



Govt. of West Bengal
Urban Development Department
Office of the Executive Engineer
Salt Lake Reclamation Division
Nirman Bhavan (Second Floor)
Salt Lake City, Kolkata- 700091
Phone: +91 33 2337 1404

NOTICE INVITING e-QUOTATION NO. 01(e)/SE OF 2015-16 OF EXECUTIVE ENGINEER SALT LAKE RECLAMATION DIVISION.

- 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 agencies having sufficient experience in execution of similar type of works. Intending quotationers who desires to participate in the tender are requested to log on to the departmental website www.wburbandev.gov.in & Govt. Tender website <https://wbftenders.gov.in> for information about the tender.

NAME OF WORK: "Comprehensive up keeping of Nagarayan Building at Block-DF, Sec-I, Salt Lake City."

TIME OF COMPLETION: 1(One) Year.

2.0 SCOPE OF WORK

The successful bidder will have to undertake the following works.

- Stair cases (Two separate stair case) are to be cleaned by sweeping including cleaning of handrails regularly and washing by water twice in a week.
- Each and every toilet blocks and single toilets from ground floor to 6th floor are to be cleaned and sanitized on regular basis.
- Each and every toilet blocks and single toilets are to be sanitized by using sufficient quantity of acids, phenols, naphthalene balls, bleaching powder, bad odour absorber etc. as required and always to be kept in usable condition.
- Floors (including offices' floors, corridors and common spaces but excluding toilets) at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by sweeping & washing including removing of spider cob regularly. Area of cleaning of floors at ground floor will exclude Canteen, Panel Room and Library. The floors as said must remain clean throughout the day.
- Cleaning of floors at every storey will include cleaning of open walls at the frequency as stipulated per respective floors.
- Cleaning of floors at 5th floor will include spraying of room freshener in the chambers of M.I.C. and Principal Secretary two times a day on regular basis.
- Glasses at windows and doors at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by soft liquid soap on regular basis. The curtains of windows at 5th floor are to be cleaned of dust and spider cob on regular basis.
- The work also includes cleaning and sweeping of open car park area, pavements and garage space on regular basis.
- Inside of 3 nos. of Lifts on two entrances are to be cleaned regularly.
- The roof above 6th floor is to be cleaned once in a month.
- The roof of the canopy at left side of the building is to be cleaned once in a month.
- The agency has to deploy manpower all the time during the office hours and after office hours, if required, to keep the building in proper condition.

The following areas within Nagarayan building are to be maintained throughout the entire contractual period.

Sl No.	Description of structures within Nagarayan which are to be maintained regularly.	Tentative Size/Area/Nos and location	Remarks
1.	Toilet Blocks.	Gr Floor: 2 Toilet blocks 1 st Floor: 2 Toilet blocks + 2 attached Toilets 2 nd Floor: 2 Toilet blocks 3 rd Floor: 2 Toilet blocks 4 th Floor: 2 Toilet blocks + 1 attached Toilet 5 th Floor: 3 Toilet blocks + 1 attached Toilet	
2.	Total floor area	Each floor (From Ground to 6 th): 1076 sqm (approx.) (including area of bathrooms and staircases) TOTAL AREA: 6x1076=6456 sqm (approx.)	
6.	Covered garage space	Area: 200 Sq Mt	
7.	Open car parking with pavements	Total area: 780 Sq Mt	

ADDITIONAL TERMS AND CONDITIONS

- (i) Nagarayan Building is to be maintained throughout the contractual period of 1 (One) year.
- (ii) 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 entire contractual period.
- (iii) The identity card of the persons engaged for maintenance is to be issued by the agency and to be duly authenticated by the E.I.C and should always be kept with them.
- (iv) Official documents, electronic gadgets etc have to be kept intact while cleaning the floors of Nagarayan Building. Any damage thereby has to be borne by the agency.

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) 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.
5. 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 and parcel 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, but the contract may be terminated at any point of time in the event of mal-performance of the agency.
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. 10,000.00 (Rupees Ten thousands) only is to be submitted by the participating bidders with their quotation, in the shape of Bank Draft /Bankers cheque purchased from any nationalised bank drawn in favour of the Executive Engineer, Salt Lake Reclamation Division, payable at Kolkata, without which the bid shall be declared as informal. The Earnest money submitted by the lowest bidder/ Quotationers, 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/quotationers may submit application for refund of their Earnest money deposit to the Executive Engineer, Salt Lake Reclamation 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. Willing bidder will have to quote their rates both in words and figure in the prescribed BOQ online.

4.0 Eligibility to participate :-

Registered bonafide, reliable and resourceful agencies/firms

i) *having sufficient experience in execution of similar type of works (like up-keeping of Abasan/Colony/Housing Complex, Office premises, Inspection Bungalow premises) having a value of single work does not less than 3.00(three) lakhs during last 5(five) years*

OR

ii) *having sufficient experience in execution of any civil work like building construction, road works etc. having a value of single work does not less than 10.00(ten) lakhs during last 5(five) years*

may participate in this e-Quotation.

5.0 Special Terms and Conditions :-

1. 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.
2. Payment shall be made on availability of fund.
3. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
4. 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.
5. 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 21st April 2015 to 30th April 2015.
6. In case of any complain of negligence against the agency related to execution of work, found valid after verification, an amount @ $\{ \text{Total contractual amount per year} / 365 \text{ days} \} \times 1.5 \text{ times}$ 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 will 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.	20/04/2015 at 17:00 hrs.
2.	Document Download Start date.	20/04/2015 at 17:00 hrs.
3.	Bid Submission start date.	20/04/2015 at 17:00 hrs.
4.	Document Download end date.	05/05/2015 at 17.00 hrs.
5.	Bid Submission end date.	05/05/2015 at 17.00 hrs.
6.	Last date of physical submission of EMD.	06/05/2015 at 14.00 hrs.
7.	Technical Bid opening date	07/05/2015 12 hrs. onwards.
8.	Financial Bid opening date.	To be notified later.

S.L.R.
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

Memo No : 8-359D/2011/pt2/458(21)

Dated : 20/04/2015

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 Construction 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.

M. K. Nayak
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

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20/4/15