



Government of West Bengal
Sundarban Affairs Department
Sundarban Development Board
Mayukh Bhavan, Salt Lake, Kolkata - 700091
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1130
Memo No. / 1(6)/ SDB-16011/2/2019-DPD(SDB)-SDB Date 18/06/2019

INVITATION OF SEALED QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS OF THE JOB WORK/SERVICES CONTRACT FOR THE MAINTENANCE OF TWO ORNAMENTAL FISH AQUARIUMS MAINTAINED IN THE OFFICE COMPLEX OF SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091.

Sealed quotations are hereby invited on behalf of the Member Secretary & Project Director, Sundarban Development Board of the Job /Services Contract for the Maintenance of two Ornamental Fish Aquariums in the Office Complex at Sundarban Development Board, Mayukh, 1st Floor, Salt Lake City, Kolkata-700 091.

The Detailed Terms and Conditions are annexed herewith

S. Chowdhury
18/06/19
Deputy Project Director (Fisheries)
Sundarban Development Board

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Copy forwarded for kind information to:

1. Member Secretary & Project Director, Sundarban Development Board.
2. Additional Project Director (Admn), Sundarban Development Board.
3. Joint Secretary to the Government of West Bengal, Sundarban Affairs Department for kind information with the request to float the Quotation in the Departmental Website for wide circulation.
4. Senior Joint Project Director (Accounts), Sundarban Development Board.
5. The SDO, Bidhannagar, with the request to place the Invitation of Sealed Quotation in his Office Notice Board for wide circulation.
6. Deputy Project Director (Accounts) & DDO, Sundarban Development Board.

S. Chowdhury
18/06/19
Deputy Project Director (Fisheries)
Sundarban Development Board

INVITATION OF SEALED QUOTATIONS AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS OF THE JOB WORK/SERVICES CONTRACT FOR THE MAINTENANCE OF TWO ORNAMENTAL FISH AQUARIUMS MAINTAINED IN THE OFFICE COMPLEX OF SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091.

- Last date of receipt of Sealed Quotation in Office 28/06/2019 (17.00 Hrs.)
 - Quotations to be opened on 01/07/2019 (12.30 Hrs.)
 - The Member Secretary & Project Director, Sundarban Development Board may at his discretion, extend the last date of receiving the quotations.
 - If the last date for opening the quotations is declared to be a holiday the quotations shall be deemed to remain open for acceptance till the next working day.
 - The value of Annual Contract FOR THE MAINTENANCE OF TWO ORNAMENTAL FISH AQUARIUMS MAINTAINED IN THE OFFICE COMPLEX OF SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091 will not exceed Rupees Eighty Thousand only.
1. Sealed quotations are hereby invited on behalf of the Member Secretary & Project Director, Sundarban Development Board OF THE JOB WORK/SERVICES CONTRACT FOR THE MAINTENANCE OF TWO ORNAMENTAL FISH AQUARIUMS MAINTAINED IN THE OFFICE COMPLEX AT SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091.
 2. The Terms and Conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender form and its schedules.
 3. The prospective applicants may quote their rates in the sealed envelop, if they are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
 4. An earnest money of Rs. 2000/- (Rupees Two thousand only) must be deposited in the form of demand draft/pay order payable to Member Secretary & Project Director, Sundarban Development Board.
 5. The quotations will not be considered if earnest money is not deposited with the tenders.
 6. The applicants are being permitted to submit quotations in consideration of the stipulations on their part that after submitting their quotations, no request for modification of the terms and conditions will be entertained. If the successful bidder fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the Board. The amount of earnest money deposited will be refunded to all the unsuccessful bidder.
 7. The applicants are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules are not agreed and signed, Individual signing of the documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm, if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the

- partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
8. In case, the successful bidder does not accept the offer after issue of letter of award to the institute within 3 days of such issuance, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
 9. In case of partnership firm, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, all other documents must be signed by every partner of the firm. A person signing any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has the authority to bind such other and on enquiry if it appears that the persons so signing had no authority to do so, the Sundarban Development Board shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the schedules should be signed by the applicant..
 10. The Sealed Quotation should be delivered to the OFFICE OF SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091 not later than 28.06.2019 before 12.00 Hrs.
 11. The rates to be quoted for one year for job/services contract and are to be given both in words and figures failing which the same is liable to be rejected. The rate analysis for every component like Labour Cost towards cleaning and Services, Cost towards replacement of Fishes, Replacement of Damaged equipments are to be given. The payment to a successful agency will be made on Half yearly basis upon completion of satisfactory service and submission of Bills thereof.
 12. The applicants are at liberty to be present or to officially authorize a representative to be present at the time of opening of the quotations.
 13. The conditional agencies will not be accepted. The Sundarban Development Board is not bound to accept the lowest rate.
 14. The selected agency has to deposit 10% cost of Bid amount as security within 7 days of award after receiving a communication from the Sundarban Development Board in the form of DD/FDR/BG which shall be payable to "Member Secretary & Project Director, Sundarban Development Board".
 15. In the event of non-deposition of the same, the earnest money will be forfeited.
 16. No interest on security deposit and earnest money deposit shall be paid by the Board to the tenderer.
 17. The quoted rate should be inclusive of all applicable taxes and to be shown separately while submitting the Bills. Any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the concerned agency and the Sundarban Development Board will not entertain any claim whatsoever in this respect. However the Income Tax or any other tax which is as per the rules of the Govt., shall be deducted at source from the final bill, as per rules/instructions made applicable from time to time by Government.
 18. The concerned agency shall be solely liable for the payments of EPF, ESI and any other payment mandatory under any statutory law in force for the engagement of labour that will be provided under this

