

Memo No.4598/NTBC/NKDA/ADMN-04/2018

Dated, the 25th September, 2018

## NOTICE INVITING QUOTATIONS

New Town Business Club (NTBC) invites sealed quotations from eligible HR outsourcing firms/companies/Badminton Associations for supplying Badminton Trainer for New Town Business Club, New Town, Kolkata.

### 1. Important Date:

Sl.No.	Particulars	Date & Time
01.	Last Date of Submission	10.10.2018 upto 2-30 P.M.
02.	Date of opening	10.10.2018 at 3-00 P.M.

- The document may also be downloaded from our web site [www.nkdamar.org](http://www.nkdamar.org)
- The sealed bidding document should be addressed to the General Manager, New Town Business Club, Street-90, Action Area-1A, Block-AE, New Town, Kolkata-700156. Tender received after stipulated time and date shall be rejected summarily.

### 4. GENERAL CONDITIONS

- The sealed bidding documents should be dropped in the Tender Box at NTBC office on or before the stipulated date and time. The envelope should be sealed and delivered to the General Manager, New Town Business Club, Street-90, Action Area-1A, Block-AE, New Town, Kolkata-700156.
- Each page of the documents must be stamped and signed by the person or authorised persons submitting the bid in token of his/her having acquainted himself/themselves and accepted the entire 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. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENTS.**
- The bidder shall attach the copy of the authorisation letter/power of Attorney as the proof of authorisation for signing on behalf of the Bidder whenever so applicable.
- All bidders are hereby explicitly informed that conditional offers or offers with deviation from the conditions of contract, the bids not meeting the minimum eligibility criteria. Conditional tender will not be entertained and shall be deemed as 'informal'.
- Bidders shall not be permitted to withdraw his offer or modify the terms and conditions thereof.
- 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 tenderers.
- Opening of bids: The tenderer either himself or may authorise any person to be present at the time of opening of the bids.
- Right of Acceptance:** NKDA reserves all rights to reject any or all bids without assigning any reason.
- Corrigendum/Amendment to the NIQ will be effected if required.
- Bidders sending their bids through courier/by Speed Post should also ensure that their bids are received on the said addresses by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.

### 5. MINIMUM ELEGIBILITY CRITERIA

- The Bidder should have a PAN issued by the Income Tax Department.
- The agency should have minimum experience in conducting training of badminton at the time of submitting the bid.

### 6. 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.	Badminton Trainer (Male or Female)	Minimum State Level Competitions and affiliated to the All India Badminton Federation of India.

- Period of contract:** Initial engagement is for 6 (six) months. May be extended further, if authority so desires.
- The offered rate is inclusive of tax and other levies. No extra payment will be made in this regard.

9. **Payment Terms:** Payment will be made to the selected bidder on submission of invoice/Bill within 07<sup>th</sup> of the succeeding month for the payment. Taxes etc. are to be deducted at source from the monthly claim/bill of the contractor, as admissible under the rules.
10. **Timing:** The working time of manpower will be as per timings of Business Club i.e.6 (six) days a week -7 a.m. to 8.30 a.m. in the morning and 4.30 p.m. to 6.00 p.m. in the evening or as directed by the Authority from time to time. **THE SUCCESSFUL BIDDER SHALL HAVE TO SUPPLY FEATHER CORKS FREE OF CHARGE TO THE TRAINERS.**
11. **Service Termination:**
  - 11.1. If the Authority not satisfied with the performance of the manpower, then new manpower required to be replaced within 7 (seven) days, failure of that contract will be terminated.
  - 11.2. NKDA may terminate the contract due to any reason, by issuing a notice of 15 days.

General Manager  
New Town Business Club

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Dated: The 25<sup>th</sup> September, 2018

Copy forwarded for information to:

1. The Administrative Officer, NKDA
2. The Administrative Officer-II- with the request to publish in the daily Newspaper.
3. The Finance Officer, NKDA
4. PA to Hon'ble Chairman, NKDA
5. PA to CEO, NKDA
6. System Manager – with the request to upload in the website [www.nkdamar.org](http://www.nkdamar.org)

General Manager  
New Town Business Club