

# 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. ADDA/DGP/ED/6-57 (Pt. xxx) /2022-23/902

Date. 01/02/2023

## DETAILED e-NOTICE INVITING QUOTATION NO.: Q-13 OF 2022-2023 THE EXECUTIVE ENGINEER (CIVIL), ADDA, DURGAPUR

For and on behalf of ADDA, The Executive Engineer (Civil), ADDA, Durgapur, invites item rate e-Quotation for the work detailed in the table below. (Submission of Bid through **online**).

Sl. No.	Name of Work	Amount Put to Quotation (Rs.)	Earnest Money (Rs.)	Time allowed for the Work	Price of Technical, Financial Bid documents and others Annexure (Rs)	Defect liability period	Eligibility of Contractor
1.	Interior Decoration work of SDM chamber at newly constructed SDM Building, City Centre, Durgapur.	Quoted Rate	40,000.00	1 (One) Month	750.00 (Only applicable for the Successful Quotationer at the time of formal Agreement)	1 (One) Year	Bonafide Resourceful Quotationers Regarding credential please follow the instruction as per sl. no 4 (Notification no. 04-A/PW/0/10C-02/14 dated 18.03.2015 Govt. Of WB).
2	Interior Decoration work of SDM Anti Chamber and Bathroom of newly constructed SDM Building at City Centre, Durgapur.	Quoted Rate	20,000.00	1 (One) Month	750.00 (Only applicable for the Successful Quotationer at the time of formal Agreement)	1 (One) Year	Bonafide Resourceful Quotationers Regarding credential please follow the instruction as per sl. no 4 (Notification no. 04-A/PW/0/10C-02/14 dated 18.03.2015 Govt. Of WB).

1. In the event of e-filling, intending bidder may download the Quotation documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://etender.wb.nic.in>. Quotation document may be downloaded from website for submission of Technical Bid/Financial Bid.
2. As per notification no.- 199-CRC/2M-10/2012 dt.21.12.2012 of the Secretary, PWD, CRC branch Govt. of West Bengal, the intending Quotations shall not have to pay the cost of Quotation documents in case of participation in e-Quotation except the lowest Quotationer at the time of formal agreement.
3. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this Division w.e.f. 01.10.2015. Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e- Quotation portal with the help of Digital Signature Certificate and may transfer the EMD from their Respective Bank

as per the Beneficiary Name & Account No., Amount, Beneficiary Bank Name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

4. **Eligibility criteria for participation in Quotation :**

- i) The prospective Quotationers shall have satisfactorily completed as a prime agency.
  - a) Intending Quotationers should produce credentials of similar nature of completed work of minimum value of 40% of the quoted amount put to Quotation during 5 (Five) years prior to the date of issue of the Quotation notice; or
  - b) Intending Quotationers should produce credentials of two(2) similar nature of completed work, each of the minimum value of 30% of the quoted amount put to Quotation during 5 (Five) years prior to the date of issue of the Quotation notice; or
  - c) Intending Quotations should produce credentials of One(1) single running work of similar nature has been of completed to the extent of 80% or more and value of which is not less than the desire value at (a.) above.

Satisfactorily completed or in case of running work, only those Quotationers who will submit the certificate from the concerned Executive Engineer or equivalent competent authority, will be eligible for the Quotation. In the required certificate it should be clearly stated that the work is in progress or completed satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the Quotationer (As per notification no.04-A/PW/0/10C-02/14 dated 18.03.2015 Govt. of WB).

N.B.:- (i) Estimated amount, Final Bill Value, Date of completion of project and detail communicational address of Client must be indicated in the Credential Certificate.

(ii) **Payment Certificates will not be treated as credential.**

**Illegible documents such as-Pan Card, Professional Tax Certificate, Trade License, Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 to be submitted with the Technical Bid document. Income Tax (Sara) Acknowledgement Receipt for two consecutive years i.e. for the last two years to be submitted. All taxes shall be deducted from all types of Bill, Challan of P.T., etc. and annexure I attach with this NIT, have to be submitted.**

- ii) The partnership firm shall furnish the registered partnership deed and the company shall furnish the Registered Article of Association and Memorandum.
- iii) Registered Unemployed Engineers' Co-operative Societies / Un-employed 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 2013-2014 along with other relevant supporting papers.
- iv) Where there is a discrepancy between the rate in figures and words the rate in words will govern.
- v) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
- vi) Any change of BOQ will not be accepted under any circumstances.
- vii) No Joint venture Firm/ Consortium will be entertained.
- viii) Quotationers should note that conditional Quotation will be rejected without showing any reason for such rejection.

