



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 3912/NKDA/Admn-581/2015

Dated: 05/7/2017.

NOTICE INVITING e-TENDER (2nd Call)
Notice Inviting e-Tender No. WBNKDA/13/ADMN/NKDA/2017-18/2ND

The Administrative Officer, New Town Kolkata Development Authority invites sealed tender under two bid system from resourceful, reliable, bona-fide and eligible HR outsourcing firms/companies having experience in similar nature of work and requests to submit their offer for the work detailed below.
(Submission of Bid through **online**)

List of Schemes:-

Sl. No	Name of the work	Earnest Money	Period of work
1	Supply of Manpower services for Business Club, New Town, Kolkata under New Town Kolkata Development Authority.	Rs.10,000.00 (Rupees ten Thousand) only	01(one) year.

1. Intending bidder has to download the tender documents from the website <http://wbtenders.gov.in>. Bid Security may be remitted by separate Demand Draft to be issued from any scheduled bank in favour of the "New Town Kolkata Development Authority" payable at Kolkata and also to be documented through e-filing. Only the successful bidders will submit the original Demand Drafts against Bid Security Deposit to the Office of New Town Kolkata Development Authority at 03, MAR New Town, Kolkata-700156 at the time of agreement.
2. Both Technical bid and financial bid are to be submitted concurrently digitally signed in the website <https://wbtenders.gov.in>. The acceptance of the lowest bid is not obligatory.
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 14 of this NIeT.
4. The FINANCIAL OFFER of the prospective qualified bidders will be considered only if the TECHNICAL BID of the bidder is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
5. No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against and pending bill held by this authority in respect of any previous work will be entertained.

Phone : 033-2324-2324 / 2132 / 2148, 18003451571

Fax : 033-2324-2147

Website : www.nkdamar.org

6. Conditional bids, incomplete bids or bids with deviation from any of the conditions stipulated in the e-tender will be liable to be rejected and earnest money will be forfeited.
7. Bidder shall not be permitted to withdraw his offer or modify the terms and condition once bid is submitted. In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, earnest money will be forfeited.
8. The e-tender inviting and accepting authority will determine the eligibility of each bidder and reserves the right to reject all or any of the tenders without assigning any reason thereof.
9. Corrigendum/Amendment to the e-tender will be made if required.
10. The successful tenderer whose tender is accepted shall make formal agreement along with bid documents in triplicate within 7 (seven) days of issuance of Lol to successful tenderer.

11. Eligibility criteria for participation in the tender.

- a)** The Agency shall be a Limited Company or a Private Limited Company Registered under the Company's Act. 1956/ Partnership/ Proprietorship Firm. In case of Partnership Firms, Registered Partnership Deed along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The Limited Company shall furnish the Article of Association and Memorandum as on-statutory documents.
- b)** PAN/TAN Card, P.T. Deposit Challan for the year 2016-2017, valid Trade License, GST Registration Certificate or otherwise are to be uploaded.
- c)** The bidder must upload valid certificate of registration of Employees Provident Fund Organisation and Employees State Insurance Corporation.
- d)** In case of Proprietorship Firms, self-declaration or self-certificate is to be uploaded.
- e)** The Agency should have minimum of three years experience in providing Manpower Services in the Government Departments / Public Sector (Central or State) at the time of bidding. Scan copies of relevant work orders in this regard are to be uploaded.
- f)** Income Tax Return of the Company/ Firm /Proprietor for the last three years are to be uploaded.
- g)** Service Tax Returns for Company/ Firm for the last three years and EPF Statement for last monthly deposit are to be uploaded.

12. Requisite Qualification and job responsibility by manpower to be supplied at Business Club, New Town, Kolkata.

Sl. No	Details of Manpower	Qualification/ Experience	Nature of work to be carried out
1	Receptionist-cum-Cashier- 02 (Two) Male – 01 (one) Female – 01 (one)	1. Graduate or equivalent degree. 2. Good knowledge in Computer. 3. Good Communication skill (Bengali/Hindi/English)	1. Maintaining front office work. 2. Facilitation of Club Members/ Guests. 3. Collection of different charges. 4. Other duties as to be assigned.
2	Banquet Executive (Club Executive) – 01 (One)	1. Graduate or equivalent degree in Hospitality Management. 2. Good knowledge in Computer, MS Office and e-mail. 3. Good Communication skill (Bengali/Hindi/English) 4. Experience in Food & Beverage	1. Maintaining front office work. 2. Organisation of different events. 3. Maintaining the Club & its member. 4. Other duties as to be assigned.
3	Data Entry Operator – 01 (One)	1. Graduate or equivalent degree. 2. Good knowledge in Computer, MS Office and e-mail. 3. Good Communication skill. 4. Should have typing speed minimum of 30 WPM in English.	1. Data entry and record keeping with editing of existing database. 2. Backup of database. 3. Input and output of all communications. 4. Maintaining officer records and Report generation. 4. Other duties as to be assigned

13. Both rates for individual categories and total must be quoted. The bidder who bids the lowest total package rate will be accepted.

