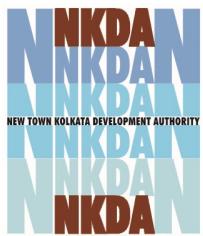


NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area – ID,
New Town, Kolkata – 700156

Memo No: 3145/ NKDA /Engg/EE(R&B)/38/2024

Date: 05/05/2025

NOTICE INVITING ITEM RATE e-TENDER 3rd Call

Notice Inviting e-Tender No. 43/EE-I/NKDA/2024-25

Executive Engineer (Roads & Building), New Town Kolkata Development Authority invites item rate e-Tender on behalf of Chief Engineer, NKDA from resourceful, reliable, bona-fide and experienced agencies / companies / concerns under KMDA, NKDA, WB HIDCO, KMDA, KMC, PHE, PWD and other Govt. Departments / PSU having experience in executing works related to similar nature are requested to submit their offer for the work detailed below.

Name of Scheme: Integrated Facility Management Services at New Town Business Club & The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)

PARTICULAR	DATE & TIME
Date of uploading of NIeT.	: 05/05/2025
Document download start date.	: 05/05/2025 from 6:00 P.M
Document download end date & time.	: 28/05/2025 upto 1:00 P.M.
Pre-bid meeting in the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: 08/05/2025 at 3.00 P.M.
Bid submission start date.	: 05/05/2025 from 6:00 P.M
Last date of Online submission of Technical Bid and Financial Bid.	: 28/05/2025 upto 1:00 P.M.
Opening of Technical Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: 30/05/2024 upto 12:00 P.M.
Opening of Financial Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: Will be intimated in due course
Validity of bid.	: <u>180 days</u> w.e.f .the date of opening of Financial bid.
Completion Period of the work	: 02 (Two) years
Detailed Tender Document can be downloaded from NKDA website/ wbttenders.gov.in.	: www.nkdamar.org & www.wbttenders.gov.in

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbttenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit On-line Earnest Money & necessary Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28th July, 2016 (Annexure-A).
 - (i) **Net Banking** (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - (ii) **RTGS / NEFT** through bank account in any bank. The EMD shall be deposited in favour of “New Town Kolkata Development Authority” payable at “Kolkata”.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://Wbtender.gov.in>

NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: 43/EE-I/NKDA/2024-25 (3rd Call)

FOR

The Executive Engineer (Roads & Building) invites Online (e-Tender) on behalf of Chief Engineer, NKDA, item rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	Integrated Facility Management Services at New Town Business Club & The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)
2.	Location of Work	:	New Town, Business Club, AE Block, New Town, Kolkata-700156
3.	Brief Scope of Work	:	Integrated Facility Management Services
4.	Estimated Cost of work	:	Rate to be Quoted
5.	Completion Period	:	02 (Two) years
6.	Initial Earnest Money (Tokan)	:	Rs. 5,00,000.00
7.	Cost of Tender Documents:	:	As per Govt. norms (to be paid only by the successful bidder at the time of agreement).
8.	Tender Inviting Authority	:	Executive Engineer (Roads & Building)
9.	Eligibility Criteria for “Pre Qualification”	:	<p>The Organization must successfully executed one similar nature of work (state/central Govt. or undertaking or statutory bodies/local bodies) directly without subcontracting any activity during the last 5 years, having magnitude of Rs.75 Lakh in single contact. .</p> <p>Or</p> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency. i.e. the tenderer. The value of the executed portion of the running work should be equal to or greater than 70% of the work or Rs. Rs.75 Lakh in single contact. (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer), in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any subcontract work shall not be accepted.</p> <p>N.B.: - Nature of work, Estimated amount, Date of Completion of project and detail communication address of client must be indicated in the credential certificate.</p> <p>Similar nature of work :- Hospitality services / House keeping in any establishments under state/central Govt. or undertaking or statutory/ local bodies</p>

