

# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Authority of the Government of West Bengal)

## Durgapur Office :

1st Administrative Building, City Centre  
Durgapur - 713216,  
Ph. No. (0343) 2546716, 2546815  
Fax No. : (0343) 2545793  
e-mail : adda.dgpr@gmail.com  
ceoadda.ud@gmail.com

Website : www.addaonline.in

## Asansol Office :

Vivekananda Sarani (Senraleigh Road)  
Near Kalyanpur Housing More, Asansol - 713305  
Ph. No. (0341) 2257377  
Fax No. (0341) 2257379  
e-mail : adda.asl@gmail.com  
ceoadda.ud@gmail.com

Ref. No. ADDA/DGP. ....

Date : .....

### Notice Inviting Quotation No.: ADDA/DGP/ED/Q-18/2016-17 (Two-Cover Online Bid System)

Executive Engineer, ADDA, Durgapur invites **Quotation on Lump-Sum Basis** for the work noted below under TWO COVER BID SYSTEM (online) from reputed and resourceful consultant who have executed similar type of work of consultancy fee not less than 5 (five) lakhs 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, Durgapur Office during office hours. Contact person : A. Bhattacharyya, SAE (Civil), ADDA, Durgapur. For this Quotation visit our website [www.addaonline.in](http://www.addaonline.in)

Sl.No	Name of work	Initial Earnest Money (in Rs.)
1.	Consultancy services for Construction of (B+G+3) Office Building of Sub-Divisional Office, Kalna.	5,000.00

### Detailed Terms & Conditions

#### A) Scope of work:

- 1) Preparation of Details Survey Report along with Drgs of existing structures (Plan only) showing Building, Sewerage line, electric line, water supply line etc.
- 2) On the basic of survey drawing concept drawing ( B+G+3) shall be prepared.
- 3) Based on approved concept / architectural drawing the subsequent works to be carried out.
- 4) Soil investigation for structural drawing & design.
- 5) Structural design and preparation of structural drawings.
- 6) Design and drawing for (a) water supply and distribution system (b) Over Head / Underground reservoir (c) Internal drainage system including storm water drainage, rain water harvesting and recycling system.
- 7) Design and drawing with detail for electrification of entire building including electrical fittings and street lighting within the premises including arrangement of power supply from the existing source.
- 8) Detail working drawings covering all engineering aspect.
- 9) Vetting of all design and drawing from Jadavpur University / IEST Shibpur/ NIT, Durgapur and subsequent approval from ADDA.
- 10) Detail estimate (Civil, Electrical, S&P) with B-BS, Calculation sheet & material specification it is to be furnished. Current West Bengal Govt. Schedule of rates should be followed wherever possible. Otherwise rate should be derived by rate analysis from present market value with proper reasons and should be vetted from PWD as per norms.
- 11) Consultant must render service of furnishing drawing (5 set) and report (3 set) with hard and soft copies covering all the aspect of construction of this office building.
- 12) Time to time visit of site during execution as per requirement of the office.
- 13) Preparation of Tender document (hard copy & soft copy) (Five Sets)

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ceoadda.ud@gmail.com

Ref. No. ADDA/DGP/

ED/Q-18/16-17

Date : 23/02/2017

### B. Payment terms.

1. 20% of quoted fee after approval of draft of all documents.
2. 20% of quoted fee after Vetting of draft of all documents
3. 30% of quoted fee after submission of final DPR.
4. 15% of quoted fee after evaluation of tender.
5. 15% of quoted fee after issuing of work order to the executing agency.
6. Security deposit (10% of quoted fee) will be released after two years or completion of the project which ever is earlier.

### C. Time Frame:

Draft of all documents will have to be submitted within 45 days of issue of work order. Final documents will have to be submitted within 45 days of approval of draft documents by ADDA.

