



Government of West Bengal  
**Irrigation & Waterways Directorate**  
Office of the Sub-Divisional Officer  
Kangsabati Canals Sub-Division No-XII  
Bidhannagar, Midnapore, Paschim Medinipore , Pin-721101  
E- Mail ID: aekcsubdivn12@gmail.com

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Memo No: 355

Date: 25/09/2019

**NOTICE INVITING QUOTATION**

OFFLINE - N.I.Q No - WBIW / SDO / KCSD- XII/NIQ - 01 /2019-20

Sealed & signed quotations are hereby invited by the **Sub-Divisional Officer, Kangsabati Canals Sub-Division No-XII under Kangsabati Canal Division No-IV, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through off line quotation for the work: "**Beautification and Ornamental gardening in the office campus of Chief Engineer (South West) at Abas, Midnapore, Paschim Medinipur under Bhadutala Section of Kangsabati Canals Sub-Division No-XII for the time period 365 days.**" from eligible and resourceful, bona fide experienced Regular Agency within Midnapore having sufficient credential and financial capability for execution of similar nature of .

**Quotationer has to quote his/her rate on quotation paper on the basis of market rate inclusive of all statutory taxes excluding GST & Cess.**

The Quotationer/Bidder has to apply with credential (horticulture/ gardening work) along with NIQ on his/her Letter Head Pad for issuing Quotation paper. They shall also have to furnish attested copies of valid IT/PT/GSTIN/PAN and proprietorship certificates in favour of the Farm.

The intending bidder/quotationer must read the Terms & Conditions contained in the Notice Inviting quotation (NIQ) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating in the quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.

**Last date & time of submission of application is on 17/10/2019 till 15.00 Hours IST.**

## LIST OF WORKS

OFF-NIQ No: WBIW/SDO/KCSD-XII/NIQ-01/2019-20.

Sl. No.	Details specification of the work	Unit	Rate Quoted by the Bidder/ Quotationer's	
			In Figure	In Word
1	2	3	4	5
1	<p>Beautification and ornamental gardening in the office Campus of Chief Engineer(South/West) comprising of seven no Locations consisting of following categories of work:</p> <p>1) Land Development in the form of supplying, filling and Levelling/dressing good quality fertile earth on seven Locations as per requirement. Tentative volume = 200M<sup>3</sup>, including breaking clods, ramming, dressing watering etc.</p> <p>2) Civil Works consisting of : a) Making Brick edging of 75 mm wide with picked Jhamma bricks around 250 mm depth, tentative length 64 mm including cutting trench etc complete. b) Round Boulder masonry work about 1 m radius with laterite Boulder with cement mortar 1:4 true to line, levels and shape as per requirement at site of different locations with proper curing including cost of all materials and labour etc. complete.</p> <p>3) Horticultural activities consisting of a) preparation of bed covering area around 100 M<sup>2</sup> with supplying, mixing of fertilizer, Bone dust, cow dung, Horn dust, organic manure, Lime dust and necessary pesticides under the supervision and guidance of a horticulturist including supplying of all materials, Labour etc. complete. b) Plantation of Australian/ Mexican grass of an area around 150 m<sup>2</sup> including watering by sprinkler and maintain the same for a period of <b>365 days</b> complete in all respect. c) Supplying and plantation of different types of flower and plants for ornamental gardening like:- Duranda Hedge, Thuja Plant, Kashmiri Hedge, phonix plant, capple peace lily, Rose, Spider plant, variegated Tagar, Ficus plant, Dalia, Cut champa, Rajani Gandha, cycus plant, Tulip, Furcaria veriegated, China palm, Ficus Bengalensis, silucia, salvia, poppy, Dianthus, Verbena, Calendula, Begonia, Sweet pea, Osteospermum, Cineraria, Nasturtium, Phlox, Hollyhock, Poppyiceland, Gerbera, Marrigold, Petunia, Salvia, Gazania, Pansy, Geranium, Gaillardia, Sunflower, Crysanthinum, Cosmos, Dahlia, jasmine, bela, jenia etc. with all types of season flower for winter and summer season complete including 365 days maintenance complete in all respect as per direction of EIC</p>	One		

## **General procedure for submission of bid/Quotation**

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

**2. Applications for Quotation:** Signed application with Self Declaration in specimen *Form-1* which is to be submitted during bid submission .

**3. Addenda/Corrigenda:** If published in connection with the NIQ is to be submitted in the '*NIQ*' during bid submission.

**4. (I) Certificate/s:** The following are to be submitted in signed photocopy

- a. Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States as applicable.
- b. Valid PAN Card of the bidder/s are required;
- c. Valid 15 digit Goods and Service Tax payer Identification Number (GSTIN) as per GST Act, 2017 & Rules made compulsory by Finance Department, GoWB irrespective of financial Turn Over of bidders .
- d. Latest authenticated Income Tax Return for current financial year or immediate preceding financial year of bidder.

