



**NOTICE INVITING QUOTATION NO. 02 OF 2015-2016 OF EXECUTIVE ENGINEER, BIDHANNAGAR  
MUNICIPAL SERVICES DIVISION.**

Separate sealed Quotation are 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 works mentioned below and as per schedule attached herewith, from eligible bonafide, reliable and resourceful Quotationers having sufficient experience in execution of similar type of works.

**Name of Work:-** Up keeping works including sweeping and cleaning of common toilets, common corridor, outside courtyard, stair case, footpath, Bituminous road net work, garden etc. in Mayukh Bhavan Premises at Salt Lake, Kolkata-700091.

**Time of completion:-** 06(Six) Months.

**Price of each schedule is Rs. 250.00 ( Rupees two hundred fifty ) only.**

✓ **Scope of Work : --**

1. a) Sweeping and cleaning of roof, mummy room etc of Mayukh Bhavan 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 Bhavan everyday 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.
2. a) Sweeping and cleaning of entire road network, car parking area, common passages surrounding the building are to be undertaken everyday throughout the year.  
b) Cutting ;removing and maintaining height of grass below 50mm within Mayukh Bhawan premises that should be kept entirely clean throughout the contract period
3. a) Spreading of sufficient quantity of bleaching powder surrounding the building, drainage pits and around of existing vats within Mayukh Bhavan 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 network including all catchpits, 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.
4. 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.
5. Watering, trimming, and manicuring of existing trees and plants to give a good appearance and look within Mayukh Bhavan premises on regular basis as directed and new seasonal flowers and plants / hedges may be planted and maintained through the entire contractual period.

✓ **Prayer for issue of quotation papers may be addressed to the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department and to be submitted in the office of the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.**

✓ **Last Date and Time for submission of prayer with all papers for permission of submitting quotation papers is on 05.10.2015 up to 14-00 hours.**

✓ **Last date and time of issue of quotation papers is 07.10.2015 up to 14-00 hours.**

- ✓ Last date of dropping of quotation papers is on 08.10.2015 up to 14-00 hrs. in the office of the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.
- ✓ Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 08.10.2015, immediately after 14-00 hrs. in the office chamber of the the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, 1<sup>st</sup> Floor, Salt Lake, Kolkata- 700091.
- ✓ The Quotation documents and other relevant particulars may be seen by the intending Quotationer or by their duly authorized representatives during office hours between **11.00 A.M. and 2.00 P.M. on every working day, till 01.10.2015**, in the office of **the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata - 700091.**
  2. a) Intending Quotationers should apply for submitting Quotation papers in their respective Letter Heads enclosing attested copies of the following documents, originals of which and other documents like Registered Partnership ( for Partnership Firms) etc. are to be produced on demand.
  - b. The intending Quotationer will have to submit self attested photo copy of the mentioned documents, a) **Permanent Account Number(PAN) of Income Tax Department**, b) **VAT Registration Certificate with online VAT receipt of the last quarter.** c) **Professional tax registration certificate.**
  - c) Eligibility Certificate issued by the A.R.C.S. (for Engineers' Co-operatives and Labour Cooperatives);
  - d) **Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation paper**
- ✓ **Credential :-**
  - (i) Intending tenderer should produce credentials of similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of this tender notice; or,
  - (ii) Intending tenderer should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or,
  - (iii) Intending tenderer should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above
  - (iv) In case of running works, only those tenderes who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency. i.e. the quotationers.  
[This is as per Memo No. 03-A/PW/O/10C-02/14 , Dated: 12.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]
- 5. a) Tender paper can be had by the shortlisted intending quotationers or by their duly authorised representatives, on cash payment of requisite amount (non-refundable) from the office of the Executive Engineer, Bidhannagar Municipal Services Division as shown in the broad sheet published by the tender issuing authority against the name of each intending quotationers , within the specified date and time.
- b) No tender paper will be supplied by Post.
- c) No tender paper will be issued on the date of opening of tenders and after expiry of date and time mentioned in the Notice.
- 6. Before submitting any tender, 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 labourers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts, afterwards.
- 7. **Earnest Money, as noted in the list of works, in the form other than those mentioned below, will not be accepted.**
  - a. 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.
  - b. Government Security duly pledged to the Executive Engineer, Bidhannagar Municipal Services Division.
  - c. Crossed bank Draft/Deposit at call Receipt, Banker's Cheque of any **scheduled Nationalized Bank in the locality** in favour of the **Executive Engineer, Bidhannagar Municipal Services Division.**
  - d. **No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Tender without the specified earnest money will be treated as informal.**
- 8. **Earnest Money for works, as noted in the list of work, will have to be deposited by the contractors, Unemployed Engineers' Cooperatives & Labour Cooperatives with the tender. Anybody desirous of exemption from depositing Earnest Money, is to furnish along with his Tender, self attested copy of document exempting him from depositing Earnest Money for the tender.**
- 9. The Quotationers should quote the rate both in figures and in words on the basis of percentage above/below or At Par on the Schedule of Rates attached with the Tender Form and also in the space provided in the Tender Form.

