

Government of West Bengal
Urban Development Department
Office of the Sub-Divisional Officer
Salt Lake Sewerage Sub-Division
Nirman Bhawan, Second Floor
Salt Lake, Kolkata-700091

**NOTICE INVITING QUOTATION NO. 01 OF 2016-17 OF THE SUB-DIVISIONAL OFFICER,
SALT LAKE Sewerage SUB-DIVISION.**

Sealed quotations are hereby invited by the Sub-Divisional Officer, Salt Lake Sewerage Sub-Division, Nirman Bhawan, Salt Lake, Kolkata-91 on behalf of the Governor from bonafied outsider and resourceful contractors expected having sufficient experience for similar nature of work (and acceptance of lowest rate as per approval of the Special Engineer, Salt Lake Reclamation & Development Circle) , for the works as under

1. **Comprehensive Maintenance and up-keeping of Parks and Gardens in CE Block Green Verge at Salt Lake City, Kolkata-700 091 for 6(Six) months.**
2. **Comprehensive Maintenance and up-keeping of Parks and Gardens in AE Block Green Verge at Salt Lake City, Kolkata-700 091 for 6(Six) months.**

A. SCOPE OF WORK TO BE PERFORMED:

Maintenance of existing grass lawns within CE Park and AE Park Green Verge, Supplying and stacking good earth , Supplying and stacking sludge (adequate for Horticultutre work), Spreading sludge, dump manure, Masintaining of Flowering Plants and Shrubs with CE Park and AE Parks, Maintenance of hedge for six months of CE Park and AE Park, Maintenance of Trees for Six months for CE Parks and AE Parks Green verge, Supplying Unarmed Security Guard of CE Park and AE Park of Green Verge, Supplying of daily Labour of CE Parks and AE Park green verge, Supplying Sweeing cleaning of dry leaves , rubbish, garbage etc. of CE Park and AE Parks and green verge, For cutting trimming and removing etc. of CE Park as and when required, for Clening of gazebos of CE Park and AE Park.

B. IMPORTANT DATES AND MATTERS TO BE NOTED:

Sl.	MATTER TO BE NOTED	NOTES/DATES
01	Last Date of Application:	05.07.2016
02	Date if Issue:	07.07.2016
03	Last Date of Purchase:	08.07.2016
04	Cost of Quotation Documents:	Rs.250.00
05	Earnest Money to be deposited:	2.00 % of 'Quoted Amount' as Bank Draft/Pay Order drawn in favour of the Executive Engineer, Salt Lake Construction Division, payable at Kolkata .
06	Date of Submission of Quotation in Sealed Cover:	12.07.16 up to 14.00 Hours at 'Tender Box' at Office of the Sub-Divisional Officer, Salt Lake Water Supply Sub-Division.
07	Date of Opening:	12.07.16 immediately after 14.00 Hours.
08	Time of Completion:	6(Six)months.

C. Eligibility for participation :

with Central Government / MES / Railways for execution of civil works are eligible to participate. Credentials of work executed under Urban Development Department will be accepted. Credentials of works executed under State Government Department,, Zilla Parishads, WBHIDCO, Central Government Department, may also be considered. Completion certificates, containing name of work, tender number, actual year of completion (as per MB) and gross final value of works, issued by competent authority are to be furnished by the intending tenderer as credential.

D. Submission of Application:

Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Salt Lake Water Supply Sub- Division ,Urban Development Department. Intending quotationers should apply for quotation papers in their respective Letter Heads the self-attested photo copy of the following documents .

- a) Permanent Account Number (PAN) of Income Tax Department.
- b) Vat registration certificate.
- c) Professional tax registration certificate.
- d) Completion Certificate/Payment Certificate(s) for one single similar work worth at least 50% of the value of the work for which Tender Papers is desired, executed within last 5 (five) years .

E. Eligibility to participate :-

- a) **Registered bonafide, reliable and resourceful agencies/firms having sufficient experience in execution of similar type of works having a value of single work does not less than Rs. 1.00 (One Point Zero Zero) Lakh during last 5 (five) years may participate for works in this Quotation.**

F. Issue of quotation paper:

- a) No quotation paper will be supplied by Post.
- b) No quotation will be issued after expiry of date and time mentioned in the Notice.
- c) Intending quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer.
- d) To verify the competency, capacity and financial stability of the intending quotationer(s), the tender/quotation Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.

