



Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Construction Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 700091

**NOTICE INVITING e-QUOTATION NO.WBUDD/SLP/NIQ-22(e) / 2014-15 OF EXECUTIVE ENGINEER SALT LAKE
CONSTRUCTION DIVISION.**

[Circulation Memo No. 68, Dated: 16.01.2015]

- 1.0 e-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 work as in the table below from eligible bonafide, reliable and resourceful Quotationers having sufficient experience in execution of similar type of works.

NAME OF WORK :	" COMPREHENSIVE MAINTENANCE AND UPKEEPING OF PARKS AND GARDENS IN AE-BLOCK GREEN VERGE(IN TWO PARTS) AND IN CE-BLOCK GREEN VERGE AT SALT LAKE CITY, KOLKATA – 91 FOR 1 (ONE) YEAR."
TIME OF COMPLETION :	1 (One) Year.

2.0 SCOPE OF WORK:

The successful bidder will have to undertake the following works:

- Maintenance and up-keeping of parks and gardens in AE-Block Green Verge(in two parts) and in CE-Block Green Verge, cleaning of walk-ways inside the parks by sweeping every day, maintenance of fountains, trimming of trees, creepers, watering of plants and green lawns etc.
- The sizes of the parks as follows :-

Sl. No.	Name of the Parks	Locations	Sizes
1.	AE – Block Green Verge. (Part – I)	Near Kestopur Khal.	125 m X 25 m.
2.	AE – Block Green Verge. (Part – II)	Near Kquality Bus Stand.	125 m X 25 m.
3.	CE – Block Green Verge.	Adjacent to Avenue – 2 near Arunachal Bhawan.	325 m X 36 m.

- Following installations are situated in AE-Block Green Verge(in two parts) and in CE-Block Green Verge.

Sl. No.	Name of the Parks	Installations
1.	AE – Block Green Verge. (Part – I)	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments etc.
2.	AE – Block Green Verge. (Part – II)	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments etc.
3.	CE – Block Green Verge.	Fountains, Toys, Walk-ways, Gazebo, Cages, Playing equipments, Rabindra Mancha etc.

The above installations are to be maintained with its total security including trimming of trees, plants, grass lawns, creepers etc.

3.0 General Information :-

1. The intending bidders will have to submit self-attested photo copy the following documents without which participation in the bid will be informal.
 - (a) Permanent Account Number (PAN) of Income Tax Department.
 - (b) Vat Registration certificate.
 - (c) Professional Tax registration certificate.
2. The bidder will not be entitled, if found not eligible in the technical bid, to participate in the financial bid.
3. Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting e-Quotation.
4. The undersigned reserves the right to annul the whole process of e-Quotation without assigning any reason whatsoever.
1. The bidders are bound by the terms and condition of W.B.F No. 2911(ii) along with the specification, notice of e-Quotation along with all enclosures, Special terms & condition, if any and schedule of works etc. which forms part of the contract.
6. **The period of contract for execution of the work is for 01 (one) year from the date as may be mentioned in the work order, however the contract may be terminated by serving fifteen days notice to the agency at any point of time in the event of mal-performance of the agency or other unavoidable reasons .**
7. **BIDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.**
8. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
9. **The accepting authority reserves the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bid/offer/proposal received.**
10. **Earnest money of Rs. 50,000.00 (Rupees fifty thousands) only for works in sl. no. (1) is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft/Pay order/Bankers cheque purchased from any nationalised bank drawn in favour of **The Executive Engineer, Salt Lake Construction Division, Payable at Kolkata**, without which the bid shall be declared as informal. The Earnest money submitted by the lowest bidder/ Quotationer, for the work whose bid/quotation is accepted, shall be converted into Security deposit and shall be refunded / returned at the end of contractual period after successful execution of work in the field. Unsuccessful bidder / quotationer may submit application for refund of their Earnest money deposit to the Executive Engineer, Salt Lake Construction Division, and that shall be released after issuance of work order to the lowest bidder, whose Bid / quotation is accepted. No adjustment of any short of above mentioned Earnest money previously deposited for other works will be considered.**
11. Additional security money amounting to be 05(five) percent of the total bid amount, including earnest money deposit, shall have to be deposited by the executing agency at the time of executing duplicate /triplicate/quadruplicate copies of agreement of contract. Moreover, remaining amount of security deposit shall be deducted from the running accounts bill of the agency to cover up 10%(ten percent) of the total value of the work executed.
12. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.
13. 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 and bidders have to participate through Govt. e-Procurement System at website <https://wbtenders.gov.in> . The intending participants are requested to visit the website for any updates etc. in this regard. Any corrigendum notice that may be issued in connection with this notice inviting quotation shall also from part of the agreement contract.
14. Any suppression /misrepresentation of fact will automatically debar the bidder from participating in any tender under the division / Circle for at least 3 years from the date of detection, in addition to such other penal action as the Government may deem proper.

