



Govt. of West Bengal
Irrigation and Waterways Directorate
Office of the Sub-Divisional Officer
Teesta Barrage Sub-Division No-II
Gazoldoba, Jalpaiguri.

Memo No. :- 268

Dated : - 09/09/2016

NOTICE INVITING QUOTATION NO.WBIW/SDO/TBSD-II/NIQ-03/2016-17.

- 1.0 Quotations are hereby invited for acceptance of the Superintending Engineer, Teesta Barrage Circle, Irrigation and Waterways Directorate for and on behalf of the Governor of West Bengal, for the work as in the table below from eligible bonafide, reliable and resourceful agency having sufficient experience in execution of similar type of works.
- Intending quotationers who desires to participate in the Quotation are requested to log on to the departmental website www.wbiwd.gov.in and office of the Sub Divisional Officer, Teesta Barrage Sub-Division No-II, Gazoldoba, Jalpaiguri for information about the quotations.

NAME OF WORK: "Comprehensive upkeepment of Hawa Mahal Inspection Bungalow at Gazoldoba in P.S. Bhaktinagar, Dist-Jalpaiguri."

TIME OF COMPLETION : 1 (ONE) YEAR

2.0 SCOPE OF WORK

The successful bidder will have to undertake the following works:-

- a) Outside stair including lobby are to be cleaned by sweeping including cleaning stair railing daily and washing by water thrice in a week.
- b) Inside stair case including lobby, landing are to be cleaned by sweeping and mopping including cleaning of staircase railing daily.
- c) Each and every toilet in all the floors are to be sanitized daily by using sufficient quantity of approved chemical such as Phenols, Naphthalene balls, Harpic, Bleaching Powder, bad odour absorbent etc. as required and always to be kept in usable condition including dusting & cleaning of all fittings & fixtures in the toilet.
- d) Floors(including conference Hall, Kitchen, Dining Room, Chowkidar Room, Store and Common spaces) at 1st floor, 2nd floor & 3rd floor are to be cleaned by sweeping and mopping by water mixed with approved chemicals daily including removing of spider cob regularly. The floors as said must remain clean throughout the day.
- e) Cleaning of floors at every storey will include cleaning (dusting) of open walls at the frequency as stipulated per respective floor.
- f) Glass of windows of all floors are to be cleaned by soft liquid soap thrice in a week.
- g) The roof of the Inspection Bungalow is to be cleaned twice in a month.
- h) All Doors and furnitures of all floors are to be cleaned thrice in a week.
- i) Total nos. of toilets in the Inspection Bungalow is 8 Nos.
- j) Sweeping and Cleaning of drains within the premises.
- k) Cleaning of overhead Water Tank with bleaching powder once in a month.
- l) Washing and ironing of Bed Sheet, Bed Cover, Pillow Cover, Blanket Cover, Mosquito Net, Curtain.
- m) The agency has to deploy manpower all the time to keep the Inspection Bungalow in proper condition.**

The following areas within Hawa Mahal Inspection Bungalow are to be maintained throughout the entire contractual period.

Sl. No.	Description of structures within Hawa Mahal Inspection Bungalow are to be maintained as per scope of work	Tentative Size/Area/Nos. and location	Remarks
1.	Toilet	Ground Floor- 1 No. 1 st Floor- 3 Nos. 2 nd Floor- 2 Nos. 3 rd Floor- 2 Nos.	

2.	Total floor area	1 st floor to 3 rd floor = 312 Sqm.(approx) Roof with Stair Head Room=185 Sqm.(approx)	
3.	Car Parking Space (Ground floor)	Area = 140 Sqm(approx)	
4.	Paver Block and Chequered tiles	Area=86 Sqm.(approx)	

ADDITIONAL TERMS AND C ONDITIONS:-

- i) **Hawa Mahal Inspection Bungalow is to be maintained throughout the contractual period of 1(one) year.**
- ii) **In case of any lose or damage to the installed fittings/accessories (civil), all responsibilities 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 periods.**
- iii) **The Identity cards of the persons engaged for maintenance is to be issued by the agency and to be duly authenticated by the Engineer-in-charge and should always be kept with them.**
- iv) **Official documents, Electronic Gadgets etc. have to be kept intact while cleaning the floors/ walls of Hawa Mahal Inspection Bungalow. Any damage thereby has to be borne by the agency.**

