



**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
**(A Statutory Authority under Government of West Bengal)**  
**3333, Major Arterial Road • DG Block, Action Area-ID • Kolkata -**  
**700156**

Ph. No. (033) 2324-2138 Email Id: eeme@nkda.in

Memo No. 9219/EE(E)/NKDA/Elect/2021-22

Date: 13/09/2021

**NOTICE INVITING e-Tender**

NIT EOI No. 08/EE(E)/NKDA/2021-22

An Expression of Interest [EOI] is hereby invited by the Executive Engineer (E), New Town Kolkata Development Authority, from the bonafide, resourceful and experienced Agency having experience in similar nature of job for **“Engagement of Manpower for Day to Day Operation of internal & External Electrical items with cleaning of Electrical Equipment & Observation Measuring Units at AA-III, Newtown, Kolkata.”**

**A) Scope of work: -**

1. Engaging of **Electrician/skilled/semi skilled/Unskilled** as per duty allocated by the concern officer in two/three shifts in above location in New Town Kolkata under NKDA.
2. Only the Electrical personnel as per duty chart is allowed to perform duty at that particular point of duty.
3. After office hours all lights & fans, AC etc. should be put off and properly locked of office chambers and premises.
4. Duty hours will be in two/three shifts for electrical personnel. If there be any change of Electrical personnel, it should be informed to the concern officer, NKDA beforehand.

**Completion Period: -**

01 (One) year from the date of commencement

**Earnest Money: -**

**Rs. 20,000/- (Rupees Twenty Thousand) only in favor of NKDA** to be deposited online through e-tender portal payment gateway. Intending bidder will get the beneficiary details from e-tender portal with the help of digital certificate. Bidders are requested to submit EMD of their bid online at least 03 (three) working days before the last date of bid submission.

**Total performance security deposit will be Rs.50,000.00 (Fifty Thousand) out of which Rs.20,000/- (Twenty thousand) will be in the form of EMD and the balance part to be submitted at the time of making agreement by the successful bidder. Balance Earnest Money may be remitted through Demand Draft / Pay Order issued from any Nationalized Bank in favor of the “NKDA.” payable**



at KOLKATA. After completion of contract the Security Deposit money will be released.

**B) General Terms & Conditions of Bid: -**

1. The contract shall commence from the date of execution of the Contract Agreement by NKDA with the Electrical Services providing Company/Agency and shall continue for a period of One year, unless it is terminated by Corporation due to deficiency in-Service, Sub-Standard quality of deployed manpower, break of the terms and condition of the Contract.
2. The contract shall automatically expire after One year from the date of execution of the Contract Agreement.
3. The agency will be selected in two steps. If the agency fulfills the technical criteria, then he will be qualified in the Price bid Competition.
4. The agency should only quote their service charges in % (Percentage). The Service charge will be paid on the gross value of the amount, subject to maximum allowable limit of Service charge of 10%.
5. Agency should pay wages as per the latest rates of wages provided by the Govt. of West Bengal.
6. The agency should pay wages with pay slip along with PF, bonus and ESI as per govt Rules.
7. The agency will pay the salary of electrician personnel within 7<sup>th</sup> day of every month. They will deposit the salary bill along with (Pay slip, ESI, & PF Last Month challan and GST Invoice) details of all satisfactory payment of all the personnel also with service charge on gross value of wages to NKDA. NKDA will reimburse the Bill along with service charge as early as possible.
8. Engaged manpower having working knowledge of similar nature of work in Newtown zone may be preferred.

**C) Eligibilities Criteria: -**

1. Intending agency should have minimum annual turnover of **Rs.50 Lakh** during any of the last three financial years.
2. Intending agency has not been blacklisted by any Govt./Govt. undertaking company during its entire period of existence.
3. Intending agency should have valid Trade license for Electrical Services.
4. Intending agency must have a registered office in Kolkata.
5. Intending agency have experience in similar nature of job throughout the year to any Gov. Department for a minimum period of 1 (One) year.
6. Applicant should be Licensed Electrical Contractors having adequate experience in maintenance in similar nature of work in Govt. / Semi Govt. / Govt Undertaking / PSU with appropriate certificate of completion in support of single work of 10,00,000.00(Ten Lakh) or 2 no's similar nature of completed work each of the minimum value of 7,50,000.00(Seven lakh Fifty thousand) within last five years.