		<p>(i) Joint Ventures/MOU will not be allowed as a credential.</p> <p>Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than 1.00(one point zero zero) Crore from Contracting Business. Audited Balance Sheet shall have to be submitted in support of Annual Turnover.</p> <p>1. To be submitted in technical bid</p> <ul style="list-style-type: none"> a) Work Completion Certificate as Credential b) Filled up Annexure-I c) Copies of registration detail of the Firm . d) Copy of pan card e) Latest Income Tax return f) GST registration No. with relevant document. g) Audited Balance Sheet of last 3 Financial years.(2023-24,2022-23,2021-22) h) PF, ESI registration, Profession tax documents i) Relevant documents certified in support of required turn over.
10.	Initial Earnest Money Deposit	<p>Rs. 5,00,000.00</p> <p><u>THE EARNEST MONEY (TOKAN) SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u></p> <p>The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link,</p> <p><u>“wbtenders.gov.in □ Home Page □ Bidders Manual Kit □Help for on-line receipt and refund of EMD”</u></p> <p>Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.</p> <p>NOTE: Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.</p>
11.	Bid document Requisition	<p>Bid Document is available in the NKDA's official website and www.wbtenders.gov.in. Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the EE (R&B), NKDA (Tender Inviting Authority). Document requisition shall be done as per instruction given in ITB.</p>
12.	Technical Bid Evaluation	<p>The technical bid will be evaluated by the tender evaluation committee of NKDA.</p>
13.	Date and time of opening of Financial Bid submitted online of only the technically qualified bidders	<p><u>To be intimated via email after evaluation of Technical Bid,</u></p>

14.	Financial Bid	:	Rate shall be quoted in item-rate against the tender value
15.	Validity of Bid	:	180 days from the date of declaration of L1
16.	E-Tender registration and bidding	:	<p><u>ONLINE BIDS:</u></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> • Online Tenders can be submitted by logging in www.wbtenders.gov.in • <u>ONLINE BID SUBMISSION:</u> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
17.	Important Instructions	:	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification & evaluation will be displayed in the e-portal, official website. • The financial bid documents of the technically qualified bidders will only be opened. • All applicable duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. <p>In case there be any objection regarding prequalifying the Agency that should be lodged to the tendering authority online within 2 days (48 Hours) from the date online of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tendering Authority.</p>

**Executive Engineer
(Roads & Building)**

New Town Kolkata Development Authority

Memo No: 3145/ 1(10)/ NKDA /Engg/EE(R&B)/38/2024

Date: 05/05/2025

Copy forwarded for information to:-

1. Chief Executive Officer, NKDA.
2. Chief Engineer, NKDA.
3. Superintendent Engineer, NKDA.
4. Administrative Officer (Social Welfare), NKDA.
5. Finance Office, NKDA.
6. Sr. Accountant / Cashier, NKDA.
7. P.A to Hon'ble Chairman, NKDA.
8. Office Notice Board.
9. Official Website of NKDA (www.nkdamar.org) & Govt. of W.B (www.wbtenders.gov.in)

**Executive Engineer
(Roads & Building)**

New Town Kolkata Development Authority

Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

1. Online Bid submission procedure

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders:* General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical Bid:

The Technical bid should contain scanned copies of the following (**all in PDF file**) and uploaded in the e-tender portal.

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of documents towards Earnest Money Deposit (EMD) as prescribed in the NIT.
4. Duly Filled in Affidavit as given under Annexure-I

AND

All the documents as given under **TECHNICAL BID**

Note: - Failure of submission of any of the above-mentioned documents (as applicable) will render the tender is liable to be rejected.

B. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder) i.e. **Bill of quantities (BOQ):**

The contractor is to quote the rate (**Itemrate**) online through Computer only in the space marked for quoting rate in the **BOQ**. Only downloaded copies of the above documents are to be uploaded in (**Excel file**) Digitally Signed by the contractor.

1.1 TECHNICAL BID

1.1.1 Mandatory Documents

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of documents for registration detail of Firm / Company / Agency, place of registration, and principal.

- ii) Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value .
- iii) GST registration No with relevant professional tax documents.
- iv) Audited Balance Sheet of last three Financial Years **2023-24,2022-2023 & 2021-2022** for certified relevant documents in support of annual turn over .
- v) PAN Card (Xerox Copy)
- vi) Income Tax return of last three financial year.
- vii) PF & ESI respective documents.

Note: The tender will be summarily rejected if any of these documents are not submitted online.

1.1.2 THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:

The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link,

wbtenders.gov.in  Home Page  Bidders Manual Kit Help for on-line receipt and refund of EMD”

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.

NOTE: Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.

