

Office Copy



# 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

Phone no: (0343) 254-6815, 254- 6716, 254-6889; Fax: (0343) 254-6665, 254-5793

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Memo No.ADDA/ASN/ED/NIQ-22(2017-18)/ 554

Date:- 04/08/17

## NIQ NO. 22 OF 2017-18

### Notice Inviting Quotation

Sealed Quotation are invited from bonafied and resourceful contractor for Supply and Installation Counter, File Cabinet, Executive Table etc for Confidential Room and C.A. room at ADDA office Building, Asansol against the following specification.

Sl.No.	Where	Description	Quantity	Unit
1.00	Counter for Confidential Room	FRONT TABLE IN SIZE OF L 8' X D 2' IS MADE OF 25 MM THICK TOP & BASE 18 MM THICK COMM. PL Y .TABLE IS FULLY COVERED FROM . FRONT WITH MODESTY PANEL AND SUPPORTED GABLE ENDS.IT CONSISTS OF 1 CPU UNIT + 1 KBT	1.00	PC
2.00	Counter for Confidential Room	SIDE TABLE IN SIZE OF L 5' X D 1' 6" X H 2'3" MADE OF 25 MM THICK V TOP & BASE 18 MM THICK COMM.COUNTER PL Y.SIDE TABLE MADE OF 1 TWO "" & 1 SINGLE DOOR CABINET.EACH CABINET HAVE 1 SHLEF MAKING TWO COMPARTMENTS.	1.00	PC
3.00	Counter for Confidential Room	PEDESTAL - SET OF 3 DRAWERS. MADE OF COMM. PL Y.	2.00	PCS
4.00	File Cabinet for Confidential Room	MADE OF 18 MM THICK COMM. PLY IN SIZE L 8'X D 1'6" X H 3'. WITH 1 SHELF MAKING 2 COMPARTMENTS	1.00	SET
5.00	C.A ROOM	TABLE IN SIZE OF L 10' XL 4'x D 2' X H 2'6" MADE OF 25 MM THICK TOP & BASE 18 MM THICK COMM. PL Y. TABLE IS FULL Y COVERED FROM FRONT WITH MODESTY PANEL AND SUPPORTED BY GABLE ENDS,	1.00	PC
6.00	Executive Table For Two Person in C.A ROOM	CABINET IN SIZE OF L 3' X D 2' X H TABLE FOR 2'6" . TOP MADE OF 25 MM & BASE OF 18 MM THICK COMM. PL Y.1 SHELF, TWO COMPARTMENTS.	1.00	PC
7.00		KBT- PVC	2.00	PC
8.00		C.P.U. TROLLEY	2.00	PC
9.00		PEDESTAL - SET OF 3 DRAWERS MADE OF COMM. PL Y.	2.00	PCS

Sl.No.	Where	Description	Quantity	Unit
10.00	File Cabinet in C.A ROOM	MADE OF 18 MM THICK COMM. PLY IN SIZE L 11'5" X L 77" X D 2' X H 3'. WITH 1 SHELF MAKING 2 COMPARTMENTS IN EACH CABINET AS SHOWN IN DRAWING.	1.00	SET

Quotation should be submitted on own letter head mentioning quotation no. and the name of the work on top of the envelop.

All agencies are requested to visit the ADDA Office Building, Asansol site before submitting their quotations. The above Quotation will be received in tender box up to **2:30 P.M. on 17.08-2017** at the chamber of Executive Engineer, ADDA at Asansol Office and will be opened on same day at **3:00 P.M.** in presence of tenderers who may like to present at that time.

The authority reserves the right either to accept or reject any or all tender without assigning any reason thereto.