Technical bid shall contain: Self attested copy of

- (1) Credentials (Completion certificate) possessed by the firm,
- (2) Trade Licence
- (3) PT Registration certificate,
- (4) ST Registration certificate,
- (5) PAN Card,
- (6) Registration Certificate as an Architectural Firm
- (7) Audited Balance sheet of last three financial years.
- (8) Earnest money, in the form of DD/Pay Order in favour of Asansol Durgapur Development Authority payable at Durgapur,

**Financial bid should contain** the price bid quoted in Financial Bid document. The rate quoted should include all sorts of taxes, duties, Cess as applicable. 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. As per Govt. of West Bengal order No. HF/BHP/KFW/156/2007/311 dated 17.08.2007 Cess @ 1% of cost of construction will be deducted at source from the bill of the consultant engaged in the work.. No conditional quotation will be accepted and the Executive Engineer, ADDA reserves the right to reject it without showing any reason. The Executive Engineer, ADDA reserve the right to cancel the e-NIQ due to unavoidable circumstances and no claim in this respect will be entertained. Prospective quotationers should visit the office/site of work and get themselves fully acquainted with site conditions and accordingly quote their rates.

### The schedule of dates: -

1. Date of availability of Quotation papers online from 10.00 a.m. of 28.02.2017.
2. Last date of online submission of Tenders up 11.00 a.m. on 14.03.2017
3. Opening of Technical Bid online at 11.30 a.m. on 17.03.2017 and Financial Bid will be opened after evaluation of Technical Bid.

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

The right of final acceptance of the proposal of consultant is entirely vested with the Executive Engineer, ADDA, Durgapur 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.

The successful bidder will have to deposit the balance earnest money ( 2% of quoted fee – Initial Earnest money )before issue of Work Order and 8% will be deducted from the bill as Security Money time to time.

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Ref. No. ADDA/DGP. ....

Date : .....

**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. Bidders will have to download the template for Price Bid (Excel sheet) and fill up the proforma for quoting rates and then upload in appropriate place.
3. Bidders will also have to upload self attested scanned copies of the following within scheduled date:  
(i) Credentials (Completion certificate) possessed by the firm, (ii) Trade Licence, (iii) PT Registration certificate, (iv) ST Registration certificate, (v) PAN Card, (vi) Registration Certificate as an Architectural Firm (vii) Audited Balance sheet of last three financial years. (viii) Earnest money, in the form of DD/Pay Order in favour of Asansol Durgapur Development Authority payable at Durgapur,
4. Before quoting rate the bidder should visit the site and should be fully acquainted with it.
5. For any details the bidder can visit ADDA office.

Sd/-

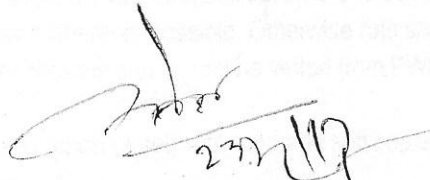
Executive Engineer,  
Asansol-Durgapur Development Authority

Dated: 23.02.2017

Memo No. ADDA/DGP/ED/G-57 (Pt. XXIV)/2016-171 602/12

Copy forwarded to:

- (1) The Hon'ble Chairman, ADDA for kind information,
- (2) The District Magistrate, Burdwan, for kind information,
- (3) The Chief Executive Officer, ADDA for kind information.
- (4) The Mayor, Durgapur Municipal Corporation, City Centre, Durgapur - 16,
- (5) The Sub-Divisional Officer, Kalna,
- (6) The Assistant Executive Officer (Admn.), ADDA, Durgapur,
- (7) The Assistant Executive Officer, ADDA, Asansol,
- (8) The Executive Engineer, ADDA, Asansol,
- (9) The F.O., ADDA, Durgapur - with a request to be present at the time of Tender opening,
- (10) The Cashier ADDA, Durgapur,
- (11) The Assistant Engineer, ADDA, Durgapur,
- (12) The System Manager, ADDA - with a request to upload the matter in the website of ADDA,
- (13) The Sub-Assistant Engineer, ADDA, Durgapur.
- (14) A. Bhattacharyya, Sub-Assistant Engineer, ADDA, Durgapur - with a request to be present at the time of opening of tender.
- (15) Barnali Das, with a request to upload the matter in the website wbtenders.gov.in and to be present at the time of tender open.
- (16) The Notice Board, ADDA, Durgapur.
- (17) The Notice Board, ADDA, Asansol,
- (18) File no.: ADDA/DGP/ED/CN-94/16-17

  
Executive Engineer,  
Asansol Durgapur Development Authority.