



Office of the Executive Engineer
Urban Development Department
Bidhannagar Municipal Services Division
Nirman Bhavan (First Floor) Salt Lake City
Kolkata- 700 091
Phone No-0 33 2337 3691

Memo No:- 6-29B/1119

Dated: 15.07.2016

NOTICE INVITING QUOTATIONS NO. WBUDD/BMS/NIQ-05 OF 2016-17 OF BIDHANNAGAR MUNICIPAL SERVICES DIVISION

Quotations are hereby 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 as in the table below from eligible bonafide, reliable and resourceful contractors having experience in execution of similar type of works.

NAME OF WORK:-

COMPREHENSIVE MAINTENANCE AND UPKEEPMENT OF CAMPUS OF SRABANI ABASAN OF URBAN DEVELOPMENT DEPARTMENT, GOVERNMENT OF WEST BENGAL SITUATED IN BLOCK-FC at SECTOR- III OF SALT LAKE CITY, KOLKATA-700091.

Duration of Work :- 06(Six) Months

1. SCOPE OF WORKS:

The following works be Executed for maintenance and upkeepment of SRABONI ABASAN campus :-

Sweeping and cleaning of roof, mummy rooms, walls, ceilings and floors of Staircase, common passage, of each building, Collection of door to door house hold garbage, and sweeping and cleaning of entire road network, common passages surround the buildings situated within Abasan campus. Cutting and removing grass, removal of jungles, creepers, weeds etc within all parks, play ground and other common areas within SRABANI ABASAN premises, sweeping & Cleaning of surface drains including spreading of bleaching powder,, sweeping & Cleaning of entire existing underground drainage as well as sewerage network including all catch pits, manholes etc. Washing and cleaning of overhead storage reservoirs. Watering, trimming, and manicuring of existing trees and plants, Sweeping and cleaning of community centre and its toilets etc.

Details of Scope of works to be executed :

1. a) Sweeping and cleaning of roof, mummy room etc of each building every day .
b) Sweeping and cleaning of dist, dirt, shoots etc from walls, ceilings and floors of Staircase, common passage, of each building everyday between 11 A.M to 2.00 P.M .
c)Collection of door to door Household garbage (both bio-degradable and non bio-degradable) everyday 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, common passages surround the building are to be undertaken everyday throughout the execution period .
b) Cutting and removing grass up to a height of 75mm or less or as directed & removing of jungles, creepers, weeds etc from SRABANI ABASAN premises except the same within existing play grounds and parks etc. as and when necessary or in every 2(two) months and keeping the premises entirely clean throughout the execution period.
- 3.a) sweeping & Cleaning of surface drains within SRABONI ABASAN premises are to be undertaken once in a week and spreading of sufficient quantity of bleaching powder along surface drains, drainage pits and around surroundings of existing vats within SRABANI ABASAN 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 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.
4. Washing and cleaning of storage reservoirs over roof tops of all buildings in Abasan campus including disinfecting those reservoir by using bleaching powder or any other suitable means as directed bi-monthly and to be certified by at least 5(five) tenants of the Abasan.
5. a) All parks and play ground are to be maintained by cutting and removing grass, etc up to a height of 75mm or less or as directed, and complete removal of jungles, creepers, weeds etc in every two months or as & when necessary in order to maintain the parks & play ground entirely clean throughout the execution period.
b) Watering, trimming, and manicuring of existing trees and plants to give a good appearance and look within Abasan premises on regular basis as directed. New seasonal flowers and plants / hedges may be planted and maintained through the entire contractual period.
6. Sweeping and cleaning of community centre and its surroundings and toilets within community centre are to be sanitised by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder etc. as required and should be cleaned properly on regular basis & always to be kept in usable condition.

✓ **Description on Campus of Srabani Abasan :**

- 1.0 The campus is situated at Block-FC, Sec-III of Salt Lake City, Kolkata-700 091 and comprising of:
- 2.0 367 Kathas (Approx) of land.
- 3.0 Central Park/ Playfield of 2.883 Bighas.
- 4.0 Internal bituminous road network of 0.5 Kms. and 0.4 Kms of concrete pavement.
- 5.0 02 Nos underground reservoir for receiving water supply from Bidhannagar Municipality and 2 Nos Pump house.
- 6.0 154 Nos of masonry tanks about 1000 Ltr capacity.
- 7.0 Community hall for organizing functions and festivals by the Abasiks.
- 8.0 Campus is totally fenced by boundary walls of approximately 2.0 mt height.

