to the Executive Engineer, Salt Lake Reclamation Division giving the reference of the work, E.O.I No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all bidders, except the lowest bidders in each case, may be refunded, after acceptance of the rate in comparative statement, as early as possible.
- 21.0** As per Finance Departments, Audit Branch Memo No 8182 – F9Y) dated 26.09.2012 clause 25 of 'arbitration' will be treated as deleted for these works.
- 22.0** If in any reason any date as mentioned herewith and related with this quotation falls or declares as holidays then the next day will be treated as the working day for this purpose.
- 23.0** For Corrigendum, if any, Office Notice Board may please be followed which will be the part of the agreement of the contract.
- 24.0** Total rate should be quoted both in figures and words inclusive of all taxes.



21/12/16

SUB-DIVISIONAL OFFICER

SALT LAKE RECLAMATION SUB- DIVISION-II

21/12/16

APPLICATION FOR EOI

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

Notice Inviting EOI No. : _____

Dear Sir,

Having examined the Statutory, Non-statutory & NIQ documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the works as per EOI 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 _____ 2015

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 EOI 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

Memo No. 322 (22)

Dated 21-12-2016

Copy forwarded for information & necessary action to:

- 1) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 2) The Administrator, Bidhannagar, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 3) ✓ **"Computer cell", Urban Development Department, Nagarayan, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbandev.gov.in**
- 4) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 5) The Executive Engineer, Salt Lake Construction Division, 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, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Metropolitan Drainage Division-I, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Mograhat Drainage Division, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 13-20) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & I/ 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.

21-22) Accounts branch / Office Notice Board.



21/12/16

SUB-DIVISIONAL OFFICER
SALT LAKE RECLAMATION SUB- DIVISION-II

21/12/2016

**GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT DEPARTMENT
OFFICE OF THE SUB-DIVISIONAL OFFICER
SALT LAKE RECLAMATION SUB-DIVISION-I
NIRMAN BHAVAN, FIRST FLOOR,
SALT LAKE, KOLKATA- 700 091.**

EOI No - 01 of 2016-17 ✓

Schedule for the Work

SL. No	Description of Items	Quantity	Unit	Amount (Approved Rate) Rs.
1.	<p>Consultancy Services for preparation of Detailed Project report (DPR) in connection with "Beautification of Mela Ground Frontage at Central Park, Salt Lake".</p> <p>Scope of works :</p> <p>(a) Preparation of Detailed Project Report. (b) Preparation of Layout, Architectural & working drawings. (c) Preparation of details of trees & plants usage. (d) Preparation of Bill of Quantities, Specification of material usage and Cost Estimates. (e) Submission of DPR in requisite no of hard copies and soft copies along with Plan & Layout drawing in A1 sheet.</p>	One job	One job	1.00% (One percent of the Total Project Cost)

Sd/-

**SUB-DIVISIONAL OFFICER
SALT LAKE RECLAMATION SUB-DIVISION-II**