

Government of West Bengal
Department of Urban Development and Municipal Affairs
Office of the Executive Engineer
Salt Lake Construction Division
Nirman Bhawan, Second Floor
Salt Lake, Kolkata-700091

NOTICE INVITING QUOTATION CUM EXPRESSION OF INTEREST NO.
WBUD & MAD/SLP/NIQ-13 / 2019-20 of EE, SLC Division
[Circulation Memo No: 1223 , Dated: . 19. 08 .2019]

Sealed quotations are hereby invited by the Executive Engineer , Salt Lake Construction Division, Nirman Bhawan, Salt Lake, Kolkata-91 on behalf of the Governor from bonafied outsider and resourceful contractors expected having sufficient experience for similar nature of work for acceptance of lowest rate/amount the Special Engineer, Salt Lake Reclamation & Development Circle , Nirman Bhawan , Salt Lake , Kolkata-700091.

A. SCOPE OF WORK TO BE PERFORMED:

The successful bidder will do the following works in the following sequences:

1. The successful bidder will have to prepare 3 (Three) Nos. LAY OUT PLANS (PLAN-A, PLAN-B, PLAN-C) (for each floor) at 10th & 11th floor of Subhanna building for accommodating Minister's Chamber, Officers' chambers, different sections of offices, conference hall and other utilities of SUDA in consultation with the Joint Secretary of UD-MA, Special Engineer, SLRDC; Executive Engineer, Salt Lake Construction Division and Central Mechanical Division. The **time period** of preparation of 3(Three) Nos. LAY OUT PLANS (PLAN -A, PLAN -B, PLAN -C) is **3 days** from the date of issuance of work order.
2. After approval of either of the 3 Nos. LAY OUT PLANS i.e. PLAN -A or PLAN -B or PLAN- C, the interior civil design works, electrical design works and other civil works for both the floors will have to be prepared as per approved LAY OUT PLANS (both the floors) along with all detailed working drawings and preparation of Bill of Quantities(BOQ) along with estimate for both civil & electrical works as per PWD Schedule in vogue including rate analysis of items not included in the PWD Schedule (Rate analysis should also be done in accordance with the PWD Schedule in vogue). Interior Design Works should also to be submitted with coloured 3D view pictures in both soft copy and hard copy including all possible sections and elevations including detailing of new toilet interior , if any.

Format for BOQ along with estimate:

Sl no. (1)	(*)Ref. Page no., PWD(Bldg / SP) (2)	Description of items (3)	Unit (4)	Quantity (5)	Rate (Rs) (6)	Rate including GST & CESS (Rs) (7)	Amount (Rs) (8)

[* For Non Scheduled Items , in Column (2) above it should be mentioned as 'Analyzed Rate' and analysis of the same should be given either as per PWD Schedule of Rates or from the basis of available Market Rates]

Total Amount	
Add Contingency @ 3% on Total Amount	
Grand Total	

3. Requirement of Furniture (in consultation with the Joint Secretary of UDMA, Special Engineer, SLRDC; Executive Engineer, Salt Lake Construction Division) with specifications, quantity and rates must be there in the BOQ along with estimate in the prescribed format. Present market price for determining the rates of different furniture with different specifications should be taken into consideration. Rate analysis may have to be done, if necessary.
4. The DPR should contain i) index page, ii) item wise details of estimate, iii) Abstract / BOQ along with estimate in the above format, iv) Analysis of Rates, if any, v) approved LAY OUT PLANS for both the floors and vi) all detailed working drawings etc.
5. **Time limit** for preparation and submission of DPR is **10 days** from the date of approval of the LAY OUT PLANS

6. Number of DPRs: Soft copy of DPR (in editable format) and 6 no. DPRs (Hard Copies) are to be submitted to the Executive Engineer, Salt Lake Construction Division.

