



Government of West Bengal
Department of Urban Development and Municipal Affairs
Office of the Executive Engineer
Salt Lake Construction Division
Salt Lake, Nirman Bhavan (2nd floor), Kolkata - 700091

**NOTICE INVITING QUOTATION CUM EXPRESSION OF INTEREST NO.
WBUD & MAD/SLP/NIQ-01/ 2022-23 of EE, SLC Division**

[Circulation Memo No: 1256 Dated: 14.07.2022]

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 bonafide outsider and resourceful contractors expected having sufficient experience for similar nature of work for acceptance of lowest rate/amount by the Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-700091

Name of work: Interior Civil works including furniture, Sanitary & Plumbing works, Electromechanical and I.T. works in 10th Floor of "Subhanna" (erstwhile SGO Complex) for the new office accommodation of Project Management Unit of AMRUT 2.0 under the Department of Urban Development and Municipal Affairs at Plot no. DF-09, Sector-I, Salt Lake, Bidhannagar, Kolkata-700064.

A. SCOPE OF WORK TO BE PERFORMED:

The successful bidder(s) will do the following works in the following sequences:

1. The successful bidder(s) will have to prepare at least 3 (Three) Nos. LAY OUT PLANS (like PLAN-A, PLAN-B, PLAN-C etc.) comprising detailed planning, analysis and design in compliance with current National Building Code and other relevant applicable codes in vogue, for 10th floor of Subhanna building for accommodation of Project Management Unit of AMRUT 2.0 under the Department of Urban Development and Municipal Affairs at Plot no. DF-09, Sector-I, Salt Lake, Bidhannagar, Kolkata-700064. The time period of preparation of LAY OUT PLANS is 3 days from the date of issuance of work order.
2. After approval of LAY OUT PLAN BY THE COMPETENT AUTHORITY, the interior Civil design works, Electromechanical & I.T. design works, furniture design works and other Civil works will have to be prepared as per approved LAY OUT PLAN along with all detailed working drawings and preparation of Bill of Quantities (BOQ) along with estimate for all the works as per relevant current 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, wherever applicable). Interior Design Works should also to be submitted with coloured 3D view pictures in both soft copy and hard copy including all possible plan, sections and elevations including detailing of new toilet interior, if any, as applicable.

Format for BOQ along with estimate:

Sl.no.	(*) Ref. Page no. PWD (Bldg./S&P)	Description of Items	Unit	Quantity	Rate (Rs)	Rate including GST & Cess (Rs)	Amount (rs)
1	2	3	4	5	6	7	8
[* for Non-Schedule Items, in Column (2) above it should be mentioned as 'Analyzed Rate' and analysis of the same should be done as per current PWD schedule of Rates wherever applicable, or on the basis of available present Market Rates to be collected from at least four different agencies in case of non-availability in the relevant PWD SoR to be accepted by the rate approving authority.]						Total Amount	
						Add contingency @3% on Total Amount	
						Grand Total	

3. Preparation of Detailed Project Report :

- (a) Civil Part
- (b) Electromechanical & I.T. Part
- (c) Furniture

The D.P.R (in three above mentioned parts) should be prepared as per guidelines of the Civil wing and Mechanical & Electrical wing of Urban Development & Municipal Affairs Department in consultation with the Competent authority of UDMA Department 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 non-scheduled items with different specifications should be taken into consideration. Rate analysis has to be done, if necessary, wherever applicable.

4. The DPR should contain

- I. Index page
- II. Cost Summary
- III. Item wise detailed estimate
- IV. Abstract of cost / BOQ along with estimate in the above cited format
- V. Analysis of Rates, if any, wherever applicable
- VI. Approved SCHEMATIC LAY OUT PLANS
- VII. All detailed working drawings etc.

5. Time limit for preparation and submission of DPR is **10 days** to be reckoned from the date of approval of the LAY OUT PLANS BY THE COMPETENT AUTHORITY.

