



**NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ No. 06(e) OF 2025-2026 OF  
EXECUTIVE ENGINEER, SALT LAKE RECLAMATION DIVISION.**

**Memo No:** 8-173/2022/P-II/1158

**Date:** 19/11/2025

- 1.0** e-Quotation is 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 Quotationers **having sufficient experience in execution of similar type of works.** **Intending quotationers who desire to participate in the tender are requested to log on to the departmental website [www.wburbnservices.gov.in](http://www.wburbnservices.gov.in) & Govt. Tender website [https://wbtenders.gov.in](http://wbtenders.gov.in) for information about the tender.**

**NAME OF WORK:** Annual comprehensive maintenance of green space along with water fountain within ILGUS Bhavan campus, Sector-III, of Salt Lake Reclamation Sub-division-I under Salt Lake Reclamation Division, SLRDC, Salt Lake, Kolkata-91

**EARNEST MONEY DEPOSIT:** Rs. 20,000.00 (Rupees twenty Thousand) only.

**TIME OF COMPLETION:** 365 days.

**2.0 SCOPE OF WORK FOR ILGUS BHAWAN**

1. The agency shall keep the gardens in a tip-top condition by sweeping, cleaning, washing of trees round the year.
2. The Agency shall have to make the Flower Beds with the seasonal flowers as per direction of the authority at the convenient places.
3. The Agency shall have to supply at least 200 (Two hundred) Nos. Ceramic Flower Pot (12") with various seasonal flowers and decorative leaves. The said pots shall have to be replaced, if necessary, as per direction of E.I.C.
4. Regular cutting of grasses, bushes, branches of trees and shaping of trees (Seasonal flowers & Indoor Plants) shall have to be made by the Agency.
5. The regular sweeping of all inter connecting roads and pathways in the campus of ILGUS Bhavan.
6. All sorts of sapling, manures, insecticide and other materials, various tools, lawn mower etc. required for Seasonal flowers & Indoor Plants and its maintenance are to be supplied by the Agency.
7. Rubbish to be disposed off every day by the agency from the ILGUS campus at his own cost and responsibility.
8. The central water body to be cleaned on monthly basis.
9. The Agency shall provide at least one labour (26 days in a month) for proper maintenance of the Garden, Open Space, Lawn and plantation of flowers etc., in the campus of ILGUS Bhavan.
10. The Agency shall provide skilled "Mali" (one or more) as per requirement, for proper maintenance of Garden, open space of the campus etc. and also for plantations of seasonal flower, decorative leaves etc.
11. Regular cleaning with chemical like Isopropyl alcohol, Monoethanolamide and Glycol. of the glass top of the portico along with maintenance.
12. Regular nurturing of vertical garden of the portico and replacement of the plants as and when required.
13. Fountain should be maintained properly, if required, by changing sprinklers or any needful parts of the same.
14. Water grown plants like lotus or water Lily should be planted & maintained within the contract period at the water body with necessary arrangements complete.
15. Table pot of ceramic/terrazzo made including different indoor plants is to be provide & maintained as per requirement of higher authority of at least 50 (fifty) nos. of size 3" to 4" dia size.
16. If any electrical problem arises within fountain region should be solved by the agency.
17. Grass carpeting within the premises of ILGUS near about 828.98 sqm area is to be maintained and cutting once in a month / as & when required in regular basis and all the machineries including oil for the machines and other accessories will be provided by the agency.
18. Supply 2 no labour for collection of solid wastage 2 times a day throughout the year from different offices, hostel building, canteen and dispose the materials as per corporation rules.
19. The Agency shall have to spread bleaching powder along the footpath and around the buildings throughout the year when required.
20. Drainage system of ILGUS campus (both under ground & surface) to be kept clean to avoid any water logging and to maintain undisturbed flow of drainage water.

21. The entire calendar year shall be divided in following manners: Winter Season: September to February and Summer Season: March – August
22. Following are the minimum requirements for maintenance of the Garden, Open Space, Landscape etc., throughout the entire season:

Winter Season: September to February		Summer Season: March – August	
a) Chandra mallika	400 Nos.	a) Sunflower	400 Nos.
b) Merry Gold	200 Nos.	b) Zinnia	200 Nos.
c) Petunia	200 Nos.	c) Cosmos Flowers	200 Nos.
d) Dalia	200 Nos.	d) Kochi Jehu	200 Nos
e) Rose	50 Nos	E) Bel	100 nos.

Besides above, adequate and good quality of Manures, Bone Dust, Oil Cake, Compost, Insecticides, Medicines etc., as per requirement for proper maintenance and beautification of the entire Garden, Landscape, Flower Beds etc., are to be provided. The applicant shall mention the list of flowers including insecticides and other Medicines etc., to be used for maintenance of the Garden.

