



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 1993 / NKDA / Engg – 36 / 2010 (X)

Date : 01/06/2020

NOTICE INVITING QUOTATION

N.I.Q. No. : 01/ EE – I/NKDA of 2020 – 2021 .

Sealed Quotations are invited by the Executive Engineer– I, New Town Kolkata Development Authority from resourceful, reliable, bona-fide and experienced working contractors of KMDA, WBHIDCO, PWD, PHED and other Govt. Departments having experience in similar nature of work by deploying skilled manpower and are requested to submit their offer for the work :

Details of quotation are enclosed in separate Annexure –

Last date of application	: 15/06/2020	upto 2.00 P.M.
Last date of issue of quotation paper	: 17/06/2020	upto 4.00 P.M.
Date of Submission of Quotation Paper	: 18/06/2020	upto 2.00 P.M.
Date of opening	: 18/06/2020	at 2.30 P.M.

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 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. The entire two percent of the Earnest Money already deposited will be converted as initial Supervising Personnel Deposit. The Gross recovery of the balance Supervising Personnel money will be made from each running bill @ 10% of the bill value less the amount already deposited with the agreement as earnest money. The Supervising Personnel Deposit will be refunded after defect liability period of 06(six) months from the date of completion of the work.
 12. 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.
 13. 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.
 14. Conditional quotation will not be entertained and shall be deemed as 'informal'.
 15. 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.
 16. Quotation Documents are not transferable.

17. 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.
18. 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.
19. Before submission of any Quotation, Quotationers may visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Quotationer who shall submit quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.
20. Income Tax and others Taxes as admissible 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.
21. The successful quotationer on receipt of letter of acceptance from the Quotation Accepting Authority, New Town Kolkata Development Authority will have to purchase 3(three) nos WBF 2911/(i) at Rs.5.00 (Rupees five) only each and 3(three) quotation documents at Rs. 1000.00 (Rupees One thousand) only each through Bank receipt challan of Syndicate Bank, New Town Branch under CA No. 9525/307/4652 (Head of Account 150-1101) for the purpose of making agreements.
22. Payment to the workers @ minimum wages as per latest Government Order has to be made within the 10th day of the next month. Bonus @ 8.33% of the minimum wage has to be paid to the individual worker before Durga Puja / Eid festival.
23. EPF & ESI subscription of the workers need to be deposited within the 15th day of the next month.
24. 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.
25. 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.
26. 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.
27. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
28. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.

29. 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.
30. 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.
31. 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.
32. 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.
33. Any corrigendum to this Quotation will be circulated through Official Website of New Town Kolkata Development Authority (www.nkdamar.org). Participants are requested to follow the website.
34. The bidder should have office / set up in Kolkata.
35. No idle time will be allowed during performance of work.

Executive Engineer – I
New Town Kolkata Development Authority

Memo No: 1993/ 1(8) / NKDA / Engg – 36 / 2010(XI)

Date: 01/06/2020

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 Assistant Engineer - 1/II, New Town Kolkata Development Authority.
5. The Estimator/ Sr. Accountant / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website.(www.nkdamar.org).

Executive Engineer – I
New Town Kolkata Development Authority

ANNEXURE

N.I.Q. No. – 01/ EE – I/ NKDA of 2020 – 2021.

Sl. No.	Name of Work	Quantity	E.M. (In Rs.)	Time of Completion	Cost of quotation document including 2911(ii)	Eligibility	Accepting authority
01.	Deployment of Supervising Personnel for keeping watch on total cleanliness of New Town which includes sweeping & cleaning of roads, removal of littered waste & construction materials / C & D materials free street & public places of a period of 01 (one) year.	As per schedule.	2% (Two percent) at the time of agreement.	01 (One) Year.	Rs. 1005=00 (Rupees One thousand five) only, each set to be paid only by the successful bidder during the time of agreement	Working contractors of KMDA, WBHIDCO, PWD, PHED and other Govt. Departments having experience in similar nature of work	Executive-Engineer – I, New Town Kolkata Development Authority

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

Terms and Condition

N.I.Q. No. – 01/ EE – I / NKDA of 2020 – 2021.