3.0 General Terms and Conditions:-

1. The intending bidders will have to submit self-attested photocopy of 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. Participation in this bid deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting Quotation.
3. The undersigned reserves the right to annual the whole process of Quotation without assigning any reason whatsoever.
4. The bidders are bounded by the terms and conditions of W.B.F.No-2911 alongwith the specification, notice of Quotation alongwith all enclosures, special terms and conditions, if any and scheduled of works etc. which forms part and parcel of the contract.
5. **The period of contract for execution of the work is for 1(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.**
6. **BIDDS/OFFERS SUBMITTED BY POST OR BY HAND SHALL NOT BE ACCEPTED.**
7. No conditional bid/offer/proposal shall be accepted and shall be deemed as 'informal'.
8. **The accepting authority reserve the right to reject any or all the bids/offers/proposals received without assigning any reason whatsoever to the intending participants including lowest bids/offer/proposal received.**
9. Willing bidder will have to quote their rates both in words and figures in the prescribed Quotation Format.

Eligibility of participate:-

Registered, bonafide, reliable and resourceful agencies/firms.

- i) having sufficient experience in execution of similar type of works (like upkeeping of Abasan/Colony/Housing Complex, Office Premises, Inspection Bungalow Premises)

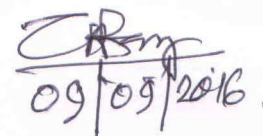
4.0 Special Terms and Conditions:-

1. Any corrigendum regarding this N.I.Q will be uploaded in the website of Irrigation and Waterways Department i.e. www.wbiwd.gov.in alongwith publication through office notice board. The intending participants are requested to vist 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 after wards.

4. All participants are requested to visit the site and satisfy themselves about local condition and also other matters that may be required in connection to the works.
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 14th September,2016 to 21st September,2016.**
6. **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 1.5 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 Quotation:-

i)	Last Date & Time for application for issue of Quotation paper.	22/09/2016	Up to 16.00 hrs.
ii)	Last Date & Time for issue of Quotation paper.	26/09/2016	Up to 15.00 hrs.
iii)	Last Date & Time for dropping Quotation paper	28/09/2016	Up to 15.00 hrs.
iv)	Date & Time of opening of Quotation in the office of the Sub-divisional Officer, Teesta Barrage Sub-Division No-II, Gazoldoba , Jalpaiguri,	28/09/2016	After 15.30 hrs.



Sub-Divisional Officer
Teesta BarrageSub-Division No-II
Gazoldoba, Jalpaiguri.

Memo No. :- 268

Dated : - 09/09/2016

Copy forwarded for information and wide circulation:

1. The Chief Engineer, Teesta Barrage Project, I&W. Directorate, Teesta Sech Bhavan , Sevoke road, Siliguri.
2. The Superintending Engineer, Teesta Barrage circle, Teesta Sech Bhavan , 2nd mile, Sevoke road, Siliguri.
3. The Executive Engineer ,Teesta Barrage Division ,Oodlabari , Jalpaiguri.
4. The Executive Engineer, Teesta Monitoring & Evaluation Division, Teesta Administrative Building (Annex), Tinbatti , Siliguri.
5. The Executive Engineer, Teesta Left Bank Division, Oodlabari , Jalpaiguri.
6. The District Information & Culture Officer, 'ART GALLERY' Hakimpura, P.O+Dist- Jalpaiguri
7. The Sub-Divisional Officer, Teesta Barrage Sub- Division No-I/III/IV
8. The Divisional Accountant, Teesta Barrage Division.
9. Estimating Section , Teesta Barrage Division.
10. Office Notice Board.
11. Office File.

Sd /-

Sub-Divisional Officer
Teesta BarrageSub-Division No-II
Gazoldoba, Jalpaiguri.