

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo. No. 2836/ NKDA / Admn-847 / 2018

Dated:18/06/2019

## NOTICE INVITING ITEM RATE e-TENDER

Notice Inviting e-Tender No. WBNKDA/03/EM-II/Admn/2019-20 (2<sup>nd</sup> Call)

Estate Manager-II, New Town Kolkata Development Authority invites e-Tender from resourceful, reliable, bona-fide and experienced agencies / companies/firms as well as other organizations having experience in similar nature of work at Govt. department like KMDA, PWD, WB HIDCO etc. / various local bodies etc. & are requested to submit their offer for the work as appended below:

(Submission of Bid through **online**)

Sl. No	Name of work	Estimated Amount (Rs.)	Token Earnest Money	Period of completion
1	Conducting House to House Survey in all the households of New Town, Kolkata as a part of the Vector Control Activities of New Town Kolkata Development Authority.	Rs.7192800/	Rs.100000/	01(one) year

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit Token Earnest Money, through the following payment modes as per Finance Department Oder No.3975-F(Y) dated. 28<sup>th</sup> July, 2016 and also to be documented through e-filling.
- 2) Both **Technical Bid** and **Financial Bid** (with documents as in para -13) are to be submitted concurrently duly digitally signed in the website <http://etender.gov.in> as per the Date & Time Schedule **at Para 13** of this NIET.
- 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. 12 of this NIET
- 4) The **FINANCIAL OFFER** of the prospective qualified tenderer(s) will be considered only if the **TECHNICAL BID** of the tenderer(s) 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) **Scope of work:**
  - a) House to house survey is to be done by the team of surveyors consisting of 02(two) surveyor in each team.

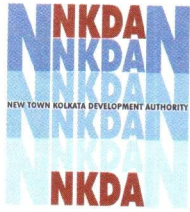
- b) Each survey team will cover more or less 300 (three hundred) households in 05(five) days(weekly from Monday to Friday) in accordance with the calendar published by Health & Family Welfare Department, Govt. of West Bengal (copy enclosed) & each house will be visited twice in a month, so in a month there will be 10 (Ten) working days & covering of households twice per month is most important.
- c) The survey teams will fill up house to house survey form (Form-2) (copy enclosed) & will distribute leaflet & other IEC materials (to be provided by NKDA) to the households.
- d) There will be 01(one) Supervisor for monitoring the works of 05(five) such survey teams & they will compile the survey forms (Form-4 & Form-12) for each round of survey & submit the same to NKDA within the stipulated time.
- e) Tentative number of households is 36,000 (thirty six thousand). There for number of survey block will be  $36,000/300 = 120.00=120$  (one hundred twenty).  
Number of surveyor =  $120 \times 2\text{nos.} = 240 \text{ nos.}$
- f) Minimum qualification of surveyors: Class – X / Madyamik passed.  
Minimum qualification of supervisors: Class XII / Higher Secondary Passed.  
The Survey & Supervising personnel to be deployed by the successful agency will be trained by the authority before commencement of work.
- g) Payment will be made on submission of monthly bills after completion of survey & compilation of all forms satisfactorily for all the households in New Town, Kolkata. For partial survey no payment will be allowed (Partial survey means non coverage of any household from survey, incomplete filling of survey forms / and or compilation of forms)
- h) If the work is not satisfactorily done, a warning notice will be issued prior to termination of contract or else as may be deemed fit by the authority.

## 6) Eligibility criteria for participation in the tender:

### A. Legal Entity:

- The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like Service Tax, PAN, EPF, ESIC, Contract Labour, Professional Tax registration and latest challan, IT Return of last three years etc.
- (i) The organization must have an office in Kolkata.
  - (ii) The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity.
  - (iii) Partnership firms, if any, shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
  - (iv) The organization should be enlisted with labour department and has to submit a valid labour license.
  - (v) Joint Ventures/MOU will not be allowed.





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## B. Technical Capability:

- (i) The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor. In this regard the organization has to produce a manpower certificate issued by chartered accountant.
- (ii) The organization must produce document of running contracts of providing manpower for survey works, or other Management services in a single contract of **Rs. 20,00,000.00** in the last 03 (three) years. Documentary evidence should be provided in support of the above.

## C. Statutory Liabilities and Taxation:

- (i) Must submit proof of compliance.
- (ii) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challan shall be enclosed.
- (iii) Service tax as applicable will be reimbursed extra.

## D. Manpower:

- (i) The organization must have at least three or more capable management staff on roll having technical qualification and sufficient experience to manage the operations.
- (ii) The organization must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.
- (iii) All staffs of the organization must have uniforms & identity card.
- (iv) Intending bidders are requested to inspect the project area of New Town for assessment of nature of Survey work and the time required for completion.

## 7) Documents to be uploaded

a) Name of the Firm/Agency & Owner
b) Office address with Tel/Fax/Mob Nos.
c) Email Id.
d) Contact Person(s) Name with
e) Tel/Fax/Mob Nos.
f) Email Id.
g) Copy of the transaction certificate of Earnest Money of Rs. 1,00,000/- (Rupees one lakh) online/offline
h) Audited financial statement/ audited annual report of the last financial year.
i) Valid Trade Licence.
j) Experience certificate of 1 (one) year or more in this field. Work Order/ Completion Certificate with work value of at least Rs. 20,00,000/- (Rupees twenty lakh) single work order from any Govt. Department/PSUs/any other reputed organizations.
k) PAN Card No. & last three months' Bank Solvency certificate issued by bank amounting to at least Rs. 25,00,000/- (Rupees twenty five lakh).
l) GST Registration Certificate. Copy of IT Return acknowledgement for last three Financial year
m) Registration Certificate of PF and ESI with ECR and paid challan of last month.
n) Copy of Professional Tax Registration Certificate with current paid challan.

