



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal  
( Under Urban Development & Municipal Affairs Department )

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,  
Near Kalyanpur Housing More,  
Asansol -713305

Memo. No.....

Date .....

**Notice Inviting Quotation No.: ADDA/DGP/ED/Q-09/2020-21**  
**(Two-Cover Bid System)**

Executive Engineer, ADDA, Durgapur invites **Quotation on Percentage Basis** over the entire Project Cost for the work noted below under **TWO COVER BID SYSTEM** (Offline) from reputed and resourceful consultant who have executed similar type of work of consultancy 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 concerned SAE (Civil), ADDA, Durgapur Office during office hours. For this Quotation visit our website: [www.addaonline.in](http://www.addaonline.in)

| Sl. No. | Name of work  |
|---------|---|
| 1.      | Consultancy services for Preparation of DPR for construction G+1 storied ADDA CEO's Bungalow beside ADDA Guest House over Sadhu Ramchand Murmu Sarani, City Centre, Durgapur. |

## **Detailed Terms & Conditions**

### **A) Scope of work:**

- 1) Preparation of Details Survey Report along with Drawings of existing structures (Plan only) is showing Building, Sewerage line, electric line, water supply line etc.
- 2) Based on approved concept / architectural drawing the subsequent works to be carried out.
- 3) Soil investigation for structural drawing & design.
- 4) Structural design and preparation of structural drawings and vetted of all design and drawings from Jadavpur University/IIEST, Shibpur/ NIT, Durgapur on subsequent approval from ADDA.
- 5) Design and drawing for (a) water supply and distribution system, peripheral drainage system including storm water drainage.
- 6) Drawing with detail for electrification of entire building including electrical fittings and arrangement of power supply from the existing source.
- 7) Detail working drawings covering all engineering aspect.
- 8) Detail estimate (Civil, Electrical, S&P) with B-BS, Calculation sheet & material specification it is to be furnished. All the estimates to be prepared on the basis of current PWD Schedule of Rate and practices of PWD. Prepared estimate are to be vetted by appropriate Authority as per direction of E.I.C before submission at this office.
- 9) Consultant must render service of furnishing drawing (5 set) and report (3 set) with hard and soft copies covering all the aspect according to the above work.
- 10) Time to time visit of site during execution as per requirement of the office.
- 11) Preparation of Tender document (Five Sets of Hard copy & Soft copy).
- 12) Preparation of BOQ for e-Tender (Hard & Soft copy).

### **B) Payment terms:**

1. 10% of quoted fee after approval of draft of all documents.
2. 10% of quoted fee after submission of Drawing, Estimate Soil Testing Report.
3. 15% of quoted fee after evaluation of tender.
4. 15% of quoted fee after issuing of work order to the executing agency.
5. Security deposit (10% of quoted fee) will be released after two years or handed over of the project whichever is earlier.
6. Balance % of quoted fee payable in time to time by the executing agency.



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### C) Time Frame:

Draft of all documents will have to be submitted within 25 days of issue of work order. Final documents will have to be submitted within 15 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) GST Registration certificate.
- (5) PAN Card.
- (6) Registration Certificate as an Architectural Firm.

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 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 quotation will be received up to 3.00 p.m. on 18/12/2020 in the chamber of the Executive Engineer, ADDA, at Durgapur and will be opened on the same day at 3.30 p.m. at ADDA Durgapur office in presence of such quotationers who would like to be present. No conditional Quotation will be accepted and the Executive Engineer, ADDA reserves the right to reject it without showing any reason. 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.

Sd/

Executive Engineer  
Asansol-Durgapur Development Authority

Memo No. ADDA/DGP/ED/G-57 (Pt. XXVIII)/2020-21/424/13

Dated: 09/12/2020

### Copy forwarded to:-

- (1) The Hon'ble Chairman, ADDA for kind information, (2) The District Magistrate, Paschim Bardhaman for kind information.
- (3) The Hon'ble Mayor, Durgapur Municipal Corporation, City Centre, Durgapur – 16, for kind information.
- (4) The Chief Executive Officer, ADDA for kind information. (5) The Addl. Chief Engineer, ADDA for information. (6) The Sub-Divisional Magistrate, Durgapur,
- (7) The Assistant Executive Officer (Admn.), ADDA, Durgapur, (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 Sub-Assistant Engineer, ADDA, Durgapur. (13) The System Manager, ADDA – with a request to upload the matter in the website of ADDA,
- (14) The Notice Board, ADDA, Durgapur. (15) The Notice Board, ADDA, Asansol, (16) File no: ADDA/DGP/ED/CN-48/20-21.

09/12/2020  
Executive Engineer

Asansol-Durgapur Development Authority