

Notice Inviting Quotation No – 15/BDA of 2020-21

Notice Inviting Quotation for **“Maintenance Contract for Garden at following places:**

- I. ADM ZP Bungalow to Circuit House beside Kalna Road, Burdwan**
- II. BDA Clock Tower, Burdwan**
- III. Abasarika Park including Step Garden, Parbirhata, Burdwan”**

Sealed quotations are hereby invited by BDA from bonafide, reliable and resourceful Agencies / Firms for “Maintenance Contract of Garden”.

Scope of work:

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 labour charges.

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

(A) Credentials:

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

(B) 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.

(C) 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 company letter pad, in digits as well as in words in the following format.

Sl. No.	Item description	Quantity	Unit	Rate (Rs.)	Amount (Rs)
1.	Cost of regular maintenance by watering, mowing of grass, grass cutting, removing of garbage at your nearest specified area, sweeping pruning hedge cutting forking of soil, manuring application of insecticides including manicuring as per desired design by skill labour.	12	Monthly		
2.	Part time supervisor	12	Monthly		
3.	Cost of supply of seeds, seedings organic manure insecticides, fungicides and growth hormones etc. including fuel charges for machines.	12	Monthly		
4.	Cost of supply PVC pipe ¾ th inch dia for water purpose etc.	03	Nos.		
Total					
In Words:					

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.

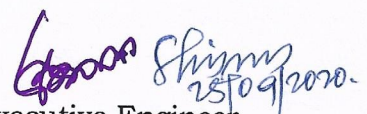
(C) Terms & Conditions:

1. **Enlistment Certificate (Horticulture base) must require.**
2. 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.
3. **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 'Burdwan Development Authority' against the work
4. **Successful participants shall have to submit original up-to-date valid PAN, Professional Tax, Trade License, goods and service tax registration (GST-IN), latest IT return for verification enclose photocopies of all papers and documents duly self-attested and marked "SUBMITTED BY" and bear signature of the quotations himself under his proper seal at the time of submission of technical bid.**
5. 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.
6. GST as per government of norms.
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.

(D) Period of Maintenance Contract: 01 (One) year from the date of issue of work order.

(E) 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) 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.
- 7) 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 Officer, Burdwan Development Authority, New Administrative Building (5th Floor), BURDWAN-713101, Within 07.10.2020. at 12:00P.M.
 - ii) The quotation will be opened at the same day at 1:00 P.M.


Executive Engineer,

Burdwan Development Authority,
PurbaBardhaman