14. The quoted bids shall remain valid for 180 days from the date of opening of the tender.

15. Date & Time Schedule:

Sl.No	Particulars	Date & Time
1	Date of Uploading of N.I.T (online) (Publishing Date)	05.7.2017
2	Documents download start date (online)	05.6.2017
3	Documents download end date (online)	15.7.2017
4	Bid submission start date (online)	05.7.2017
5	Bid submission closing date (online)	15.7.2017
6	Bid opening Date for Technical Proposals (online)	17.7.2017
7	Last date of uploading list of Technically qualified Bidder (online)	19.7.2017
8	Date of opening of Financial Proposal (online)	To be notified in due course.

16. Joint Ventures/MOU will not be allowed.

17. No advance and secured advance will be allowed.

18.a. Earnest Money : All the bidders have to upload scan copy of an EMD amounting to Rs.10,000/- (Rupees ten thousand) only in the shape of a Bank Draft of any Scheduled Bank to be drawn in favour of **“New Town Kolkata Development Authority” payable at Kolkata.**

b. Earnest Money for successful tenderer will be retained and converted as Initial Security deposit.

c. The security deposit of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the agreement to be made in.

19. Period of Contract: Initial engagement will be for 01 (one) year from the date of issue of work order which may be extended further if authority desires.

20. Payment Terms: Payment will be made to the selected bidder on submission of invoice/Bill within 07th of the succeeding month for the payment. TDS/Service Tax etc. are to be deducted at source from the monthly claim/bill of the contractor as per Govt. Rule in force from time to time.

21. Statutory deductions towards Service Tax, Income Tax, VAT etc. will be made as per Govt. rules in force from time to time.

22. Timing: The working hours of the manpower provided will be as per timings of Business Club or as and when desired this authority.
23. Service Termination:
- (a). If this authority is not satisfied with the performance of the manpower provided he/she should be replaced within 07 (seven) days by new manpower. Failure in doing so will render the contract terminable.
- (b). NKDA may terminate the contract due to any reason by issuing a notice prior to 15 days.
24. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
25. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in this NIE T before tendering the bids.
26. Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is not satisfactory or false in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
27. Participation in this tender deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e-tender.
28. The Financial Bid must be in accordance with the Circular issued by the Office of the Labour Commissioner, Govt. of West Bengal vide No.187/700/Stat/2RW/26/2016/LCS/JLC dt.27.01.2017 regarding payment of fixed minimum rates of wages in the employment of Hotels and Restaurants including Boarding Houses, Eating Houses, Canteens, Clubs and Guest Houses in the State of West Bengal and the successful bidder shall have to ensure that the said circular as well as the circulars issued in this regard from time to time will be followed.


**Administrative Officer,
New Town Kolkata Development Authority.**



ANNEXURE-I

TECHNICAL BID

Check list of documents to be uploaded mandatorily			
Sl.No.	Trade Licence	Tick mark if Yes	Remarks if any
a	Photocopy of Valid Trade License		
b	Document supporting previous experience of last 03 years		
c	Photocopy of PAN/TAN		
d	Copy(ies) of Work Order(s) from Govt. Departments/ PSU for Supplying Manpower.		
e	Photocopy of Financial Report/ Statement/IT Return for last 03 years		
f	Photocopy of GST Registration or otherwise		
g	Valid Certificate of Registration under ESI, EPF including last month deposit chalan		

Signature with Seal.

ANNEXURE-II

FINANCIAL BID

Sl. No	Details of Manpower		Rates (PM) for Individual categories. Rs.	Total Rate. (PA) Rs.
1	Receptionist-cum-Cashier- 02 (Two)	Male – 01 (one)		
		Female – 01 (one)		
2	Banquet Executive (Club Executive)	01 (one)		
3	Data Entry Operator	01 (one)		
Total Package Rate				

(Rupees.....) only

Signature with Seal.

Memo No. 3912/1(9)NKDA/Admn-581/2015

Dated: 05/7/2017.

Copy forwarded for information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. Administrative Officer-I, New Town Kolkata Development Authority
3. The Finance Officer, New Town Kolkata Development Authority
4. Administrative Officer-II, New Town Kolkata Development Authority
5. Sr. Accountant, New Town Kolkata Development Authority.
6. P.A to Hon'ble Chairman, New Town Kolkata Development Authority.
7. P.A to Member Secretary, New Town Kolkata Development Authority.
8. Office Notice Board.
9. System Manager for uploading in Official Website of New Town Kolkata Development Authority (www.nkdamar.org).


**Administrative Officer,
New Town Kolkata Development Authority.**

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