



**NOTICE INVITING e-QUOTATION NO. WBUD&MA/SE/SLRDC/NIQ No. 01(e) OF 2025-2026 OF
EXECUTIVE ENGINEER, SALT LAKE RECLAMATION DIVISION.**

- 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 & Govt. Tender website <https://wbtenders.gov.in> for information about the tender.**

NAME OF WORK:

Annual comprehensive upkeepment of Nagarayan Building at Block-DF, PlotNo-8, Sector-I, Bidhannagar under S.L. Reclamation Sub-division-I of S.L.Reclamation Division.

EARNEST MONEY DEPOSIT: Rs. 28,000.00 (Rupees twenty eight Thousand) only.

TIME OF COMPLETION: 365 days.

2.0 SCOPE OF WORK FOR NAGARAYAN BUILDING

The successful bidder will have to undertake the following works under the programme of Comprehensive Upkeepment.

1. Sweeping and cleaning of garage space, stair case, toilets, floors of all storeys including cleaning and dusting of glasses and curtains at windows, doors & partitions, cleaning and sweeping of lifts, roof of Nagarayan Building.
2. 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.
3. The Agency shall have to supply at least 100 (one hundred) Nos. New Ceramic Flower Pot with various plants of seasonal flowers and decorative leaves. Existing and new plants and ceramic pots are to be maintained through out the period which will include regular watering and nurturing of plants, replacement of damaged pots etc.
4. Each and every toilet blocks and single toilets from ground floor to 6th floor are to be cleaned and sanitized on regular basis.
5. Two no of overhead reservoirs (5.85mX5.55mX2.2m) are to be cleaned and disinfected at every three months interval.
6. Each and every toilet blocks and single toilets are to be sanitized by using sufficient quantity of phenols, naphthalene balls, bleaching powder, etc. as required and always to be kept in usable condition.
7. Sanitization has to be done at least twice (at 9-30am and 2-30pm) in every office day. It may be done additionally if situation demands.
8. All sanitary items like mug, bucket, fragrance pad, urinal cube, air freshener namely Odonil or other approved brand, naphthalene balls, bad odour absorber has to be supplied through out the period.
9. 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.
10. Cleaning of open walls to be done once in a week and as and when necessary by soft liquid soap.
11. Carpet at M.I.C' chamber to be cleaned by vacuum cleaner on regular basis and by carpet shmpoo as and when required.
12. Spraying of room freshener to be done in the chambers of M.I.C. and all officers up to the level of Assistant Secretary two times per day at 10.00 A.M and 2.00 P.M.
13. Glasses of windows and doors at Ground, 1st, 2nd, 3rd, 4th, 5th and 6th floors are to be cleaned by R-3 (Glass Cleaner) twice daily first time within 10.00 a.m and second time at about 2.00 P.m or as directed by E.I.C.
14. Dust and spider cob of the curtains of windows at 5th & 1st floor are to be cleaned on a regular basis and other floors once in a week and as and when required.
15. Inside of 3 nos. of Lifts on two entrances are to be cleaned regularly.
16. Liquid soap holders are to be checked regularly and liquid soap to be provided to all liquid soap holders as and when required.

17. Sufficient nos dust bins as per requirement along with garbage disposal bags to be provided at each floor. Garbage from the dustbin to be cleaned regularly.
18. The work also includes cleaning and sweeping of open car park areas, pavements and garage space on a regular basis. Spreading of bleaching powder to be done twice in a month and as and when required.
19. Sweeping and cleaning of the campus of Nagarayan including uprooting small shrubs and cutting grass.
20. The roof above the 6th floor is to be cleaned at least once in a week, according to requirements.
21. All garbage to be disposed from campus as per existing municipal rules.
22. Pest control to be done once in a month on the specified date of E.I.C.
23. All curtains of the building are to be deep cleaned quarterly or as directed.
24. The agency has to deploy at least one person at each floor all the time during the office hours and after office hours, if required, to attend to any problem that arises regarding Housekeeping.
25. Tentative Size/Area/Nos and location of toilet: Gr Floor: 2 Toilet blocks 1st Floor: 2 Toilet blocks + 2 attached Toilets 2nd Floor: 2 Toilet blocks 3rd Floor: 2 Toilet blocks 4th Floor: 2 Toilet blocks + 1 attached Toilet 5th Floor: 4 Toilet blocks + 1 attached Toilet 6th Floor: 2 Toilet blocks + 1 attached Toilet Total floor area: Each floor (From Ground to 6th): 1076 sqm (approx.)(including area of bathrooms and staircases) TOTAL AREA: 7x1076=7532sqm (approx.)
26. Regular cleaning with chemical like Isopropyl alcohol, Mon ethanolamine and Glycol. of the glass top of the portico along with maintenance.
27. Regular nurturing of vertical garden of the portico and replacement of the plants as and when required.

