



**Govt. of West Bengal
Irrigation and Waterways Directorate
Office of the Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur.**

Memo No. :- 385

Dated : - 02/08/2018

NOTICE INVITING QUOTATION NO:-SDO/BISD/NIQ-01/2017-18.

- 1.0 Quotations are hereby invited by undersigned 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, Balurghat Irrigation Sub-Division, Balurghat, Dakshin Dinajpur for information about the quotations.

NAME OF WORK: "Comprehensive upkeepment of Atreyee Bhawan Inspection Bunglow at Balurghat Irrigation Colony in P.S. Balurghat, Dist-Dakshin Dinajpur."

TIME OF COMPLETION : 1 (ONE) YEAR

2.0 SCOPE OF WORK

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

- a) Outside lobby are to be cleaned by sweeping daily and washing by water thrice in a week.
- b) Inside staircase, landings 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 supplying and 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 Kitchen, Dining Room, Store, balcony and Common spaces) at Ground floor & 1st 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 is to be cleaned by soft liquid soap thrice in a week.
- g) The roof of the Inspection Bunglow is to be cleaned twice in a month.
- h) All Doors and furniture of all floors are to be cleaned thrice in a week.
- i) Total nos. of toilets in the Inspection Bunglow is 5 Nos.
- j) Sweeping and Cleaning of drains within the premises.
- k) Washing and ironing of Bed Sheet, Bed Cover, Pillow Cover, Blanket Cover, Mosquito Net, Curtains as & when required.
- l) Cleaning of all overhead Water Tank in office campus with bleaching powder once in a month.
- m) Attending the call of visitors/guests as & when required.
- n) **The agency has to deploy manpower all the time to keep the Inspection Bunglow in proper condition.**

The following areas within Atrayee Bhawan Inspection Bunglow are to be maintained throughout the entire contractual period.

Sl. No.	Description of structures within Atrayee Bhaban Inspection Bunglow are to be maintained as per scope of work	Tentative Size/Area/Nos. and location	Remarks
1.	Toilet	Ground Floor- 2 No. = 5.04 sqm 1 st Floor- 3 Nos.= 15.48 sqm	
2.	Total floor area	Ground floor to 1 st floor including staircase = 292 Sqm.(approx) Roof with Stair Head Room=140.00 Sqm.(approx)	
4.	Paver Block and Chequered tiles	Area=52 Sqm.(approx)	
5	Over head tank	2000 ltr water tank = 1 no 1000 ltr water tank = 10 no 500 lt water tank = 4 no	

ADDITIONAL TERMS AND C ONDITIONS:-

- i) **Atrayee Bhawan Inspection Bunglow 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, 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 Atrayee Bhaban Inspection Bunglow. 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.
 - d) Registration Certificate under GST IN.
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 along with the specification, notice of Quotation along with 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 OR BY EMAIL 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 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 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 **12:00 A.M to 3:00 P.M from 2nd August,2017 to 16th August,2017.**
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.	16/08/2017	Up to 16.00 hrs.
ii)	Last Date & Time for issue of Quotation paper.	18/08/2017	Up to 15.00 hrs.
iii)	Last Date & Time for dropping Quotation paper	21/08/2017	Up to 15.00 hrs.
iv)	Date & Time of opening of Quotation in the office of the Sub-divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dakshin Dinajpur.	21/08/2017	After 15.30 hrs.

Sd/-

Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur

Memo No. :-385/(18)

Dated : - 02/08/2017

Copy Submitted for information and wide circulation:

Copy forwarded for information & wide circulation to the:-

- 1) Chief Engineer, North, Irrigation & Waterways Directorate, Govt. of W.Bengal, Green Park, Malda.
- (2) Superintending Engineer, North Irrigation Circle - I, Greenpark, Malda.
- (3) Executive Engineer, DVC Study Cell, Jalasampad Bhawan (6th. Floor) with the request to publish the NIQ in our official website.

- 4) Executive Engineer, South Dinajpur Irrigation Division, Balurghat, Dakshin Dinajpur
- 5) Executive Engineer, Malda Irrigation Division, Green Park, Malda
- 6) Executive Engineer, Mahananda Embankment Division, Malda
- 7) Executive Engineer, North Dinajpur Irrigation Division, Raiganj, Uttar Dinajpur
- 8) Executive Engineer, P.W.D. Dakshin Dinajpur/P.W.(Roads) Dakshin Dinajpur
- 9) Executive Engineer, P.W.(Electrical) Division /Balurghat, Dakshin Dinajpur
- 10) Executive Engineer, Agri-Irrigation Division, Balurghat, Dakshin Dinajpur
- 11) Executive Engineer, Agri-Mechanical Division, Balurghat, Dakshin Dinajpur
- 12) Executive Engineer, P.H.E. Division, Balurghat, Dakshin Dinajpur.
- 13) District Information & Cultural Officer, Balurghat, Dakshin Dinajpur.
- 14) S.D.O.,Gangarampur Irrigation Sub-Division, Buniadpur, Dakshin Dinajpur
- 15) Accounts Branch of South Dinajpur Irrigation Division.
- 16) Estimating Branch of South Dinajpur Irrigation Division.
- 17) Establishment Branch of South Dinajpur Irrigation Division.
- 18) Notice Board of this Sub -Division.

Sd/-

Sub-Divisional Officer
Balurghat Irrigation Sub-Division
Balurghat, Dakshin Dinajpur