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. No.	MATTER TO BE NOTED	NOTES/DATES
1.	Date of Publishing/Notification	14/07/2022
2	Starting date of application	21/07/2022 from 14.00 hrs
2.	Last Date of Application	28/07/2022 upto 14.00hrs
3.	Last Date of issue	29/07/2022 after 14.00hrs
4.	Last Date and time of submission of quotation	02/08/2022 upto 14.00hrs
5.	Date and time of opening of quotation	02/08/2022 after 14.00hrs
6.	Credential necessary for application:	Any Similar nature of work having amount not less than 40% of the Quoted Amount.

C. General Condition

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

- (a) Permanent Account Number (PAN) of Income Tax Department.
- (b) Professional tax registration certificate.
- (c) GST registration certificate.
- (d) Latest I.T return.
- (e) Certificate of Trade License.

(f) Credential/ Eligibility Criteria

Registered bonafide, reliable and resourceful consultant agencies/firms **having sufficient experience in execution of similar type of works** may participate in this NIQ. Completion Certificate issued by the appropriate authority with schedule of works will be considered as credential. Work Order will not be considered as credential.

Others: Any other documents found necessary.

Note: *Failure of submission of any one of the above-mentioned documents will render the bid liable to summarily rejected*

1.0) General Terms & Conditions:**(A) Submission of Quotation**

1. Sealed Quotation should be submitted offline within the stipulated date and time as given in the NIQ. The bidder shall carefully go through the documents. He needs to fill up the rates in the BOQ, both in figures and 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. Any quotation containing over writing is liable to be rejected. All corrections are to be attested under the dated signature of the quotationer without which quotation may be informal. Any letter or other instrument submitted, separately, in modification of the sealed tender may not be entertained.
2. The undersigned reserves the right to disallow participation of any or all the applicants in the NIQ, without assigning any reason whatsoever and no challenge against such refusal will be entertained. The applicants will also not be entitled to any compensation for rejection of their prayer for participation in the NIQ.
3. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated hereinafter, will automatically be deferred to the next working day without further notice.
4. Participation in this NIQ deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting NIQ.
5. Any notice or instruction to be given to the participants under the terms of this NIQ shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his address as furnished.
6. The undersigned reserves the right to annul the whole process of NIQ without assigning any reason whatsoever.

7. The bidders are bound by the terms and conditions of W.B.F No. 2911 along with the specification, notice of NIQ along with all enclosures, Special Terms & Conditions, if any, and schedule of works etc. which forms part and parcel of this contract. Conditional offer will not be entertained and shall be deemed as 'informal'
8. No conditional bid/offer/proposal shall be accepted.
9. It is hereby suggested to the bidders to visit the site and assess the work before submit their rate.
10. The Special Engineer, Salt Lake Reclamation & Development Circle, Department of U.D. & M.A. is the accepting authority of this quotation.
11. Successful bidder has to execute contract with the Executive Engineer, Salt Lake Construction Division.
12. **Quoted rate should be inclusive of all taxes such as GST, CESS, IT etc., as applicable.**
13. **Earnest Money @ 2% of quoted amount in the form of Bank Draft from any Nationalized Bank is to be submitted by the bidder 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
14. Quotation paper will be issued to the agency having sufficient credential in this field.
15. Cost of quotation paper is nil.

(B) Opening, evaluation and acceptance of tender/quotation:

1. The Quotation will be opened in presence of the participating tenderers or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the Tender / Quotation Opening Register.
2. 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.
3. 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.
4. 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.

(C) Formal Tender Agreement:

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.

(D) Bid Validity

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

(E) Execution of Formal tender after acceptance of tender/Quotation

The successful 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 collected 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.

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

For the return of the Earnest Money of the unsuccessful quotationer (s), he/she/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. and its Circulated memo. no. with date, 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 / quotationer.

(G) Withdrawal of Tender/Quotation:

If any quotationer withdraws his /her/their quotation before its acceptance or refusal/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/her/them. 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.