• **The successful bidder will have to undertake the following works under the programme of Intensive Cleaning as and when requires according to the instruction of the Engineering-in-charge.**

1. All floors, stair cases including handrails and floor of toilet blocks of the building are to be mopped thrice every day .The first round should be completed within 10.00am by sodium hypochlorate solution in the morning and the 2nd round will be at 1.30pm with ALSTAN II 256 at the afternoon and 3rd round to be taken up from 5.00pm in the evening by sodium hypochlorite solution .
 2. All doors, windows, tables, chairs, almirah, file cabinets are to be cleaned with ALSTACOL 25+ twice daily. First time at 10.00 a.m and second time at 2.00 P.M.
 3. Each and every toilet block and single toilets are to be sanitized by using sufficient quantity liquid toilet cleaner such as HARPIC or any other approved brand thrice daily following the same protocol as has been mentioned at 1 above.
 4. Floors (including offices' floors, corridors and common spaces at Ground, 1st, 2nd, 3rd, 4th ,5th and 6th floors are to be mopped thrice every day following the same protocol as has been mentioned at 1 above including removal of spider cob regularly. The cleaning of floors at ground floor will exclude the Canteen, Panel Room and Library. The floors as said must remain clean throughout the day.
 5. Inside of 3 nos. of Lifts are to be cleaned thrice daily by ALSTACOL25+ following the same protocol as has been mentioned at 1 above.
1. 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 1st Floor: 2 Toilet blocks + 2 attached Toilets 2nd Floor: 2 Toilet blocks 3rd Floor: 2 Toilet blocks 4th Floor: 2 Toilet blocks + 1 attached Toilet 5th 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.)	
3.	Covered garage space	Area: 200 Sq Mt	
4.	Open car parking with pavements	Total area: 780 Sq Mt	

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, CESS 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. **The period of contract for execution from the date as 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. **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 of UD&MA Department)**

11. **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. 28,000.00 (for Sl. no.-01), Rs.10,000.00 (For Sl. No.-02), 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 ICICI Bank 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 upkeppment with disinfection work (like up-keepment of Abasan/Colony/Housing Complex, Office premises, Inspection Bungalow, shopping mall) during last 5(five) years.

- (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 ;

[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.]

✓ **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 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**.
- f. Payments shall be made quarterly after having given satisfactory service for the previous quarter subject to the availability of funds. In case of delayed payment no extra claim can be made.
- g. **A day to day log book register to be maintained by the agency at Nagarayan.** Departmental representatives will note the findings about performance of the agency and sign on the log book. Representative(s) of the agency will also sign in the log book. Action will be taken on the basis of findings in the log book.

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.**
- (ii) **The identity card of the persons engaged for maintenance is to be issued by the agency and to be authenticated by the E.I.C and should always be kept with them along with proper uniform during their working hours.**
- (iii) **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.**

LIST OF MACHINES TO BE USED

As per the contract a set of machines has to be used . Details are as follows:-

Sl. No.	Machines
---------	----------

1	Vacuum Cleaner
2	Water Jet
4	Mop Wringer Trolley – 01 in each floor of the SSH
4	Ladder – 2
5	Telescopic Pole

1. List of Consumables to be used

Manufacturer – Johnson & Johnson/P&G/Hindustan Unilever/ Esson/ Johnson Diversy/ Bengal Chemicals	
Sl. No.	Consumables
1	ALSTASAN II 256
2	ALSTACAL 25+
3	R-3 (Glass Cleaner)
4	R-6 (Toilet Bowl Cleaner)
5	R-9 (Wash Room Cleaner)
6	TR-101 (Carpet Shampoo)
7	TR-103 (Carpet Detergent)
8	Broom (Soft)
9	Garbage Disposal Bag - Big (Black, Blue, Red and Yellow)
10	Cleaner For WC
11	Naphthalene Ball
12	Sanitary Cube
13	Air Freshener Stick (Odonil -50gm)
14	Floor Mop –with all set
15	WC Brush
16	Toilet Paper
17	Garbage Disposal Bag - Small (Black, Blue, Red and Yellow)
18	Liquid Soap

Manufacturer – Unspecified	
Sl. No.	Consumables
1	Formalin
2	Potassium Permanganate
3	Sodium Hypochlorite solution
4	Dustbins

2. 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.

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.

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

Only for SI No-01

Sl. No.	Activity.	Date & Time.
1.	Publishing/ Notification Date.	04/04/2025 at 17.30 hrs.
2.	Document Download Start date.	04/04/2025 at 17.30 hrs.
3.	Bid Submission start date.	11/04/2025 at 13.00 hrs
4.	Document Download end date.	25/04/2025 at 13.00 hrs
5.	Bid Submission end date.	25/04/2025 at 13.00 hrs
6.	Technical Bid opening date	28/04/2025 at 13.00 hrs
7.	Financial Bid opening date.	To be notified later.

Sd/-
EXECUTIVE ENGINEER
SALT LAKE RECLAMATION DIVISION

Memo No: 8-359D/2011/Pt-IV/429

Date: 04/04/2025

Copy forwarded for information & necessary action to:-

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, 3rd Floor, Nagarayan, Kol-64 to upload in the departmental website 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

4/4/25