



NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ No. 08(e) OF 2022-2023 OF EXECUTIVE ENGINEER, SALT LAKE RECLAMATION DIVISION.

- 1.0** e-Quotation is 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 desire to participate in the tender are requested to log on to the departmental website www.wburbnservices.gov.in & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.**

NAME OF WORK: Annual comprehensive maintenance of green space along with water fountain within ILGUS Bhavan campus, Sector-III, of Salt Lake Reclamation Sub-division-I under Salt Lake under Salt Lake Reclamation Division, SLRDC, Salt Lake, Kolkata-91
EARNEST MONEY DEPOSIT: Rs. 12,000.00 (Rupees twelve Thousand) only.
TIME OF COMPLETION: 365 days.

Important Information related to the above works:-

- 1) A.O.C. will be awarded to the lowest bidder(L1) after getting administrative approval and financial sanction (A.A.& F.S.) from the appropriate authority.**
- 2) Payment terms and condition will be as mentioned in the A.A.& F.S.**

2.0 SCOPE OF WORK FOR ILGUS BHAWAN

- 1) The agency shall keep the gardens in a tip-top condition by sweeping, cleaning, washing of trees round the year.
- 2) The Agency shall have to maintain the existing trees, lawns, flower beds etc. in the campus of ILGUS Bhavan.
- 3) The Agency shall have to make the landscape in the open spaces, beside the roads in the campus. Apart from this, Hedge shall have to be made by the Agency.
- 4) The Agency shall have to make the Flower Beds with the seasonal flowers as per direction of the authority at the convenient places.
- 5) The Agency shall have to supply at least 200 (Two hundred) Nos. Ceramic Flower Pot (12") with various seasonal flowers and decorative leaves. The said pots shall have to be replaced if necessary.
- 6) Regular cutting of grasses, bushes, branches of trees and shaping of trees shall have to be made by the Agency.
- 7) All sorts of sapling, manures, insecticide and other materials, various tools, lawn mower etc. required for gardening and its maintenance are to be supplied by the Agency.
- 8) Watering of all trees is to be done on regular basis.
- 9) Removal of rubbish to be disposed by the agency at his own cost and responsibility.
- 10) The central water body to be cleaned on monthly basis.
- 11) The Agency shall provide at least one labour (26 days in a month) for proper maintenance of the Garden, Open Space, Lawn and plantation of flowers etc., in the campus of ILGUS Bhavan,
- 12) The Agency shall provide skilled "Mali" (one or more) as per requirement of proper maintenance of Garden, open space, Landscape existing Trees, Hedge etc., and also for plantations of seasonal flower, decorative leaves etc.
- 13) The entire calendar year shall be divided in following manners:
 - i) Winter Season: September to February and
 - ii) Summer Season: March – August
- 14) Following are the minimum requirements for maintenance of the Garden, Open Space, Landscape etc.,

Throughout the entire season:

Winter Season: September to February	Summer Season: March – August
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a) Chandramallika	400 Nos.	a) Sunflower	400 Nos.
b) Merry Gold	200 Nos.	b) Zinnia	200 Nos.
c) Petunia	200 Nos.	c) Cosmos Flowers	200 Nos.
d) Dalia	200 Nos.	d) Kochi Jehu	200 Nos
e) Rose	50 Nos.	E) Bel	100 nos.

Besides above, adequate and good quality of Manures, Bone Dust, Oil Cake, Compost, Insecticides, Medicines etc., as per requirement for proper maintenance and beautification of the entire Garden, Landscape, Flower Beds etc., are to be provided. The applicant shall mention the list of flowers including insecticides and other Medicines etc., to be used for maintenance of the Garden.

15. All the Deodar trees and other big trees (near about 15 nos.) along the periphery of ILGUS Bhawan to be kept in a nice shape by periodical cutting.
16. Fountain should be maintained properly if required by changing sprinklers or any needful parts of the same.
17. Water grown plants like lotus or water Lily should be planted & maintained within the contract period at the water body with necessary arrangements complete.
18. Grass carpeting is to be done within the premises of the ILGUS Building.
19. Table pot of ceramic/terrazzo made including different indoor plants is to be provide & maintained as per requirement of higher authority at least 50 (fifty) nos. of size 3" to 4" dia size.
20. If any electrical problem arises within fountain region should be solved by the agency.
21. Hedge will be formed with different paints of multiple colours as per instruction of the authorities. Approximate quantity of Hedge is 382.20 metre.
22. Grass carpeting within the premises of ILGUS near about 828.98 sqm area is to be done along with maintenance and cutting once in a month / as & when required in regular basis and all the machineries including oil for the machines and other accessories will be provided by the agency.

