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Govt. of West Bengal
Deptt. of Urban Development and Municipal Affairs
Office of the Sub-Divisional Officer
Salt Lake Reclamation Sub-Division No-I
Nirman Bhavan (Second Floor)
Salt Lake, Kolkata- 700091

Notice Inviting Quotation No. 01/SLRST Of 2020-2021 Of S.D.O. Salt Lake Reclamation Sub-Div No-I

- 1.0 Separate sealed Quotations are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Deptt. Of Urban Development and Municipal Affairs on behalf of the Governor of West Bengal, for the work as mentioned below, from eligible, bonafide, reliable and resourceful contractors having sufficient experience in execution of similar type of works.

Name of work:-	<u>Comprehensive up keeping and deep cleaning of Nagarayan Building at Block-DE, Plot No 8 ,Sec-I, Salt Lake, Kol-64 under Saltlake Reclamation Division</u>
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Time of Completion:- 3 months.

2.0 SCOPE OF WORK:-

Please find Annexure Schedule attached herewith.

ADDITIONAL TERMS AND CONDITIONS:-

- The quoted price should be inclusive of all taxes and duties.
- The quoted price should be inclusive of all Manpower, carriage, loading & unloading, lifting etc.
- The materials should be delivered & used within stipulated time.
- The materials will be warranted for the period mentioned by the manufactures.
- Any types of damaged material will not be accepted . If any damage found at the time of receiving, should be replaced by new item.
- Work to be carried out as per item description & as per satisfaction of E-I-C

3.0 GENERAL TERMS & CONDITIONS:-

- The intending bidders will have to submit self-attested photocopies of the following documents without which participation in the bid will be informal.
 - Permanent Account Number (PAN) of income Tax Department.
 - GST Registration no certificate/Acknowledgement of GST application.
 - Professional Tax registration certificate.
- Participation in this offer deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting 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 conditions of W.B.F. No- 2911(ii) along with the specification, notice of Quotation along with all enclosures, special terms and conditions, if any and schedule of works etc. which form part and parcel of the contract.
- The period of contract for execution of the work is for 2 months from the date as may be mentioned the Work

Order, but the contract may be terminated at any point of time in the event of mal-performance of the agency.

6. OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.

7. No conditional offer/proposal shall be accepted and shall be deemed as 'informal'.

8. The accepting authority reserves the right to reject any or all the offers/proposals received without assigning any reason whatsoever to the intending participants including lowest offer/ proposal received.

9. Willing supplier will have to quote their rates both in words and figures in the prescribed format.

10. Cost of Quotation Paper: Rs. 250.00.

Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Urban Development Department and to be submitted in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700 091

Last Date and Time for submission of application for issue of quotation papers is 27.04.2020 up to 14-00 hours.

Last date of purchase of quotation papers is on 27.04.2020 up to 16-00 hrs.

Last date of dropping of quotation papers is on 28.04.2020 up to 14-00 hrs. in the office of the Sub Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 28.04.2020, immediately after 14-00 hrs. in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

11. Earnest Money:- 2% of the total amount (Min Rs.10,000 or as per E-I-C direction) in the form of Crossed bank Draft/Deposit at call Receipt, Banker's Cheque of any Scheduled Nationalised Bank in the locality in favour of the Executive Engineer, Salt Lake Reclamation Division.

Eligibility to participate:-

Registered contractors having knowledge of this type of work only may participate in this Quotation.

4.0 Special Terms and conditions:-

1. Any corrigendum regarding this NIQ will be uploaded in the website of the Dept. U.D. & M.A. i.e. www.wburbanservices.gov.in along with publication through 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 funds.

3. The intending bidders are to quote their offers 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 supply.

5. For any other information the applicants are requested to visit the undersigned on any working day from 11.00 A.M. and 4 P.M. till 23.03.2020.

5.0 Additional terms & conditions including Modifications of Clause No 17 and Clause No 25 of West Bengal Form No 2911/2911(i)/2911(ii)

(This bears concurrence of Group T of Finance (Audit) Department vide their U.O. No 614: Dated 06.07.2012., Jt Secretary PW DEPT MEMO NO. 5784/1(14)-PW/L&A/2M-175/2017 DT 12/09/17)

1) Clause -17 of Contract of the Printed Tender Form shall be submitted by the following:-