7. Valid GST / PT Certificate with latest Challan, Income Tax Return for last financial year-20-21 (if not available 19-20 maybe submitted) with 'PAN Card' along with audited balance sheet of the firm for last financial year.

8. Credit worthiness certificate issued by any Nationalized / Scheduled bank against the tender.

9. Having valid electrical contractors license in favor of the company with supervisor having certificate of competency in parts 1,2,11,4,5,7A,7B,10,12 from Govt. Licensing Authority.

10. EPF & ESI Registration with latest challan must have & to be uploaded.

**D) Schedule time for documentations: -**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.EOI. & other Documents (online) (Publishing Date)	13.09.2021 AT 06.55 PM
2	Documents download/sell start date (Online)	13.09.2021 after 06.55 PM
3	Documents download/sell end date (Online)	25.09.2021 at 06:55 PM
4	Prebid meeting to be held at Office of the Executive Engineer- Electrical, NKDA	20.09.2021 at 02:00 PM
5	Bid submission start date (On line)	13.09.2021 after 6.55 PM
6	Bid Submission closing (On line)	25.09.2021 at 06:55 PM
7	Bid opening date for Technical Proposals (Online)	28.09.2021 at 11:00 AM
8	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
9	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	To be notified later
10	Date for opening of Financial Proposal (Online)	To be notified later

E) An agreement will have to be executed by lowest bidder with NKDA before start of the work, the cost of which will be borne by you.

Any participant bidder not following the steps in submitting their bid / offer as described in this Para shall be disqualified.

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. For any other details please visit over website: [www.NKDA.com](http://www.NKDA.com) or in the office of the undersigned.



Executive Engineer (E),  
New Town Kolkata Development Authority



Memo No. 9219/1(7)/EE(E)/NKDA/Elect/2021-22

Date: 13/09/2021

Copy forwarded for information and with the request to Display in the Notice Board to the:

1. The Chief Executive Officer, New Town Kolkata Development Authority.
  2. The Chief Engineer, New Town Kolkata Development Authority.
  3. The Finance Officer, New Town Kolkata Development Authority.
  4. The Assistant Engineer (E), New Town Kolkata Development Authority.
  5. The Sr. Accountant / Cashier, New Town Kolkata Development Authority.
  6. P.A to the Chairman, New Town Kolkata Development Authority.
- Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

*Sdlr*  
Executive Engineer (E),  
New Town Kolkata Development Authority



**Annexure-I**

(To be submitted on the letter head of the bidder)

Technical bid for Engagement of Electrician in various offices and premises of NKDA in New Town,  
Kolkata.

To  
**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
3333, Major Arterial Road, DG Block, Action Area - ID  
New Town, Kolkata 700 156

**Sub:** Technical Bid for “Engagement of Manpower for Day to Day Operation of internal & External Electrical items with cleaning of Electrical Equipment & Observation Measuring Units at AA-III, Newtown, Kolkata.” in response to notice inviting EOI vide Memo No. 9219/EE(E)/NKDA/Elect/2021-22 dated 13-09-2021.

Sir,

1. Being duly authorized to represent and act for and on behalf of ..... (herein the Company/Firm/ Agency)  
I, .....the undersigned hereby submit our E.O.I for Electrician of Manpower Service providing Company/Firm/Agency in response to notice inviting EOI vide Memo No. 9219/EE(E)/NKDA/Elect/2021-22 dated 13-09-2021.



