



Govt. of West Bengal
Department of Urban Development & M A
Office of the Sub-Divisional Officer
Salt Lake Drainage Sub-Division
Nirman Bhavan (First Floor)
Salt Lake City, Kolkata-700091

**NOTICE INVITING QUOTATION NO. 02 of 2017 -2018 OF SUB-DIVISIONAL OFFICER,
SALT LAKE DRAINAGE SUB-DIVISION**

Separate sealed quotations 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 work mentioned below and as per schedule attached herewith, from eligible, bonafide, reliable and resourceful quotationers.

Name of work:-Supply of five no of Four Drawer Steel file cabinet and one no. of Tumbour Door Unit for different offices within the jurisdiction of B.M.S. Division under Salt Lake Drainage Sub-Division of BMS Division at Salt Lake , Kolkata-91.

Time of completion : 14(Fourteen) Days

Price of each schedule - Free of cost.

1. Prayer for issue of quotation papers may be addressed to the Sub-Divisional Officer, Salt Lake Drainage Sub-Division, Urban Development Department and to be submitted in the Office of the Sub-Divisional Officer, Salt Lake Drainage Sub-Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.
2. Last Date and Time of application for issuance of quotation paper is 01/09/2017 up to 14-00 hours.
3. Last date and time of issue of quotation papers is 01/09/2017 up to 14-00 hours.
4. Last date of dropping of quotation papers is on 05/09/2017 up to 14-00 hrs. in the Office of the Sub-Divisional Officer, Salt Lake Drainage Sub-Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.
5. Date and time of opening of quotation in presence of the participants or his/her/their authorised representatives is on 05/09/2017, at 15-00 hrs. in the office chamber of the the Sub-Divisional Officer, Salt Lake Drainage Sub-Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.
6. 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 31/08/2017, in the office of the Sub-Divisional Officer, Salt Lake Drainage Sub- Division, Urban Development Department, Nirman Bhavan, Salt Lake, Kolkata- 700091.
7. a) Intending Quotationers should apply for submitting Quotation papers in their respective Letter Heads enclosing self 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 following documents, a) Permanent Account Number (PAN) of Income Tax Department, b) GST Registration/Enrolment Certificate 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
8. a) Quotation paper can be collected by the shortlisted intending quotationers or by their duly authorised representatives, from the office of the Sub-Divisional Officer, Salt Lake Drainage Sub- Division as shown in the broad sheet published by the quotation issuing authority against the name of each intending quotationers , within the specified date and time.
b) No quotation paper will be supplied by Post.
c) No quotation paper will be issued on the date of opening of quotations and after expiry of date and time mentioned in the Notice.
9. 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. **Earnest Money, 2% (Two percent) of the quoted amount, 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 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.
Tenders without the specified earnest money will be treated as informal.

10. Earnest Money for works, 2% (Two percent) of the quoted amount, will have to be deposited by the contractors, Unemployed Engineers' Cooperatives & Labour Cooperatives with the quotation. Anybody desirous of exemption from depositing Earnest Money, is to furnish along with his Tender with self attested copy of document exempting him from depositing Earnest Money for the quotation.
11. 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 Quotation Form and also in the space provided in the Quotation Form.
12. 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.
13. Any quotations containing over writing is liable to be rejected.
14. All corrections are to be self attested under the dated signature of the Quotationers without which quotation may be informal.
15. When a Quotationer signs his quotation in an Indian Language, the total amount quoted should also be written in the same language. In the case of illiterate Quotationers, the rates quoted should be attested by a witness.
16. 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 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 and the deposited Earnest Money will be forfeited.
17. Any letter or other instrument submitted, separately, in modification of the sealed quotation may not be entertained.
18. Conditional Quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
19. GSTIN (15-Digit)/GST Registration/GST Enrolment Certificate, PT clearance certificate, Trade License and IT return of the last financial year (ITR-V) & PAN should remain valid at least up to the date of opening of the Quotations.
20. 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 quotationers and also reserves the right to distribute the work amongst more than one quotationer.
21. 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.
22. The quotationers will be opened, as specified in the list of works, in presence of the participating quotationers 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.
23. The successful quotationer will have to execute the duplicate copies of his quotation 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 quotation shall automatically stand cancelled.
24. 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 quotation 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.
25. 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.
26. In the following cases a quotation may be declared informal and unacceptable.
 - a. Correction, alterations, additions, etc. if not attested by the quotationer.
 - b. Earnest Money in the form of Government Security etc. not held by the quotationer 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.
 - c. If the Quotation Form is not properly filled in respect of the general description of the work, Estimated Cost, Rate of deduction of Security Deposit, etc. as are required to be filled in.
 - d. If the specified pages of the Quotation Document are not signed by the quotationer.
 - e. If the quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
27. 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.Q. No., date of quotation, 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.
28. To verify the competency, capacity and financial stability of the intending quotationer(s), the Quotation Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.
29. 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.
30. Normally, quotation Papers for not more than one work in any one NIQ 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 NIQ, Quotation Paper Issuing Authority may issue Quotation Paper for any serial even though it may not be preferred by the applicant.
31. As per Finance Departments, Audit Branch Memo No. 8182-F(Y), dated 26.09.12 clause -25 of 'arbitration' will be treated