B. IMPORTANT DATES AND MATTERS TO BE NOTED:

Sl.	MATTER TO BE NOTED	NOTES/DATES
01	Credential Necessary for application:	Any Similar nature of work having amount not less than 40% of the Quoted Amount.
02	Last Date of Application:	28.08.2019 up to 2.00 pm
03	Date if Issue:	28.08.2019 after 2.30 pm
04	Last Date of Purchase:	28.08.2019 after 3.00 pm
05	Cost of Quotation Documents:	Rs.250.00
06	Earnest Money to be deposited:	2.00 % of 'Quoted Amount' as Bank Draft/Pay Order drawn in favour of the Executive Engineer, Salt Lake Construction Division, payable at Kolkata
07	Date of Submission of Quotation in Sealed Cover:	30.08.19 up to 15.00 Hours at 'Tender Box' at Office of the Executive, Salt Lake Construction Division.
08	Date of Opening:	30.08.19 immediately after 15.00 Hours
09	Time of Completion:	15 Days .

C. Eligibility for participation :

Contractors, Enlisted or outside bonafide, Registered Engineers Co-operative Societies, Consortiums and Partnership Firms registered with the State Government and contractors of equivalent Grade / Class registered with Central Government / MES / Railways for execution of civil works are eligible to participate. Credentials of work executed under Urban Development Department will be accepted. Credentials of works executed under State Government Department,, Zilla Parishads , WBHIDCO, Central Government Department, may also be considered. Completion certificates, containing name of work, tender number, actual year of completion (as per MB) and gross final value of works, issued by competent authority are to be furnished by the intending tenderer as credential.

D. Submission of Application:

Prayer for issue of quotation papers may be addressed to the Executive Engineer , Salt Lake Construction Division ,Urban Development and Municipal Affairs Department. Intending quotationers should apply for quotation papers in their respective Letter Heads the self-attested photo copy of the following documents .

- Permanent Account Number (PAN) of Income Tax Department.
- Professional tax registration certificate.
- Completion Certificate/Payment Certificate(s) for one single similar nature of work having amount not less than 40% of the Quoted Amount.
- GST Registration Certificates.
- Last 2 years IT Return

E. Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms *having sufficient experience in execution of similar type of works* having amount not less than 40% of the Quoted Amount.

F. Issue of quotation paper:

- No quotation paper will be supplied by Post.
- No quotation will be issued after expiry of date and time mentioned in the Notice.
- Intending quotationer not satisfied with the decision of the Quotation Paper Issuing Authority may prefer an appeal to the next Superior Officer.
- To verify the competency, capacity and financial stability of the intending quotationer(s), the tender/quotation Paper Issuing Authority may demand production of any necessary document(s) as it may deem necessary.

Earnest Money Deposit (EMD)

Earnest money @ 2.00 % (Two Point Zero Zero Percent) of total offered amount for that work is to be submitted by the participating bidders with their quotation in the shape of Bank Draft / Bankers Cheque purchased from any nationalized 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 by the bidder whose bid / quotation is accepted by the Special Engineer, SLRDC shall be converted into Security Deposit and shall be refunded / returned at the end of the contractual period after successful execution of works in the field. Unsuccessful bidder 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 is accepted. No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered.

H. Company details

i) Registered deed of partnership firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered. However, in cases where the applicant is yet to receive Registration certificate from Todi Mansion, the applicant has to submit an affidavit in Non-Judicial stamp paper along with the application pledging that "the Registration Certificate of the Consortium / Partnership firm would be submitted to the Bid inviting authority before making agreement with the Bid accepting authority in case he is found lowest". In case of inordinate delay in submitting the document, his bid is liable to be rejected and his EMD deposited will stand forfeited to the Government. Any change in the constituents of the Consortium / Partnership Firm should also be registered from the office at Todi Mansion, Kolkata, prior to the date of application of bid otherwise his application will be rejected.

- ii) Trade license for Proprietorship firms.
- iii) Memorandum of Articles for limited companies.

