



NOTICE INVITING TENDER

Dated 13.11.2019

NIT no 24/2019-20

Sealed item rate Tenders are invited in plain paper for the under noted works by the WBCADC from the bonafide, experienced, reputed contractor for execution of the following work as detailed below: -

1. a) Name of the work

Up-keeping, Sweeping & Cleaning of the entire
10 (Ten) Storied Composite Office Building.

b) Location of Site

: - Plot No.18/9, Block-DD, Sector-I, Salt Lake

c) Last date and time limit for submission
of Tender

: - 25.11.2019 at 2.00 P.M.

d) Date & time for opening of Tender

: - 25. 11.2019 at 2.30 P.M.

e) Tenure of Contract

: - Up to 31.03.2020 from the date of issue of work
order.

f) Earnest Money to be deposited

Rs 25,000.00 in the shape of Demand Draft/
Banker's cheque issued from any Nationalized/
Scheduled Bank in favour of WBCADC payable at
Kolkata or RTGS/NEFT/CBS in State Bank of
India, Account No 10263261979, IFSC No
SBIN0001504 in favour of "WBCADC"

2. The intending Tenderer may visit the site before submission of tender.

3. Intending tenderers should produce credentials of a similar nature of work executed during 5(five) years prior to the date of issue of this tender notice.

4. The intending tenderer must have GST, Income Tax, P. Tax clearance certificates and photo copies of such certificates are to be submitted along with the offer. Original certificates have to be produced, if asked, by the department.

5. The tender documents and other relevant particulars may be seen by the intending tenderer on any working day between 11-30 a.m. to 3.00 p.m. from the office of WBCADC, at 6-A, Raja Subodh Mullick Square, 9th floor, Kolkata-700 013. For details, the intending tenderers may also visit the Departmental website www.wbprd.gov.in/ www.wbcadc.com

6. The tender shall be clearly and legibly be written and the whole writing must be by the hand of the person signing tender and with the same pen & ink. Failure to do so makes the tender invalid. Erasing or overwriting shall not be allowed. Corrections in the tender should be avoided and if this becomes unavoidable, the entire tender (and not a portion only) shall be

scored out and signed (not simply initialed) by the tender in token of such cancellation. A fresh tender one of the specified manner shall be written correctly.

7. Each and every pages of the tender documents along with schedule of work (**Annexure –I**) & Standard Form of Agreement (**Annexure –II**) are to be signed (with official seal) by the intending tenderers). They will have to quote their rates (Both in figures & words) in the enclosed 'Schedule of work' (**Annexure –I**). Complete tender documents under cover of an official communication addressed to the undersigned, are to be placed in an envelope and duly sealed with the name of the work and with the name and address of the tenderer superscripted on the envelope. The sealed cover containing the tender is to be submitted to the office of WBCADC, at 6A, Raja Subodh Mullick Square, 9th floor, Kolkata-700 013 within the specified date and time mentioned herein before in sl. no. 1 (c).
8. If the day on which the tender is due has been or is declared a closed holiday of Government Offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.
9. Canvassing in connection with the quotation is strictly prohibited and the quotationers who resort to this will render his quotation liable to rejection.
10. **The acceptance of the offer will rest with the undersigned, who does not bind himself to accept the lowest quotation and reserves to him the authority to reject any or all the quotations received without assigning any reason thereof. The Authority also reserves the right to distribute the work among the participant bidders.**
11. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned (on application). The earnest money of the tenderers other than 03(three) lowest tenderers will be refunded within 10(ten) days after the comparative statement of rates obtained has been prepared checked and approved by the competent authority. The earnest money of 02(two) lowest tenderers out of 03(three) will be refunded within 07(seven) days after issuance of work order to the lowest tenderers.
12. **In case of successful bidder, the deposited earnest money will be converted as security money and will be refunded to him after successful completion of tenure of engagement mentioned under sl no 1e). If the successful bidder fails to complete the work in all respect within the tenure of engagement, the Department have the every right to terminate his contract with forfeiture of all dues, security etc.**
13. The successful quotationers shall have to execute an agreement in non judicial stamp paper of appropriate value with WBCADC which contents another set of tender documents within 7 (seven) days on receipt of intimation of acceptance of his tender. Failing to comply within the specified time the bidder shall render his contracts liable to termination. Standard form of agreement is annexed herewith (annexure-III).

14. Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of Bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
15. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
16. Based on the performance of the successful bidder, the Authority at his desire may extend the tenure of contract for another 02(two) to 03(three) months, which is binding to the existing executing agency.
17. Taxes will be deducted from the bills as per norms in vogue and only after successful completion of the work in each month, payment will be made in phases.
18. Conditional /incomplete tender will not be accepted under any circumstances.
19. The NIT will form a part of the contract.

Sd/-

Administrative Secretary,
WBCADC

&

Joint Secretary to the Govt. of West Bengal
P & RD Department

Memo No.: 100/039/01/02/Part (Maintenance)/ 448/1(7)
Copy to :-

Dated: 13.11.2019

1. Sri Debyendu Das, Special Secretary to the Govt. of West Bengal, P & RD Department
2. The Chief Engineer, P & RD Department, Govt. of West Bengal
3. The Mission Director, PBRSSM & Joint Secretary to the Govt. of West Bengal, P & RD Department.
4. The Superintending Engineer, Vetting Cell, P & RD Department, Govt. of West Bengal.

Sd/-

Administrative Secretary,
WBCADC

**Schedule for Upkeeping, Sweeping & Cleaning of the entire 10 (Ten) Storied
Composite Office Building at Plot no 18/9, Block -DD, Sector-I, Salt Lake**

Sl No	Description of item	Quantity	Unit	Rate to be quoted(Rs)	Amount(Rs)
1	Sweeping, cleaning & disinfecting with necessary cleaning materials such as Vim powder, Phenyl, Bleaching powder, Muratic acid, soft detargent etc. as required including disposal of refuses to outside of the ompound as detailed below(Rate should be inclusive of all taxes & duties as per norms in vounge like GST, Cess etc.				
	A) Daily (exclusing Saturday, Sunday & Holiday) sweeping, cleaning, disinfecting & dusting etc. sanitary items and of floor area as per direction with supply of all materials and labour.				
	a) Sweeping & cleaning of all general floors including staircase.		Per Sft per day		
	b) sweeping & cleaning of all Toilet blocks at different floors containing basins, sinks,water closet, lowdown cistern etc.		Per Sft per day		
	c) Dusting of all furniture at different offices in different floors		Per Floor per day		
	d) Removal of refuses materials from different floors, canteen, toilet zones etc. to outside of the compound		L.S. for the work per day		
	B) Weekly/ monthly as per requirement & direction				
	a) Cleaning mirrors, glass shelves etc. at each toilet blocks		Per Toilet Block per occasion		
	b) Supply as per requirement i)Plastic bucket of 10 ltr. Capacity		Each		
	ii) Plastic Mug(medium size)		Each		
	c) Replacement of Naphthalene balls		Per Dozen		
	d) Acid cleaning of porcelain sanitary ware in all toilet blocks and others		Each Sanitary ware per occasion		
	e) Sweeping & cleaning with water of the outside campus		Per Sft per occasion		

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**Administrative Secretary
WBCADC**

SAMPALE FORMAT FOR EXECUTION OF AGREEMENT BY THE SUCCESSFUL BIDDER (TO BE FURNISHED IN NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE):-

Standard Form of Agreement

Agreement

This agreement made on the day of ,2019 between **The Administrative Secretary, West Bengal Comprehensive Area Development Corporation, 6A, Raja Subodh Mullick Square, 9th floor, Kolkata-700 013** (hereinafter called "The Employer") on one part and (hereinafter called "The Contractor") on the other Part.

Whereas the Employer is desirous that the Contractor execute work for **Construction of** at for NIT no **24/2019-20 Dated 13.11.2019** (hereinafter called "the Works") and the Employer has accepted the Bid by the contractor for the execution and completion of such works and the remedying of any defects therein at a cost of **Rs** (Rupees in word) only which is tender amount of Rs (Rupees in word) only minus/plus accepted tender percentage of Less/above i.e. Rs(Rupees in word) only.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of execution and completion of the Works and remedying the defects wherein the Contract Price or such other sum as may be payable under provisions of the Contract at times and in the manner prescribed in the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
 - i. Letter of Acceptance:
 - ii. Notice to proceed with the works:
 - iii. Contractors Bid:
 - iv. Contract Data:
 - v. Special Conditions and General Conditions of Contract:
 - vi. Specifications:
 - vii. Bill of Quantities and
 - viii. Any other document listed in the Contract Data

In witness where of the parties thereto have caused this Agreement to be executed the day the year first before written. Signed, Sealed and Delivered by

Binding Signature of Employer : WEST BENGALL COMPREHENSIVE AREA
DEVELOPMENT CORPORATION

Administrative Secretary

Binding Signature of Contractor :
(Name and Address) :

In the presence of

1)

2)