### 3.0 GENERAL TERMS & CONDITIONS :-

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) GST Registration certificate.
  - (c) Professional Tax registration certificate.
  - (d) ESI and EPF registration certificate including payment certificate.
  - (e) **Credential of similar work (completion certificate with schedule).**
  - (f) Upto date Trade License certificate.
  - (g) Quoted rate should include GST and other Taxes, if any.
  - (h) Bank Solvency Certificate/ credit limit certificate **preferably from the schedule** bank on their printed letter head

#### Company Details

- Partnership Deed and Trade License for Proprietorship Firms
  - Trade Licence
  - Memorandum of Articles for Limited Companies.
  - Society Registration and Bye-Laws for Cooperative Societies
  - Power of Attorney
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.
  5. The bidders are bound by the terms and condition of W.B.F No. 2911 along with the specification, notice of e-Quotation along with all enclosures, Special terms & conditions, if any and schedule of works etc. Which forms part and parcel of the contract.
  6. Payment will be done after availability of fund.
  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 :**  
The Earnest money submitted by the lowest bidder/Quotationer, 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. **If 2% of lowest bid is more than Rs. 20,000.00, the balance amount to be deposited in the form of draft from any nationalised bank at the time of contract.**

**11.1** The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e procurement.

**11.2 Mode of Payment :**

**EMD of the bidders for quotation of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00 -103-001-07" through GRIPS along with the bank particulars of the bidders.**

**Payment in any other form, e.g. NSC, KVP, DD, BC, DD, etc. will not be accepted.**

**12. Login by bidder:**

a) A bidder desirous of taking part in a quotation invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRLs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbenders.gov.in> using his login ID and password.

b) He will select the quotation to bid and initiate payment of pre-defined EMD / Quotation Fees for that quotation by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICIBank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**13. Return of Earnest Money of the unsuccessful Quotations(s):-**

Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

**14. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.**

**Validity of Bid is 120(One Two Zero) days.**

**4.0 ELIGIBILITY TO PARTICIPATE :-**

**Registered bonafide, reliable and resourceful agencies/firms**

**i) *Having sufficient experience in execution of similar type of work during last 5(five) years.***

(i) Intending tenderer should produce credentials of similar nature of completed 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 ;[This is as per Memo No. 04-A/PW/O/10C-02/14 , Dated: 18.03.2015 of Government of West Bengal, Public Works Department, Accounts Branch, Nabanna, Howrah, for amended Rule under Rule 226 (1) of PWD Code, Volume-I.]

**✓ Special Terms and Conditions:-**

a. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department i.e [www.wburbnservices.gov.in](http://www.wburbnservices.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.

b. Payment shall be made on availability of funds.

c. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.

d. 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 matter should be duly taken care of during the work.

e. 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. with **prior appointment**.

**ADDITIONAL TERMS AND CONDITIONS**

**(i) In case of any loss or damage to the installed fittings/accessories (civil), all responsibility will have to be borne by the agency and the agency will have to repair/replace the same at his own cost for smooth services throughout the entire contractual period.**

**1. Penalty: On default of the deliverables / performance parameters the penalties to be imposed as per contract is as follows:**

**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 2.0 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.

All the disputes arising from the provision of the said agreement comes under the jurisdiction of Calcutta High Court or any other competent court as the case may be. (Vide order no 215(Law)/UDMA-15011(99)/17/2023-LS-UD Dt 10/03/2023)

✓ **SCHEDULE OF Dates for e-Quotation :**

Sl. No.	Activity.	Date & Time.
1.	Publishing/ Notification Date.	19/11/2025 at 17.30 hrs.
2.	Document Download Start date.	19/11/2025 at 17.30 hrs.
3.	Bid Submission start date.	26/11/2025 at 12.00 hrs
4.	Document Download end date.	16/12/2025 at 12.00 hrs
5.	Bid Submission end date.	16/12/2025 at 12.00 hrs
6.	Technical Bid opening date	18/12/2025 at 12.30 hrs
7.	Financial Bid opening date.	To be notified later.

Synchronising with availability of time slot in eProcurement system

Sd/-


EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION

Date:19/11/2025

**Memo No: 8-173/2022/P-II/1158**

Copy forwarded for information & necessary action to the:-

1. P.S. to Principal Secretary, to the Govt. of W.B., Department of Urban Development Department & Municipal Affairs, Nagarayan, Kolkata-64.
2. The Joint Secretary to the Govt. of West Bengal, IT & e-Gov Cell, Department of Urban Development Department & Municipal Affairs, 3<sup>rd</sup> Floor, Nagarayan, Kol-64 to upload in the departmental website [www.wburbanservices.gov.in](http://www.wburbanservices.gov.in)
3. The Addl Secretary, UD&MA Department & Additional Director, SUDA, ILGUS BHAVAN,HC Block, Sector-III Bidhannagar,Kol-106,West Bengal.
4. The Special Engineer, S L R & D Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
5. Executive Engineer & T.A to Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
6. Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, Salt Lake, Kolkata-91
7. Executive Engineer, Design, Nirman Bhawan, Salt Lake, Kolkata-91
8. Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Salt Lake, Kolkata-91.
9. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
10. Head Estimator, Salt Lake Reclamation & Development Circle
11. Notice Board of this Office.

  
EXECUTIVE ENGINEER  
SALT LAKE RECLAMATION DIVISION