



## NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156

Ph. No. (033) 2324-2138 Email Id: eenkda@gmail.com

Memo. No. 1626 /NKDA/Engg-36/2010(VIII)

Date: 02/04/2018

### NOTICE INVITING e-TENDER

#### Notice Inviting e-Tender No. WBNKDA/01/EE-I/NKDA/2018-19

Executive Engineer – I, New Town Kolkata Development Authority invites tender from resourceful, reliable, bona-fide and experience Security Agencies having experience in similar nature of guarding work for KMDA, WBHIDCO, NKDA, PWD, PHED and other Govt. Departments. They are requested to submit their offer for the work detailed below. (Submission of Bid through **online**)

S l. N o	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1	Round the clock Guarding arrangement within the NKDA Market at AD Block & NKDA Market opposite of Unitec at New Town, Kolkata.(For one year)	Rs. 16,74,109.00	Rs. 33,482.00	Rs.1,005.00 Each set to be paid only by the successful bidder during the time of agreement	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 Earnest Money, which may be remitted by separate Demand Draft / Banker's Cheque 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-filling. The Lowest bidder shall submit the hard copy of the Demand Draft / Banker's Cheque under sealed cover ( super scribing the name of work with NIeT No) to the Office of New Town Kolkata Development Authority at 01,MAR New Town, Kolkata-700156 with his acceptance letter of the LOI (Letter of Intent). Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://Wbtender.gov.in>

- 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 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) **Eligibility criteria for participation in the tender.**
  - i. Working Security Agencies having satisfactorily completed (as prime contractor) during the last 3 years, at least one work of similar nature having magnitude of at least **50%** of the estimated amount for NKDA, KMDA, WBHIDCO, PWD, PHED and other Govt. Departments. Authentic documents in original, from the Engineer-in-charge of the work will have to be submitted in support of the above credential as non-statutory documents.
  - ii. Pan Card, Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2016-2017, VAT Registration Certificate are to be submitted as non-statutory documents. ESI & Provident Fund Registration Certificate also to be submitted.
  - iii. Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as non-statutory documents.
  - iv. **Joint Ventures/MOU will not be allowed.**
- 6) All materials are to be procured and supplied at site of work by the tenderer / firm at his / their own cost from approved reputed dealer / manufacturer. Departmental materials will not be issued under any circumstances unless any such provision is made and accepted latter by both the parties. Department unless otherwise stated means New Town Kolkata Development Authority.
- 7) Mobilisation advance, time / cost over run and consequent cost escalation for any material, labour, etc. will not be allowed.
- 8) The offer shall remain valid for 180 days from the date of opening of the tender.
- 9) On-going payments for work 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 or partly 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) No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- 11) Payment for the works done by the contractor will be based on recorded and accepted measurement put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement taken by the department shall be considered as final for making payment. Similar acceptance is also essential for level records and survey data, field books etc.
- 12) **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.

13) **Security Deposit:**

Retention money towards performance 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.

14) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	02/04/2018
2	Documents download start date (Online)	03/04/2018 from 10:00A.M.
3	Documents download end date (Online)	20/04/2018 upto 10:00 A.M
4.	Bid submission start date (Online)	03/04/2018 from 10:00A.M.
5.	Bid submission closing date (Online)	20/04/2018 upto 10:00 A.M
6.	Bid opening date for Technical Proposals (Online)	23/04/2018 at 10:00 A.M.
7.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
8.	Date for opening of Financial Proposal (Online).	Will be intimated in due course

- 15) (a) Earnest Money: The amount of Earnest Money @ 2% (*two percent*) of the Estimated Amount put to tender in the shape of Demand Draft / Banker's Cheque of any Scheduled bank to be drawn in favour of the "**New Town Kolkata Development Authority**" payable at Kolkata.
- (b) Earnest Money for the unsuccessful tenderer(s) will be released only after the issuance of work order to the successful tenderer subject to submission of hard copies of the Demand Draft / Banker's Cheque of the same.
- (c) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 8% will be deducted from on-going bills to cover 10% of the total value of work done.
- (d) The security deposit of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the tender documents.

- 16) 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.
- 17) Income Tax, VAT and others Taxes as admissable 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 & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006. 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.
- 18) 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.
- 19) 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.
- 20) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 21) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 22) **The intending tenderers are required to quote the rate *online*.**
- 23) 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 there to and the rules made and order issued there under from time to time.
- 24) 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.
- 25) If there be any objection regarding prequalification of any Agency the same should be lodged online to Chief Engineer, New Town Kolkata Development Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained.
- 26) 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.

- 27) 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.
- 28) 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 work order by Executive Engineer – I, 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).
- 29) **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 NeIT.

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.
- 30) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**
- 31) Agencies are required to give a work programme preferably in the form of a bar-chart and to approve it by the EIC (Engineer-in-Charge) before commencement of work and if progress of work abruptly differs from the given work program, the undersigned may terminate the work order at any point of time.
- 32) Unless otherwise stipulated, all the works are to be done as per general conditions and general specifications of the latest edition of 'PWD (W.B) Schedule of Rates for Building Works', Sanitary & Plumbing and PWD (WB) Roads for the working area.
- 33) In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- 34) Intending tenderer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
- 35) 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 NeIT. Rates should be quoted accordingly.

- 36) The address as furnished by the contractor shall be deemed as the postal address of this 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.
- 37) 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 NIeT, 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.
- 38) Any Corrigendum, notification in connection to this NIeT 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> . The applicants are requested to please follow the websites for such notifications, corrigendum etc.

