



## WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION

(Under Panchayats and Rural Development Department, Government of West Bengal)

Mrittika Bhavan, Plot no-18/9, Block-DD, Sector-I, Kolkata-700064

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### NOTICE INVITING TENDER

**NIT NO. 4/2021-22**

**Dated 15 .07.2021**

Sealed Item rate basis Tenders in connection with " Sanitization and Disinfection services with office chambers and common spaces in different floors of the office building Mrittika Bhavan every month 02 (two) times sanitization due to outbreak of COVID-19 during the year 2021-2022 are invited by the Administrative Secretary, WBCADC from the bonafide, experienced, reputed contractor for execution of the following work as detailed below.

1. a) Name of the work Sanitization and Disinfection services with office chambers and common spaces of the office building Mrittika Bhavan every month 02 (two) times sanitization due to outbreak of COVID-19 during the year 2021-2022.
- b) Location of Site : - **Mrittika Bhavan, Plot No.18/9, Block-DD, Sector-I, Salt Lake**
- c) Last date and time limit for submission of Tender : - **28 .07.2021 at 2.00 P.M.**
- d) Date & time for opening of Tender : - **28 .07.2021 at 2.30 P.M.**
- e) Time of completion of work:  
(in each occasion ) **03 (three) days from the issue of work Order**
- f) Earnest money to be deposited: - **Rs5, 000.00(Rupees five thousand) only**  
Demand  
Draft/Banker's cheque issued from any Nationalized/ Scheduled Bank in favour of **WBCADC** payable at Kolkata or RTGS/NEFT/CBS in State Bank of India, Account No 10263261979, IFSC No SBIN0001504 in favour of "**WBCADC**"

**(No interest on Earnest Money deposited by the tenderer will be allowed under any circumstances).**

**2. The intending Tenderer may visit the site before submission of tender.**

3. The bidder may participate in any or both the works if required criteria are fulfilled.

4. The intending tenderers will have to produce documentary evidence to prove their past experience and capabilities for execution of similar type of work as well as financial resources

5. The intending tenderer must have valid trade License, GST registration certificate, PAN Card, Income Tax acknowledgement receipt, latest P. Tax deposit challan clearance and photo copies of such certificates are to be submitted along with the offer. Original certificates have to be produced, if asked, by the department.
6. The tender documents and other relevant particulars may be seen by the intending tenderer on any working day between 11-30 a.m. to 4.00 p.m. from the office of WBCADC, at “Mrittika Bhavan” Plot No.18/9, Block-DD, Sector-1, Salt Lake. **The intending tenderers will have to collect the tender documents by downloading only through the website stated above. However, if prayed for, tender documents will also be issued to any tenderer from this office within the stipulated period. However, only off line submission of the tenders will be accepted.**
7. Tender documents shall consist of: -
  - a) This notice inviting tender hereinafter will be referred to as the tender notice.
  - b) Departmental schedule.(Annexure-I)
  - c) Standard Form of Agreement (Annexure-II)[ to be executed by the successful bidder)
8. Each tenderer will have to deposit an earnest money of the amount specified in sl no. 1(f) in favour of the **WBCADC**, which must be accompanied with the tender failing which the tender will be treated as informal and liable to be rejected. In case of successful tender, the deposited earnest money will be converted into performance security deposit against the execution of works.
9. A tenderer is to quote rates in figures as well as in words as per items rates quoted in the departmental schedule of work attached herewith (**Annexure –I**).
10. The tender shall be clearly and legibly be written and the whole writing must be by the hand of the person signing tender and with the same pen & ink. Failure to do so makes the tender invalid. Erasing or overwriting shall not be allowed. Corrections in the tender should be avoided and if this becomes unavoidable, the entire tender (and not a portion only) shall be scored out and signed (not simply initialed) by the tender in token of such cancellation. A fresh tender one of the specified manner shall be written correctly.
11. Complete tender documents are to be placed in a cover and duly sealed with the name of the work and with the name of and address of the tenderer superscripted on the cover. The sealed cover containing the tender is to be submitted to the office of WBCADC, at “Mrittika Bhavan” Plot No.18/9, Block-DD, Sector-1, Salt Lake. Within the specified date and time mentioned herein before in sl. no. 1 (c).
12. If the day on which the tender is due has been or is declared a closed holiday of Government Offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.
13. Canvassing in connection with the quotation is strictly prohibited and the Tenderers who resort to this will render his quotation liable to rejection.
14. The acceptance of the offer will rest with the undersigned, who does not bind himself to accept the lowest quotation and reserves to him the authority to reject any or all the quotations received without assigning any reason thereof.
15. On receipt of intimation from the appropriate Authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned (on application). The earnest money of the tenderers other than 03(three) lowest tenderers will

be refunded within 10(Ten) days after the comparative statement of rates obtained has been prepared, checked and approved by the competent authority. The earnest money of 02(two) lowest tenderers out of 03(three) will be refunded within 07(seven) days after issuance of work order to the concern bidder.