1.1.3 Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be more than 1.0(one) crore

1.1.4 CREDENTIAL

1.1.4.1 Technical :

The Organization must successfully executed one similar nature of work (state/central Govt. or undertaking or statutory bodies/local bodies) directly without subcontracting any activity during the last 5 years, having magnitude of Rs.75 Lakh in single contact. .

Or

In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency. i.e. the tenderer. The value of the executed portion of the running work should be equal to or greater than 70% of the work or Rs. Rs.75 Lakh in single contact. (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer), in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.

N.B.: - Nature of work, Estimated amount, Date of Completion of project and detail communication address of client must be indicated in the credential certificate.

Similar nature of work :- House keeping / Hospitality services in any establishments under state/central Govt. or undertaking or statutory/ local bodies

Joint Ventures/MOU will not be allowed as a credential

Documentary evidence should be provided in support of the above.

A. Legal Entity:

- (i) The successful bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like G.S.T, PAN, EPF, ESIC, P. Tax Challan , Professional Tax registration and latest challan, IT Return of last three years etc.
- (ii) The successful bidder set up an office in Kolkata.

Joint Ventures/MOU will not be allowed as a credential.

B. Statutory Liabilities and Taxation:

- (i) Must submit proof of compliance.
- (ii) The agency should have valid ESI and PF registration numbers.

C. Manpower:

- (i) The successful agency must have at least three or more capable management staff on roll having technical qualification and experience to manage the operations.
- (ii) The successful agency must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.
- (iii) All staffs of the successful agency must have uniforms & identity card.

D. Machines:

- (i) The successful agency must have adequate technical knowhow of equipments to be engaged for the operation.
- (ii) The successful agency must have adequate resource and capability to provide machines for the operations where ever and when ever required.
- (iii) The successful agency will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.

1.1.4.2 Form – I Declaration of credential of similar nature of works for during the last 5 (five) years from the date of NIT to be submitted. The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

1.1.4.3 The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

1.1.4.4 Financial

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than 1.00 (one) crore. Annual Turnover statement shall be submitted in the Form-II The relevant certified documents in support of annual turn over to be submitted.

1.1.5 If the applicant is an authorized signatory, he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

1.1.6 Penalty for suppression / distortion of facts:

If any tenderer fails to produce the hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

1.2 FINANCIAL BID:

1. Itemrate shall be quoted in the Financial bid
2. The rate quoted by tenderer shall be inclusive of all elements of taxes (including GST) and duties, demands, etc. The tenderer shall include income tax as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim whatsoever in this account shall be entertained.
4. Tax Invoice(s) needs to be issued by the supplier for raising claim for the bill under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
5. If the quoted rate is below 20% less of the Estimated amount, Performance Security in the form of Bank Guaranty of 10% of the contract amount shall be submitted. The said bank Guarantee should be issued from any Nationalized /Scheduled Bank located in Kolkata.
6. The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

1.3 Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

1.3.1 Conditional and incomplete tender:

Conditional and incomplete tenders shall be summarily rejected.

2. Acceptance of Tender:

Lowest valid rate may be accepted; however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason.

3. Payment

The progressive and stage-wise payment will be made depending upon the availability of fund:

No financial claim in case of any delay in payment will be entertained.

4. Security Deposit

The bidder shall be required to properly maintain the establishment including all its components for entire maintenance period . 8% will be deducted from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire maintenance period. Failure to execute proper maintenance of the work will lead to forfeiture of the security deposit.

An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of maintenance .

SD money will be released after three months of completion of maintenance period.

Other Terms & Conditions:

4.1 E-Tendering:

ONLINE BIDS:

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below:

Agencies/Bidders who are interested in participating in NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

Online Tenders can be submitted by logging in www.wbtenders.gov.in.

ONLINE BID SUBMISSION:

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure.

- 4.2** Tenderers/Authorized Representatives are requested to be present in person during the opening of technical and financial bids.
- 4.3** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 4.4** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, NKDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 4.5** Tenderer can approach only the Tender Inviting Authority, NKDA for any clarification with respect to the tender.
- 4.6** The decision of authority with respect to the tender is final and binding.
- 4.7** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 4.8** The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of LOI has to submit formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 4.9** Tenderers who will sign on Tender on behalf of a company or Firm must submit the relevant documents in respect of their competency to do so, failing which their tender will not be considered.
- 4.10** After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers/technical supervisors. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assists NKDA Engineers to carry out necessary checking and supervision of the work.
- 4.11** If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again as per the specifications specified in the contract without claiming any additional cost, etc.