The Architect(s) who are having registration from Council of Architecture will have to submit self-attested photocopy of the same. The originals will have to be produced for verification by the successful participant only. The originals will be returned after verification.

Credential / Eligibility Criteria

Registered bona fide, reliable and resourceful architectural agencies / firms having sufficient experience in execution of similar type of works may participate in this type of quotation.

Note 1: Bidders are to keep track of all the addendum / corrigendum issued with the particular bid. Bid submitted without the addendum / corrigendum will be treated as informal and liable to be rejected.

Note 2: Failure of submission of any one of the above mentioned documents will render the bid liable to summarily rejection.

Selection / Acceptance of the Successful quotation:

The acceptance of the lowest bid / quotation (L1) will be accepted by the Special Engineer, Salt Lake Reclamation & Development Circle, NIRMAN BHAWAN, Salt Lake. Kolkata-7000091.

Payment Schedule:

Payment will be made after successful completion of the work in all respect subject to availability of fund

Special terms and conditions:

- i) All the bidders are requested to go through the Scope of works, eligibility criteria etc. and site of proposed work, local conditions etc. meticulously and make themselves satisfied before participation in the quotation.
- ii) All changes in any design part of civil or electrical or interior and subsequent changes in the BOQ along with the estimate will have to be done by the selected bidder free of cost without which the work will not be considered as completed.

I. Submission of Quotation:

- a) 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 labours and market rate prevailing in the locality etc.
- b) Sealed quotation should be submitted, as per attached schedule, in cover super scribing the name of the work on the envelope and addressed to the proper authority.

- c) Submission of Quotation by Post is not allowed.
- d) **The quotationer should quote the rate both in figures and in words on the basis of the Schedule attached with the Quotation Paper and also in their own letter head.** 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.
- e) Any quotation containing over writing is liable to be rejected.
- f) All corrections are to be attested under the dated signature of the quotationer without which quotation may be informal.
- g) Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
- h) Conditional Tender, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to be summarily rejected.
- i) Earnest Money, @ 2.00 % of quoted amount as noted in the list of works, in the form other than those mentioned below, will not be accepted
 - 1) Demand Pay/Pay Order/Bank Draft/Deposit at call Receipt, Banker's Cheque of any scheduled Bank in the locality in favour of the 'Executive Engineer, Salt Lake Construction Division'.

Note: No adjustment of any sort of above mentioned Earnest Money previously deposited for other works will be considered. Quotation without the specified earnest money will be treated as informal.

J. Opening , evaluation and acceptance of tender/quotation:

- a) The Quotation will be opened, in presence of the participating tenderers 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.
- b) Lowest valid rate/amount may be forwarded to the Special Engineer, Salt Lake Reclamation and Development Circle for approval / acceptance of rate. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one quotationer.
- c) The Quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotation received, without assigning any reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationers.
- d) The quotationer will have to, if so desired by the Quotation Accepting/Approval Authority, submit his/her/their analysis to justify the rate quoted by him.

K . Formal Tender Agreement :

- a) After approval from the end of Special Engineer, S.L.R. & D.C. and as per approval there of agreement may be done with the Executive Engineer, Salt Lake Construction Division

L. Bid Validity:

The Tender/ Bid will be valid for 120 days from the date of opening quotation.

M. Execution of Formal tender after acceptance of tender/Quotation:

- a) The successful The quotationer, whose tender is approved for acceptance, shall within 15 days of the receipt of work order to him, will have to execute 'Formal Agreement' with the Department in duplicate copies of W.B.F. No. 2911(ii) which may be purchased on cash payment / in payment modes prescribed in Clause 4(i) from the office of the Executive Engineer concerned , 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.

