

**West Bengal Pollution Control Board**  
**(Department of Environment , Govt. of West Bengal)**

**Quotation document**  
**for**  
**Cleaning of Rabindra Sarovar [A National**  
**Lake] , Dhakuria, Kolkata**

**Invited by :**  
**West Bengal Pollution Control Board**  
**10A, LA-Block ,Sector-III**  
**Salt Lake City**  
**Kolkata-98**

**January,2012**



## West Bengal Pollution Control Board

(Department of Environment, Govt. of West Bengal)

Paribesh Bhavan, 10A, LA-Block, Sector-III, Salt Lake City, Kolkata-700 098

☎: 2335-0663, 2335-0261, 2335-8213, 2335-9088, 2335-7428, 2335-8212,

Fax : (0091)(033) 2335-6730/8073

Web : [www.wbpcb.gov.in](http://www.wbpcb.gov.in) Email : [wbpcbnet@wbpcb.gov.in](mailto:wbpcbnet@wbpcb.gov.in)

**Memo No: 855-6K/WPB/179/2012**

**Date.20.01.2012**

### TENDER/QUOTATION NOTICE

1) Sealed tender/quotation are hereby invited on item wise rate basis for the undernoted works as per schedule (with terms & condition) attached herewith, from the bonafide, reliable and resourceful contractors having the experience of similar type of works for which this tender is invited.

2) Tender/quotation will be accepted only from those who will submit the documentary evidence of having executed the similar type of works, Valid Trade License, Prof. Tax Paid Challan, and income tax clearance certificate/ Photocopy of Pan Card, shall also have to be enclosed with the tender.

3) Last date of issue of Tender/quotation paper is **06.02.2012 up to 2.00 P.M.** and last date for receipt of tender is **07.02.2012 up to 2.00 P.M.** The filled-in tender paper has to be dropped in the tender box kept in the ground floor of Paribesh Bhavan. The tenders will be opened on **07.02.2012 at 2.30 P.M.** during which tenderers or their authorized representatives may remain present.

4)

Name of Work	Place of Work	Time of Completion of Work	Cost of tender paper	Earnest Money (To be deposited at the time of submission of tender)
Cleaning of Rabindra Sarovar [A National Lake] Dhakuria, Kolkata-29	Rabindra Sarovar [A National Lake] Dhakuria, Kolkata-29	10(ten) days	Free of Cost	₹975.00 (Rupees nine hundred seventy five) only in form of crossed Demand Draft/ Pay Order/ Bankers' Cheque in favour of West Bengal Pollution Control Board payable at Kolkata

5) Rate should be quoted item wise both in figure and words.

6) The acceptance of the tender/quotation will rest with the West Bengal Pollution Control Board who does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any or all of the quotations received and to place order to one or more firms without assigning any reason whatsoever and the quotationer shall have no claim towards revision of rates or other condition if his rate is accepted.

7) No advance payment will be made. However payment will be made on basis of the actual measurement at site after completion of the work satisfactorily on submission of the bill in duplicate.

8) All the materials should be supplied after prior approval of Engineer-in-Charge of the works.

9) This notice will form a part & parcel of the conditions to be followed and duly signed and submitted with the tender.

10) The Tender/quotation documents may be collected from the Accounts Section, Parivesh Bhavan, Bldg. (10-A), Block - LA, Sector - III, Salt Lake, Kolkata - 700 098, Phone : 0091-33-2335-9088/7428, Fax: 0091-33-2335-6730 on & from 20.01.2012 at free of cost on any working day (except Saturdays, Sundays and Holidays). The Quotation Document also be downloaded from the following website : [www.wbpcb.gov.in](http://www.wbpcb.gov.in).