16. In case of successful tenderers, the deposited earnest money will be converted as Performance security and will be refunded to him as per relevant clause of the NIT from the office of the undersigned.
17. Bids shall remain valid for a period not less than 120 (One hundred twenty) days from the date of submission of Financial Bid. If the bidder withdrawn the bid during the validity period of Bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
18. The successful Tenderer shall have to execute an agreement in non judicial stamp paper of appropriate value with WBCADC which contents another set of tender documents within 7 (seven) days on receipt of intimation of acceptance of his tender. Failing to comply within the specified time the bidder shall render his contracts liable to termination. Standard form of agreement is annexed herewith (annexure-II)
19. **The period of contract in general will be up to 31<sup>st</sup> March' 2022. Works to be taken up in 15 days interval. However, based on actual situation, the authority at his desire may increase or decrease the period of contact, which is binding to the bidder and for this no changes in rate will be applicable.**
20. **COVID 19 guide lines on disinfection of common public places including offices issued by Ministry of Health & Family Welfare, Govt. of India should strictly be followed during execution of work. The chemical composition of the solution must be Ethanol IP (95% v/v), - 44.06% w.w Benzal konium chloride IP- 0.60 % w.w Excipients & Propellant.**
21. The successful Tenderer shall have to execute an agreement in non judicial stamp paper of appropriate value with WBCADC which contents another set of tender documents within 7 (seven) days on receipt of intimation of acceptance of his tender. Failing to comply within the specified time the bidder shall render his contracts liable to termination. Standard form of agreement is annexed herewith (annexure-II).
22. The selected tenderer will have to keep himself in readiness to complete the work within the target date as directed by the authority fully understanding that the **time will be the essence of the contract**. The contractor will have to take up the work as directed by the authority within 02(two) days from the date of receipt of work order. If the contractor fails to complete the whole work within target date, the authority have the every right to take appropriate action in this regard including forfeiture of all dues and Earnest Money which will be binding to the contractor.
23. Taxes will be deducted from the bills as per norms in vogue and only after successful completion of the work, payment will be made.

24. The NIT will form a part of the contract.

**Sd/-**  
Administrative Secretary,  
WBCADC

Memo No.: 100/039/01/02/Part (Others)/ 1145/1(6)

Dated: 15.07.2021

Copy to :-

- |  |                                 |
|--|---------------------------------|
| 1) In-charge, Estab. Section,CADC(HQ).                                   | } with a request to display the |
|  | } N.I.T. on office Notice       |
| 2-6) OIC—Bagnan/Boinchee/Gaighata/<br>Deganga & Haringhata CADC Project. | } Board for wide circulation.   |

**Sd/-**  
Administrative Secretary,  
WBCADC

**Annexure -II**

**SAMPALE FORMAT FOR EXECUTION OF AGREEMENT BY THE SUCCESSFUL BIDDER (TO BE FURNISHED IN NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE):-**

Standard Form of Agreement

**Agreement**

This agreement made on the    day of            ,2021 between **The Administrative Secretary, West Bengal Comprehensive Area Development Corporation, at Plot No.18/9, Block-DD, Sector-I, Salt Lake** (hereinafter called “The Employer”) on one part and..... (hereinafter called “The Contractor”) on the other Part.

Whereas the Employer is desirous that the Contractor execute work for Sanitization and Disinfection services with office chambers and common spaces of the office building **Mrittika Bhavan** every month 02 (two) times sanitization for 01(one) year due to outbreak of COVID-19 during the year 2021-2022. **Mrittika Bhavan, Plot no 18/9, Block- DD, Sector-I, Salt Lake for NIT NO.    4/2021-22 dated 15.07.2021** (hereinafter called “the Works”) and the Employer has accepted the Bid by the contractor for the execution and completion of such works and the remedying of any defects therein at a cost **Rs .....**(Rupees .....) only

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of execution and completion of the Works and remedying the defects wherein the Contract Price or such other sum as may be payable under provisions of the Contract at times and in the manner prescribed in the Contract.

4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :

- i. Letter of Acceptance:
- ii. Notice to proceed with the works:
- iii. Contractors Bid:
- iv. Contract Data:
- v. Special Conditions and General Conditions of Contract:
- vi. Specifications:
- vii. Bill of Quantities and
- viii. Any other document listed in the Contract Data

In witness where of the parties thereto have caused this Agreement to be executed the day the year first before written. Signed, Sealed and Delivered by

Binding Signature of Employer : WEST BENGALL COMPREHENSIVE  
AREA  
DEVELOPMENT CORPORATION

Administrative Secretary  
WBCADC

Binding Signature of Contractor : .....  
(Name and Address) : .....

In the presence of

1)

2)

Schedule for Sanitization and Disinfection services with office chambers and common spaces in Different Floors of the office building Mrittika Bhavan			
Sl no	Item Description	Unit	Rate In Figures and words to be entered by the Bidder
1	Sanitization treatment with spraying of mixture made of chemical composition of the solution must be Ethanol IP (95% v/v), - 44.06% w.w Benzal konium chloride IP- 0.60 % w.w Excipients & Propellant. etc mixed as per the prescribed dilution in water on the surface of the floor, walls, etc. by a mechanically operated sprayer pump operated by experienced operator having all safety measures during application. (Rate should be inclusive of all incidental charges, material charges, taxes, labour charges, etc. mode of measurement will be the floor area of the application zone). Location:-Mrittika Bhavan, Plot no 18/9, Block DD, Sector-I, Salt Lake, Kolkata- 700064.	Sqm	
2	Sanitization of three/four wheel Comercial vehicle as per guid line of COVID 19 in the manner stated under sl no 1 above	Each	

Signature of Bidder