contract and the Sundarban Development Board shall not be responsible in case the same are not paid by the contractor to the concerned agencies.

19. Successful Agency will have to enter into a detailed contract agreement with Sundarban Development Board on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) for the work.
20. The Member Secretary & Project Director, Sundarban Development Board or his authorised representative reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Board, for any justifiable reasons not mandatory to be communicated to the tenderer.
21. The Decision of the Member Secretary & Project Director, Sundarban Development Board shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Member Secretary & Project Director, Sundarban Development Board.
22. The decision of the sole Arbitrator so appointed shall be final and binding on the parties.
23. The following documents/vouchers are required to be enclosed with the quotation a) Trade Licence b) GST registration c) PAN number issued by the Income Tax Department. d) Copies of ITR Forms for the last two years. e) Audited Balance Sheet of the firm for 2 years f) Two years continuous experience of the firm in the field of providing such services in the Central/ State Govt. establishments/Autonomous bodies of Govt /Corporations of Govt. /reputed public or private organizations, provide the details in tabular form. h) Duly certified copies of the credentials

SCHEDULE-1

SCHEDULE OF JOB WORK/ SERVICES CONTRACT BIDS FOR THE MAINTENANCE OF TWO ORNAMENTAL FISH AQUARIUMS MAINTAINED IN THE OFFICE COMPLEX OF SUNDARBAN DEVELOPMENT BOARD, MAYUKH BHAWAN, 1ST FLOOR, SALT LAKE CITY, KOLKATA-700 091.

1. Type of Aquarium: 1. 100 B (3 ft): 1No. 2. 120 B (4ft): 1 no.
2. Services to be provided by the Agency:
 - Maintain all items fitted in the Aquarium in elegant manner well neat & clean. No part of the structure should be damaged and in case of any damage, immediate repairing of the structure and other small display pieces kept in the Aquarium. Keep the air pump in operational condition and in case of defects, the same shall be repaired by the Contractor at its own cost. Maintain minimum stock of at least 10-12 ornamental fishes .
 - Proper up-keep of all aquaria from any breakage/leakage. In case of any breakage of glass, the whole glass of aquarium with similar type of glass material to be changed. Leakage at joints will be allowed to reseal with good quality silicon paste.
 - The decoration in the aquaria to be maintained in a similar form in very neat and elegant manner and all defective and soiled items like backdrops, plants both artificial/natural, toys, etc are to be replaced with new ones. However such changes to be made in consultation with the DPD (Fisheries), Sundarban Development Board.
 - Maintain standard water quality parameters required for the stocked fishes. The water of the aquaria should always remain crystal clear.
 - The tube lights illuminating the respective aquarium, which needs to be maintained in proper condition.
 - The Contractor shall maintain minimum number of fishes in the aquaria with standard size & number given above against their names all the time. In case the number of fishes are short, the same shall have to be added by the contractor in consultation with the DPD (Fisheries), Sundarban Development Board. The Contractor shall look after the maintenance of fishes, their feeding with the standard quality feeds of different types required by individual species; treatment of fishes, up keep of water quality in consultation with DPD (Fisheries), Sundarban Development Board.
 - It shall be the responsibility of the Contractor to maintain good flow of air in all the aquaria and all defective components need to be replaced with new one of same capacity/size and type. He shall also keep all the appliances and fittings in sufficient quantities in spare all the time for immediate replacement in case of any failure.
 - The Cleaning of Aquarium should be made once in very week or as per the urgent requirement.

- All Labour Charges, cost of the Spare parts and the fishes, Cost of Fish Feed and Transport of materials should be included in the contract value. No additional charge claimed the Contractor will be entertained during the Contract period.

18-05-2019

Deputy Project Director (Fisheries)
Sundarban Development Board