



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No : 8766NKDA-22099/2/2021-EM-II SEC(NKDA)

Dated : 19-08-2021

## NOTICE INVITING TENDER

NIT .NO. : 05/WBNKDA/EM-IV/ADMN of 2021-22(2<sup>nd</sup> Call)

New Town Kolkata Development Authority (NKDA) invites Notice Inviting Tender from the Self Help Groups/ resourceful, bonafide, experienced and reputed agencies having experiences of similar nature of works for **Operation, maintenance and Management of Maa Canteen Near DCP Office , New Town.**

The sealed bidding document (Technical Bid & Financial Bid duly filled and signed) should be addressed to the Estate Manager-IV, at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily.

SI No	Particulars	Date & Time
01	Last date of Submission	31.08.2021 upto 1.00 PM
02	Date of opening Technical Bids	31.08.2021 upto 3.00 PM
03	Date of opening Financial Bids	01.09.2021 upto 1.00 PM

1. The tender document may also be downloaded from our website [www.nkdamar.org](http://www.nkdamar.org)
2. NKDA has the right to accept/ reject any of the tender(s) without assigning any reason whatsoever and shall be final and binding.
3. **General Conditions:**
  - 3.1 The bids received without prescribed performance certificate shall be rejected.
  - 3.2 Validity of the contract: The period of contract shall be for a period of 06 (six) months from the date of issue of the work order.
  - 3.3 Conditional Tender will not be entertained and shall be deemed as 'informal' . In case of any conditional bids the Earnest Money will be forfeited.
  - 3.4 The quotes rate should be per meal per day which includes supply of plate, manpower and transportation cost for delivery of the meal to the beneficiaries at the designated location.
  - 3.5 The rates should be mentioned in figures as well as words
  - 3.6 TDS and any other Government levies applicable shall be deducted from bill amount as per rules and instruction issued from time to time, if applicable.

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3.7 The Tender Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annul the tendering process at any point of time without prejudice to further action and without assigning reason thereof.

3.8 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.

4. **Minimum Eligibility Criteria:**

4.1 The Bidder shall have an experience of food to the State Govt./Central Govt./Autonomous or Statutory Body under State/Central Govt.

4.2 The bidder should have a valid Trade Licence.

4.3 Xerox copy of valid GST Registration Certificate.

4.4 PAN/TAN No.

5. **Scope of work.**

5.1. Supply of cooked food (full meal) consisting of Rice, Dal, One Sabji (Seasonal Vegetables) and Egg (One number each) Curry to the beneficiaries initially for 125 people in the designated location which may be increase or decrease. Rice grain will be supplied by the Authority.

5.2. Rice plate (other than thermocol) is to be supplied by the agency.

5.4. Distribute cooked food (hygienic) from 1:00 PM to 3:00 PM to the beneficiary on collection of coupons which has been given in the morning on the same day.

6. The bidder have to submit 03 (Three) sealed separate envelopes respectively, for 'Technical Bid', 'Financial Bid' and EMD in a big outer sealed cover supercribed **Operation, maintenance and Management of Maa Canteen Near DCP Office , New Town.**

7. **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.

8. **BID Prices :**

The bidders shall have to quote bid prices on the appropriate format for 'Financial Bid Document' enclosed as part of bidding document.

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9. **Mode of Payment.**

Payment will be released on monthly basis on submission of bill in duplicate along with coupons in each month duly certified by the authorised representative of NKDA.

10 **Opening of the 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.

11 The offer shall remain valid for 180 days from the date of opening of the tender.

12. The Bidder will have to submit a token EMD of Rs 2,000.00 (Rupees Two 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 remaining amount to complete the EMD @ 2% of the quoted rate has to be submitted at the time of agreement and shall be retained with NKDA till the Security period is over . For an unsuccessful bidder the token EMD will be refunded after completion of the process.

13 The bidders are bound by the terms & conditions of NIT document which forms a part and parcel of this contract.

14. Prospective applicants are advised to note carefully the eligibility criteria before bidding.

15. Conditional/Incomplete bid will not be accepted under any circumstances.

16. Any Corrigendum, Notification in connection with this NIT will be published in the office 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.

17. The accepting authority reserves the right to reject any of all the bids without assigning any reasons and will not be bound to accept either the lowest bid or any of the bids.

  
Estate Manager-IV

New Town Kolkata Development Authority

**Memo No : 8766/1(7)/NKDA-22099/2/2021-EM-II SEC(NKDA) Dated : 19-08-2021**

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority
2. The Chief Engineer, New Town Kolkata Development Authority
3. The Finance Officer New Town Kolkata Development Authority
4. The Executive Engineer- I/II/III, New Town Kolkata Development Authority
5. P.A to the Chairman, New Town Kolkata Development Authority
- 6.. Office Notice Board
7. Official Website of New Town Kolkata Development Authority

  
Estate Manager-IV

New Town Kolkata Development Authority

## TECHNICAL BID DOCUMENT

(To be submitted separately in sealed envelope)

1. Tender Reference No:
2. Name of Tenderer :
3. Complete office address of the Tenderer.
4. Contract details of authorized person of tenderer who have signed the tender;
  - (i) Name :
  - (ii) Designation :
  - (iii) Phone(office) No :
  - (iv) Phone (Mobile) No
  - (v) E-mail ID
5. Due date & Time of submission of bid :
6. EMD Payment details(DD No & Bank details)

a.	Name of the firm & owner (with Telephone/Mobile No.)	
b.	Email ID	
c.	Office Address: Telephone No Email ID	
d.	Contact Person (s) Name Tele.FAX/Mobile no., Email ID	
e.	Valid Trade Licence (Document to be enclosed)	
f.	Experience in supply of food to State Govt./Central Govt./ Autonomous or Statutory Body under State/Central Govt. to be enclosed.	
g.	TAN/PAN Card (Document to be enclosed)	
h.	GST Registration Certificate (Document to be enclosed)	

( Name and Signature of Tenderer  
with stamp of the Firm/Agency)

**FINANCIAL BID DOCUMENT**

(To be submitted separately in sealed envelope)

SI No	Description of work	Rate in figure	Rate in word
1	Rate per meal (full meal) per day which includes plate, manpower and transportation cost for delivery and distribution of meal Near DCP Office for Maa Canteen at New Town.		

( Name and Signature of Tenderer  
with stamp of the Firm/Agency)