5. **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, GST & all other Statutory levy/ Cess will have to be borne by the contractor & the rate quoted should be inclusive of all the taxes & cess stated above.

6. The Agency must be quoted their rate in Percentage above or below.

7. **No Mobilisation Advance and Secured Advance** will be allowed.
8. **Bids shall remain valid** for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."
9. **Date & Time Schedule :-**

Sl.No.	Particulars	Date & Time
1	Online Document Download and Bid Submission start Date	03.02.2023 from 10:00 Hrs. IST
2	Online Document Download and Bid Submission end Date	17.02.2023 at 15.00 Hrs. IST.
3	Bid opening Date at <b>Office of the Executive Engineer (Civil), ADDA, Durgapur.</b>	20.02.2023 at 14:30 Hrs. IST

10. **Earnest Money deposit of money it should compulsorily be deposited on-line by the bidders. The L1 bidder shall submit the hard copy of the documents to the Quotation inviting authority with his acceptance letter of the LOI As per memorandum no.1592-F(Y) DATED 20.03.2014. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the Quotationing process and dealt with accordingly legally including blacklisting of the bidder.**
11. The Quotationer's 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 Quotationer's own expense.
12. The intending Quotationers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. ADDA will have sole discretion to decide the eligibility of contractors on the basis of his submitted documents & reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Quotationer at the stage of Bidding.
13. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Quotationers' before bidding.
14. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
15. No **CONDITIONAL / INCOMPLETE QUOTATION** will be accepted under any circumstances.
16. In case of Quoting rates no multiple lowest rate will be entertained by the Department.
17. The Executive Engineer (Civil), ADDA, Durgapur reserve the right to cancel the e-N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.
18. During scrutiny, if it is come to the notice to Quotation inviting authority that the credential or any other papers found incorrect / manufactured / fabricated, that Quotationer will not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice.
19. Before issuance of the work order, the Quotation inviting authority may verify the credential and other documents of the lowest Quotationer if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufacture of false in that case, work order will not be issued in favour of the lowest Quotationer under any circumstances.
20. If any discrepancy arises between two similar clause on different notifications, the clause as started in later notification will supersede former one in following sequences :-
- Prescribed ADDA Quotation form
  - NIQ
  - Technical Bid
  - Financial Bid
21. **All materials and also necessary tools & plants will be supplied by concerned agency for above mentioned work as per requirement.**

22. Prospective Quotationers shall have to execute the work in such a manner so that appropriate service level of the work shall have to be maintained both during progress of work and also during the Defect liability period from the date of successful completion of the work as per **Clause-17** of Prescribed ADDA Quotation form.
23. **Prospective Quotationer whether himself must not have failed to execute any work under any of Directorate and has got this Quotation terminated consequently or any of his Partner or Director not have been his Quotation terminated by any of the Directorate Offices during the preceding five (5) years w.e.f date of this e-N.I.Q. such termination of Quotation shall be disqualification for the concern Quotationer for participating this Quotation.**
24. **You shall abide by the Finance Department, Audit Branch order no. 8182 F(Y), Dt. 26/09/2012 and order no. 5322/UDMA-24011(99)/131/2022 – O/o ADLS(UDMA)-Dept. of UD&MA Department, Dt. 03/11/2022.**
25. All materials should be approved by E.I.C. and also as per requirement, the cost of testing and other incidental charges will be borne from end of the concerned executing Agency.
26. All the rate to be quoted should include 18% GST & 1% CWWC. No additional amount to be paid in account of GST & CWWC.

## INSTRUCTION TO QUOTATIONER

### SECTION - A

#### 1. **General guidance for e-Quotationing**

Instructions / Guidelines for Quotations for electronic submission of the Quotations online have been annexed for assisting the contractors to participate in e-Quotationing.

#### 2. **Registration of Contractor**

Any contractor willing to take part in the process of e-Quotationing will have to be enrolled and registered with the Government e-Procurement system; through logging on to <https://wbtenders.gov.in> (the web portal of West Bengal State Government) the contractor is to click on the link e-Quotationing site as given on the web portal.

#### 3. **Digital Signature Certificate (DSC)**

Each contractor is required Digital Signature Certificate (DSC) for submission of Quotations, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount. Details are available at the said Web Site.

4. The contractor can search & download e-NIQ & Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

#### 5. **Submission of Quotations.**

General process of submission, Quotations are to be submitted online through online the website stated in Clause 2 of section-A in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

##### Folder-1 Contains

- I. Demand Draft / Pay Order towards earnest money (EMD) as prescribed in the e-NIQ.
- II. Prescribed ADDA Quotation form.
- III. e- NIQ.
- IV. Technical Bid (as prescribed in the e-NIQ).

