



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 7724 /NKDA/Admn-581/2015

Dated: 27/09/2019

NOTICE INVITING TENDER

NIT No. 02 /NKDA/ADMN OF 2019

The General Manager, New Town Business Club on behalf of New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible HR out sourcing firms/companies/Lawn Tennis Academies for supplying one experienced Lawn Tennis Trainer for New Town Business Club, New Town, Kolkata as per schedule below:.

1. **Schedule of work:**

Sl. No	Details of manpower	Essential qualification/experience	Tenure of work
1	1 (One) Lawn Tennis Trainer/Instructor (Male)	Minimum Level-2 certified by the Indian Tennis Association	Initial engagement is for 6(six) months

2. Important Dates:

Sl. No	Particulars	Date & Time
01	Last date of submission	11/10/2019 up to 06:00 pm
02	Date of opening of Technical Bid	12/10/2019 at 02:30 pm
03	Date of opening of Financial Bid	12/10/2019 at 03:30 pm

- The tender document may also be downloaded from our website i.e., www.nkdamar.org
- The Sealed bidding document (Technical Bid, Financial Bid duly filled and signed, EMD) should be addressed to the Administrative Officer-I at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily.
- Rate should be quoted excluding GST (Annexure-II).**

6. **GENERAL CONDITIONS:**

- 6.1 The sealed bidding documents should be dropped in the Tender Box at the New Town Business Club on or before the closing date and time mentioned above. The Technical Bid and the Financial Bid must be sealed in separate cover /envelops super-scribing "Technical Bid", "Financial Bid" and "EMD" and these three envelopes must be placed in a third cover / envelop super-scribing "Tender for supplying Lawn Tennis Trainer at the New Town Business Club, New Town, Kolkata". This third packet should be sealed and submitted to the General Manager, New Town Business Club, New Town, Kolkata-700156.
- 6.2 Each page of the Tender documents must be stamped and signed by the person or authorised persons submitting the Tender in token of his/their having been 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 tender inviting authority. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS BIDDING DOCUMENT.**

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- 6.3 The bidder shall attach the copy of the Authorisation letter / Power of Attorney as then proof of authorisation for signing on behalf of the Bidder whenever so applicable.
- 6.4 All bidders are hereby explicitly informed that conditional offers or offers with deviation from the conditions of the tender, the bids not meeting the minimum eligibility criteria, Technical Bid not accompanying the EMD of requisite amount/format, or any other requirements, stipulated in the tender document are liable to be rejected. Conditional bid will not be entertained and shall be deemed as 'informal'. In case of any conditional bid the Earnest Money deposited will be forfeited.
- 6.5 No request for any previous deposit of earnest money or Performance Security Deposit or adjustment of any pending bill held by the NKDA or NTBC in respect of any previous work will be entertained.
- 6.6 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. 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.
- 6.7 Validity of the Bids: The quoted bids shall have the validity for a period of 01 (one) year from the date of opening of the tenders.
- 6.8 Opening of Tender: The tenderer either himself or may authorise any person to be present at the time of opening of the tender.
- 6.9 Right of acceptance: NKDA/NTBC reserves all rights to reject any or all tenders without assigning any reason.
- 6.10 If required Corrigendum/Addendum made to the tender subsequently will form a part of the tender and be effective.
- 6.11 Bidders sending their bid through courier/ by Speed Post should ensure that their bids have been received at the said address within the stipulated date and time. No extension of time for courier/speed post /by person shall be granted.
- 6.12 After opening the Technical bid and verifying the EMD amount the technical bids will be evaluated later on to ensure that the bidders meet the eligibility criteria as specified in the tender document.
- 6.13 Financial Bids of those bidders who have qualified in the Technical bid evaluation, will be opened and entertained.

7. MINIMUM ELIGIBILITY CRITERIA

- 7.1 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 Criteria. (A proof in support of the following criteria by the bidder shall be submitted).
- 7.2 Bid Security (**EMD**) :EMD for Rs.10,000/- (rupees ten thousand) only 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**. **EMD will be converted as security deposit for successful bidder**. For unsuccessful bidder the EMD will be refunded on completion of selection of bidder, on submission of request for refund.

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- 7.3 The bidder should have a PAN issued by the Income Tax Department.
- 7.4 The bidder should have GST registration, EPF Registration and ESI Registration certificates.
- 7.5 The bidder should have minimum experience in supplying the said manpower. Work Order/ Completion certificate in this respect must be submitted with the tender.
- 7.6 All requisite documents must be submitted with the Technical bid to qualify(Annexure-I).
8. **Period of contract:** Initial engagement is for 6(six) months. May be extended further, if authority so desires.
9. **The offered should be inclusive of Tax and other levies.** No extra payment will be made in this regard. Tax components should be shown in break up.
10. **Payment Terms:** Payment will be made to the selected bidder on submission of Invoice/Bill within 15th of the next month with copy of work order etc. Statutory deductions are to be made at source from the monthly claim/Bill/Invoice of the bidder, as admissible under the rules.
11. **Timing :** The Working timing of manpower will be as per timing of Business Club i.e. six day a week- 07:00 AM to 8.30AM in the morning & 04:00 PM to 05:30 PM in the evening or as may be decided by the Authority from time to time.
12. **Service termination :**
- 12.1 If the Authority is not satisfied with the performance of the manpower, the manpower should be replaced with new manpower within 7 (seven) days, failure to do so will render the contact liable for termination.
- 12.2 NKDA may terminate the contact due to any reason, by issuing a notice of 15 days without giving any explanation for that.


**Administrative Officer-I,
New Town Kolkata Development Authority.**

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Dated: 27/09/2019

Copy forwarded for information to :

1. The Finance Officer, NKDA.
2. The General Manager, NTBC.
3. P.A to Hon'ble Chairman, NKDA.
4. The System Manager with request to upload the NIT in the NKDA official website www.nkdamar.org
5. P.A to the C.E.O, NKDA.
6. Office Notice Board, NKDA.
7. Copy for File no. NTBC/NKDA/Admn-008/2017.
8. Guard File.


**Administrative Officer-I,
New Town Kolkata Development Authority.**

ANNEXURE-I**TECHNICAL BID DOCUMENTS TO BE SUBMITTED**

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

Sl. No	Particulars	Mandate
01	Name of the Tenderer /Firm, Office Address, Contact No., Email ID	Signed & sealed copies must be submitted
02	Registration certificate of Firm/Co.	
03	PAN	
04	GST Registration Certificate	
05	Experience Certificate with work order/completion certificate	
06	EPF & ESI Registration Certificate	
07	DD for Rs.10000/-	No. _____ Dt. _____ Name of Bank:

ANNEXURE-II

Sl. No	Details of Manpower	Qty.	Period	Monthly Rate in INR	Total Amount in INR	Total Amount in words
01	Lawn Tennis Instructor	01	6 months			

Signature of Bidder

Seal