3.0 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) ESI and EPF registration certificate including payment certificate.
 - (e) **Credential of similar work (completion certificate with schedule).**
 - (f) Upto date Trade License certificate.
 - (g) Quoted rate should include GST and other Taxes, if any.

Company Details

- Partnership Deed and Trade License for Proprietorship Firms
 - Trade Licence
 - Memorandum of Articles for Limited Companies.
 - Society Registration and Bye-Laws for Cooperative Societies
 - Power of Attorney
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 & conditions, if any and schedule of works etc. Which forms part and parcel of the contract.
 6. BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.
 7. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
 8. **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.**

9. 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. **If 2% of lowest bid is more than Rs. 12,000.00, the balance amount to be deposited in the form of draft from any nationalised bank at the time of contract.**

11.1 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.

11.2 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.

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 Gat way;

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

13. 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.

14. 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.

4.0 ELIGIBILITY TO PARTICIPATE :-

Registered bonafide, reliable and resourceful agencies/firms

i) Having sufficient experience in execution of similar type of work during last 5(five) years.

(i) Intending tenderer should produce credentials of similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,

(ii) Intending tenderer should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,

(iii) Intending tenderer should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above ;

[This is as per Memo No. 03-A/PW/O/10C-02/14 , Dated: 12.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]

✓ **Special Terms and Conditions:-**

a. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e www.wburbnservices.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.

b. Payment shall be made on availability of funds.

c. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.

d. 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.

e. 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. with **prior appointment.**

ADDITIONAL TERMS AND CONDITIONS

(i) 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 the entire contractual period.

1. **Penalty: On default of the deliverables / performance parameters the penalties to be imposed as per contract is as follows:**

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 2.0 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.

✓ **SCHEDULE OF Dates for e-Quotation :**

Sl. No.	Activity.	Date & Time.
1.	Publishing/ Notification Date.	02/11/2022 at 17.30 hrs.
2.	Document Download Start date.	02/11/2022 at 17.30 hrs.
3.	Bid Submission start date.	09/11/2022 at 12.00 hrs
4.	Document Download end date.	16/11/2022 at 12.00 hrs
5.	Bid Submission end date.	16/11/2022 at 12.00 hrs
6.	Technical Bid opening date	18/11/2022 at 12.30 hrs
7.	Financial Bid opening date.	To be notified later.

sdt
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

Memo No: 8-173/2022/1329

Date: 02/11/2022

Copy forwarded for information & necessary action to the:-

1. P.S. to Principal Secretary, to the Govt. of W.B., Department of Urban Development Department & Municipal Affairs, Nagarayan, Kolkata-64.
2. The Special Secretary to the Govt. of West Bengal (SD), IT & e-Gov Cell, Department of Urban Development Department & Municipal Affairs, 3rd Floor, Nagarayan, Kol-64
3. The Addl Secretary, UD&MA Department & Additional Director, SUDA, ILGUS BHAVAN, HC Block, Sector-III Bidhannagar, Kol-106, West Bengal.
4. The Special Engineer, S L R & D Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
5. Executive Engineer & T.A to Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
6. Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, Salt Lake, Kolkata-91
7. Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Salt Lake, Kolkata-91.
8. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
9. Head Estimator, Salt Lake Reclamation & Development Circle
10. Notice Board of this Office.

[Signature]
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

[Signature]
02/11/22

FORM - 1

APPLICATION FOR TENDER

To
The Ex. Engineer
Salt Lake Reclamation Division
Urban Development Department

Notice Inviting Quotation No. : _____
Amount put to tender: **Rs.** _____

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 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 e-NIQ No. _____ Sl. 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

SECTION –B
FORM – II A
Financial Statement

Information of audited financial statement for the last year to demonstrate the current soundness of the Bidder's financial position

Name of Bidder:

1. The Bidder's Net Worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Bidders, who meet the minimum qualification criteria, will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the works. The available bid capacity will be calculated as under:

$$\begin{aligned} \text{Assessed Available Bid Capacity} &= [A \times N \times 2 - B] \\ &= \\ &\text{Rs. } \\ &= \\ &\text{Rs. } \end{aligned}$$

Where,

A = Maximum value of engineering works in respect of projects executed in any one year during the last 5 (five) years (updated to the price level of the year indicated in table below under note) taking into account the completed as-well-as works in progress. The projects include turnkey project / item rate contract / construction works.