Sd/-

Sr. Environmental Engineer(O&M)

**Memo No: 855/1(27)-6K/WPB/179/2012**

**Date.20.01.2012**

Copy forwarded for information and necessary action to :-

1. The Chief Engineer(Planning)/The Chief Engineer(Siliguri)
2. The Project Manager
3. The Chief Scientist(Dr.U.M.)/Dr.A.K.S)
4. The Sr. Personnel Manager
5. The Sr. Environmental Engineer(Shri. Chandan Ghose)
6. The Sr. Environmental Officer-Department of Environment, Govt. of West Bengal, Writers Building, Kolkata : 700 001
7. The Environmental Engineer-Barrackpore RO/DurgapurRO/Camac Street RO /Howrah RO/HooglyRO/Alipore RO/Haldia RO/Malda RO/Siliguri RO- with a request to arrange to display through their respective regional office notice board for wide circulation.
8. The Deputy Secretary
9. The Finance & Accounts Manager -A/F
10. The P.A. to Chairman
11. The P.A. to Member Secretary
12. The Executive Engineer, KIT, P-16, India Exchange Place, Kol-73 } With a request to arrange to display
13. The Sub -Assistant Engineer, Office of KIT, Rabindra Sarovar Stadium, Kol-29 } through their respective notice board
14. The Notice Board of Paribesh Bhawan, Bidhannagar, Kolkata-98
15. Smt. Indrani Sengupta, Computer Operator -With a request to up load the matter for displaying in the website of Board.

Sr. Environmental Engineer (O&M)

## GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF TENDERERS

1. Sealed tender/quotation are hereby invited on behalf of West Bengal Pollution Control Board, Bldg. (10-A), Block - LA, Sector - III, Salt Lake, Kolkata 700 098
3. The site for the work is available to the tenderers in its present conditions. No space other than the above site can be made available to the tenderers in for the site office, labour camps, storage etc.
4. Tender/quotation to be submitted on the printed form issued by WBPCB only. No other form of tender/quotation will be accepted.
5. Sealed Tender/quotation in the prescribed form are to be addressed to the Sr. Env. Engineer (O&M) , West Bengal Pollution Control Board, Parivesh Bhavan, Bldg. 10-A, Block - LA, Sector - III, Salt Lake, Kolkata 700 098 and to be dropped into a tender Box kept in ground floor titled as “Cleaning of Rabindra Sarovar [A National Lake] Dhakuria, Kolkata” in the office of West Bengal Pollution Control Board, Parivesh Bhavan, Bldg. 10-A, Block - LA, Sector - III, Salt Lake, Kolkata 700 098 .
6. Incomplete applications will be rejected. The Board at it’s discretion may verify all credentials and inspect applicant’s executed works to satisfy itself about the credibility of the tenderer .
7. Tenderers are to be submitted in the prescribed form which can be obtained from the Accounts Section, Parivesh Bhavan, Bldg. (10-A), Block - LA, Sector - III, Salt Lake, Kolkata - 700 098, Phone : 0091-33-335-9088/7428, Fax: 0091-33-335-6730 **at free of cost.**
8. The time allowed for carrying out of the work will be reckoned from the date of issue of acceptance letter or the date of handing over of site, whichever is earlier.
9. The Tenderers/quotationers should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and maintained and the requisite totals should also be given.
10. All corrections shall be attested by the initials of the tenderers with seal of the firm. In case any discrepancy/ difference is found on checking between rates quoted by the tenderer in words and figures or in the amount worked out by him, the following procedure shall be followed :
  - a) When there is a difference between the rates in figures and in words, the rate which correspondence to the amount worked out by the tenderers, shall be taken as correct.
  - b) When the amount of any item is not worked out by the tenderers or it does not correspond with the rate written either in figures or in words, then the rate quoted by the tenderers in words shall be taken as correct.
  - c) When the rate quoted by the tenderers in figures and in words tallies but the amount is not worked out correctly, rate quoted by the contractor shall be taken as correct and not the amount.
  - d) Amendments as mentioned above shall be based on the tender marked “Original” only.
11. When a tenderer/quotationers signs a quotation in an Indian language, the tendered amount and the total amount quoted should also be written in the same language. In the case of illiterate tenderers the rates or the amounts tendered should be attested by a witness.
12. The EMD of the unsuccessful tenderers/quotationers would be refunded after acceptance of the work order by the successful tenderers/quotationers or expiry of validity of the bid whichever is earlier. However, the EMD of the successful tenderers/quotationers would be refunded only after completion of job satisfactorily & subsequently release of final bill. In case of non-performance of successful tenderer , the EMD would be forfeited.
13. The acceptance of a tender/quotation will rest with the West Bengal Pollution Control Board which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received and to place order on one or more firms without assigning any reason whatsoever. All tenders in which any of the prescribed conditions is not fulfilled or are incomplete in any respect ,are liable to be rejected. However , should it is felt necessary by the Tender committee , rate may be lower down by way of inviting Bid.

