



सत्यमेव जयते

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. 02 OF 2017-2018 OF S.D.O. SALT LAKE RECLAMATION SUB-DIVISION NO-I

1. Separate sealed Quotations are invited for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Deptt. U.D. & M.A. on behalf of the Governor of West Bengal, for the works as mentioned below, from eligible, bonafide, reliable and resourceful contractors having sufficient experience in execution of similar type of works:-

Name of works:	(1) Annual maintenance and routine care of existing garden at State Guest House (Indira Bhawan), DE Block, Sec-I, Bidhannagar, Kolkata-700064.
	(2) Annual maintenance and routine care of existing garden at Nagarayan, DF Block, Sec-I, Bidhannagar, Kolkata-700064.

Time of completion:	1 (One) Year
Cost of schedule:	Rs. 750/-

2. **SCOPE OF THE WORK:-**

- Maintaining the lawn with top dressing of good earth and fine sand with admixture of organic manure like bone dust, vermin compost, powder neem oil cake, blood weal, horn weal etc. including removal of old patches of grass sods which are damaged in places and renovating them with supply of new compact turf throughout the year.
- Maintaining the ground cover plants (like widelia, zebrine, duranta goldiava, ixora etc) by providing good earth and hedges plants (like acalypha, alternanthera, ixora, duranta, eranthemum, lantana, etc.) by providing good earth and admixture of powdered organic manures etc throughout the year.
- Plantation of annuals (seasonal flowers) with supply of seedlings including applying manure to the bed. Good quality well rotten cow dung manure should be used when necessary throughout the year.
- seedling of winter annuals: Cineraria, Impatiens, Antirrhinum, Salvia, Cherry Gold, Nicotiana, Calendula etc. Summer Annuals (seasonal flowers) : Summer petunia, Zinnia, Sunflower, Cosmos Clondyne, Balsam etc.
- Preparation of border with dwarf variety seasonal flower like Dahlia, Chrysanthemum, Marigold (inca variety) etc. and new flowering shrubs/ creepers like Bauhinia, Calliandra, Gardenia, Bougainvillea, etc. also to be planted in separate beds with use of necessary manure.
- Supply of earthen plot of different sizes and shapes and colour washing the same when necessary throughout the year.
- Keeping the area adjacent to garden clean each and every day throughout the year by cutting and sweeping jungles and removing kitchen / canteen wash & food waste and dispose the same to any nearby vat out of the campus.

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

Last Date for submission of application for issue of quotation papers is 08.09.2017 upto 16-00 hrs.

Last date of purchase of quotation papers is on 11.09.2017 upto 14-00 hrs.

Last date of dropping of quotation papers is on 13.09.2017 up to 14-00 hrs. in the office of the Sub Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Deptt. of Urban Development and Municipal Affairs, 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 13.09.2017 after 14-00 hrs. in the office chamber of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division No-I, Deptt. of Urban Development and Municipal Affairs, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

4. **Earnest Money:-** 2% of the total amount 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.
5. The Quotation documents and other relevant particulars (if any) may be seen by the intending Quotationer or by their duly authorized representatives during office hours between 11.00 A.M. and 4 P.M. on every working day, till 08.09.2017, in the office of the Sub-Divisional Officer, Salt Lake Reclamation Sub-Division No-I.
6. a) Intending Quotationers should apply for 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) GST Registration no certificate/Acknowledgement of GST application and PT clearance certificate and IT PAN valid at least up to the date of opening of the Quotations. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
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.**
7. **Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any quotation/quotation under the Sub-Division/Division/Circle for at least 3(three) years from the date of detection, in addition to such other penal action as the Government may deem proper.**
8. Intending Quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working days after the date of issue of quotation paper. A copy of such communication should also be submitted to the Quotation Paper Issuing Authority within the same period, failing which no such appeal will be entertained.
9. a) **No quotation paper will be supplied by Post.**
b) **No quotation paper will be issued on the date of opening of quotations and after expiry of date and time mentioned in the Notice.**
10. 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 labourers and market rate prevailing in the locality etc. as no claim whatsoever will be entertained on these accounts, afterwards.
11. The Quotationer should quote the rate both in figures and in word. **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.**
12. Any quotation containing over writing is liable to be rejected.
13. All corrections are to be attested under the dated signature of the Quotationer without which quotation may be informal.
14. When a Quotationer signs his quotation in an Indian Language, the total amount should also be written in the same language. In the case of illiterate Quotationer, the rates quoted should be attested by a witness.
15. The Quotationer, who will sign on behalf of a Company or Firm, must produce the registered documents (within 3 days from the date of opening the quotation) 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 Quotation will not be considered.
16. Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.
17. Conditional Quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.

18. GST, Royalty, Building Working Cess and all other statutory Levy/Cess etc. will have to be borne by the Contractor (he/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work).
19. The Quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending Quotationer and also reserves the right to distribute the work amongst more than one Quotationer.
20. The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his/her/their analysis to justify the rate quoted by him.
21. The Quotations will be opened in presence of the participating Quotationer or their duly authorised representatives, who may be present at the time of opening and who may also put their signatures in the Quotation Opening Register.
22. The successful Quotationer will have to execute the duplicate/triplicate/quadruplicate copies of his quotation which will have to be obtained by cash payment from the office of the Executive Engineer, Salt Lake Reclamation Division, within 7(seven) days from the date of receipt of the intimation of acceptance of his quotation, failing which the communication of acceptance of the Quotation shall automatically stands cancel.
23. 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.
24. **In the following cases a Quotation may be declared informal and unacceptable.**
 - a. Correction, alterations, additions, etc. If not attested by the Quotationer.
 - b. If the quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on the Cover.
 - c. If the total amount is not written both in figures and words.
25. 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.
26. Normally, Quotation Paper for not more than one work in any one NIQ will be issued to an applicant, who may indicate the SI. Nos. of the work in the order of priority. However, depending on response to various serials in the NIQ, Quotation Paper Issuing Authority may issue Quotation Paper for any serial even though it may not be preferred by the applicant.
27. Rate is inclusive of all labours, materials and transportation charges etc.

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

Memo No. : 681/(18) (20)

Dated: 01/09/17

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-70000, 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.wburbandev.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