Details of flats at Srabani Abasans. :

Sl. No & Location	Type of Flat	No. of Tower/Building	No of Storey on each Building	No of Flats in each floor of Tower/Building	Total Nos of Flats	Area of Each Flat (m ²)
1.Srabani	A	11	4	2	88	68.03
2.Srabani	S	8	4	2	64	96.62

3. **General Terms & Conditions :-**

- ✓ *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 22/07/2016 up to 14-00 hours.**
- ✓ **Last date and time of issue of quotation papers is 25/07/2016 up to 14-00 hours.**
- ✓ **Last date of dropping of quotation papers is on 27/07/2016 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 27/07/2016, at 15-00 hrs in the office chamber of the the Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, 1st 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 22/07/2016**, in the office of the **Executive Engineer, Bidhannagar Municipal Services Division, Urban Development Department, Nirman Bhavan, 1st Floor, Salt Lake, Kolkata - 700091.**
 2. 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) VAT Registration Certificate with last quarters' payment receipt C) Professional tax registration certificate with latest payment receipt D) Credential certificates with payment certificates in similar works.
 - 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.**
- Received 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.
 - Government Security duly pledged to the Executive Engineer, Bidhannagar Municipal Services Division.
 - 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.**
 - 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 with 2% of the Quoted amount, 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, 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 Earnest 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. Current PT deposit receipt, 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 Tenders. VAT online receipt of last quarter should be submitted.
18. ***The Quotation 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 quotationers 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 Quotation 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 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. **In the following cases a tender may be declared informal and unacceptable.**
- Correction, alterations, additions, etc. if not attested by the tenderer.**

- b. 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.
- c. 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.
- d. If the specified pages of the Tender Document are not signed by the tenderer.
- e. If the tender is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
- 24 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.
- 25 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.
- 26 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.
- 27 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.
- 28 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.
- 29 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.
- 30 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.
- 31 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.
- 32 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.
- 33 For Corrigendum, if any, Office Notice Board may please be followed which will be the part of the agreement of the contract.
36. **Item wise rates should be quoted both in figures and words inclusive of all applicable taxes.**
- 4.0 **Special Terms and Conditions :-**
1. 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 matters should be duly taken care of during the work.
 2. For any other information, the applicants are requested to visit the office of the undersigned on any working day from 1.00 pm to 3.00 pm up to **22/07/2016**.
 3. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e www.wburbandev.gov.in along with publication through office notice board. The intending participants are requested to visit the website for any updates etc. in this regard.
 4. Payment shall be made on availability of fund.
 5. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
 6. 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 1.5 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.
 7. Payments shall be made quarterly after having given satisfactory service for the previous quarter subject to availability of fund. In case of delayed payment no extra claim can be made.
 8. Participants/Agencies whose performance is unsatisfactory during last five years in connection with any work executed under Salt Lake Projects shall not be considered for issuance of tender papers.

selt
EXECUTIVE ENGINEER
BIDHANNAGAR MUNICIPAL SERVICES DIVISION

Memo No: 6-29B/1119 /1(22)

Dated: 15.07.16

NOTICE INVITING QUOTATIONS NO. WBUDD/BMS/NIQ-05 OF 2016-17 OF BIDHANNAGAR MUNICIPAL SERVICES DIVISION

Copy forwarded for information to:

- 1) The Additional Chief Secretary, Urban Development Department, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
- 2) The Chief Engineering Advisor, Urban Development Department (Salt Lake Project), Nirman Bhavan, Salt Lake, Kolkata.
- 3) The Administrator, Bidhannagar, Nirman Bhawan, Salt Lake, Kol-91.
- 4) The Special Engineer, SLR&DC, Nirman Bhawan, Salt Lake, Kol-91.
- 5) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) ✓ The Computer Cell, Urban Development Department, 'Nagaryana', Block-DF-8, Sector-I, Bidhannagar, Kolkata- 700064 with a request to upload the Notice in the Departmental website, (<http://wburbandev.gov.in>) for wide circulation.
- 9-10) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division, Nirman Bhawan, Salt Lake, Kol-91.
- 11-12) Accounts Branch / Office Notice Board.


15/07/16

EXECUTIVE ENGINEER
BIDHANNAGAR MUNICIPAL SERVICES DIVISION

15/7/16