N = Number of years (i.e. year) prescribed for completion of the works for which Bids are invited.

B = Financial Liability of the bidder to incurred for existing commitments and on-going works during the period of the subject contract.

..... Signature, name and designation of Authorised Signatory For and on/belief of (Name of the Applicant)

..... Signature of authorised signatory of the Statutory Auditor's firm. Name of the Statutory Auditor's firm Seal of the audit firm: (Signature, name and designation and Membership No. of authorised signatory) System generated UDIN no should be mentioned

To seal calculate the value of "A"

(i) A table containing value of engineering works in respect of projects (turnkey project / item rate contract / construction works) undertaken by the Bidder during last 5 (five) years is as follows:

Sl. No.	Year	Value of engineering works undertaken w.r.f. projects (Rs. in Crores)
1	Year-5(2016-2017))	
2	Year-4(2017-2018)	
3	Year-3 (2018-2019)	
4	Year-2(2019-2020)	
5	Year-1 (2020-2021)	

(ii) Maximum value of projects that have been undertaken during the F.Y. _____ out of the last 5 (five) years and value is Rs. _____ Crores (Rupees _____) only. Further, value updated to the price level of the year indicated in Table is as follows: _____

Rs. _____ Crores X (updation factor as per Table)

= Rs. _____ Crores (Rupees _____) only

Table indicating the factor for the year for updation to the price level is indicated as under

Sl. No.	F.Y./Calendar Year	Updation factor
1	Year-1 (2020-2021)	1.00
2	Year-2(2019-2020)	1.05
3	Year-3(2018-2019)	1.10
4	Year-4(2017-2018)	1.15
5	Year-5(2016-2017)	1.20

(iii) Net worth for the last year (i.e., F.Y. 2018-2019) of _____

_____ (name of the company) is

Rs. _____ Lac (Rupees _____) only.

.....

 Signature, name and designation of
 Authorised Signatory
 For and on/belief of
 (Name of the Applicant)

.....
 Signature of authorised signatory of the
 Statutory Auditor's firm.

 Name of the Statutory Auditor's firm

 Seal of the audit firm:
 (Signature, name and designation and
 Membership No. of authorised signatory)
 System generated UDIN no should be mentioned

To calculate the value of "B"

3. A table containing value of all the existing commitments and no-going works to be completed during the next _____ years (prescribed time for completion of the works for which Bids are invited) is as follows:

Sl. No.	Name of Work/ Project	Name of Employer	Percentage of Participation of Bidder in the project	Stipulated period of completion as per Agreement / LOA with the start date	Value of Contract as per Agreement / LOA (Rs.)	Value of work completed	Balance value of work to be completed (Rs.)	Anticipated date of completion	Financial liability to incurred for the said Work/ Project during the period of the subject contract (Rs.)
1	2	3	4	5	6	7	8	9	10

 Signature, name and designation of
 Authorised Signatory
 For and on/belief of
 (Name of the Applicant)

SECTION – B
FORM – IIB

This is to certify that we have verified the consolidated financial statement of.....
.....

.....(Name of the Firm in which application is made) having its Registered Office at of.....
.....

(address of the Firm).

Based on our examination of Books and Records and other documentary evidences we certify that the financial data of the company given in the balance sheets are detailed hereunder for the Financial year(s) as mentioned below are true and correct.

Sl. No.	Description	Financial Data for the last 5 audited Financial Years				
1.	Net Worth (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)					
2.	Working Capital					
3.	Annual Turnover (Civil Construction Work)					

Available Liquid Assets:

1. Working Capital = Rs.
2. Uncommitted Bank Guarantees = Rs.
3. Credit facilities = Rs.
- Total Liquid Assets = Rs.

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.....
.....
.....

Signature, name and designation of
Authorised Signatory
For and on/belief of
(Name of the Applicant)
..... Seal of the audit firm:
(Signature, name and designation
and

.....
Signature of authorised signatory of the
Statutory Auditor's firm.
.....
Name of the Statutory Auditor's firm

Membership No. of authorised signatory)

System generated UDIN no should be mentioned

N.B.: This form (i.e. Form-II B) must be made in the letter head of the Auditor's Firm / Chartered Accountant Firm, clearly mentioning the address and contact number of the firm & Date of Birth of the Chartered Accountant issuing the Certificate