4.12 The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with NKDA without assigning any reason.

4.13 Sub-letting of the job is not permissible, and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work, then action shall be taken to terminate the contract and the SD money will be forfeited.

4.14 All materials & workmanship shall be as per the approved quality and methodology.

4.15 If there will be any ambiguity against any item of work and rate mentioned in the BOQ, then the corresponding item and its rate given in the latest PWD schedule of rates shall be considered for execution and payment thereof.

4.16 An amount equal to 1% of the contract amount will be deducted from the each bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.

4.17 No mobilization advance will be paid to the contractor.

4.18 Progressive payment will be paid in running account bill after satisfactory completion of work.

4.19 Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be released as already specified.

4.20 No escalation of cost is permissible.

4.21 **Penalty for Delay:** The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor failing which Rs. 500 will be charged per day as penalty for delay up to the date of completion of work and such amount will be deducted from the contractor’s bill. If there is any valid reason for delay like disturbance by other agency, any law-and-order issue, natural calamity or force majeure, for any such cases no delay fine shall be imposed.

4.22 The contractor shall submit photographs of the site before commencement of the work, at each of the various stages during the execution of the work and after completion of the work. All such photographs are to be submitted at the time of submission of the bill. No separate payment will be made to the contractor for such purpose.

4.23 The Agency shall comply with all the rules and regulations regarding safety, security and other statutory obligations of its workers and the Authority will in no way be responsible in any manner in case of any miss-happening with their workers at any place.

4.24 In case of any modification/addition/deletion of any item of the works as well as correction in drawings (if any) which has been pointed out during pre-bid meeting will be published by Tender Inviting Authority through publication of corrigendum in the web portal.

4.25 The scope of work may be modified as per the discretion of the Authority and the contractor has to accept that modification within the sanctioned amount of the work.

4.26 **Road dust control and compliance of Construction & Demolition Waste Rules:**

- i) Ensure transportation of conservancy materials with proper covering.
- ii) Take adequate measures for dust control during operation.

4.27 **Provision of blacklisting:**

- i) Submission of false/ misleading credential or documents during the tender process.
- ii) Inability to maintain the specification as mentioned in the tender document.
- iii) Poor performance in execution of the work.
- iv) Misconduct or noncompliance of the instruction of the authority.

- v) Negligence /failure to maintain the work within the stipulated time frame during the defect liability period.

4.28 Termination of Contract/ Work Order: The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 15 days' notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

4.29 Discretion of the authority inviting tender - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute the decision of the Chief Executive Officer, NKDA with the approval of Chairman NKDA will be final and will be binding upon both the parties (i.e TIA and the contractor).

4.30 The successful Tendered whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer (Roads & Civil), New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).

4.31 Arbitration clause of WBF 2911(ii) stands deleted, Settlement of disputes & arbitration shall be according to the '**Memorandum**' for the modifications of clause relating to settlement of disputes under conditions of contract vide no. 8182-F(Y) dated: Kolkata, the 26th September, 2012 of Secretary to the Govt. of West Bengal, Finance Department, Audit Branch.

4.32 Any Corrigendum, notification in connection to this NIET will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) as well as <https://wbtenders.gov.in>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

5. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 180 days from the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

Special Condition of contract that must be adhered to by the successful bidder.

- (a) Minimum wages as prescribed by the Govt. Wages Act should be in vogue.
- (b) Basic pay should not be enhanced by adding other allowances
- (c) The minimum number of manpower required to be deployed in various shifts have to be physically deployed on every day basis and therefore if any personnel are absent in any shift, substitute have to be additionally provided by the Service Provider at the appointed time slot for which the absentee was absent.
- (d) No deviation in the deployment of the number of manpower in various shifts shall be acceptable.
- (e) The housekeeping & security personals must be at least 10th pass and the Supervisors must be at least 12th pass and have thorough knowledge in their own domain
- (f) All personals should be smartly dressed in neat and clean uniforms having firm's logo. A steam iron along with an ironing board should be provided by the Service Provider for pressing the uniforms
- (g) Deployed manpower at all levels must be properly trained as per job division. Periodic training and personnel development plan must be documented and presented to NKDA quarterly