**Terms & Condition:**

- Earnest money of Rs.3,000/- (Rupees Three thousand) only must be enclosed with the quotation by Demand Draft in favour of ADDA, payable at Asansol.  
Balance amount of earnest money (i.e. 2% of quoted amount - Rs. 3,000.00) should be deposited by the lowest bidder within 7 days from issue of work order.
- Earnest Money of unsuccessful bidders will be refunded after issue of Work Order. Earnest Money of successful bidder will be converted into security deposit.
- Security Deposit shall be deducted from all type of bill as per Govt. rules and same may be refundable after defective liability period. Defective liability is one year from the date of completion of Work.
- Credential from private organization and Gram Panchayet are not acceptable.
- Contractor has to arrange all necessary machineries, tools, plants required for the work or specified & directed by EIC.
- Total lowest amount will be considered for issuance of the Work Order, and not each item.
- Pan Card, Professional Tax Certificate, Trade License, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, P.F. registration Certificate, E.S.I. registration Certificate and Bank solvency Certificate (25% of estimated amount put to tender and not more than one year old), Bank Account Details of the Bidder to be submitted with the Technical Bid document. Income Tax (Saral) Acknowledgement Receipt for the financial Year 2015-16 & 2016-17 to be submitted. All taxes shall be deducted from all types of Bill as per Govt. rules. Challan of PF & ESI issued within previous six months from the month of floating NIQ has to be submitted and Similar type of Credentials should be preferred but not less than amounting to Rs. 2 lakhs.
- The Rate must be quoted in words and figure.
- If the office happens to be closed on the date of receipt of the tender as specified, the tender will be received and opened on the next working day at the same time and venue.
- Quotation may be sent through postal/courier service, but Authority will not be responsible for postal/courier delay.
- Registered Unemployed Engineers' Co-operative Societies / Unemployed Labour Co-operative Societies are required to furnish valid Bye Law, Valid Register Certificate issued by the Co-operative Department. Current Audit Report, Annual General Meeting of 2014-2015 along with other relevant supporting papers.

- 12 Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Royalty & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.
- 13 The quotation own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation, the cost of visiting the site shall be at the quotation own expense.
- 14 Rs. 750.00 (Rupees Seven Hundred Fifty ) only applicable for the Successful Tenders at the time of formal agreement

**Additional Clauses-**

1. Notwithstanding the provision laid down in the agreement/ADDA contract form, the contractor may be debarred from participating in further consecutive NIQs floated from ADDA on account of poor performance. Assessment of poor performance and number of NIQs to be debarred shall be the sole authority of ADDA and the decision shall be final in this regard.
2. Notwithstanding the provision laid down in the agreement/ADDA contract form, the contractor shall be liable to pay to ADDA any financial liability arising due to execution of any contractual work awarded by ADDA. Any such dues may be deducted from any bill of the contractor against any other work under ADDA.

Detailed NIQ can be seen on office board or in the office of ADDA (Engineering Section).

Visit web site [www.addaonline.in](http://www.addaonline.in)

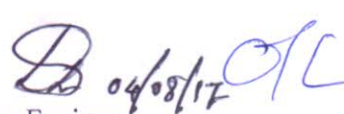
**If any details please Contact the ADDA office, Asansol.**

  
Executive Engineer  
Asansol Durgapur Development Authority,  
Asansol

Date:- 04/08/17

Memo No. ADDA/ASN/ED/NIQ- 22 (2017-18)/ 554 (11)  
Copy forwarded for information and necessary action please:-

1. The Hon'ble Chairman ADDA.
2. The Hon'ble Vice- Chairman ADDA.
3. The C.E.O. ADDA.
4. The AEO (ASN), ADDA
5. The F.O., A.D.D.A. With a request to be present or send representative during tender opening on scheduled date & time.
6. The Assistant Engineer, ADDA, Asansol
7. The Town Planner, ADDA, Asansol.
8. Sri Pradip Banerjee (Durgapur) with the request to upload the same on ADDA website.
9. Notice Board, ADDA, Asansol.
10. The Cashier, ADDA, Asansol along with Tender documents for sale.
11. File Copy

  
Executive Engineer  
Asansol Durgapur Development Authority,  
Asansol

  
Town Planner  
Asansol Durgapur Development Authority  
Asansol