10. 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.
11. Any quotation containing over writing is liable to be rejected.
12. All corrections are to be self attested under the dated signature of the Quotationers without which tender may be informal.
13. When a Quotationer signs his Tender in an Indian Language, the total amount tendered should also be written in the same language. In the case of illiterate Quotationers r, the rates tendered should be attested by a witness.
14. The quotationers who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the tender) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Tender will not be considered and the deposited Ear nest Money will be forfeited.
15. **Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.**
16. Conditional Tender, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- 17 **ST and PT clearance certificate and IT return of the last financial year (ITR-V) & PAN should remain valid at least up to the date of opening of the Tenders. VAT online receipt of last quarter should be submitted. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.**
- 18 The Tender Accepting Authority does not bind himself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason whatsoever to the intending tenderers and also reserves the right to distribute the work amongst more than one Quotationer.
- 19 The Quotationer will have to, if so desired by the Tender Accepting Authority, submit his/her/their analysis to justify the rate quoted by him.
- 20 The quotationers will be opened, as specified in the list of works, in presence of the participating quotationers s 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.
- 21 *The successful quotationer will have to execute the duplicate copies of his tender which will have to be obtained by additional cash payment in the office of the Executive Engineer, Bidhannagar Municipal Services Division, within 7(seven) days from the date of receipt of the intimation of acceptance of his quotation, 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.*
- If any quotationers withdraws his tender 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 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.
- 22 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.
- 23 Materials such as Cement, Steel materials, etc., if available in stock, will be issued by the Department to the Contractor for the work as per Issue Rate fixed by the Engineer-in-Charge. Site of issue of materials as mentioned in the list of materials to be supplied departmentally to the contractor is furnished with the tender documents for the work. Any other materials not listed therein, if supplied by the Department, the Issue Rate for such material will be fixed by the Engineer-in-Charge, value of which shall be recovered by the department.
- 24 Hire charges for Tools & Plants Machinery, if issued departmentally, will be recovered from the contractor at such rates as will be fixed by the Engineer-in-Charge. The period of hire charges of all Tools & Plants Machinery issued from the Government go-down will be counted from the date of their issuance from the go-down and up to the date of return into the same go-down and the hire charges will be recovered from the contractor, accordingly. All Tools & Plants, Machinery issued to the contractor must be returned in good condition. In the case of any damage, the cost of repair to such damage or replacement will be recovered from the contractor.
- 25 **In the following cases a tender may be declared informal and unacceptable.**
- Correction, alterations, additions, etc. if not attested by the tenderer.**
  - Earnest Money in the form of Government Security etc. not held by the tenderer and not properly pledged, Earnest Money in the form of T. R. Challan, D.C.R/Demand Draft, etc. which are deposited short and/or not deposited in favour of the Executive Engineer, Bidhannagar Municipal Services Division.**
  - If the Tender Form is not properly filled in respect of the general description of the work, Estimated Cost, Rate of deduction of Security Deposit, etc. in page-2 and other pages of Tender Form as are required to be filled in.**
  - If the specified pages of the Tender Document are not signed by the tenderer.**
  - If the tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.**
- 26 For the return of the Earnest Money of the unsuccessful quotationers, 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.T. No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationers other than the lowest quotationers in each case, may be refunded, after acceptance of the rate in the comparative statement, as early as possible.
- 27 **To verify the competency, capacity and financial stability of the intending quotationer(s), the Tender Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.**

The payment of R/A 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.

- 29 Normally, quotation Papers for not more than one work in any one NIT will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIT, Tender Paper Issuing Authority may issue Tender Paper for any serial even though it may not be preferred by the applicant.
- 30 As per Finance Departments, Audit Branch Memo No. 8182-F(Y), dated 26.09.12 clause -25 of 'arbitration' will be treated as deleted for these works.
- 31 Recent modification of Clause -17 of contract as per P.W.D., CRC Branch Order No. 177-CRC/2M-57/2008, dated 12.07.12 may be applicable for these work and will be as per decision of Engineer-in-Charge.
- 32 If in any reason any date as mentioned herewith and related with this quotation falls or declares as holiday then the next day will be treated as the working day for this purpose.
- 33 For Detail NIT, Corrigendum and Addendum, if any, Office Notice Board and Departmental Website of Urban Development Department (and may also by login through [www.wburbandev.gov.in](http://www.wburbandev.gov.in), Govt. of West Bengal may be followed.
- 34 Modifications of Clause No-17 and Clause No-25 of West Bengal Form No.2911/2911(i)/2911(ii) will be the part of agreement of the contract. (As per concurrence of Group-T of Finance (Audit) Department vide their U.O.No.614 Dated 06.07.2012.
- 35 For Corrigendum, if any, Office Notice Board may please be followed which will be the part of the agreement of the contract.
35. 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 1.50 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
36. Item wise rates should be quoted both in figures and words inclusive of all taxes.

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EXECUTIVE ENGINEER  
BIDHANNAGAR MUNICIPAL SERVICES DIVISION

Memo No: - 6-29A-1407(09)

Dated: 24.09.2015

Copy forwarded for information to the:-

1. Chief Engineering Advisor, Salt Lake Project, Nirman Bhawan, Salt Lake, Kolkata-91.
2. Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
3. Executive Engineer, Salt Lake Construction Division,, Nirman Bhawan, Salt Lake, Kolkata-91.
4. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
5. Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kolkata-91.
6. Sub-Divisional Officer, Salt Lake Roads Sub-Division., Nirman Bhawan, Salt Lake, Kolkata-91.
7. The Computer Cell, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata-64 with a request to upload the Notice in Departmental website [www.wburbandev.gov.in](http://www.wburbandev.gov.in) for wide circulation.
8. Accounts Branch/BMS Division
9. Notice Board of this Office.

Executive Engineer

Bidhannagar Municipal Services Division