



**Asansol Durgapur Development Authority**  
(A Statutory Body of the Government of West Bengal)

**Asansol Office:** Vivekananda Sarani, (Senraleigh Road), Near Kalyanpur Housing More, Asansol -713305

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**Durgapur Office:** 1<sup>st</sup> Administrative Building, City Centre, Durgapur-16

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Memo No: ADDA/ASN/ED/NIQ-21(2017-18) / 551

Dated. 04/08/17

**Notice Inviting Quotation No.:NIQ-21of 2017-18**  
(Two-Cover Bid System)

Executive Engineer, ADDA, Asansol invites **Sealed Quotation on Lump-Sum Basis** for the work noted below under TWO COVER BID SYSTEM from reputed and resourceful consultant who have executed similar type of work of consultancy fee not less than Rs. 2,00,000.00 (**Two Lakhs only**) in a single contract during the preceding 5 (five) years in any Govt./Semi Govt./Undertakings/Autonomous Body/Statutory Body. Detail information can be had from ADDA, Asansol Office during office hours. For this N.I.T. visit our website [www.addaonline.in](http://www.addaonline.in)

Sl. No	Name of work	Initial Earnest Money (in Rs.)	Price of Technical, Financial Bid documents and others Annexure(Rs)
1.	Consultancy services for internal decoration of New ADDA Guest House at Kanyapur,Asansol.	10,000.00	1,000.00 (Only applicable for the Successful Tenderer at the time of formal Agreement)

This work includes architectural consultancy and subsequent consultancy services in engineering design and drawing along with detail estimate for the proposed project.

Balance amount of earnest money (i.e. 2% of quoted amount- Rs. 10,000.00) should be deposited by the lowest bidder within 7 days from issue of work order.

**Detailed Terms & Conditions**

**A) Scope of work:**

- 1) Preparation of full set of Architectural drawings.( In each room with floor wise)
- 2) 3 D rendered drawing with 3 set of hard copies & softcopies. .
- 3) Estimate for electrical works.
- 4) Detail of quantity analysis for all items.
- 5) Vetting of all design and drawing from Jadavpur University/IIEST Shibpur/NIT Durgapur and subsequent approval from ADDA. 3 set vetted estimate required from any Govt organization.
- 6) Final vetted drawing & design, both Architectural and Engineering, should be submitted in 6 (Six) hard copies. Besides soft copies need to be submitted. Hard copy and soft copy of detail estimate is to be submitted.
- 7) Addition/alterations will have to be done by the consultant during execution if necessary.
- 8) Rate should be considered from PWD/CPWD schedule if not available than market rate may be considered with supportis quotation as per Govt. rules.

**D. Payment terms.**

1. Payment will be released after completion of scope of work. Addition/alterations will have to be done by the consultant during execution if necessary.
2. Security deposit (10% of quoted fee) will be released after six month after submission of project.

**E. Time Frame:**

1. Draft of all documents will have to be submitted within 15 days of issue of work order. Final documents vetted DPR & all drawings )will have to be submitted within 30 days of approval of draft documents by ADDA.

**F. Submission of sealed quotation:**

1. Consultant must submit, in separate sealed covers the following documents.

a) Technical Bid - Technical bid should contain PAN, P. Tax registration certificate, Trade license, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, P.F. registration Certificate and E.S.I. registration Certificate with challan previous Six months from the month of floating of e-NIT has to be submitted, Earnest Money of Rs.10,000/- in the form of Cheque/ DD / Pay Order drawn in favour of ADDA payable at Asansol, Credential ( Completion Certificate). The consultant must be a registered architectural firm and must be operating for more than 3 (three) years in consultancy services. Document in support of this should be submitted.

b) Financial bid should contain only the price bid. The rate quoted should include all sorts of taxes, duties, including service tax as applicable.

2. Technical bid will be opened first and if specific documents are found acceptable as per terms and conditions laid down above, the second part that is financial bid will be opened on the same day or at a later date subject to clarification of any points related to technical bid. No conditional quotation will be accepted and the Executive Engineer, ADDA reserves the right to reject it without showing any reason.
3. The sealed envelope should be properly super scribed as "Technical Bid & Financial Bid for Architectural & Engineering Consultancy" respectively.
4. Financial bid of only technically qualified bidders will be opened.

**G. Schedule of dates:**


1. Last date of submission of Quotation up to **2:30 p.m.** on 16.08.2017
2. Opening of Technical and Financial Bid at **3.00 p.m.** on 17.08.2017

The right of final acceptance of the proposal of consultant is entirely vested with the Executive Engineer, ADDA, Asansol who reserves the right to accept or reject any or all the financial and technical bid in full or parts without assigning any reason whatsoever. The decision of this authority in respect of opening of the financial bid shall be final.

**NOTE:** 1. In case of any Unscheduled Holiday on the aforesaid dates, the next working date will be treated as Scheduled prescribed date for the same purpose.

2. Before quoting rate the bidder should visit the site and should be fully acquainted with it.
3. For any details the bidder can visit ADDA Office, Asansol.

  
Executive Engineer,  
Asansol-Durgapur Development Authority  
Asansol

  
Dated. 04/08/17

Memo No. ADDA/ASN/ED/NIQ-21(2017-18)/ 551(13)

Copy forwarded to:

1. The Hon'ble MIC of Labour Dept., Govt. of W.B.
2. The Hon'ble Chairman, ADDA.
3. The Hon'ble Vice-Chairman, ADDA.
4. The Chief Executive Officer, ADDA
5. The S.D.M, Asansol.
6. The A.E.O. ADDA, Asansol & Durgapur.
7. The F.O, ADDA, with a request to be present or send his representative during tender opening on specified date & time.
8. The Assistant Engineer, ADDA,Asansol
9. The Town Planner, ADDA, Asansol.
10. The S.A.E(D.Paul)., A.D.D.A, Asansol
11. Notice Board, ADDA, Asansol.
12. Sri Pradip Banerjee (Durgapur) with the request to upload the same on ADDA website.
13. File Copy

  
Executive Engineer,  
Asansol-Durgapur Development Authority  
Asansol