

**Government of West Bengal**  
**Department of Urban Development and Municipal Affairs**  
**Office of the Sub-Divisional Officer**  
**Salt Lake Roads Sub-Division**  
**Nirman Bhawan, Gr. Floor**  
**Salt Lake, Kolkata-700091**

**Notice Inviting Quotation No.01 of 2018-19 of Sub-Divisional Officer, Salt Lake Roads Sub-Division**  
**[Circulation Memo No 447, Dated-15.05.2018]**

Sealed quotations are hereby invited by the Sub-Divisional Officer, Salt Lake Roads 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 work: Up keeping works including sweeping and cleaning of common toilets, common corridor, outside courtyard, stair case, footpath, Bituminous road, Garden etc. in Mayukh Bhawan Premises under Salt Lake Roads Sub-Division of BMS Division at Salt Lake, Kolkata-91.

**A. SCOPE OF WORK TO BE PERFORMED (MAINLY OF TWO TYPES OF WORK):**

A. a) Sweeping and cleaning of roof, mummy room etc. of Mayukh Bhawan every day except Sunday and Govt. Holidays.

b) Sweeping and cleaning of dirt, shoots etc from walls, ceilings and floors of Staircase, common passage, of Mayukh Bhawan every day within 9-30 A.M.

c) Collection of garbage (both bio-degradable and non bio-degradable) every day and disposing it off to the vats for further disposal. The garbage vats are to be kept closed all through the day to prevent entry of stray animals.

B. a) Sweeping and cleaning of entire road net work, car parking area, common passages surrounding the building are to be undertaken every day throughout the year.

b) Cutting, removing and maintaining height of grass below 50mm within Mayukh Bhawan premises and gardens that should be kept entirely cleaning throughout the contract period.

C. a) Spreading of sufficient quantity of bleaching powder surrounding the building, drainage pits and around of existing Vats within Mayukh Bhawan premises once in every 15(fifteen) days to achieve clog / litter free area.

b) Sweeping & cleaning of entire existing underground drainage as well as sewerage net work including all catch pits, manholes are to be undertaken once in every two months, clogs and congestion in those lines if happen in between also to be removed immediately.

D. Washing and cleaning of P.V.C. storage tanks over roof tops of the buildings in campus including disinfecting those Reservoir by using bleaching powder or any other suitable means as directed bi-monthly in every year.

E. Watering, trimming, and manicuring of existing trees and plants to give a good appearance and look within Mayukh Bhawan premises on regular basis as directed and seasonal flowers and plants / hedges may be planted as directed within front side 04(four) nos. gardens and maintained through the entire contractual period.

Instead of Scope of work : sweeping and cleaning of common toilets, common corridor, outside courtyard, stair case, foot path, Bituminous road, Garden etc. in Mayukh Bhawan Premises. and all other terms and conditions of the N.I.Q. will remain unchanged.

**B. IMPORTANT DATES AND MATTERS TO BE NOTED:**

Sl.	MATTER TO BE NOTED	NOTES/DATES
01	Credential Necessary for application:	Similar works of 50,000.00 or any Civil work having amount not less than 1 Lac.
02	Last Date of Application:	24.05.2018
03	Date if Issue:	25.05.2018
04	Last Date of Purchase:	29.05.2018
05	Cost of Quotation Documents:	Rs.255.00
06	Earnest Money to be deposited:	2.00 % of 'Quoted Amount' as Bank Draft/Pay Order drawn in favours of the Executive Engineer, B. M. S. Division, payable at Kolkata .
07	Date of Submission of Quotation in Sealed Cover:	31.05.2018 up to 14.00 Hours at 'Tender Box' at Office of the Sub-Divisional Officer, Salt Lake Roads Sub- Division.
08	Date of Opening:	31.05.2018 immediately after 16.00 Hours.
09	Time of Completion:	06 (Six) Month.

### Eligibility for participation :

Contractors, Enlisted or outside bonafide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered 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 Roads Sub-Division ,Urban Development Department, Bidhannagar Municipal Services Division 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) G.S.T. Enrolment / GSTIN / 15digit No.
- c) Professional tax registration certificate.
- d) Completion Certificate/Payment Certificate(s) for one single similar work worth Rs 3.00 Lac at least 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 of 50000.00* or any Civil work having amount not less than 1 Lac. 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 quotation may be informal.
- g) Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
- h) Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- i) Earnest Money, @ 2.00 % 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. Bidhannagar Municipal Services 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, Bidhannagar Municipal Services 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 authorized 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, Bidhannagar Municipal Services 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, Bidhannagar Municipal Services 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:**

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

#### **O. Special Terms & Conditions:**

1. The Bidder shall have to comply with the provisions of (a) Contract labour (Regulation & Abolition) Rules, 1970, and (b) Minimum Wages Act, 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
2. 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.

