



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No : 592/NKDA/Admn-672/2017

Date: 31/01/2017

EOI No: 08/ADMN/NKDA/2017

New Town Kolkata Development Authority (NKDA) invites expression of interest from eligible firms/companies/agencies/institutions for **“Conducting a study on the current revenue generation sources of New Town Kolkata Development Authority and to provide a forecast of the same for next 05(five) year.”**

The Sealed bidding document (Technical Bid & Financial Bid duly filled and signed) 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.

**1. Important Date :**

Sl. No.	Particulars	Date & Time
01.	Date of Pre-Bid meeting	07/02/2017 at 3:00 P.M.
02.	Last Date of Submission	10/02/2017 at 2:30 P.M.
03.	Date of opening of Technical Proposal	10/02/2017 at 3:00 P.M.

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

**4. GENERAL CONDITIONS:-**

- 4.1. The bids received without prescribed performance certificate shall be rejected.
- 4.2. Validity of the contract: The period of contract shall be for a period of 01 (one) months from the date of issue of the Work Order.
- 4.3. *Conditional tender will not be entertained and shall be deemed as 'informal'.*
- 4.4. The quoted rates should include the cost of manpower, printing and any such other charges related to the study. No other charges except the quoted rate will be paid.
- 4.5. The rates should be mentioned in figures as well as in words.
- 4.6. TDS and any other Government levies applicable shall be deducted from bill amount as per rules and instructions issued from time to time.
- 4.7. The Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annual the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
- 4.8. The undersigned reserves the right to terminate the Contract at any point of time giving upon 10 (ten) days prior notice in writing without compensating the bidder in case of any breach of tender clause.

**5. MINIMUM ELIGIBILITY CRITERIA:-**

- 5.1. The bidder shall have an experience of at least 3 years or more in similar type of work. The bidder shall submit a performance certificate from any 2(two) Govt. Departments/ PSUs.
- 5.2. The bidder should have a valid trade licence.
- 5.3. The bidders shall have to submit their audited financial statement / audited annual report of the last three financial years.
- 5.4. Xerox Copy of Valid Service Tax Registration Certificates.
- 5.5. PAN/ TAN.



## 6. SCOPE OF WORK:

1. There are 1400 nos. of plots (approx) in New Town, Kolkata area allotted/to be allotted by WBHIDCO/West Bengal Housing Board.
2. As per the New Town Kolkata Development Authority Act 2007, NKDA provides the basic services to the citizen of New Town Kolkata i.e. Building Plan sanction, Occupancy certificate, Record of Title and Trade License. These services are the main revenue generating section of NKDA.
3. Based on above, a study is required to be conducted showing revenue generation of next five years.
4. A detailed report will have to be submitted showing revenue earning from different earning sources in the time line for next five years.
5. Expenditure incurred by this Authority is out of scope of this EOI.
6. Deliverables: The final report hard and soft format to be submitted showing study report and next five years growth.

## 7. DOCUMENTS TO BE SUBMITTED:

1. Name of the firm & Owner 2. (with Tel./Mob. Nos.) 3. Email Id	
4. Office Address with Tel./Fax/Mob Nos. 5. Email Id	
6. Contact Person(s) Name with 7. Tel/FAX/Mob Nos. 8. Email ID	
9. Demand Draft of Earnest Money of Rs 5000/- in favour of <b>New Town Kolkata Development Authority Payable at Kolkata.</b>	
10. Audited financial statement / audited annual report of the last three financial years.	
11. Valid Trade Licence.	
12. Experience of at least 3(three) years or more in this field. Work Order/Performance Certificate from any 2(two) Govt. Departments/ PSUs/any other reputed organizations(with supporting documents)	
13. TAN/PAN Card.	
14. Service Tax Registration Certificate.	

8. The bidder have to submit 3(three) sealed separate envelopes respectively envelopes for "Technical Bid ", "Financial Bid" and "EMD" in a big outer sealed cover superscribed "*Conducting a study on the current revenue generation sources of New Town Kolkata Development Authority and to provide a forecast of the same for next 05(five) year.*".

## 9. MODE OF SELECTION

The evaluation of the Technical bids will be carried out in the following manner:-

- (i) Technical Bids will be evaluated of only those bidders who fulfil the eligibility Criteria.
- (ii) Required document list.
- (iii) Past experiences.

## 10. BID PRICES

The bidder shall have to quote bid Prices on the appropriate format for "**FINANCIAL BID DOCUMENT**" enclosed as part of bidding document. **The rate is inclusive of all taxes and other levies.**

## 11. MODE OF PAYMENT

Payment will be released on successful completion of work with requisite deliverables signed by authorized officials.

**12. OPENING OF TENDER:**

Tender shall be opened as per Date and Time Schedule. In case Tender opening date is declared HOLIDAY, Tender shall be received and opened on next working day at the same time specified in the NIQ (Notice Inviting Quotation).

13. The offer shall remain valid for 180 days from the date of opening of the tender.
14. The bidder will have to submit EMD for Rs. 5,000/- (Five Thousand only) in the shape of Demand draft with any Nationalized / Scheduled Bank in favour of "New Town Kolkata Development Authority" payable at "Kolkata". For the successful bidder EMD shall be retained with New Town Kolkata Development Authority till the security period is over. For unsuccessful bidder EMD will be refunded after completion of the all process.
- 15. SECURITY DEPOSIT:**  
The Earnest Money will be converted as Security Deposit for successful bidder. The Security Deposit will be refunded after successful completion of entire work.
16. The bidders are bound by the terms & conditions of EOI document which forms a part and parcel of this contract.
17. Prospective applicants are advised to note carefully the eligibility criteria before bidding.
18. Conditional / Incomplete bid will not be accepted under any circumstances.
19. Any Corrigendum, notification in connection with this EOI will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)). The applicants are requested to follow the websites for such notifications, corrigendum etc.
20. The accepting authority reserves the right to reject any or all the bids without assigning any reasons and will not be bound to accept either the lowest bid or any of the bids.

sd/-

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

**Memo No : 592/1(4)/NKDA/Admn-672/2017**

**Date: 31/01/2017**

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))

sd/-

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



## TECHNICAL BID

### FORMAT & REQUIREMENTS

1. Tender Ref. No: .....
2. Name of Tenderer: .....
3. Complete office address of Tenderer  
.....  
.....
4. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. Due date & Time of submission of bid: .....
6. EMD payment details (DD No. & Bank detail) .....

a) Name of the firm & Owner	
b) (with Tel./Mob. Nos.)	
c) Email Id	
d) Office Address with Tel./Fax/Mob Nos.	
e) Email Id	
f) Contact Person(s) Name with	
g) Tel/FAX/Mob Nos.	
h) Email ID	
i) Audited financial statement / audited annual report of the last three financial years.	
j) Valid Trade Licence.	
k) Experience of at least 3(three) years or more in this field. Work Order/Performance Certificate from any 2(two) Govt. Departments/ PSUs/any other reputed organizations(with supporting documents)	
l) TAN/PAN Card.	
m) Service Tax Registration Certificate.	

## FINANCIAL BID DOCUMENT

(To be submitted separately in sealed envelope)

Sl. No.	Nature of work	Rate in figure	Rate in Word
01.	Conducting a study on the current revenue generation sources of New Town Kolkata Development Authority and to provide a forecast of the same for next 05(five) year.		

*NB : The rate is inclusive of all taxes and other levies.*

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