



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 3139/NKDA/Admn- 606/ 2016

Date: 11/06/2016

## NOTICE INVITING TENDER

Notice Inviting Tender No. 22/ADMN/NKDA/2016-17.

New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible HR out sourcing/ firms/companies for supplying Manpower services for different Health Centres in New Town Kolkata.

The Sealed bidding document (Technical Bid, Financial Bid & along with EMD duly filled and signed) should be addressed to the Administrative Officer –II at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily

### 1. Important Date :

SL No.	Particulars	Date & Time
01.	Last Date of Submission	20/06/2016 upto 3.00 P.M
02.	Date of opening of Bids	20 /06/2016 at 3:00 P.M.

- The tender document may also be downloaded from our web site [www.nkdamar.org](http://www.nkdamar.org).
- The NKDA reserves the right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

### 4. GENERAL CONDITIONS

- The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "Tender for supplying Manpower at the Health Centre of New Town, Kolkata ". This third envelope should be sealed and addressed to the Administrative Officer –II , New Town Kolkata Development Authority,03 Major Arterial Road, New Town Kolkata- 700156.
- Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the authority.
- The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of tender. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.
- Validity of the Bids: The quoted bids shall have the validity for a period of 180 days from the date of opening of the tenders.
- Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
- Right of Acceptance: NKDA reserves all rights to reject any or all tenders without assigning any reason.
- Corrigendum/Amendment to the tender will be effected if required.

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- 4.9. Bidders sending their bids through courier/ by Speed post should also ensure that their bids are reached on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
- 4.10. The agencies who qualifies the Technical bid shall be called for next meeting for opening of Financial Bid for which the date, time and venue will be intimated to the qualified agencies separately.
- 4.11. After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the tender document.
- 4.12. The successful bidder shall enter in to a contract with NKDA and the authorized signatory shall execute and sign the contract agreement in accordance with the article of agreement and general conditions and provisions contained in the tender document before commencement of service.
- 4.13. Financial bid will be opened only for the qualified technical bidders.
- 4.14. The quoted price should be all inclusive of taxes and other duties.

#### 5. MINIMUM ELIGIBILITY CRITERIA

- 5.1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. (A Proof in support of the following criterion by the Bidder shall be submitted).
- 5.2. Bid Security (EMD): EMD for Rs. 10,000/- is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "New Town Kolkata Development Authority" Payable at Kolkata.

#### 6. DOCUMENTS TO BE SUBMITTED

- 6.1 Registration Certificate  
 6.2 Valid Trade Licence  
 6.3 Service Tax Registration  
 6.4 Copy of PAN Card and Income tax return of past 03 years  
 6.5 Copy of Work Order in supplying manpower in Govt/ Govt undertaking.

#### 7. Qualification and nature of work to be carried out by manpower to be supplied at business club, New Town Kolkata

SL No	Details of Manpower	Qualification/ Experience
1	Nurses - 01 Male 01 Female	1. Relevant experience in Nursing 2. Should have nursing experience in a Govt. Hospital (Preferable)
2	Medical Technician- - 01 Male 01 Female	1. Relevant experience as Medical Technician 2. Should have experience in a Govt. Hospital (Preferable)
3	Software Technician 01 Male	1. Graduate degree 2. Good Knowledge in computer skill & MS Office and will also view e-mail. 3. Good Communication skill(Bengali/ Hindi/ English).

8. Period of contact : Initial engagement is for 6(six) months. May be extended for further, if authority desired.
9. Payment Terms :  
 Payment will be made to the selected bidder on submission of invoice/Bill within 07th of the succeeding month for the payment. Different Tax etc. are to be deducted at source from the monthly

claim/bill of the Agency, as admissible under the rules.

10. Timing :

The working time of manpower will be as per timings of Health Centre or as per NKDA's decision as and when requires.

11. Service termination :

- 11.1. If this Authority not satisfied by performance of manpower, then new manpower required to be replace within 7(seven) days, failure of that contact will be terminated.
- 11.2. NKDA may terminate the contact due to any reason, by issuing a notice prior to 15 days.



**Administrative Officer – II**  
**New Town Kolkata Development Authority**

**Memo No: 3139 /1 (4) /NKDA/Admn-606/ 2016**

**Date: 11 /06/2016**

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A to the Chairman, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA official website ( [www.nkdamar.org](http://www.nkdamar.org) )



**Administrative Officer – II**  
**New Town Kolkata Development Authority**

**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

<b>SL No</b>	<b>Particulars</b>	
1.	Registration Certificate	Copies shall be enclosed
2.	Copy of Work Order in supplying manpower in Govt./ Govt. undertaking	Copies shall be enclosed
3.	Copy of PAN Card and Income Tax Return for the Past three years	Copies shall be enclosed
4.	DD for Rs.10000/- in favour of "New Town Kolkata Development Authority" payable at Kolkata.	No.....dt...
5.	Valid Trade Licence	Copies shall be enclosed
6.	Service tax registration	Copies shall be enclosed
7.	All the bid document	signature & stamp bid document

(Name and Signature of Tenderer  
with stamp of the firm)

**FINANCIAL BID DOCUMENT**  
(To be submitted separately in sealed envelope)

<b>SL No</b>	<b>Details of Manpower</b>	<b>Monthly Rate (in Rs)</b>	<b>Qty</b>	<b>Total monthly Amount (in Rs)</b>
1	Nurses			
2	Medical Technician			
3	Software Technician			
Total Rate				

(Name and Signature of Tenderer  
with stamp of the firm)