3. 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.
4. No mobilization / secured advance will be allowed unless specified otherwise.
5. For non execution of any item as per attached schedule i.e. for un-attending that parts of work deduction may be made proportionately and Reduced Rate may be done considering total working days as per schedule work interval as quantity\* and Total Amount Offered/ quantity\* as rate and Reduced Rate may be done.
6. VAT/Sales Tax, Cess , Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
7. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags, bleaching powder coir ropes, hand cart, broom, bucket etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
8. A machine page numbered Site Order Book (with triplicate copy) will have to be maintained at site by the contractor and the same has got to be issued from the Engineer-in-charge before commencement of the work. Instructions given by inspecting officers will be recorded in this book and the contractor must note down the action taken by him in this connection as quickly as possible.
9. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
10. All possible precautions should be taken for the safety of the people and workforce deployed at worksite as per safety rule in force. Contractor will remain responsible for his labour in respect of his liabilities under the Workmen's Compensation Act etc. He must deal with such cases as promptly as possible. Proper road signs as per P.W.D. practice will have to be made by the contractor at his own costs while operating a public thoroughfare.
11. The contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge so that most vulnerable reach and/or vulnerable items be completed before the date needed by the Department due to impending monsoon or rise of water level or for other reasons.

*SO*

**Sub-Divisional Officer  
Salt Lake Roads Sub-Division**

**Dated : 15.05.2018**

**Memo No: 447(8)**

**Copy forwarded for information to the :**

1. The Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department, Nirman Bhawan, Salt Lake Kolkata-700091.
2. The Executive Engineer, B. M. S. Division, Nirman Bhawan, Salt Lake, Kolkata-700091.
3. The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kolkata-700091.
4. The Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, Salt Lake, Kolkata-700091.
5. The Sub-Divisional Officer, Salt Lake Drainage Sub-Division, Nirman Bhawan, Salt Lake, Kolkata-700091
6. The computer cell, Urban Development Department, Govt. of West Bengal, Nagarayan Salt Lake, Kolkata with a request to upload the Notice in Departmental website [www.wburbandev.gov.in](http://www.wburbandev.gov.in) for wide circulation.
7. The Divisional Accounts Officer, BMS Division.
8. Office Notice.

*P. S. M.*  
*15.5.18*

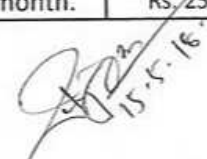
**Sub-Divisional Officer  
Salt Lake Roads Sub-Division**

**GOVERNMENT OF WEST BENGAL  
URBAN DEVELOPMENT  
&  
MUNICIPAL AFFAIRS DEPARTMENT  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
SALT LAKE ROADS SUB-DIVISION  
NIRMAN BHAWAN (GROUND FLOOR)  
SALT LAKE, KOLKATA-700091**

**List of work**

**NIQ No.01 of 2018-19 of S.D.O., Salt Lake Roads Sub-Division**

Sl. No.	Name of Work	Estimated Amount Put to Tender	Time of Completion	Cost of Tender Documents	Earnest Money to be Deposited
1	Cleaning, sweeping and washing of common floors, dado / skirting, toilets, common corridor, stair cases, lobbies, open courtyard, service shed, car parking space, roof tops, office premises, chajjas, outside corridors roof, from top floor to ground floor including supplying mather mazdoor, daily mazdoor etc., Cleaning, Sweeping of footpath, bituminous road net work, open spaces of premises etc. Cleaning, washing & disinfecting the P. V. C. over head tanks, under ground reservoir etc. (bi-monthly), Cutting & removing jungles, creppers, weeds etc. within Bhavan premises & 04nos. front side gardens including watering trimming, maintaining & manicuring the existing trees and plants in the existing 04nos. front side gardens & if necessary new seasonal flowers and plants / hedges may be planted and maintained through the entire contractual period. Cleaning outside & inside sewerage & drainage line with manhole & gully pits (bi-monthly). Removing garbage from the working site and disposal of the same to the nearest vat for further disposal & rubbish, earth etc. should be disposed beyond the compound round the year at Mayukh Bhavan. (Except Govt. Holidays)		06(six)-month.	Rs. 255.00	

  
**Sub-Divisional Officer  
Salt Lake Roads Sub-Division**