## **5. Site inspection prior to submission of Quotation**

Before submitting a quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climatic conditions, minimum wage rules of GOWB

prevailing in the zone etc. and no claim whatsoever will be entertained on those accounts once the offer is accepted..

The contractor/bidder may also contact the office of the designated Assistant Engineer/KCSD-XII/Executive Engineer **KANGSABATI CANALS SUB-DIVISION No - XII** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid for quotation.

## **6. Conditional & incomplete quotations**

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail .

**7. Opening & evaluation of Quotation:** Office of the Sub-Divisional Officer, K. C. Sub-Division No-XII.

## **8. Opening of Quotation**

Quotation will be opened by the Quotation Inviting Authority or his authorised representative on due date and time in presence of intending quotationers.

## **9. General guidelines for acceptance of Quotation**

Lowest valid rate should normally be accepted in accordance with the procedure . The Quotation Accepting Authority{ Superintendenting Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

**10. Signing of formal tender contract/ agreement after acceptance of Quotation:**

The contractor/bidder, whose bid is approved for acceptance, shall within 10 days of the receipt of Letter of Invitation (LOI) or letter of Acceptance (LOA) in his /her favour, will have to execute a 'Formal Agreement' with the Engineer-in-Charge in quadruplicate in W.B.F. 2911(i)/ 2911(ii) and all other contract documents, entire set of which may be obtained free of cost from the office of the designated Sub-Divisional Officer, Kangsabati Canals Sub-Division No-XII in charge of the work tendered. No cost escalation in any form is included in the Tender Contract Agreement. The quotationer has to submit **5000/-** money as security in the form of Bank Draft of any designated Bank in favour of *Executive Engineer, Kangsabati Canals Division No-IV*, payable at Midnapore.

**11. Bid Validity:**

The Bid will be normally valid for **365** days from the date of opening of the Quotation. However, extension of bid validity may be suitably considered by the Quotation inviting Authority, if required. Subject to written confirmation of the contract/bidder(s) to that effect.

**12. Schedule of important dates for the Offline Quotation:**

<b>1</b>	<b>Last Date &amp; Time of Application</b>	17/10/2019 up to 15.00 Hours IST	
<b>2</b>	<b>Last Date &amp; Time of Issuing Quotation Paper</b>	18/10/2019 at 15.00Hours IST	
<b>3</b>	<b>Last Date &amp; Time of dropping Quotation</b>	21/10/2019 at 14.00 Hours IST	
<b>4</b>	<b>Date &amp; Time of opening of Quotation</b>	21/10/2019 at 15.00 Hours IST	

**13.** Extension of last date for bid submission or any other Addendum/ Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the, Departmental website and in Notice Board at least 24 hours before the original validity period of bid submission. Extension of bid submission date by issuance of a corrigendum shall not be treated as 2<sup>nd</sup> or subsequent call of re-quotation.

**Terms & conditions of NIQ No. WBIW/SDO/KCSD-XII/NIQ-01/2019-20 :**

1. The Executive Engineer of the concerned Division shall be the Engineer-in-Charge in respect of the works contract and all correspondence concerning rates, claims, change in specifications and/or design and similar important matters will be valid only if accepted/recommended by the Engineer-in-Charge. If any correspondence of above tender is made with Officers other than the Engineer-in-charge for speedy execution of works, the same will not be valid unless copies are sent to the Engineer-in-Charge and also approved by him/her. Instructions given by the Sub-Divisional Officer/Assistant Engineer and the Junior Engineer/Section Officer (SO) on behalf of the Engineer-in-Charge shall also be valid (who have been authorized to carry out the work on behalf of the Engineer-in-Charge) regarding specification, supervision, approval of materials and workmanship. In case of dispute relating to specifications and work, the decision of Engineer-in-Charge shall be final and binding. The Engineer-in-Charge will however take all decisions relating to works contract only after recommendation/ advice of the Tender Accepting Authority. If there is more than the Executive Engineer assigned for the tender, the Chief Engineer would designate the Engineer-in-Charge for the work.
2. Acceptance of the quotation including the right to distribute the work between two or amongst more than two bidders with same L1 rates will rest with the Quotation Accepting Authority without assigning reason thereof to any of the bidders. The Quotation accepting authority reserves the right to reject any or all Quotation without assigning sufficient justification thereof to the bidder/contractor. No additional or excess work or additional items of work beyond the tendered amount would be generally allowed. All excess, supplementary or substitute supplementary items of work, if unavoidable are to be accepted by the Tender Accepting Authority only if the total value of work on completion is within the tendered amount. The exiting contract would be terminated after achieving work up to tendered cost (gross value) and balance work would be taken up afresh after fresh sanction and new tender, except in the interest of public services, in rare & special cases under specific approval of the Government.