##### Folder-2 Contains

- I. Financial bid (BOQ) [The quoted rate should include G.S.T. as per Govt. norms & 1% CWWC]

**Note:** Failure of submission of any of the above mentioned documents as stated in as 'Folder-1&2' will render the Quotation liable to summarily rejected for both statutory & non-statutory cover.

#### **B. Quotation Evaluation Committee (TEC)**

- i. Opening of Technical proposal :-

Technical proposals will be open by the Executive Engineer (Civil), ADDA, Durgapur or his authorized representative electronically from the web site stated in Cl. No.-3 of section-A using their Digital Signature Certificate.

- ii. Folder-1: I (vide Cl. No.- 5 of section-A) should be open first & if found in order, Folder-1: II, III & IV (vide Cl. No.- 5 of section-A) will be opened. If there is any deficiency in the documents, Quotation will summarily be rejected.
- iii. Decrypted (transformed in to readable formats) documents of the Folder-1 as per Cl. No. 5 of section-A. will be downloaded and handed over to the Quotation evolution committee.
- iv. Uploading of summary list of technically qualified Quotationers.
- v. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Quotations of work will be uploaded in the web portals before of opening of financial bid.
- vi. While evaluation the committee may summon of the Quotations and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vii. Intending Quotationers may remain present if they so desire at the time of bid opening.

#### C. Financial Proposal

- i. The financial bid should contain the following documents in folder-2 i.e. Bill of quantities (BOQ) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies (".xls" file with same name) of the above documents are to be uploaded after virus scanned and Digitally Signed by the contractor. Intending Quotationer may remain if they so.
- iii. All the rate to be quoted should include 18% GST & 1% CWWC. No additional amount to be paid in account of GST & CWWC.

#### 6. Rejection of Bid

The Employee reserves the right to accept or reject any bid and to cancel the Quotationer process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or Quotationers of the ground for Employee's action.

#### 7. AWARD OF CONTRACT

The Quotationer who's Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter.

The notification of award will constitute the formation of the Contract.

The Agreement in Prescribed ADDA Quotation form will incorporate all agreement between the Quotation Accepting Authority and the successful Quotationer. All the Quotation documents including e-NIQ & BOQ will be the part of the contract document.

- **Note :- Any Corrigendum and addendum will be published through ADDA website: [www.addaonline.in](http://www.addaonline.in)**

*blumanda*  
*01.02.2023*  
**Executive Engineer (Civil)**  
**Asansol Durgapur Development Authority**  
**Durgapur.**

**Memo No.:- ADDA/DGP/ED/ G-57 (pt. xxx) /2022-23 /902 (13)**

**Date: 01/02/2023**

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 S.D.M, Durgapur.
5. The Additional Chief Engineer, ADDA.
6. The A.E.O. ADDA, Durgapur.
7. The F.O, ADDA, with a request to be present or send his representative during Quotation opening on specified date & time.
8. The Sr. Legal Officer, ADDA.
9. The Assistant Engineer, ADDA, Durgapur.
10. The S.A.E., ADDA, Durgapur.
11. Notice Board, ADDA, Durgapur.
12. Sri Pradip Banerjee, System Manager, Durgapur-- with the request to upload the same on ADDA website.
13. File Copy .

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*01.02.2023*  
**Executive Engineer (Civil)**  
**Asansol Durgapur Development Authority**  
**Durgapur.**

ANNEXURE-I

**(To be filled in by the Quotationer/Bidders & to be submitted with the technical bid)**

Name of the Work/Quotation:.....

1. N.I.T No. & Sl. No. with date :.....

2. Name of the contractor/ Agency/ Bidder :.....

3. Address:

• Head Office :.....

• Branch Office :.....

:.....

• Correspondence Address :.....

:.....

:.....

4. Contact No.

• Mobile No. :.....

• Telephone No. :.....

• Fax No. :.....

• E-mail Address :.....

5. PAN No. :.....

6. GSTIN. No. :..... Valid Up to.....

7. Sales Tax Registration :..... Valid up to.....

8. List of Credential Submitted with the Quotation Documents in technical part :-

i. ....

ii. ....

iii. ....

iv. ....

\_\_\_\_\_  
Name of the Contractor/Quotationer

\_\_\_\_\_  
Full Signature of the authorised signatory

\_\_\_\_\_  
Initial of contractor/Quotationer