- 8) The offer shall remain valid for 180 days from the date of opening of the tender. The rate will be fixed for one year from the date of issuance of work order.
- 9) On-going payments for work done may be allowed to the executing agency as per existing rules and availability of fund. Subject to deduction of security deposit, progressive payment may be made against the completed item of works. Such interim payments, shall be made as running account bill (s), however, shall not construed to mean that the respective items / components have finally been approved and accepted by NKDA and the contractor shall not be absolved of his responsibility to set right any deficiency of such paid items / components at his/ their own cost, for rectifying all defects which are subsequently being noted or found.

**10) Idle labour, idle rent and hire charges etc.:**

No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.

**11) Security Deposit:**

Retention money towards Security amounting to 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit.

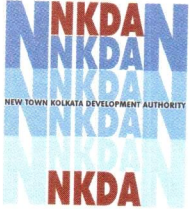
**9) Performance Guarantee:**

- (i) The organization must not have any record of poor performance, abandoned work, having being blacklisted by any Government organization. Accordingly one undertaking stating the same should be submitted to the tender inviting authority. Registered declaration regarding the same should be submitted by the successful bidder at the time of formal agreement.
- (ii) The organization must demonstrate implementation of adequate checklist and process flow to monitor the operation and guarantee the performance at every point of time.

**13) Date and Time Schedule:**

Sl. no.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	18/06/2019 at 4.00 PM
2	Documents download start date (Online)	18/06/2019 at 4.30 P.M.
3	Documents download end date (Online)	03/07/2019 upto 12:00 Noon
4.	Pre-Bid Meeting	26/06/2019 at 2.30 P.M.
5.	Bid submission start date (Online)	18/06/2019 at 5.00 P.M.
6.	Bid submission closing date (Online)	03/07/2019 upto 12:00 Noon.
7.	Bid opening date for Technical Proposals(Online)	05/07/2019 at 12:00 Noon
8.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
9.	Date for opening of Financial Proposal (Online).	Will be intimated in due course





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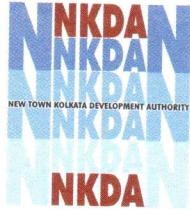
## 14) Earnest Money Deposit(EMD)

The bidder shall furnish an amount of Rs. 1,00,000/- (Rupees one lakh) only as Token Earnest Money **by way of net banking through ICICI payment Gateway/ NEFT/ RTGS** which shall be converted into the Security Deposit and shall be refunded on expiry of contract period. The said Security Deposit will be forfeited if the contractor fails to perform his contractual duties satisfactorily.

a) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 8% of the total value of work done or adjusted amount shall have to be deposited in the form of Bank Draft in favour of the **“New Town Kolkata Development Authority” payable at Kolkata.**

- 15) The tenderers are bound by the terms & conditions of WBF 2911(ii) along with specification, notice for calling Tenders, Special terms & condition, Information to Bidders, Schedule of works etc, which forms a part and parcel of this contract.
- 16) Income Tax and others Taxes as admissible 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. The rate quoted would remain same throughout the period of contract and should be inclusive of **all taxes** which are and will also be applicable during the entire tenure of the contract.
- 17) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site, shall be at his own expenses.
- 18) 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.
- 19) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 20) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 21) **The intending tenderers are required to quote the rate *online*.**
- 22) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- 23) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 24) Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer in original, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured 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.





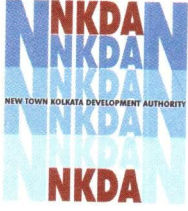
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- 25) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
- 26) The successful Tenderer whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of LOI cum acceptance order by Estate Manager-II, New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).
- 27) **Qualification criteria:**  
The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this NleT. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.
- 28) **No. price preference and other concession will be allowed as per order no 8648- F(T) dated 12.10.2012.**
- 29) 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 NleT. Rates should be quoted accordingly.
- 30) The address as furnished by the contractor shall be deemed as the postal address of his office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
- 31) Arbitration clause of WBF 2911(ii) stands deleted, notwithstanding whatever has the object of deletion of Clause-25 from the Contract Form of WBF-2911(ii), the parties entering into the agreement pertaining to this NleT, if so desire, may go for money suit for any dispute in his / there opinion arising out of this contract and he/ they may file such suit in any court of law situated in Kolkata proper in the district of West Bengal.
- 32) Any Corrigendum, notification in connection to this NleT will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)) as well as <https://wbtenders.gov.in> and the same will be treated as integral part of this NleT. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

  
Estate Manager-II

New Town Kolkata Development Authority



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Dated:18/06/2019

Copy forwarded for information to:-

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 A.O – II, New Town Kolkata Development Authority.
5. P.A to the Chairman, New Town Kolkata Development Authority.
6. Office Notice Board.
7. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

 18/06/19

**Estate Manager-II**  
New Town Kolkata Development Authority