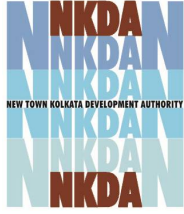


# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)  
03, Major Arterial Road, New Town, Kolkata – 700156

**Memo No:** 362 / NKDA / Engg – 36 / 2010 (VIII)

**Date:** 16/01/2018

## NOTICE INVITING QUOTATION

### N.I.Q. NO : 05/ AE – I /NKDA of 2017 – 18.

Sealed Quotations are invited by Assistant Engineer-I, New Town Kolkata Development Authority (N.K.D.A), from bona-fide & experienced Consultants/ Consultancy firms for the work of **“Providing of Architectural and Structural design & drawing of various structures at N.T.B.C. & New Town Plaza under Executive Engineer – I, at N.K.D.A”**. Schematic Site plan is enclosed.

Eligibility of Participation: (a) Reputed Consultants/ Consultancy firms having experience for similar nature of work following latest IS specifications and standards.

(b) The following papers are to be submitted with the application:

- I. Copy of Registration certificate of the firm,
- II. Power of Attorney of Signatory of Tender / Quotation, as applicable,
- III. Copy of valid P.T/I.T clearance certificate / PAN as applicable (originals to be produced for verification at the time of application)
- IV. Copies of certificate of completion of similar nature of jobs completed during last five years and orders in hand during current year.
- V. 2% of the total amount of quoted price of the total job is to be submitted as earnest money in the form of bank-draft or Banker’s Cheque of any nationalized/Scheduled bank drawn in favour of New Town Kolkata Development Authority, payable at Kolkata during execution of formal agreement which will be converted to security deposit for the successful quotationer. Further 8% will be deducted from all bills to cover 10% security deposit for the total quoted amount.
- VI. Work order will be issued to the firm / Quotationer whose offer is considered acceptable by the competent authority of NKDA.
- VII. The successful quotationer on receipt of letter of acceptance from the Quotation Accepting Authority, New Town Kolkata Development Authority will have to purchase 3(three) nos WBF 2911(ii) at Rs.5.00 (Rupees five) only each and 3(three) quotation documents at Rs. 750.00 (Rupees Seven hundred fifty) only each through Bank receipt challan of Syndicate Bank, New Town Branch under CA No. 9525/307/4652 (Head of Account 150-1101) for the purpose of making agreements.

## **General terms and conditions :**

1. The undersigned reserves the right to refuse permission to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the application.
2. No application will be entertained if sent by Post/Courier.
3. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
4. The rate quoted is valid for acceptance upto 6(six) months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
5. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.
6. Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
7. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
8. The Quotation form issued from the Office of the undersigned, must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
9. Quotation Documents are not transferable.
10. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. If considered necessary, instant bid may be conducted immediately after opening of quotations in order to lower the rates obtained.
11. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received or to split up the work in different sub-groups without assigning any reason thereof.
12. Income Tax will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills. Building and others construction workers' cess @ 1.0% will be deducted from the progressive bill(s) in pursuance with G.O No. 599A/4M-28/06 dated 27/09/2006.
13. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.

14. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
15. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
16. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
17. The provision of the Power of Attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
18. NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
19. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
20. Any corrigendum/ notification issued with regards to this NIQ will be published in the official website ([www.nkdamar.org](http://www.nkdamar.org)) of NKDA. The applicants are requested to follow the website regularly.
21. The agencies would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender inviting authority. The tenderer shall satisfy himself fully regarding the nature and scope of the work and get all clarifications. Every effort shall be taken by Tender inviting authority to clarify and take required course of action. Any claim on this ground shall not be entertained. No advice of any change in rates or conditions after the opening of tender shall be entertained.
22. If any stipulation indicated in any component of contract documents are at variance in any respect with those in the other, the decision of the Executive Engineer will stand final and binding.

### **Scope of Work :**

- 1) Preparation of site plan, concept plan, and center-line drawings (Plan, Cross sectional elevation , side elevations) , structural and architectural working drawings.
- 2) i)Shop/ Fabrication drawings for :
  - a) 3D Trusses at roof level
  - b) welded joints (typical) of 3D trusses
- 3) During the stages of construction ,the consultant or his representative should be present if there are any disputes regarding detailed drawing or in case Engineers of the NKDA feels that there is any

inadequacy in detailing or in the case of practical difficulties arising as per drawing submitted by the consultant or their presence is deemed necessary by the NKDA authorities. The cost of the same should be included in the offered rate of consultant. No extra payment will be made in this regard. NKDA however will also provide their supervising staff for supervision of the work.

5) All final drawings should be submitted in 5(Five) sets/copies.

### **Special terms and conditions :**

- 1) Rate is to be quoted against each item of work provided in the detailed scope of work as per enclosed work schedule.
- 2) The quotationers are required to visit the sites and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matters should be duly taken care of in the work.
- 3) The selected consultant firm who will be entrusted with the job as entailed in this quotation document **should have / or will have to set up** an establishment in Kolkata with all requisite skilled technical manpower for accomplishing the work in proper time and manner.
- 4) The successful Quotationer (Consultant) shall have to provide qualified and experienced Personnel as are required to carry out the Consultancy Services. The Engineer-in-charge has every liberty to ask for replacement of any personnel whose performance in the opinion of the Engineer-in-charge will be considered unsatisfactory and the successful tenderer (Consultant) shall abide by such instruction with in 7(seven) days.
- 5) The successful Quotationer (Consultant) shall use all the documents, drawings, data information of proprietary nature received from NKDA solely for the purpose of performing and carrying out the obligation on his part under the agreement and shall not disclose the same to any other person and shall maintain the utmost secrecy.

### **Salient Dates:**

- |  |                   |                       |
|--|-------------------|-----------------------|
| 1) Last date of receiving application papers : | <b>05/02/2018</b> | <b>upto 2.00 P.M.</b> |
| 2) Last date of issue of Quotation papers :    | <b>06/02/2018</b> | <b>upto 4.00 P.M.</b> |
| 3) Date of submission of Quotation papers :    | <b>07/02/2018</b> | <b>upto 2.00 P.M.</b> |
| 4) Date of opening of Quotation papers :       | <b>07/02/2018</b> | <b>at 2.30 P.M.</b>   |

**Assistant Engineer-I**  
**New Town Kolkata Development Authority**

**Copy for information and necessary action, with request for arranging wide circulation of this Notice to:**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, NKDA
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Executive Engineer-I, New Town Kolkata Development Authority.
5. The Estimator/Sr. Accountant, New Town Kolkata Development Authority.
6. Official website ([www.nkdamar.org](http://www.nkdamar.org)).
7. Office Notice Board.

**Assistant Engineer-I  
New Town Kolkata Development Authority**