



सत्यमेव जयते

Govt. of West Bengal  
Urban Development Department  
Office of the Sub-Divisional Officer  
Salt Lake Sewerage Sub-Division  
Nirman Bhavan (Ground Floor)  
Salt Lake City, Kolkata- 700091

**NOTICE INVITING QUOTATION NO. 01 OF 2015-16 OF SUB-DIVISIONAL OFFICER SALT LAKE SEWERAGE SUB-DIVISION.**

[Memo No..... , Dated : .....2015]

1.0 Separate Sealed Quotations are hereby invited for approval/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.

2.0

Sl. No.	NAME OF WORKS	TIME OF COMPLETION	COST OF TENDER DOCUMENTS	EARNEST MONEY (in Rs.)
01	" MAINTENANCE AND UPKEEPING OF PARKS AND GARDENS IN CE- BLOCK GREEN VERGE AT SALT LAKE CITY, KOLKATA – 91 , FOR 6(Six) MONTHS"	6(Six) MONTHS	Rs. 755.00	2% of Quoted Amount
02	" MAINTENANCE AND UPKEEPING OF PARKS AND GARDENS IN AE- BLOCK GREEN VERGE AT SALT LAKE CITY, KOLKATA – 91 , FOR 6(Six) MONTHS"	6(Six) MONTHS	Rs. 755.00	2% of Quoted Amount

**IMPORTANT EVENTS AND DATES OF THIS NIQ**

Sl.	NAME OF EVENTS	DATE AND TIME
01	Last Date of Application for Issue of Quotation Document:	09.11.2015 up to 14.00 Hrs.
02	Date of Issue of Quotation Document with Schedule	09.11.2015 from 15.00 Hrs. up to 17.15 Hrs.
03	Date of Submission of Quotation:	16.11.2015 up to 14.00 Hrs. at Tender Box of Salt Lake Sewerage Sub-Division.
04	Date of Opening of Quotation	16.11.2015 immediately after 14.00 Hrs.

**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) for work Sl. No. 01 and in CE-Block Green Verge for work Sl. No. 02 by 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 PARKS	TOTAL AREA
01	AE – Block Green Verge. ( Part – I & II)	6650 Sqm
02	CE – Block Green Verge.	8450 Sqm

3. 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, Animal Cages, Playing equipments etc.
	AE – Block Green Verge. ( Part – II )	Fountains, Toys, Walk-ways, Gazebo, Animal Cages, Playing equipments etc.
2.	CE – Block Green Verge.	Fountains, Toys, Walk-ways, Gazebo, Animal Cages, Playing equipments, Rabindra Mancha including children park 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 :-

- The intending bidders will have to submit self-attested photo copy the following documents without which participation in the bid will be informal.
  - Permanent Account Number (PAN) of Income Tax Department.
  - Vat Registration certificate.
  - Professional Tax registration certificate.
- The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.
- 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.
- The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
- The bidders are bound by the terms and condition of W.B.F No. 2911 along with the specification, notice of Quotation along with all enclosures, Special terms & condition, if any and schedule of works etc. Which forms part and parcel of the contract. 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 .**
- BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.RATE SHOULD BE QUOTED IN OWN LETTERHEAD OF THE AGENCY AND IN AND AS PER ATTACHED SCHEDULE.**
- No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
- 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.**
- Earnest money of @ 2% of Quoted amount by the agency in Indian currency FOR WORK VIDE SL. NO. 01 and SL. NO. 2** 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 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.
- 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.
- Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.
- Any corrigendum regarding this NIQ will be form part of the agreement contract.

13. Any suppression /mis representation 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.
14. 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.
15. The successful bidder/ quotationer will have to execute formal agreement in relevant W.B.F.2911 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, 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.
16. 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.
17. 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.

**18. Schedule of Works: As per attached Schedule.**

**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 **Rs. 2.50 (Two point five zero) lakhs FOR WORK VIDE SL. NO. 1 & 2**, during last 5(five) years may participate for works in this Quotation.
- b) Registered bonafide, reliable and resourceful agencies/firms *having sufficient experience in execution of any civil works* having a value of single work does not less than **Rs. 5.00 lakhs (Five point zero) lakhs FOR WORK VIDE SL. NO. 1 & 2**, during last 5(five) years may also participate for works in this Quotation.

**5.0 Terms & Conditions:**

1. Parks are to be maintained throughout the contractual period of Six Months..
2. Grass lawns in the parks are to be properly 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.

#### 6.0 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 1.00 p.m. to 3.00 p.m. from **03<sup>rd</sup> November'2015 to 09<sup>th</sup> November' 2015.**
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 half year / 183 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.

*Sd/-*

Sub-Divisional Officer  
Salt Lake Sewerage Sub-Division

Memo No. 442/1 (19) , Dated : 02.11.2015

#### 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](http://www.wburbandev.gov.in) please.
- 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, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 10-17) 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 Electrical Sub-Division/ Salt Lake Mechanical Sub-Division.
- 18-19) Accounts branch / Office Notice Board.

*Sd/-*

Sub-Divisional Officer  
Salt Lake Sewerage Sub-Division