2.0) Terms of Payment

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

3.0) Special Terms and Conditions

1. 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 matters should be duly taken care of during the work.
2. Any corrigendum regarding this NIQ will be uploaded in the website of Urban Development Department
3. i.e www.wburbnservices.gov.in W B Govt. bid website <https://wbtenders.gov.in> along with publication through office notice board. The intending participants are requested to visit the websites for any updates etc. in this regard.
4. All changes in the design will have to be done free of cost by the selected bidder/firm during execution or after execution before it put into operation. Also, any changes those are unavoidable must be done by the selected bidder free of cost.
5. Survey, etc. if required to be done by the agency.
6. Rate analysis of the items, which are not included in PWD schedule to be provided.
7. **The selected bidder/ firm have to submit Detail Project Report (six hard copies) and two soft copies to The Executive Engineer, Salt Lake Construction Division.**
8. Payment shall be made on availability of fund.
9. The intending bidders are to quote their offer taking all the above points into consideration and no extra claim whatsoever shall be admissible afterwards.
10. Expenditure for vetting to be borne by this department.
11. The intending bidders are to quote their offer taking all the above points including GST, IT, CESS etc. No Extra claim whatsoever shall be admissible after work.
12. **All other terms and condition as per Govt. rules in force.**

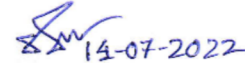
Executive Engineer
Salt Lake Construction Division

Memo. no.1256/1(9)

Dated: 14/07/2022

Copy forwarded for information & necessary action to:

1. The Additional Secretary (JC), Department of U D & M A, Govt. of West Bengal, Nagarayan, Salt Lake, Kolkata.
2. The Administrator, Bidhannagar. Nirman Bhavan, Salt Lake, Kolkata- 700 091.
3. **The Special Secretary IT/e-Gov.cell, Nagarayan, Urban Development Department, DF-8, Sector - I of Salt Lake City with request to upload the Notice in the Departmental Website www.wburbnservices.gov.in**
4. The Special Engineer, Salt Lake Reclamation & Development Circle, U.D. & M.A. Department, Nirman Bhavan, Salt Lake, Kolkata- 91.
5. The Executive Engineer, Central Mechanical Division, U.D. & M.A. Department, Nirman Bhavan, Salt Lake, Kolkata- 91.
6. The Assistant Engineer / SDO, Salt Lake Water Supply Sub-Division.
7. Accounts branch, Salt Lake Construction Division
8. Estimating branch, Salt Lake Construction Division
9. Office Notice Board, Salt Lake Construction Division

Handwritten signature and date: 14-07-2022Executive Engineer
Salt Lake Construction Division

Receipt No : 2562149/2022/IT(SECTION)(UDMA)

GOVT. OF WEST BENGAL DEPARTMENT OF UD & MA OFFICE OF THE EXECUTIVE ENGINEER SALT LAKE CONSTRUCTION DIVISION NIRMAN BHAVAN, 2ND FLOOR, SALT LAKE CITY, KOLKATA-700091.	<u>ISSUED TO:</u>
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Schedule for the work: Interior Civil works including furniture, Sanitary & Plumbing works, Electromechanical and I.T. works in 10th Floor of "Subhanna" (erstwhile SGO Complex) for the new office accommodation of Project Management Unit of AMRUT 2.0 under the Department of Urban Development and Municipal Affairs at Plot no. DF-09, Sector-I, Salt Lake, Bidhannagar, Kolkata-700064.

Time of Completion : 10(ten) days.

NIQ No. WBUD&MA/EE/SLRDC/NIQ-01/2022-23 of EE, SLCD

Notes : i) Rates of item must be quoted in both figures and words and inclusive of all taxes.


Item No.	Description of Items	Quantity	Unit	Rate Rs.	Amount Rs.
1	PREPARATION OF D.P.R (a) Civil Part (b) Electromechanical & I.T. Part (c) Furniture Part	1	Job		

Total

Rs.

Total Rupees (In both figures & words) :

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14-07-2022
Executive Engineer
Salt Lake Construction Division