14. The Board reserves the right to accept the tender/quotation in full or in part and the tenderer shall have no claim towards revision of rates or other conditions if his/her tender is accepted in parts.
15. Canvassing in connection with quotations is strictly prohibited and the quotation submitted by the tenderers who resort to canvassing will be liable to rejection.
16. On acceptance of the quotation, the name of the accredited representative(s) of the tenderers who would be responsible for taking instructions from the Board shall be communicated to the Board by the tenderers.
17. Special care should be taken to write the rates in figures as well as in words, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the words 'Rs.' should be written before the figure of rupees and words 'P' after the decimal figures, e.g. Rs. 2.15 P. and in case of words, the word 'Rupees' should precede and the word 'Paise' should be written at the end, unless the rate is in whole rupees and followed by the words 'only' it should invariably be upto two decimal places. While quoting the rates in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
18. The Board does not bind it-self to accept the lowest or any tender/quotation and reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rate quoted.
19. Sales tax or any other tax on material or on finished works like work's contract tax, Turn-over Tax, etc in respect of this contract shall be payable by the tenderers and the Board will not entertain any claim whatsoever in this respect.
20. The tenderer/quotationers shall submit EMD of ₹ 975.00 (Rupees nine hundred seventy five) only in form of crossed Demand Draft/ Pay Order/ Bankers' Cheque in favour of West Bengal Pollution Control Board payable at Kolkata
21. The tender/quotation for works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period, then the Employer shall be at liberty to forfeit Earnest Money paid along with the tender or penal action shall be contemplated against tenderer as applicable.
22. The tender/quotation for the work shall not be witnessed by a contractor or contractors who himself/ themselves has/ have tendered or who may and had/ have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the quotation liable to summarily rejection.
23. It will be obligatory on the part of the tenderer to tender and sign quotation documents for all the component parts and that, after the work is awarded, he/she will have to enter into an agreement for each component with the competent authority in the West Bengal Pollution Control Board.
24. No claim shall be entertained or no benefit shall be arrived at out of any typographical, arithmetical and clerical mistakes in the papers viz. in schedule of quantities, specification, terms and conditions etc.
25. IN case of delay in successful completion beyond the schedule of time, liquidated damages shall be applied @ 0.5% of the total cost per week of delay subject to maximum 5% of the order value. After that order may be canceled

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For and on behalf of West Bengal Pollution Control Board  
Sr Environmental Engineer

**Schedule of work for cleaning of Rabindra Sarovar [A National Lake] , Dhakuria, Kolkata -29**

Sl. #	Items/Description of Work	Unit	Quantity	Rate ₹	Amount ₹
1	Cleaning of the Rabindra Sarovar by lifting/removing all types of solid wastes like Polybag , Plastic Pouches, Pan Masala/Guthka Packet, Thermocal Plate & Glass, Plastic/Paper Bottle/Cup, Papers , earthen pot/glass etc. from the embankment/ top & bottom of the Waterbody with the help of basket, bamboo, hook, Spade, Shovel, Kata, ,Jute Bag etc. as necessary & disposed off the same from there to a designated dumping area inside the Rabindra Sarovar/Park.	Sq.m.	9000 sq.m.		
				TOTAL=	

Total amount in Word .....

Name & Address of the Quotationer .....

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Signature off Quotationer with seal.....

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Phone No.....

Fax No.....

Place .....

Date .....

***N.B. : The Vendors are requested to visit the work site before quoting rates.***