33. 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.
34. For Detail NIQ, 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) Govt. of West Bengal may be followed.
35. 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.
36. For Corrigendum, if any, Office Notice Board may please be followed which will be the part of the agreement of the contract.
37. Item rates should be quoted both in figures and words inclusive of all applicable taxes.

Additional terms and conditions:-

- 1) The Executive Engineer of the Division concerned will be the Engineer-in-Charge in respect of the contract and all correspondences concerning rates, claims, change in specification and/or design and similar important matters will be valid only if made by the Engineer-in-Charge. If any correspondence of above quotation is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and approved by him. The instruction given by the Sub-Divisional Officer and the Sub-Assistant Engineer on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute, the decision of Engineer-in-Charge shall be final and binding.
- 2) The Government shall not be held liable for any compensation due to machines becoming idle for any circumstances including untimely rains, other natural calamities, strike, etc. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
- 3) 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.
- 4) No mobilization / secured advance will be allowed unless specified otherwise.
- 5) All working tools and plants, scaffolding, construction of vats and platforms will have to be arranged by the contractor at his own cost. The contractor shall also supply mazdoors, bamboos, ropes, pegs, flags etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
- 6) 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.
- 7) The work will have to be completed within the time mentioned in the tender notice. A suitable work programme is to be submitted by the contractor within 7 (Seven) days from the date of receipt of Work Order which should satisfy the time limit of completion. The contractor should inform in writing the name of his authorized representative at site within 7 (Seven) days from the date of receipt of Work Order who will receive instruction of the work, sign measurement book, bills and other Government papers, etc. However the contractor will have to accept the work programme and priority of work fixed by the Engineer-in-charge.
- 8) All possible precautions should be taken for the safety of the people and work force 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.
- 9) The contractor will have to maintain qualified technical employees and/or Apprentices at site as per prevailing Apprentice Act or other Departmental Rules & Orders circulated from time to time.
- 10) The quantities of different items of work mentioned in the tender schedule or in Work Order are only tentative. In actual work, these may vary considerably. Payment will be made on the basis of works actually done in different items and no claim will be entertained for reduction of quantities in some items or for omission of some items. For execution of quantitative excess in any item beyond 10% or supplementary works, approval of the Superintending Engineer / Chief Engineer would be required depending on whoever be the Tender Accepting Authority, before making payment.
- 11) All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorized and approved source and the material brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect.
- 12) For cogent reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor before the expiry date of contract. No claim whatsoever for idle labour, additional establishment, cost of materials and labour and hire charges of tools & plants etc. would be entertained under any

When measured up and has been inspected by the Engineer-in-Charge or the Sub-Divisional officer/Assistant Engineer, as the authorized representatives of the Engineer-in-Charge and order given by him for proceeding with the latter item of work. When however, this is not possible for practical reasons, the Junior Engineer, if so authorized by the Sub-Divisional Officer/Assistant Engineer may do this inspection in respect of minor works and issue order regarding the latter item.

14) In case of fore closure or abandonment of the works by the Department, the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

15) The contractor shall have to arrange on his own cost, the required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work.

16) The contractor will arrange land for installation of his Plants and Machineries, his go-down, store yard, labour camp etc. at his own cost for the execution of the work. Departmental land, if available and if applied for, may be spared for the purpose on usual charges as fixed by the Engineer-in-charge. Before using any space in Government land for any purpose whatsoever, approval of the Engineer-in-charge will be required.

