



## NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)  
03, Major Arterial Road, New Town, Kolkata – 700156

**Memo No: 4105 / NKDA / Engg – 36 / 2010 (X)**

**Date : 03/08/2020**

### **SHORT NOTICE INVITING QUOTATION**

**S.N.I.Q. No. : 03/ EE – I /NKDA of 2020 – 2021 .**

Sealed Short Notice Inviting Quotations are invited by the Executive Engineer– I, New Town Kolkata Development Authority from resourceful, reliable, bona-fide and experienced working contractors of KMC, KMDA, PWD, and other Govt. Departments for the work as mentioned below through deployment of skilled manpower with required accessories

**Providing house keeping services by emergent deployment (3 shifts) of conservancy worker with necessary disinfectants, sanitizing materials & toiletries etc. at New Town Safe House at 12 no. Tank at Action Area – II, New Town.**

**Details of quotation are enclosed in separate Annexure –**

<b>Last date of application</b>	<b>: 04/08/2020</b>	<b>upto 2.00 P.M.</b>
<b>Last date of issue of quotation paper</b>	<b>: 06/08/2020</b>	<b>upto 4.00 P.M.</b>
<b>Date of Submission of Quotation Paper</b>	<b>: 07/08/2020</b>	<b>upto 2.00 P.M.</b>
<b>Date of opening</b>	<b>: 07/08/2020</b>	<b>at 2.30 P.M.</b>

### **General Terms & Condition**

1. The intending Quotationer will have to get the permission from the undersigned for getting the Quotation papers within the stipulated time against application with proven experience for completion of similar nature of work in any government department / other organisation, not less than 40% of the quoted amount in a single tender in the last 3 years. Completion / Payment certificate/ work order value should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client. Xerox copies of valid certificates of Trade License, GST Registration Certificate, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. along with the originals. The originals will be refunded after verification. Quotation form and other documents will be issued to the contractors from this office on all working days between 11 a.m and 4.00 p.m on production of the aforesaid documents upto the scheduled date.
2. Copy of address (address for correspondence) proof certificate by any govt. department, local authority, MLA, councilor of the area will have to be submitted along with the application. Originals will be returned after verification.
3. Eligibility of Applicants :-

- a) Sole Proprietorship Firm
  - b) Partnership Firm
4. The intending quotationer should produce the following with application to participate in the quotation:-
    - a) Name and Address of the Quotationer Organisation
      - a. Registered Office, address, telephone no.
      - b. Local Address and telephone no.
      - c. Information regarding any other Quotations being executed by the organization.
    - b) Quotationer / Organisation, Sub proprietor or partners (if existing) Address and
    - c) Telephone no of partners/directors with registration document.
    - d) Quotationer /Organisation ownership.
    - e) Contact person's Telephone no. in case of emergency.
  5. The undersigned reserves the right to refuse permission to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the application.
  6. No application will be entertained if sent by Post/Courier.
  7. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with S.N.I.Q No.
  8. The rates are to be quoted both in words and figures as per schedule and perusing necessary Terms & Conditions attached herewith. The rate quoted is valid for acceptance upto 6(six) months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
  9. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.
  10. a) The successful quotationer will have to deposit 2% (Two percent) Earnest Money of quoted price of the total job in the form of Bank Draft/ Banker's Cheque of any Nationalized / Scheduled Bank of India on its Kolkata Branch drawn in favour of **New Town Kolkata Development Authority**. at the time of making formal agreement  
b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
  11. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
  12. The Quotationers are bound by the terms and conditions of **W.B.F No.2911/(i)/(ii)** along with the specification, notice for calling Quotations, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of the contract deeds.
  13. Conditional quotation will not be entertained and shall be deemed as 'informal'.
  14. The Quotation form issued from the Office of the undersigned free of cost must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and not state satisfactory reason of non submission of the Quotation paper within 2 (two)

days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.

15. Quotation Documents are not transferable.
16. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. If considered necessary, instant bid may be conducted immediately after opening of quotations in order to lower the rates obtained.
17. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received or to split up the work in different sub-groups without assigning any reason thereof.
18. Income Tax GST 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. 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.
19. The successful quotationer on receipt of the letter of acceptance from New Town Kolkata Development Authority shall have to enter into a service agreement with the authority before formally starting the work.
20. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.
21. The Quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the quotationing process at any point of time without prejudice to further action and without assigning reason thereof.
22. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
23. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
24. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
25. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.
26. The provision of the Power of Attorney, if any, must be subject to the approval of the department . Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
27. 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 NIQ.

28. The quotationer shall furnish the postal address of his office. Any notice or instruction to be given to the quotationer 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.
29. Any corrigendum to this Quotation will be circulated through Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)). Participants are requested to follow the website.
30. The bidder should have office / set up in Kolkata.
31. No idle time will be allowed during performance of work.

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

**Memo No: 4105/ 1(8) / NKDA / Engg – 36 / 2010(XI)**

**Date: 03/08/2020**

**Copy forwarded for information and necessary action to :-**

1. Chief Executive Officer, New Town Kolkata Development Authority.
2. Chief Engineer, New Town Kolkata Development Authority.
3. Administrative Officer, New Town Kolkata Development Authority.
4. Finance Officer, New Town Kolkata Development Authority.
5. Estate Manager - II, New Town Kolkata Development Authority.
6. Estimator/ Sr. Accountant / Cashier, New Town Kolkata Development Authority.
7. P.A to the Chairman, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official Website.( [www.nkdamar.org](http://www.nkdamar.org) ).

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

**ANNEXURE**

**S.N.I.Q. No. – 03/ EE – I / NKDA of 2020 – 2021.**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Quantity</b>	<b>E.M.D (In Rs.)</b>	<b>Time of Completion</b>	<b>Cost of quotation document including 2911(ii)</b>	<b>Eligibility</b>	<b>Accepting authority</b>
01.	<b>Providing housekeeping services by emergent deployment (3 shifts) of conservancy worker with necessary disinfectants, sanitizing materials &amp; toiletries etc. at New Town Safe House at 12 no. Tank at Action Area – II, New Town.</b>	<b>As per schedule.</b>	<b>2% (Two percent) of the quoted rate at the time of agreement.</b>	<b>144 (one hundred forty four) days after issuance of work order.</b>	<b>As will be specified by the authority for successful bidder during the time of agreement</b>	<b>Working contractors of KMC, KMDA, PWD, and other Govt. Departments having experience in similar nature of work</b>	<b>Executive-Engineer – I, New Town Kolkata Development Authority</b>

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