G. Submission of Quotation:

- a) **Before submitting any quotation, the intending quotationers should make themselves acquainted, thoroughly, with the local conditions prevailing, by actual inspection of the site and take into considerations all aspects including transportation of materials, communicating facilities, climate conditions, nature of soil, availability of local labours and market rate prevailing in the locality etc.**
- b) Sealed quotation should be submitted, as per attached schedule, in cover super scribing the name of the work on the envelope and addressed to the proper authority.
- c) Submission of Quotation by Post is not allowed.
- d) **The quotationer should quote the rate both in figures and in words on the basis of percentage above/below or At Par on the Schedule attached with the Quotation Paper and also in their own letter head.** The rate should be quoted in one single handwriting and preferably with the same ink. Rates quoted in different hand writing shall be treated as informal.
- e) Any quotation containing over writing is liable to be rejected.
- f) All corrections are to be attested under the dated signature of the quotationer without which quotationer may be informal.
- g) Any letter or other instrument submitted, separately, in modification of the sealed tender may not entertained.
- h) Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any resp is liable to be summarily rejected.

- i) Earnest Money, @ 2.0% of quoted amount as noted in the list of works, in the form other than those mentioned below, will not be accepted
 - 1) Demand Pay/Pay Order/Bank Draft/Deposit at call Receipt, Banker's Cheque of any scheduled Bank in the locality in favour of the Executive Engineer, Salt Lake Construction Division.
 - 2) Receipted Challan of Reserve Bank of India or Treasury showing the deposit to be credited under the Head 'P.W. Deposit' in favour of the Executive Engineer, Salt Lake Construction Division

Note: No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Quotation without the specified earnest money will be treated as informal.

H. Opening , evaluation and acceptance of tender/quotation:

- a) The Quotation will be opened, in presence of the participating tenderers or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Tender Opening Register.
- b) Lowest valid rate/amount may be forwarded to the Special Engineer, Salt Lake Reclamation and Development Circle for approval / acceptance of rate. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.
- c) The Quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotation received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationers.
- d) The quotationer will have to, if so desired by the Quotation Accepting/Approval Authority, submit his/her/their analysis to justify the rate quoted by him.

I. Formal Tender Agreement :

- a) After approval from the end of Special Engineer, S.L.R. & D.C. and as per approval there of agreement may be done with the Executive Engineer, Salt Lake Construction Division

J. Bid Validity:

The Tender/ Bid will be valid for 60 days from the date of opening quotation.

K. Execution of Formal tender after acceptance of tender/Quotation:

- a) The successful The quotationer, whose tender is approved for acceptance, shall within 15 days of the receipt of work order to him, will have to execute 'Formal Agreement' with the Department in duplicate copies of W.B.F. No 2911(ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned ,each @ Rs. 255.00 , failing which the Earnest Money shall forthwith stand forfeited in favour of the Government and the communication of acceptance of the tender shall automatically stand cancelled.

L. Return of Earnest Money of the Unsuccessful Tenderer(s) / Quotationer(s):

- a) For the return of the Earnest Money of the unsuccessful quotationer (s), he/they is/are to apply for the same to the Executive Engineer, Salt Lake Construction Division giving the reference to the work, N.I.Q. No., date of niq, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationer other than the lowest quotationer in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.

M. Withdrawal of Tender/Quotation:

- a) If any quotationer withdraws his quotation before its acceptance or refuses/fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal /refusal /failure, he/she/they shall be disqualified for submitting any tender in this Sub-Division/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.
- b) The successful quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.

N. Payment:

Memo No : 351, Dated : 01-07-2016

Copy forwarded for information to the :

1. The Principal Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata-700064.
2. The Chief Engineering Advisor, Salt Lake project ,Nirman Bhawan ,Bidhannagar, Kolkata-700091
3. Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan.
4. ✓ Computer Cell of Urban Development Department, Nagarayan, DF Block, Salt Lake, Kolkata-700064.They are requested to publish this NIQ in the departmental website of U.D. Department www.wburbandev.gov.in
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, 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. Sub-Divisional Officer, Salt Lake Water Supply Sub-Division. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
10. Sub-Divisional Officer, Store Sub-Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
11. Divisional Accounts Officer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
12. Office Notice Board.



Sub-Divisional Officer
Salt Lake Sewerage Sub-Division