17) Departmental materials such as cement, steel, etc. will not be issued to the agency. The agency should submit the authenticated challan of the materials with the Invoices from the Distributors/Dealers approved by the Principal manufacturers and Test certificates from the organization as approved by the Engineer-in-Charge.

18) The Contractor shall also abide by the provision of the child labour (Probation & Regulation Act, 1986). No labour below the specified age (As per G.O.) shall be employed on the work.

19) Constructional Labour welfare Cess @1 % (One percent) of cost of construction will be deducted from every bill of the selected agency.

20) In connection with the work, Arbitration will not be allowed. The clause no-25 of 2911(ii) is to be considered as "Deleted clause vide Gazetted Notification No-558/SPW dated 13th Dec., 2011 of the Secretary, PWD Department.


21) No compensation for idle labour, establishment charge on or other reasons such as variation of price indices etc. will be entertained.

22) The Contractor shall have to make his own arrangement for Water, both for the work and use by his workers etc. for road rollers and for all tools and plants etc. required on the work.

23) Facilities for the Electric connection will be made by this Department against an application to the concerned Executive Engineer but the contractors have to bear all the expenses. Whenever a work is carried out in municipal area, electric lights or electric danger signals whenever available shall be provided by the contractors on the barriers as well as paraffin lights.

24) Copies of IT, P.T. Clearance certificates, GST Registration (15-Digit ID)/ Enrolment Certificate, issued by the Competent Authority and Rules framed there under etc. should be furnished/along with the applications.

25) All the plants to be kept alive with necessary nourishment during the entire security period of one year.


Sub-Divisional Officer
Salt Lake Drainage Sub-Division

Memo No : 924(7)

Dated: 22/08/2017

Copy forwarded for information & necessary action to:

- 1) The Special Engineer, Salt Lake Reclamation & Development Circle, U. D. Department, Salt Lake, Kolkata.
- 2) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Kolkata-700091
- 3) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700091
- 4) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091
- 5) The Sub-Divisional Officer, Salt Lake Roads Sub-Division, Nirman Bhawan, Salt Lake, Kolkata-70009115.
- ✓ 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 for wide circulation.
- 7) Office Notice Board.


Sub-Divisional Officer
Salt Lake Drainage Sub-Division

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT
&
MUNICIPAL AFFAIRS DEPARTMENT
OFFICE OF THE SUB-DIVISIONAL OFFICER
SALT LAKE DRAINAGE SUB-DIVISION
'NIRMAN BHAWAN (1st FLOOR)
SALT LAKE, KOLKATA-700091

Estimate for the work of:- Supply of five no of Four Drawer Steel file cabinet and one no. of Tumbour Door Unit for different offices within the jurisdiction of B.M.S. Division under Salt Lake Drainage Sub-Division of BMS Division at Salt Lake , Kolkata-91.

Sl. No.	Name of Work	Quantity	Unit	Rate	Amount
1	Supplying of Four Drawer Steel file cabinet having height 1320mm, width 470mm, Depth 620mm and thickness of steel sheet not less than 0.5mm, with high quality precision ball slide, centralized locking system with 10 lever Cam Lock, having Epoxy Polyester Powder Coated to the thickness of atleast 50 microns (+/-10). Rate includes cost of all materials, including cost of nails, screws, adhesives, labour, cess cost of carriage, contractor's profit, cost of leading, including cess and all other incidental charges and work should be executed as per decision of direction of Engineer-in charge in all respect.	5	Each		
2	Supplying of Tumbour Door Unit with two adjustable steel Shelves, PVC double shutters operating in opposite direction having height 1169mm, width 750mm, Depth 470mm and thickness of steel sheet not less than 0.7mm, with 10 lever Cam Lock through lock lever finish with Epoxy Polyester Powder Coated to the thickness of atleast 50 microns (+/-10). Rate includes cost of all materials, including cost of nails, screws, adhesives, labour, cess cost of carriage, contractor's profit, cost of leading, including cess and all other incidental charges and work should be executed as per decision of direction of Engineer-in charge in all respect	1	Each		

 F. 22105/117

Sub-Divisional Officer
Salt Lake Drainage Sub-Division