N. Return of Earnest Money of the Unsuccessful Tenderer(s) / Quotationer(s):

For the return of the Earnest Money of the unsuccessful quotationer (s), he/they is/are to apply for the same to the Executive Engineer, Salt Lake Construction Division giving the reference to the work, N.I.Q. No., date of niq, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all quotationer other than the lowest quotationer in each case, may be refunded, after issuance of work order to the L1 (lowest) bidder.

O. Withdrawal of Tender/Quotation:

- a) If any quotationer withdraws his quotation 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 Sub-Division/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.

- b) 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.

P. Special Terms & Conditions:

1. 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.
2. Imposition of any duty / tax / royalty etc. whatsoever of its nature (after work order / Commencement and completion of the work) is to be borne by the bidder. Original Challans of those materials, which are procured by the bidder may be asked to be submitted for verification.
3. Cess @ 1% of the cost of construction works shall be deducted from the Gross Value of the Bill in terms of Finance Department Order No.853-F dated 01.02.2006. Also it is instructed to register his Establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Deputy Labour Commissioner of the region concerned.
4. No mobilization / secured advance will be allowed unless specified otherwise.
5. For non execution of any item as per attached schedule i.e. for un-attending that parts of work deduction may be made proportionately and Reduced Rate may be done considering total working days as per schedule work interval as quantity* and Total Amount Offered/ quantity* as rate and Reduced Rate may be done.
6. VAT/Sales Tax, Cess , Royalty of sand, stone chips, stone metal gravel, boulders, forest product etc, Toll Tax, Income Tax, Ferry Charges and other Local Taxes, if any, are to be paid by the contractor. No extra payment will be made for these. The rates of supply and finished work items are inclusive of these.
7. The contractor shall supply mazdoors, bamboos, ropes, pegs, flags, bleaching powder coir ropes, hand cart, broom, bucket etc. for laying out the work and for taking and checking measurements for which no extra payment will be made.
8. 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.
9. No compensation for idle labour, establishment charge or on other reasons such as variation of price index etc. will be entertained.
10. All possible precautions should be taken for the safety of the people and workforce 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.

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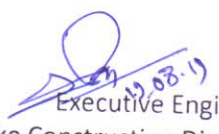
Executive Engineer
Salt Lake Construction Division

Memo No : 1223/1(11) , Dated : 19 .08.2019

Copy forwarded for information to :

1. The Chief Engineering Advisor, Salt Lake project ,Nirman Bhawan ,Bidhannagar, Kolkata-700091
2. The Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan.
3. Computer Cell of Urban Development Department, Nagarayan, DF Block, Salt Lake, Kolkata-700064.They are requested to publish this NIQ in the departmental website of U.D. Department www.wburbandev.gov.in
4. The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
5. The Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhavan, Salt Lake, Kolkata- 91.
6. The Executive Engineer, Central Mechanical Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.

7. The Sub-Divisional Officer, Salt Lake Water Supply Sub-Division. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
8. The Sub-Divisional Officer, Salt Lake Sewerage Sub-Division. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
9. The Sub-Divisional Officer, Store Sub-Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
10. The Divisional Accounts Officer, Salt Lake Construction Division, Nirman Bhavan, Salt Lake, Kolkata- 700 091.
11. Office Notice Board.


Executive Engineer

Salt Lake Construction Division

R. Kumar
19/8/15

Schedule of Work:**NOTICE INVITING QUOTATION CUM EXPRESSION OF INTEREST NO.
WBUD & MAD/SLP/NIQ-13 / 2019-20 of EE, SLC Division**

Sl	Description of Work	Quantity	Unit	Rate	Amount
01	Interior drawing , designing and detailing works of different civil & electrical works including submission of DPR in connection with composite fit-out work comprising of interior civil and electrical works, furniture, HVAC, CCTV, Public Address system, Access control system, I.T. Networking etc. work at 10 th & 11 th floor of Subhanna building, Block DF-8, Bidhan Nagar.	1	Job		
				Total Amount in Rs.	

Sd/-

Executive Engineer
Salt Lake Construction Division