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

**Memo. No. 1626 /1(8)/ NKDA / Engg – 36 / 2010 (VIII)                      Date: 02/04/2018**

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 Office, New Town Kolkata Development Authority.
4. The Assistant Engineer – I, New Town Kolkata Development Authority.
5. The Estimator/ Sr. Accountant / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

**Executive Engineer-I,  
New Town Kolkata Development Authority**

**Memo. No. 1626 /2(1)/ NKDA / Engg – 36/ 2010(VIII)                      Date: 02/04/2018**

Copy forwarded for information & circulation to :-

1. Sri Sabyasachi Dutta, Member of Legislative Assembly.

**Executive Engineer-I,  
New Town Kolkata Development Authority**

**Terms and Condition**

**Notice Inviting e-Tender No. WBNKDA/01/EE-I/NKDA/2018-19**

**Name of the Work:** - Round the clock Guarding arrangement within the NKDA Market at AD Block & NKDA Market opposite of Unitech at New Town, Kolkata.(For one year).

**No of Shift**

Shift – I

Shift – II

Shift – III

**Duration of duty**

6:00 A.M to 2:00 P.M

2:00 P.M to 10:00 P.M

10:00 P.M to 6:00 A.M

(Including Sundays and Holidays to ensure round the clock guarding arrangement)

**General Condition**

1. Guarding arrangement of the scheduled site to be made by placement of guards as per requirement to cover I, II and III Shift including Sundays and Holidays for safe guarding of properties / materials of New Town Kolkata Development Authority .
2. 1 (one) copy of Identity card with passport size photograph and complete residential address of each guarding personnel who may be placed for duty must be issued to each of them by the agency entrusted to the work.
3. Complete residential address together with one recent photograph of each guarding personnel duly identified by the agency and attested by any gazetted officer must be submitted to the Executive Engineer, New Town Kolkata Development Authority for the purpose of maintaining official records.
4. The guarding personnel on duty should keep the Identity Card with him strictly during duty hours.
5. No separate permanent residential accommodation will be provided to the guarding personnel but they may temporarily stay within their duty premises for the cause of rendering satisfactory service.
6. The guarding personnel shall be on the pay roll of the agency providing the service. Initially period of contract will be for 365 (Three hundred sixty five) days and may be extended as per actual requirement provided that the performance of the guarding personnel is also found satisfactory.
7. The period of contract may even be reduced and terminated due to any reason on serving at least 7 (seven) day's notice by the undersigned.
8. The guard on duty should never allow any body to enter the premises without permission of the Officer-in-charge out of the scheduled time as fixed by NKDA.
9. The guard on duty in a particular shift will never leave the premises until and unless he is relieved by the guard in the next shift.
10. Liveries, Whistle, Lathi etc. for the guarding personnel to be supplied by the agency.
11. The guards on duty should remain alert and vigilant to avoid any undesirable circumstances arising out of their carelessness, if may.
12. The agency will bound to replace the guarding personnel, if desired by the Engineer-in-Charge.

**Penal measure**

1. The period of contract may be terminated or reduced if necessary without any prejudice as decide by E.I.C.
2. During duty hours, negligence of the guard found if any, will be severely dealt with.

3. Any loss / damage of Government materials and property due to negligence of duty on the part of guarding personnel shall attract penal measure and realization of cost / compensation for such damage / lost item(s) as would be determined by appropriate authority should be made from the agency i.e. the agency should be liable to bear the same.

#### **Terms of payment**

1. The agency should submit monthly bill, in Triplicate alongwith signed Attendance sheet, in respect of services rendered by the guarding personnel, to the Executive Engineer, New Town Kolkata Development Authority within 1<sup>st</sup> week of the following month for payment.
2. The payment of bill, after necessary verification and checking by this end, shall be made in due course.
3. Pro-rate payment would be admissible for part duty performed, if any.

#### **Special Terms and Conditions**

1. Payment to be made to the individual security @ minimum labour wages as per recent govt. order per head per day by the agency in addition 8.33% per annum bonus to be paid to the individual security / guard before Durgapuja / Idd festival.
2. EPF and ESI money need to be deposited within 15<sup>th</sup> of next month.
3. Challan / Attested photocopy of documents related to submission of EPF and ESI money of preceding month need to be submitted along with the monthly bill. In absence of these documents, bill shall not be processed.
4. Any revision of Rate from Labour Commissioner office should be followed and differential amount of wages will be paid accordingly.
5. Payment to the individual security / guard to be made by the Agency by 10<sup>th</sup> of each following month positively.
6. Uniform to be issued by the agency to all security personnel by the agency and it is mandatory to wear uniforms during duty period. All security personnel shall be equipped with lathi. 3 cell Touch etc. at their own cost.
7. Over all security of materials or assets of New Town Kolkata Development Authority both on open yard / go down are in the part of duties of personnel. In case of any theft, the primary F.I.R to be lodged by the agency with an intimation to the office. In case of any emergent fire hazards, it is their part of duties to inform the nearest Fire Station with intimation to the office.
8. All statutory obligations under various laws as may be applicable to the contract of labour from time shall have to be met by the Agency concerned without any extra claim. Any labour unrest / dispute arising due to non-implication of any Laws, the entire responsibility will lie on the agency and removal of disputes is the sole part of the agency without hampering the work schedules at their own cost.
9. All Insurance Coverage and other coverage which will be mandatory as per law will be the part of concerned agency.

**Executive Engineer – I**  
New Town Kolkata Development Authority