2. The copy of relevant documents as detailed below are furnished herewith:

**INFORMATION SHEET / QUALIFYING CRITERIA**

(To be filled and submitted by the Company/Firm/ Agency along with copies of documents in support of the information furnished by the Company/Firm/ Agency)

**INFORMATION SHEET**

Sl. No.	Particulars	Information to be furnished by the applicant	For use by NKDA
1.	Name of the Company/ Firm/ Agency		
2.	Address of Head Office/ Regd. Office with telephone No., Fax No., E-Mail etc.	Address: Tel. No. with STD Code: Fax No. with STD Code: Email address: Contact Persons with designation: (i) (ii)	
3.	Address of the other offices/branches with Telephone No., Fax No., E-mail address etc.	Address: Tel No. with STD Code: Fax No. with STD Code: E-mail address: Contact Persons with Designation: (i) (ii)	
4.	Ownership pattern i.e. proprietary concern/Partnership Firm / Pvt. . Co./Public . Co. etc. (with documentary evidence)		
5.	Detailed profile of the organization, Management, Manpower, specialization of staff, variety of services etc.		
6.	Self attested copies of all applicable licenses of issuing authority.		
7.	i. Professional Tax R C No. ii. Registration for EPF iii. Registration for ESI iv. Registration with Labour Deptt. for Contract labour(regulation and abolition) Act 1970 & rules (Copies attached)		
8.	i. PAN ii. Last three years' Income Tax Return (Copies attached)		
09.	GSTIN No. (Copies attached)		
10.	CIN No.		



**QUALIFYING CRITERIA**

Sl. No.	Particulars	Information to be furnished by the applicant	For use by NKDA
11.	Document showing that the i. Agency is a registered organization and working in the state. ii. is in this business for at least last 3(three) years. iii. The agency is not blacklisted by any Govt. Organization / PSU/ Autonomous Body/ Corporation/Local Body. iv. Agency is having a registered office in Kolkata.		
12.	Intending agency should have minimum annual turnover Rs. 50 Lakh. during any of the last three financial years. i.e., 2018-19, 2019-20 & 2020-21 as per audited Profit & Loss Account. Please enclose: - 1. Last three years' Audited Profit & Loss A/c. and Balance sheet		

3. NKDA is hereby authorized to conduct any inquiry/investigation to verify the statements, documents and information submitted in connection with the bid.

4. NKDA and its authorized representatives may contact the following persons for any clarification:

Name of the contact person/ s with designation

Address: Phone NO. / Fax NO.:

Email:

5. This company has not been blacklisted by any Govt. Organization/PSU/Autonomous Body/Corporation/Local Body.

6. I affirm that we have read & understood the terms and conditions of the offer detailed in the notice inviting EOI vide Memo No. 9219/EE(E)/NKDA/Elect/2021-22 dated 13-09-2021. and hereby unequivocally and unconditionally accept the same & we will abide by all the terms and conditions as laid down in the said notice.



7. I hereby declare that the statements made & information provided are complete, true and correct in every aspect and any error or omission therein, accidental or otherwise will be sufficient justification for NKDA to reject our Expression of Interest and / or to cancel the award of the assignment.

8. The decision of NKDA concerning this Expression of Interest shall be final and binding on us.

Signature.....

Name.....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of ..... (With Seal)

(Enclose authorization letter in original to be submitted with technical bid).



## Schedule of Quantities

**Engagement of Manpower for Day to Day Operation of internal & External Electrical items with cleaning of Electrical Equipment & Observation Measuring Units at AA-III, Newtown, Kolkata.**

Sl.no.	Description of item	Quantity	Unit	Rate
1	Operation of internal & External Electrical Equipment , like Street Light, High Mast, light Fan, Pump, Sound Systems, AC Machine and ancillary Accessories like feeder component etc. with Sweeping, Cleaning, guarding the Site with in safty rules as per IE Rule, maintaing the Electrical Store register, making arrangement of Ladder/ Scaffolding , necessary Tools, including convey service for the labour to operate above work. The above items are excluding the supply of spares like lamps, etc. but inclusive labour cost for replacement and repairing work. The materials will be supply by dept as per site requirment. The Following Pattern Persons to be distributed in two/three shift as per EIC			As per WB Circular Published within the effective period by the office of the labour commissioner shall be minimum rate of wages in the employment of Electrician.
	a) Skilled Labour	5	Each	
	b) Semi-skilled Labour	3	Each	

N.B.: Number of Electrician may vary +/- 40%.

Service Charges.....% (0% < Quoted Percentage ≤ 10%) on Gross Value of the amount.

**Executive Engineer**

**Newtown Kolkata Development Authority**