Clause 17.-If the contractor or his workmen or servants of authorised representatives shall break , deface, injure or destroy any part of the building in which they may be working or any building, road curbs, fence, enclosure, water pipes cables, drains, electric or telephone post or wires, trees grass of grassland or cultivated ground contiguous to the premises on which the work or any part of it is being executed, or any damage shall happen to the work from any cause whatsoever or any imperfections become apparent in it any time whether during its execution or within a period of three years after issuance of certificate of its completion issued by the Engineer- in- charge shall mend good the same at his own expenses, or in default, the Engineer- in- charge may cause the same to be made good by other workmen and deduct the expense of which the certificate of the Engineer- in- charge shall be final from any sums , whether under this contract or otherwise, that may be then, or at any time thereafter became due to contractor by the Government or from his security deposit, or the proceeds of sale thereof or of a sufficient portion thereof and if the cost, in the opinion of the Engineer- in- charge (which opinion shall be final and conclusive against the contractor), or of making such damage or imperfections good shall exceed the amount of such security deposit and/ or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

The security deposit of the contractor shall not be refunded before the expiry of three years after the issuance of the certificate, final or otherwise of completion of the work by the Engineer- in- charge.

Provided that the work shall not be deemed to have been completed unless the "Final Bill" in respect thereof shall have been passed and certificate for payment by the Engineer- in- charge.

Provided further that the Engineer- in- charge shall pass the "Final Bill" and certify thereon, within a period of forty-five days with effect from the date of submission thereof by the contractor under this contract and shall also issue a separate certificate of completion of work to the contractor within a period of forty- five days. The certificate of Engineer- in- charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the contractor held with the Government under the provision of Clause-1 hereof shall be refundable to the contractor in the manner provided here under.

- (i) 30% of the security deposit shall be refunded to the contractor on expiry of one year after the issuance certificate of completion of work.
- (ii) Further 30% of the security deposit shall be refunded to the contractor on expiry of two years.
- (iii) The balance 40% of the security deposit shall be refunded to the contractor on expiry of three years.

N.B.- Provided that in respect of the of work of repair or maintenance in nature or a combined thereof, the words "Three years" wherever in this clause shall be deemed to be one year and in which case the security deposit of the contractor held with the Government under the provision of Clause-1 hereof shall be refundable to the contractor on expiry of one year after the issuance of certificate of work by the Engineer- in- charge.

2) "Modifications of Clause Relating to Settlement of Disputes under Condition of Contract."

Clause 25 for work value more than 100 Lacks of W.B.F. No. 2911/2911(i)/2911(ii) will be read as "Clause25"- Except where otherwise provided in the Contract all questions and disputes relating to the meaning of specifications, designs, drawings and instructions therein before mentioned and as to qualify of workmanship or materials used on the work or these conditions or otherwise concerning to work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter.

If the contractor considers any work demanded of him to be outside the requirement of the contract, or disputes in any drawings, record or decision given in writing by the Engineer- in- charge or any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, shall be promptly requested within 15(Fifteen) days to the Chairman of the "Dispute Redressal Committee" shall give its written instruction or decision. Thereupon, the "Dispute Redressal Committee" shall give its written instruction or decision within a period of Three (03) months from the date of receipt of the Contractor's letter.

"Dispute Redressal Committee" in each of the works' Department should be having the following officials as members:-

1	Additional Chief Secretary/ Principal Secretary/ Secretary to the Concerned Department	Chairman
2	Engineer-in Charge/Chief Engineer or any officer equivalent rank in the Department.	Member
3	One Designated Chief Engineer / Engineer of the Department to be nominated by the Department concerned	Member Secretary and Convener
4	One representative of the Finance Department of the Government not below the rank of Joint Secretary or Finance Advisor in case of the Works' Department where FA System has been introduced.	Member

The Provision will be applicable irrespective of the value of the works to which the dispute may arise.

3) **Alter Clause 24**

In present printed W.B. Form No. 2911, 2911(i), 2911(ii) of this office/Division, in page no 9, Clause 25 as mentioned here will be included and from Clause 25 to Clause 29 of page 09 and 10 of this Form will have to be read as Clause 26 to Clause 30 as per the following table. As per above, Clause 17 to be read as in modified Form, and applicable for the work.

Sl No.	As mentioned in presently supplied W.B. Form No 2911, 2911(i), 2911(ii)	Actually to be read as
1	From Clause 1 to 24	Clause 17 only modified
2	Within Clause 24 and Clause 25 of Existing / Supplied Form	Clause 25 will be inserted / Included.
3	Clause 25	Clause 26
4	Clause 26	Clause 27
5	Clause 27	Clause 28
6	Clause 28	Clause 29
7	Clause 29	Clause 30

[Signature]
Sub-Divisional Officer
Salt Lake Reclamation Sub-Division-I

Memo No : 135/(20)

Dated: 20/04/2020

Copy forwarded for information & necessary action to:

- 1) The Addl. Chief Secretary, Dept. U.D. & M.A., Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Dept. U.D. & M.A., (Salt Lake Project), Nirman Bhawan, Salt Lake, Kolkata.
- 3) The Special Engineer, Salt Lake Reclamation & Development Circle, U. D. & M.A., Salt Lake, Kolkata.
- 4) The Administrator, Bidhannagar, Nirman Bhawan, Salt Lake, Kolkata-700091.
- 5) The Director of Information, Department of Information and Cultural Affairs, Writers' Building, Kolkata-700001, with a request for its wide circulation throughout the State.
- 6) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Kolkata-700091.
- 7) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata-700091.
- 8) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata-700091.
- 9) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata-700091.
- 10-17) The SDO/ Salt Lake Roads Sub-Division /Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-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., Nirman Bhavan, Kolkata
- ✓ 18) The computer cell, Dept. U.D. & M.A., Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata with a request to upload the Notice in Departmental website www.wburbanservices.gov.in for wide circulation.
- 19) Office Notice Board.
- 20) The Divisional Accounts Officer, Salt Lake Reclamation Division.


[Signature]
Sub-Divisional Officer
Salt Lake Reclamation Sub-Division-I

Schedule for the work :-Comprehensive up keeping and deep cleaning of Nagarayan Building at Block-DF, Plot No 8 ,Sec-I, Salt Lake, 64 under Saltlake Reclamation Division .

01/S.L.R.S I of 2020 -21

RIQ NO-

Sl no	Description of item	Quantity	Unit	Rate	Amount
1	<p>A. Deep cleaning of the Nagarayan building with mopping of floors,doors,windows,tables and chairs with antiseptics.1.All floors of the building are to be mopped with disinfectant/antiseptics thrice every day.The first round should be completed within 10.00am in the morning and the 2nd round will be at 1.30pm at the afternoon.A 3rd round to be taken up from 5.00pm in the evening. 2. All doors,windows,tables,chairs,almirahs,file cabinets are to be deep cleaned with antiseptics thrice daily following the same protocol as has been maintained at 1 above. 3. The agency entrusted to carry out the deep cleaning should deploy adequate manpower to ensure proper cleaning is done.</p>	3.00	per month		
2	<p>B.Sweeping and cleaning of garage space, stair case, toilets, floors of all storeys including cleaning and dusting of glasses and curtains at windows, doors & partitions, cleaning and sweeping of lifts, roof of Nagarayan Building. Details of Scope of works to be executed. 1. Stair cases (Two separate stair case) are to be cleaned by sweeping including cleaning of handrails regularly and washing by water twice in a week. 2. Each and every toilet blocks and single toilets from ground floor to 5th floor are to be cleaned and sanitized on regular basis. 3. Each and every toilet blocks and single toilets are to be sanitized by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder, bad odour absorber etc. as required and always to be kept in usable condition. 4. Floors (including offices' floors, corridors and common spaces but excluding toilets) at Ground, 1st, 2nd, 3rd, 4th ,5th and 6th floors are to be cleaned by sweeping & washing including removing of spider cob regularly. Area of cleaning of floors at ground floor will exclude Canteen, Panel Room and Library. The floors as said must remain clean throughout the day. 5. Cleaning of floors at every storey will include cleaning of open walls at the frequency as stipulated per respective floors. 6. Cleaning of floors at 5th floor will include spraying of room freshener in the chambers of M.I.C. and Principal Secretary two times a day on regular basis. 7. Glasses at windows and doors at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by soft liquid soap on regular basis. The curtains of windows at 5th floor are to be cleaned of dust and spider cob on regular basis. 8. The work also includes cleaning and sweeping of open car park area, pavements and garage space on regular basis. 9. Inside of 3 nos. of Lifts on two entrances are to be cleaned regularly. 10. The roof above 6th floor is to be cleaned once in a month. 11. Tentative Size/Area/Nos and location of toilet:Gr Floor: 2 Toilet blocks 1st Floor: 2 Toilet blocks + 2 attached Toilets 2nd Floor: 2 Toilet blocks 3rd Floor: 2 Toilet blocks 4th Floor: 2 Toilet blocks + 1 attached Toilet 5th Floor: 3 Toilet blocks + 1 attached Toilet 6th Floor: 2 Toilet blocks + 1 attached Toilet 12. Total floor area: Each floor (From Ground to 6th): 1076 sqm (approx.)(including area of bathrooms and staircases) TOTAL AREA: 7x1076=7532sqm (approx.) 13.Open car parking with pavements Total area: 780 Sq Mt 14.sweeping and cleaning of campus of Nagarayan including uprooting small shrubs and cutting grass. 15.The agency has to deploy manpower all the time during the office hours and after office hours, if required, to keep the building in proper condition.</p>	3.00	per month		


 Sub-Divisional Officer
 Salt Lake Reclamation Sub-Division-I