



Govt. of West Bengal  
Urban Development Department  
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. 02(e)/SE OF 2015-16 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](http://www.wburbandev.gov.in) & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.

**NAME OF WORK: " Comprehensive up keeping and maintenance of Bidhannagar Mela Ground at Salt Lake City."**

**TIME OF COMPLETION : 1(One) Year.**

**2.0 SCOPE OF WORK**

The successful bidder will have to undertake the following works.

- Hiring and installation of sanitary and plumbing articles in toilets for smooth and continuous supply of water to all sanitary & plumbing fittings within each toilet block.
- Each toilet block is 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.
- Sufficient quantity of 1000 litre overhead PVC water storage tank, 40 mm dia PVC inlet line from pump to overhead reservoir with all fittings/accessories like control valve, union, elbow, tee, short-piece, long screws etc. of approved make and brand as required, 25mm & 20 mm and 15 mm dia PVC delivery line from overhead reservoir to all sanitary and plumbing fittings with all fittings/accessories as required etc. of approved make and brand are to be supplied and installed in order to make such toilet block in usable condition on regular basis and its maintenance throughout entire contractual period.
- Necessary sanitary and plumbing fittings as required such as white glazed chinaware basins, commode, Orissa pattern pan, flat back urinal etc. and PVC stop cock/bib cock, pillar cock, PVC cistern, seat cover, commode shower and all other fittings required for smooth operation of such accessories are to be properly installed and maintained throughout entire contractual period.
- The agency may take out above sanitary and plumbing fittings after end of each event but same are to be properly installed at the commencement of subsequent event. No additional cost will be entertained for this.
- The work also includes Maintenance and up-keeping of grass lawns, raised garden, footpaths in front of fair Ground and back side, car park area by cutting and removing jungles, weeds, creepers etc. including trimming, dressing and proper shaping of trees and plants.
- All raised gardens/landscapes are to be maintained by cutting and removing grass up to a certain height as mentioned, removing of jungles, creepers, weeds etc including trimming and manicuring of existing trees and plants to give a good appearance and look. If necessary new seasonal flowers and plants may be planted and maintained through the entire contractual period.
- Sweeping and cleaning of inside pavements, guard sheds, backside roads, podium floors, walls, footpaths in front of Bidhannagar fair Ground premises should be done on regular basis.

- Backside service road as well as entire fair Ground premises should be free from any filthy material, night soil, wastage materials & garbage etc throughout entire contractual period.
- Cleaning of existing drainage and sewerage lines should be done as and when required in order to ensure fair Ground free from any kind of water logging throughout entire contractual period and removal of sludge so obtained after such operation should be disposed off beyond the Bidhannagar fair Ground premises.

The following structures within Bidhannagar Fair Ground with tentative size/area that are to be maintained with total security for installation & articles( both civil & electrical) throughout the entire contractual period.

SI No.	Description of structures within fair Ground which are to be maintained regularly.	Locations	Tentative size/Area.	Remarks
1.	Cleaning & washing of Toilet Blocks.	Within Bidhannagar fair Ground.	Total approx area = 640.00 sqm.	
2.	Podium	Within Bidhannagar fair Ground.	Total area =355.00 sqm.(approx)	
3.	Inside paved pathway.	Within Bidhannagar fair Ground.	Total area = 8900 sqm.	
4.	Raised Garden.	Within Bidhannagar fair Ground.	Total area = 2040.00 sqm.(approx)	
5.	Service Road	At Backside of fair Ground.	560 m x 7.50 m =4200 sqm. (approx)	
6.	Foot-path	In front of fair Ground.	220.00 m long x 4.0 m wide. = 880 sqm(approx)	
7.	Unpaved grass lawns.	Within Bidhannagar fair Ground.	Total area = 21200 sqm.(approx)	
8.	Back side car parking space along with adjacent service road.	Within Bidhannagar fair Ground.	Total area = 10250 sqm.(approx)	
9.	Total drainage & sewerage system.	Within Bidhannagar fair Ground.	As exists that may be assessed on physical verification at site.	

