



सत्यमेव जयते

Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Construction Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 700091

NOTICE INVITING e-QUOTATION NO.WBUDD/SLP/NIQ-9(e) / 2015-16 OF EXECUTIVE ENGINEER SALT LAKE CONSTRUCTION DIVISION.

[Circulation Memo No. 1477, Dated: 26.11.2015]

- 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 work as in the table below from eligible bonafide, reliable and resourceful Quotationers having sufficient experience in execution of similar type of works.

NAME OF WORK :	" COMPREHENSIVE MAINTENANCE AND UPKEEPING OF PARKS AND GARDENS IN AE-BLOCK GREEN VERGE(IN TWO PARTS) AND IN CE-BLOCK GREEN VERGE AT SALT LAKE CITY, KOLKATA – 91 FOR 6 (SIX) MONTHS."
TIME OF COMPLETION :	SIX MONTHS.

2.0 SCOPE OF WORK:

The successful bidder will have to undertake the following works:

- Maintenance and up-keeping of parks and gardens in AE-Block Green Verge(in two parts) and in CE-Block Green Verge, cleaning of walk-ways inside the parks by sweeping every day, maintenance of fountains, trimming of trees, creepers, watering of plants and green lawns etc.
- The sizes of the parks as follows :-

Sl. No.	Name of the Parks	Locations	Sizes
1.	AE – Block Green Verge. (Part – I)	Near Kestopur Khal.	125 m X 25 m.
2.	AE – Block Green Verge. (Part – I I)	Near Kwality Bus Stand.	125 m X 25 m.
3.	CE – Block Green Verge.	Adjacent to Avenue – 2 near Arunachal Bhawan.	325 m X 36 m.

- Following installations are situated in AE-Block Green Verge(in two parts) and in CE-Block Green Verge.

Sl. No.	Name of the Parks	Installations
1.	AE – Block Green Verge. (Part – I)	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments etc.
2.	AE – Block Green Verge. (Part – I I)	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments etc.
3.	CE – Block Green Verge.	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments, Rabindra Mancha etc.

The above installations are to be maintained with its total security including trimming of trees, plants, grass lawns, creepers etc.

3.0 General Information :-

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.
1. 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 of the contract.
6. **The period of contract for execution of the work is for 06 (Six) Months from the date as may be mentioned in the work order, however the contract may be terminated by serving fifteen days 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 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 the work 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 Construction 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. Additional security money amounting to be 05(five) percent of the total bid amount, including earnest money deposit, shall have to be deposited by the executing agency at the time of executing duplicate /triplicate/quadruplicate copies of agreement of contract. Moreover, remaining amount of security deposit shall be deducted from the running accounts bill of the agency to cover up 10%(ten percent) of the total value of the work executed.
12. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.
13. 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 and bidders have to participate through Govt. e-Procurement System at website <https://wbtenders.gov.in> . The intending participants are requested to visit the website for any updates etc. in this regard. Any corrigendum notice that may be issued in connection with this notice inviting quotation shall also from part of the agreement contract.
14. Any suppression /misrepresentation of fact will automatically debar the bidder from participating in any tender under the division / Circle for at-least 3 years from the date of detection, in addition to such other penal action as the Government may deem proper.
15. Before submitting bid/offer/quotation, the intending bidders/ quotationers should make themselves acquainted thoroughly, with the local conditions prevailing by actual inspection to the park/garden sites and take into considerations all aspects including transportations of materials and communicating facilities, climate conditions availability of local labour etc. and market rate prevailing in the locality, as no claim. Whatsoever, will be entertained on these accounts, afterwards.
16. The successful bidder/ quotationer will have to execute formal agreement in relevant W.B.F.2911(iii) in duplicate,

triplicate/quadruplicate copies which will have to be obtained by additional cash payment from the office of the Executive Engineer, Salt Lake Construction Division, with requisite fee, within 7(seven) days from the date of receipt of the intimation of acceptance of his bid/quotation, failing which the Earnest Money submitted shall forthwith stand forfeited in favor of the Government and the communication of acceptance of the quotation shall automatically stand cancelled.