3. The Contractor/bidder shall have to comply with the provisions of (a) Contract Labour (Regulation & Abolition) Rules, 1970 including its revisions (b) Minimum Wages Act 1948 and the modification thereof or any other laws relating thereto as will be in force from time to time.
4. Engineer-in-Charge shall not entertain any claim whatsoever from the contractor for payment of compensation on account of idle labour on such grounds including non-possession of encumbrance free land. Escalation of cost due to inflationary effects or any other reason is not permitted during construction period or extended time period of contract.
5. Engineer-in-Charge shall not be held liable for any compensation due to machines & equipments becoming idle or any circumstances including untimely rains, other natural calamities, strikes etc.
6. All statutory taxes, viz. GST / labour welfare cess, labour insurance etc or revision of taxation rates even after AOC or commencement and before final completion of the work are to be borne by the contractor/bidder. Original tax invoice/challan or bill of those materials, which are procured by the bidder, may be asked to be submit for verification if required.
7. Labour Welfare Cess @ 1% of the cost of construction works shall be deducted from the Gross value of all works bills. Also it is instructed to compulsorily register his/her establishment under the Act, under the competent registering authority, i.e. Assistant Labour Commissioner / Dy. Labour Commissioner of the region for disbursing PF and ESI benefits of workers. The bidder should be mandatorily be registered online with Employees Provident Fund Organisation (EPFO) in the on-line system and posses EPF code and all current documents. Penalties and complaints due to non compliance of on-line EPF registration and default is the full responsibility of the bidder even if the TIA is by default the Principal employer
8. No mobilization / secured advance will be allowed unless specified otherwise in the contract or the Notice Inviting Tender.
9. GST, Cess, Income Tax, and other Statutory Government Taxes as applicable during project implementation are to be paid by the contractor/bidder. The rates of supply and finished work items are inclusive of these taxes and levy. Tax invoice/bills needs to be submitted by the supplier/bidder for raising claims under the contract after attaining of physical milestones showing separately the tax charged in accordance with the provisions of GST Act, 2017.
10. The agency engaged for this work will have to maintain a regular contact with the Assistant Engineer of K. C. Sub-Division No-XII & Sectional Officer, Head Quarters Section concerned and holds discussion with him regarding performance and attendance of the guards time to time.
11. The agency will keep him ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
12. The agency will not be entitled to withdraw the agreement without assigning to the authority prior to 3 months.
13. The undersigned reserves the right to terminate the agreement at any time without assigning any reason what so ever by forfeiting the security deposit
14. All bidders are requested to be present personally during opening of quotation positively

### **Additional Terms & Conditions**

**EARTH:** Supplying and stacking of good earth (adequate for horticulture work) at site including royalty.

**PLANTS:** All plants shall be planted uniformly at the approved rate. Immediately after sowing, the area shall be raked, dragged or otherwise treated so as to cover the seeds to a depth of 6 mm. planting of trees (Avenue plants) in 0.60m dia hole, 1m deep dug in the ground, mixing the soil with decayed farm yard/sludge manure

**HEDGE :**Preparation of beds for hedging and shrubbery by excavating 60cm deep and trenching the excavated base to a further depth of 30cm, refilling the excavated earth after breaking clods and mixing with sludge or manure in the ratio of 8:1 ( 8 parts of stacked volume of earth after reduction by 20%, one part of stacked volume of sludge or manure after reduction by 8%), flooding with water, filling with earth if necessary watering and finally fine dressing,

levelling etc., including stacking and disposal of materials declared unserviceable and surplus earth by spreading and levelling as directed.

**CUTTING & REMOVING OF WILD VEGETATIONS:** The item includes cutting of wild vegetations ,bushes/grass etc. including wild grown lantana, boroo grass, thin saplings of subabool, seasonal/perennial weeds etc. from ground level, collecting and stacking the same in heaps at least 100 mtrs away from the place of working so as to give a neat and clean appearance complete.

**APPLICATION OF WEEDICIDE/HERBICIDE:** The item includes spraying of weedicide/herbicide by deploying trained manpower by properly mixing to form uniform solution on foliar plant parts/vegetations using water as media including arranging water from within RRCAT campus at site for use. Spraying at site shall be carried in the wind direction to avoid any body contact following safety precautions like use of mask/gloves, goggles etc during spray operation preventing any accident /health hazard. Note : 1. Department shall not responsible for any injuries/disorders arising out of misuse/mishandling of weedicide and equipment put to use

**MAINTENANCE & UP KEEPING OF GARDENS:** The work includes up keeping of lawns/trees/shrubs/flowerbeds/edges/hedges/ ground covers water pool, pond/Potted plants/Garden benches/ play items etc by following cultural practices. Maintenance of hedge for one year including application of necessary pesticide, farm yard manure, replacement of damaged hedge plant by new one complete in all respect as per instruction. This includes supply of labour, tools & plants including materials.