Name of the Work: - Deployment of Supervising Personnel for keeping watch on total cleanliness of New Town which includes sweeping & cleaning of roads, removal of littered waste & construction materials / C & D materials free street & public places of a period of 01 (one) year. .

General Condition

1. 1 (one) copy of Identity card with passport size photograph and complete residential address of each Supervising personnel who may be placed for duty must be issued to each of them by the agency entrusted to the work.
2. Complete residential address together with one recent photograph of each Supervising personnel duly identified by the agency and attested by any gazetted officer must be submitted to the Executive Engineer, New Town Kolkata Development Authority for the purpose of maintaining official records.
3. The Supervising personnel on duty should keep the Identity Card with him strictly during duty hours.
4. No separate permanent residential accommodation will be provided to the Supervising personnel but they may temporarily stay within their duty premises for the cause of rendering satisfactory service.
5. The Supervising personnel shall be on the pay roll of the agency providing the service. Initially period of contract will be for 365 (Three hundred sixty five) days and may be extended as per actual requirement provided that the performance of the Supervising personnel is also found satisfactory.
6. The period of contact may even be reduced and terminated due to any reason on serving at least 7 (seven) day's notice by the undersigned.
7. Liveries, Whistle, Lathi etc. for the Supervising personnel to be supplied by the agency.
8. The agency will bound to replace the Supervising personnel, if desired by the Engineer-in-Charge.

Penal measure

1. The period of contract may be terminated or reduced if necessary without any prejudice as decide by E.I.C.
2. During duty hours, negligence of the guard found if any, will be severely dealt with.
3. Any loss / damage of Government materials and property due to negligence of duty on the part of Supervising personnel shall attract penal measure and realization of cost / compensation for such damage / lost item(s) as would be determined by appropriate authority should be made from the agency i.e. the agency should be liable to bear the same.

Terms of payment

1. The agency should submit monthly bill, in Triplicate along with signed Attendance sheet, in respect of services rendered by the Supervising personnel, to the Executive Engineer, New Town Kolkata Development Authority within 1st week of the following month for payment.
2. The payment of bill, after necessary verification and checking by this end, shall be made in due course.
3. Pro-rate payment would be admissible for part duty performed, if any.

Special Terms and Conditions

1. Payment to be made to the individual Supervising Personnel @ minimum labour wages as per recent govt. order per head per day by the agency in addition 8.33% per annum bonus to be paid to the individual Supervising Personnel / guard before Durgapuja / Idd festival.
2. EPF and ESI money need to be deposited within 15th of next month.
3. Challan / Attested photocopy of documents related to submission of EPF and ESI money of preceding month need to be submitted along with the monthly bill. In absence of these documents, bill shall not be processed.
4. Any revision of Rate from Labour Commissioner office should be followed and differential amount of wages will be paid accordingly.
5. Payment to the individual Supervising Personnel to be made by the Agency by 10th of each following month positively.
6. Uniform to be issued by the agency to all Supervising Personnel by the agency and it is mandatory to wear uniforms during duty period. All Supervising Personnel shall be equipped with lathi. 3 cell Touch etc. at their own cost.
7. Over all Supervising Personnel of materials or assets of New Town Kolkata Development Authority both on open yard / go down are in the part of duties of personnel. In case of any theft, the primary F.I.R to be lodged by the agency with an intimation to the office. In case of any emergent fire hazards, it is their part of duties to inform the nearest Fire Station with intimation to the office.
8. All statutory obligations under various laws as may be applicable to the contract of labour from time shall have to be met by the Agency concerned without any extra claim. Any labour unrest / dispute arising due to non-implication of any Laws, the entire responsibility will lie on the agency and removal of disputes is the sole part of the agency without hampering the work schedules at their own cost.
9. All Insurance Coverage and other coverage which will be mandatory as per law will be the part of concerned agency.

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