17. The successful bidder/quotation will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules-1972, Indian Electricity Rules-1956 and Indian Electricity Act-2003 and such other Acts as may be applicable as will be in force from time to time.
18. The payment of running account bills, as well as final bill, for the work will be made according to the availability of fund and no claim, whatsoever, due to delayed in payment will be entertained.

4.0 Eligibility to participate :-

- a) Registered bonafide, reliable and resourceful agencies/firms **having sufficient experience in execution of similar type of works (like up-keeping of Abasan/Colony/Housing Complex, Office premises, Parks and gardens/Inspection Bungalow premises)** having a value of single work does not less than 5.00(Five) lakhs during last 5(five) years may participate for works in this e-Quotation.

5.0 Terms & Conditions:

1. Parks are to be maintained throughout the contractual period of one year.
2. Grass lawns in the parks are to be properly watered, trimmed and manicured so as to give a good appearance and look.
3. Trees are to be trimmed, periodically to give it a good shape and size, except grown up trees.
4. Dry leaves are to be accumulated everyday and kept in a small dug out and allowed to rot and to be filled up with earth and later on to be used as manures.
5. Grown-up trees and its branches cannot be cut and disposed off without approval of the competent authority.
6. Walk-way within the parks area and its lawn are to be cleaned everyday by sweeping.
7. Water body within the park if any is also to be maintained thoroughly and properly. Water in the water bodies should be changed / re-cycled periodically to maintain its freshness and cleanliness.
8. Watering of the plants and lawns are to be done everyday and also as and when required.
9. 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 plant dies or lawn is damaged, the same plant of the same size is to be replaced and lawn is to be re-made at no extra cost.
10. The identity card of the persons engaged for maintenance and guarding property of Govt. materials are to be issued by the agency and to be duly got authenticated by the Executive Engineer in charge and should always keep it with them.
11. Stray animals should not be allowed to enter the parks and gardens.
12. Animals and birds, if there be any are to be protected properly so that they can't be disturbed by the general public in any way..
13. No one should be allowed to throw wastage/garbage in the parks and gardens.
14. All toys, play equipments fountains gazebos and benches are to be thoroughly cleaned everyday and washed properly.
15. Plumbing and sanitary installations are to be properly guarded and in the case of any theft of plumbing materials (such as bib cocks/pillar cocks water lines etc. and other attachments) are to be immediately replaced with no extra cost.

16. No one should be allowed to enter the parks and gardens before 6.00 hours and should be asked to leave the parks and gardens after 21.00 hours of I.S.T.
17. Total security of the parks and gardens will be the responsibility of the agency.
18. If the performance is not satisfactory the contract may be terminated within fifteen days notice to the Agency.

6. 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. All bidders are requested to attend prebid meeting.

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

Credential

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

Financial Proposal

The financial proposal should contain the following document in one cover (Folder).

- **Bill of Quantities (BoQ):** The contractor is to quote the rate (percentage above or below) online through computer in the space marked for quoting rate in the BoQ. (Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor).

Opening and evaluation of tender:

Opening of Technical Proposal

Technical proposal will be opened by the concerned Executive Engineer, or his authorised representatives, electronically from the website using their Digital Signature Certificate at office of the Executive Engineer, Salt Lake Construction Division, Urban Development Department, Nirman Bhawan, Bidhannagar, Kolkata - 700091, on the date already mentioned above.

Intending Bidders may remain present at the venue stated above if they desire to do so.

Cover /Folder for Statutory Documents will be opened first & if found in order, Cover for non Statutory Documents will be opened. If there is any deficiency in the Statutory & Non Statutory Documents, the Tender will summarily be rejected. Decrypted (transformed into readable formats) Documents of Statutory and Non Statutory Cover will be downloaded, & evaluated for eligibility.

