

**Notice Inviting Quotation for “Writing and fixing of radium boards at the poles of High Mast Lights under BEUP for 260-Bardhaman Dakshin Assembly Constituency”.**

Sealed quotations are hereby invited by BDA from bonafide, reliable and resourceful Agencies / Firms having sufficient experience in Fitting and fixing of radium boards or works of similar nature at different sites of the new schemes so executed under BEUP for 260-Bardhaman Dakshin Assembly Constituency.

**(A) Scope of work:**

Radium boards will contain the following subjects/ figures:

বর্ধমান দক্ষিণ বিধানসভা কেন্দ্রের মাননীয় বিধায়ক ড. রবিরঞ্জন চট্টোপাধ্যায়ের বিধায়ক এলাকা উন্নয়ন প্রকল্পের অর্থে ও বর্ধমান উন্নয়ন সংস্থার সহযোগিতায় ..... এই কাজটি সম্পন্ন হইল।

Regarding the location, design and choice of colours of the radium boards, the interested parties are informed to consult the Engineering Department of BDA on any working day from 2.00 pm to 4.00 pm.

The work should include all accessories with fitting and fixing of radium boards with labour charges. All radium boards should have 3 years warranty and for any damages or deterioration, the service will be provided within 15 days after intimation of concerned authority.

After completion of the work, the bill may be produced after inspection of SAE.

**(B) Credentials:**

The Agency should have experience in jobs related to design of radium boards or at least one work of similar nature (which should be contained in the sealed envelope for technical offer).

**(C) Selection / Acceptance of the Successful Bid / Offer**

The Quotationers will have to quote their rates in figure as well as in words separately. The quotationer with the lowest rate will be awarded with the work. However, the accepting authority reserves the right to reject any or all of the bid(s) / offer (s) received without assigning any reason whatsoever to the intending participants including the lowest bid/offer received.

**(D) Bid Evaluation:**

The process will go through Technical Evaluation & Financial Evaluation. Thus, a sealed envelope containing technical and financial offer should be submitted by the quotationer.

The quoted rate should be in per unit of radium board in company letter pad, in digits as well as in words in the following format.

Sl. No.	Description	No. of Units	Offer Price per unit (in Rs. – inclusive of all taxes)	Total (in Rs.)
1	Writing and fixing of radium boards at the poles of High Mast Lights under BEUP for 260-Bardhaman Dakshin Assembly Constituency	18 (Eighteen) Nos.		

The outer cover also must be superscripted with Name of the work, Name of firm with address of the firm / bidder and to be duly addressed to the undersigned. Any participant/bidder not following the steps in submitting their bid / offer as described in this para shall be disqualified.

**(E) Terms & Conditions:**


1. Rate should be quoted both in figures and words in English language. The rate thus quoted should be inclusive of all taxes, Cess, carriage of materials to the working site, labour charges, tools etc. No extra payment for any kind or purpose shall be made by the Department.
2. Earnest Money: The amount of **Earnest Money is @ 2% of quoted value** only to be deposited along with each quotation in the shape of Cheques / Bank Draft / Pay Order of any Nationalized Bank drawn in favour of '*the Chief Executive Officer, Burdwan Development Authority*' against the work.
3. Successful participants shall have to submit original up-to-date valid PAN, Professional Tax, Trade License, goods and service tax registration (GST-IN) for verification and enclose photocopies of all papers and documents duly self-attested and marked "SUBMITTED BY MY" and bear signature of the quotations himself under his proper seal at the time of submission of technical bid.
4. Successful Quotationer shall have to enter into a formal agreement with the department in W.B. Form NO.- 2911(ii) and shall be bound by the clauses of the contract.
5. The rate of deduction as per provision of GST.
6. Constructional Labour Welfare Cess @ 1(one) % of cost of construction will be deducted from every Bill of the selected agency.
7. The Quotation/ Tender accepting authority reserves the right to reject any or all of the Quotation / Tenders so received without assigning any reason thereof.

**(F) Time of completion: 45 (Forty Five) Days from the date of issue of work order.**

**(G) Other Conditions:**

- 1) BDA Shall not be responsible for any expense incurred by bidders in Connection with the preparation & delivery of their bids, site visit and other Expenses incurred during qualification process.
- 2) BDA takes no responsibility for delay, loss or non-receipt of bid Document sent by post/courier.
- 3) In view of tight project schedule, Bidders are requested not to seek any extension in due date of submission of bids.
- 4) Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects communication facilities, climate conditions, availability of local laborers and market rate prevailing in the locality etc. As no claim, whatsoever will be entertained on these accounts afterwards.
- 5) The works should be legible and of prominent in nature.
- 6) The location and colour will be decided by BDA.
- 7) Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.
- 8) The payment shall be based on progress of work at site. Maximum of 90% (ninety percent) payment shall be made on achieving 100% (hundred percent) of work. Balance 10% (ten percent) will be kept as security deposit and such payments shall be made after 3 years of completion of the work.

- 9) Application quoting rate in all respect in the letter pad of the agency in sealed envelopes have to be submitted to:
- i) The Chief Executive Office, Burdwan Development Authority, New Administrative Building (5<sup>th</sup> Floor), BURDWAN-713101, Within 10.07.2018. at 2:00 P.M.
  - ii) The quotation will be opened at the same day at 4:00 P.M.

  
Chief Executive Officer,  
Burdwan Development Authority,  
Purba Bardhaman