**LAWN :** Supplying and fixing grasses tiles of grass Maxican Carpet/Selection No. 1 Healthy & fresh grasses (size 1'x1' or bigger) including watering and maintenance of the lawn for 30 days or more till the grass forms a thick lawn free from weeds and fit for mowing including supplying good earth as required by Engineer-in-charge

**MAINTENANCE OF LAWN:** The lawn shall be watered regularly and shall not be allowed to dry out for any reason. The watering arrangement shall be done by using sprinklers/hoses/water tankers as per requirements. Maintenance of trees for one year (Avenue Plants) including watering, trimming, manuring, spraying insecticide and guarding as required. This includes supply of labour, tools & plants including materials.

**SHRUBS/CREEPERS/LOW GROWING PLANTS:** General maintenance such as watering, weeding, mulching, supporting and pruning shall be done as required. Regular checking against insect/pest/fungus attack shall be made. PH value and treatment to modify the same shall be the part of maintenance if required. Removal of dead branches, leaves, flowers, pruning, training, supporting, cutting back, and protection against heat/cold/heavy rains shall be the part of maintenance. Soil working shall be done once a week up till a minimum depth of 20cm till proper establishment of plant. Manu ring/application of fertilizers shall be done as required.

**HEDGES/EDGES:** Maintenance shall include pruning/cutting of hedge with Garden shears at an interval of minimum 14 days or earlier if required. The height and thickness of hedge /edge are to be done as per direction. Maintenance shall also include timely watering, weeding, maturing/application of fertilizers, spraying of insecticides/fungicides. Soil digging up to depth of 20cm for loosening of soil shall be done once in two months.

**SEASONAL FLOWER :** In addition to general maintenance, Season flower beds (both for winter and summer /rainy season) should be prepare with fertiliser, Bone dust, Horn dust, Organic Manure, lime dust, pesticide and planting season flower within appropriate season/time with, proper maintenance, replace of dead plant, provide bamboo stick support time to time, nursing, proper care should be included with this work.

**DEPLOYMENT OF MANPOWER:** In order to ensure proper up keeping and maintenance of areas under Garden, the contractor shall deploy a good team of experienced Mali's possessing good skills and knowledge about plants and season flower.

**FERTILIZER APPLICATION**

Fertilizer to the required quantities shall be spread and thoroughly incorporated into the soil surface as when required to plants and grass.

**TOOLS & PLANT:** Gardening Tools like grass cutter machine, axe, sickle, pitchfork, spade, shovel, trowel, hoe, fork, rake weeder, grass shears shall supply by the bidder.

**(Sd/-) S Bera**

Sub-Divisional Officer  
Kangsabati Canals Sub-Division no-XII  
Bidhannagar, Midnapore.

Certified that I have read all the above (23 points) terms and condition and agree to abide by the same and rate quoted by me is @ Rs. .... and I am binding to all those terms and condition as laid down in NIQ.

**Date:**

**Signature of the Quotationer**

**Memo No :**

**Date: 23.09.2019**

Copy submitted /forwarded for information & wide Circulation to :-

1. The District Magistrate, Paschim Medinipur.
2. The Chief Engineer, South West, Khasjungle, Abas, Midnapore
3. The Superintending Engineer, Kangsabati Circle-II, Khasjungle, Abas, Midnapore
4. The Karmadhakshya, Krishi-o-Sech, Paschim Medinipur Zilla Parishad.
5. The Executive Engineer, Kangsabati Canal Division No.- IV, Paschim Medinipur
6. The Executive Engineer, West Midnapore Division, Paschim Medinipur
7. The Sub-Divisional Officer, K.C. Sub-Division No.-XIV/XV, Paschim Medinipur.
8. The Block Development Officer, Midnapore Sadar Block, Paschim Medinipur.
9. The Sectional Officer, Bhadutala Section.
10. Departmental Website for web circulation.
11. Office Notice Board.

**Sub-Divisional Officer  
Kangsabati Canals Sub-Division-XII,  
Bidhannagar Midnapore**

**FORM 1 (Modified)**

**APPLICATION FORM**

**To**  
**The Sub-Divisional Officer**  
**Kangsabati Canals Sub-Division No –XII**  
**Midnapore.**

**NIQ No : WBIW / SDO / KCSD-XII / NIQ-02 / 2019-20**

**Serial No of Work applied for: -1/1**

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we wilfully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201 .

Full name of Bidder / Quotationer: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
for & on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E mail ID : \_\_\_\_\_

GSTIN : \_\_\_\_\_

PAN : \_\_\_\_\_