Pursuant to scrutiny & decision after evaluation the summary list of eligible tender & the serial number of work for which their proposal are considered will be uploaded in the web portals.

While evaluation the tender inviting authority may summon the Bidders & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposal will be liable for rejection.

Opening & Evaluation of Financial Proposal

Financial Proposal of the Bidders found technically eligible, will be opened electronically from the web portal by the Executive Engineer concerned or his authorised representatives, **already mentioned under**.

The encrypted copies will be decrypted & the rates will be out before to the contractors remaining present at that time. After evaluation of Financial Proposal by the, Executive Engineer concerned it will may upload the final summary result containing inter-alia, name of the contractors & the rates quoted by them against each work provided he is satisfied that the rates obtained are fair & reasonable & there is no scope of further lowering down of rate.

Acceptance of Quotation

Lowest valid rate should normally be accepted. However the acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders will rest with the Quotation **Accepting Authority** without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof. Conditional tender will not be accepted in any case.

Award of Contract:

The Bidder who's Bid has been accepted will be notified by the Tender/Quotation Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

Bid Validity

The Bid will be valid for 60 days from the date of opening of the financial bid.

Execution of Formal tender after acceptance of tender

The tenderers/quotationers, whose tender is approved for acceptance, shall within 15 days of the receipt of Letter of Acceptance (LOA) to him, will have to execute 'Formal Agreement' with the Tender Accepting Authority in duplicate/triplicate copies of W.B.F. No 2911(ii) which may be purchased on cash payment with requisite fee for each document / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned with the work.

Return of Earnest Money of the Unsuccessful Tenderer(s):

For return of the Earnest Money of the unsuccessful tenderer(s), he/she/they is/are to apply for the same to The Executive Engineer concerned with the work, giving the reference to the work, NIQ No., date of tender/quotation, amount and mode of Earnest Money deposited - all in a complete form. The Earnest Money of all tenderers/quotationers other than the lowest tenderer/quotationers in each case may be refunded, after acceptance of the rate in comparative statement or immediately after expiry of seven days from the date of final bid, whichever is earlier.

Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder, may be asked to be submitted for verification.

Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.

Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained.

Withdrawal of Tender/Quotation

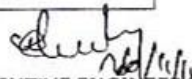
If any tenderer/quotationers found lowest after opening of the financial bids withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for making any tender to the department for a minimum period of one year. All cases in which the Tender Accepting Authority has reason to doubt the bonafide of such withdrawal should be reported to the Chief Engineer concerned in all details for issuance of such disqualification orders by the said Chief Engineer, under intimation to the other Chief Engineers, e-Tendering Cell and also this Department. Copy of such Order should invariably be communicated to the Nodal Officer, e-Governance of this Department with a request to upload the same in the Departmental website.

6.0 Special Terms and Conditions :-

1. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
2. For any other information, the applicants are requested to visit the office of the undersigned on any working day from 11.00 a.m. to 5.00 p.m. from **30.11.2015 to 04.12.15.**
3. 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.
4. Payments may 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.	27/11/2015 at 12.30.00 hrs.
2.	Document Download Start date.	27/11/2015 at 12.30 hrs.
3.	Bid Submission start date.	27/11/2015 at 12.30 hrs.
4.	Document Download end date.	07/12/2015 at 14.00 hrs.
5.	Bid Submission end date.	07/12/2015 at 14.00 hrs.
6.	Last date of physical submission of EMD.	07/12/2015 up to 14.00 hrs.
7.	Technical Bid opening date	07/12/2015 at 14.00 hrs.
8.	Financial Bid opening date.	To be notified later.


 EXECUTIVE ENGINEER
 SALT LAKE CONSTRUCTION DIVISION

Memo No. 1477 (21) , Dated : 26.11.2015

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
- 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.
- 9) The Executive Engineer, Metropolitan Drainage Division-I, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jalasampad 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.


EXECUTIVE ENGINEER
SALT LAKE CONSTRUCTION DIVISION