15. Before submitting bid/offer/quotation, the intending bidders/ quotationers should make themselves acquainted thoroughly, with the local conditions prevailing by actual inspection to the park/garden sites and take into considerations all aspects including transportations of materials and communicating facilities, climate conditions availability of local labour etc. and market rate prevailing in the locality, as no claim. Whatsoever, will be entertained on these accounts, afterwards.
16. The successful bidder/ quotationer will have to execute formal agreement in relevant W.B.F.2911(iii) in duplicate, triplicate/quadruplicate copies which will have to be obtained by additional cash payment from the office of the Executive Engineer, Salt Lake Construction Division,with requisite fee, within 7(seven) days from the date of receipt of the intimation of acceptance of his bid/quotation, failing which the Earnest Money submitted shall forthwith stand fortified in favor of the Government and the communication of acceptance of the quotation shall automatically stand cancelled.
17. The successful bidder/quotation will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules-1972, Indian Electricity Rules-1956 and Indian Electricity Act-2003 and such other Acts as may be applicable as will be in force from time to time.
18. The payment of running account bills, as well as final bill, for the work will be made according to the availability of fund and no claim, whatsoever, due to delayed in payment will be entertained.

4.0 Eligibility to participate :-

- a) Registered bonafide, reliable and resourceful agencies/firms *having sufficient experience in execution of similar type of works (like up-keeping of Abasan/Colony/Housing Complex, Office premises, Parks and gardens/Inspection Bunglow premises)* having a value of single work does not less than 15.00(Fifteen) lakhs during last 5(five) years may participate for works in this e-Quotation.
- b) Registered bonafide, reliable and resourceful agencies/firms *having sufficient experience in execution of any civil works* having a value of single work does not less than 30.00(Thirty) lakhs during last 5(five) years may also participate for works in this e-Quotation.

5.0 Terms & Conditions:

1. Parks are to be maintained throughout the contractual period of one year.
2. Grass lawns in the parks are to be properly watered, trimmed and manicured so as to give a good appearance and look.
3. Trees are to be trimmed, periodically to give it a good shape and size, except grown up trees.
4. Dry leaves are to be accumulated everyday and kept in a small dug out and allowed to rot and to be filled up with earth and later on to be used as manures.
5. Grown-up trees and its branches cannot be cut and disposed off without approval of the competent authority.
6. Walk-way within the parks area and its lawn are to be cleaned everyday by sweeping.
7. Water body within the park if any is also to be maintained thoroughly and properly. Water in the water bodies should be changed / re-cycled periodically to maintain its freshness and cleanliness.
8. Watering of the plants and lawns are to be done everyday and also as and when required.
9. Proper care should be taken so as to maintain the existing trees and plants so that those are not withered away due to improper maintenance. If due to improper maintenance any plant dies or lawn is damaged, the same plant of the same size is to be replaced and lawn is to be re-made at no extra cost.
10. The identity card of the persons engaged for maintenance and guarding property of Govt. materials are to be issued by the agency and to be duly got authenticated by the Executive Engineer in charge and should always keep it with them.

11. Stray animals should not be allowed to enter the parks and gardens.
12. Animals and birds, if there be any are to be protected properly so that they can't be disturbed by the general public in any way..
13. No one should be allowed to throw wastage/garbage in the parks and gardens.
14. All toys, play equipments fountains gazebos and benches are to be thoroughly cleaned everyday and washed properly.
15. Plumbing and sanitary installations are to be properly guarded and in the case of any theft of plumbing materials (such as bib cocks/pillar cocks water lines etc. and other attachments) are to be immediately replaced with no extra cost.
16. No one should be allowed to enter the parks and gardens before 6.00 hours and should be asked to leave the parks and gardens after 21.00 hours of I.S.T.
17. Total security of the parks and gardens will be the responsibility of the agency.
18. If the performance is not satisfactory the contract may be terminated within fifteen days notice to the Agency.

6.0 Special Terms and Conditions :-

1. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
2. For any other information, the applicants are requested to visit the office of the undersigned on any working day from 1.00 p.m. to 3.00 p.m. from **19th January' 2015 to 2nd January' 2015.**
3. 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.
4. Payments may be made quarterly after having given satisfactory service for the previous quarter subject to the availability of fund. In case of delayed payment no extra claim can be made.

SCHEDULE OF DATES for e-Quotation :

Sl. No.	Activity.	Date & Time.
1.	Publishing Date.	16/01/2015 at 17.00 hrs.
2.	Document Download Start date.	16/01/2015 at 17.00 hrs.
3.	Bid Submission start date.	16/01/2015 at 17.00 hrs.
4.	Document Download end date.	02/02/2015 at 14.00 hrs.
5.	Bid Submission end date.	02/02/2015 at 14.00 hrs.
6.	Last date of physical submission of EMD.	02/02/2015 up to 17.00 hrs.
7.	Technical Bid opening date	02/02/2015 at 14.00 hrs.
8.	Financial Bid opening date.	To be notified later.


 EXECUTIVE ENGINEER
 SALT LAKE CONSTRUCTION DIVISION

Memo No. 68 (21) , Dated : 16.01.2015

Copy forwarded for information & necessary action to:

- 1) The Principal 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 Bhavan, Salt Lake, Kolkata- 700 091.
- 4) ✓ "Computer cell", Nagarayan, Urban Development Department, DF-8, Sector – I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbandev.gov.in
- 5) The Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 6) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 7) The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 8) The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
- 9) The Executive Engineer, Metropolitan Drainage Division-I, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 10) The Executive Engineer, Mograhat Drainage Division, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
- 11-19) The SDO/ Salt Lake Roads Sub-Division/ Salt Lake Drainage Sub-Division/ Salt Lake Reclamation Sub-Division-I & 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.
- 20-21) Accounts branch / Office Notice Board.

Chudhary
14/1/15

**EXECUTIVE ENGINEER
SALT LAKE CONSTRUCTION DIVISION**