**ADDITIONAL TERMS AND CONDITIONS**

- i) Bidhannagar fair Ground are to be maintained throughout the contractual period of 1 (One) year.
- (ii) Trees and plants are to trimmed periodically, to give it a good shape and size except grown-up trees.
- (iii) Lawns in the fair Ground are to be properly trimmed and maintained so as to give a good appearance and look.
- (iv) Dry leaves are to be accumulated every day, and kept in a small dug-out and allowed to rot and to be filled up with earth and to be used as manure if required.
- (v) Grown-up trees and it's branches cannot be cut and disposed off without approval of the competent authority.
- (vi) Walk way within the fair Ground including front of entrance and exit gates are to be cleaned every day by weeping and grass & weeds grown between the joints of tiles are to be removed and cleaned periodically if required.
- (vii) Watering of plants and trees on raised landscape/garden as well as in walkways are to be done regularly.
- (viii) Proper care should be taken so as to maintain the existing trees and plants, so that those are not withered away due to improper maintenance. If due to improper maintenance any plants and trees dies, the same is to be replaced by the agency at no extra cost.



- (ix) In case of non-functioning of any sanitary fittings/accessories including plumbing line of toilet blocks, for which daily services to the toilet blocks hampered, the same has to be repaired/replaced immediately for smooth functioning of the toilet blocks.
- (x) On commencement of the above work, the agency has to provide & install all fittings and accessories as required in order to assure smooth and uninterrupted service to all toilet blocks and shall provide necessary guarding facility to protect all fittings & fixings till expiry of contractual period for which no extra claim will be entertained.
- (xi) 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 of his own cost for smooth services throughout entire contractual period.
- (xii) The identity card of the persons engaged for maintenance are to be issued by the agency and to be duly got authenticated by the E.I.C and should always be kept with them.
- (xiii) Stray animals should not be allowed to enter within the fair Ground.
- (xiv) No one should be allowed to throw wastage/garbage in the fair Ground and walkways and back side service road.
- (xv) No one should be allowed to enter the fair Ground except during commencement of fairs and should be asked to leave the fair Ground except during fair timings.
- (xvi) Total security of the articles and installations (both Civil and electrical ) within Bidhannagar fair Ground will be the responsibility of the agency. The agency has to keep strict vigilance regarding safety of all articles and installations (both civil & electrical) kept within fair Ground premises & protect the same throughout entire contractual period.

Sufficient numbers of Security Guards in proper uniform are to be deployed by the agency for 24 hrs in the Mela ground. The security personnel must be from licensed agency. Every security personnel must be replaced by a new one after one month service. The authority will not take any liability or entertain any sort of demands of the security personnel. The agency is sole responsible for every aspect of them.

### 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) 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.
5. The bidders are bound by the terms and condition of W.B.F No. 2911(ii) 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 of Rs. 20,000.00 ( Rupees Twenty thousands ) only 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 Reclamation Division, Payable at Kolkata, without which the bid shall be declared as informal. 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. 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.

**4.0 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

ii) *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.*

**5.0 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](http://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<sup>nd</sup> April 2015 to 30<sup>th</sup> April 2015.
6. In case of any complain of negligence against the agency related to execution of work, found valid after verification, an amount @  $[(\text{Total contractual amount per year} / 365 \text{ days}) \times 1.5 \text{ times}]$  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.
7. Payments will 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.	21/04/2015 at 17.00 hrs.
2.	Document Download Start date.	21/04/2015 at 17.00 hrs.
3.	Bid Submission start date.	21/04/2015 at 17.00 hrs.
4.	Document Download end date.	06/05/2015 at 17.00 hrs.
5.	Bid Submission end date.	06/05/2015 at 17.00 hrs.
6.	Last date of physical submission of EMD.	07/05/2015 at 14.00 hrs.
7.	Technical Bid opening date	08/05/2015 at 14.00 hrs.
8.	Financial Bid opening date.	To be notified later.

*Sdf*  
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

Memo No : 14-19/86/p-4/471(21)

Dated : 21/04/2015

**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](http://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) The Executive Engineer, Metropolitan Drainage Division-I, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jalsampad Bhavan, Salt Lake, Kolkata- 700 091.
- 11-19) 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.
- 20-21) Accounts branch / Office Notice Board.

*M. K. Chatterjee*  
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

*MR*  
21/4/15