(h) The Service Provider shall facilitate quarterly training to the housekeeping department or shall organize such trainings from the chemical & equipment manufacturer covering topics such as applicability, dos & don'ts, up keeping, maintenance, chemical compatibility, methods of use, safe practices, cleaning standard, science of cleaning etc under the knowledge of NKDA & shall keep the same documented along with attendance sheet, duly signed & stamped by the training agency

(i) Similarly the Service Provider shall facilitate quarterly training to the security department or shall organize such trainings from reputed agencies under the knowledge of NKDA & shall keep the same documented along with attendance sheet, duly signed & stamped by the training agency

(j) The Service Provider shall facilitate **monthly fire drill** programme both for housekeeping & security.

(k) The Service Provider shall perform night checking on weekly basis and if any personal is found to be negligent on duty he/she should be show caused and disciplinary action to be taken against him/her, the same checking should be done in the early morning shifts also.

(l) Zero balance salary account of all the employees has to be opened within 1st month of operation for crediting their salary. Payment has to be released by 7th of every month. Any delay in this regard shall be responded with a monetary deduction as prescribed by NKDA.

(m) NKDA reserves the right of surprise audit, inspection, gap analysis at any time with or without prior intimation to the Service Provider, by self or third party

(n) Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, safety measures, deployment of manpower & equipment, chemical & tools.

(o) Based on the audit report, if any change or addition/deletion in the existing practices are found required, it has to be implemented by the Service Provider with immediate effect. If this includes introduction of any chemical reagent or equipment of same standard which is not listed in the tender but required, then with prior approval from NKDA the same have to be procured & implemented & the bills shall be paid by NKDA on actual or as per the discretion of NKDA

(p) The duty of the manpower deployed shall be decided by the Service Provider, with pre decided deployment plan & schedule of cleaning for light, spring cleaning & deep cleaning, only after taking the consent from NKDA. However, the Service Provider shall be responsible to engage manpower as per requirement to keep all buildings, glass panels etc clean round the clock. The housekeeping work shall be continued throughout the day. However, the major sweeping, cleaning, mopping, disposal of waste etc should invariably be completed before 11:00 hours and cleaning of floors & glass panels shall be maintained continuously throughout the day

(q) All statutory obligations are to be strictly adhered to, as per Govt rules. Any negligence in this regard shall make the contract liable to be cancelled with immediate effect

The List & make of housekeeping chemicals / materials is furnished and should be followed by the agency:-

SN	Name of Housekeeping Item	Unit	Monthly Consumption	Yearly Consumption
1	Acid (Muratic)	litre	1.00	12.00
2	Acid (Oxalic)	kilogram	2.00	24.00
3	Bleaching Powder	kilogram	2.00	24.00
4	Bottle (Spray)	piece	2.00	24.00
5	Bottle (Squeeze)	piece	1.00	12.00
6	Brasso - 500 ml	piece	1.00	12.00
7	Soft Broom - Nylon	piece	5.00	60.00
8	Brush - Cobweb (Curve)	piece	0.25	3.00
9	Brush - Commode Cleaning	piece	1.00	12.00
10	Brush - Scrubbing	piece	1.00	12.00
11	Brush - Scrubbing with Handle	piece	0.50	6.00
12	Bucket (14 litre)	piece	0.50	6.00
13	Citronella Oil - 100 ml	bottle	2.00	24.00
14	Combi - 35cm Refill	piece	1.00	12.00
15	Combi - 35cm Rubber Pad	piece	1.00	12.00
16	Combi Set - 35cm	piece	0.50	6.00
17	Detergent Powder (Surf Excel)	kilogram	1.00	12.00
18	Dettol Hand Wash Refill - 900 ml	bottle	3.00	36.00
19	Dust Pan	piece	1.00	12.00
20	Jobby Dust Pan	piece	0.25	3.00
21	Duster (Flannel)	piece	10.00	120.00
22	Duster (Floor)	piece	5.00	60.00
23	Duster (Glass)	piece	25.00	300.00

24	Duster (Table)	piece	25.00	300.00
25	Floor Scrubbing Pad – 17inch (Diversey)	piece	3.00	36.00
26	Garbage Bag (16 x 24)	packet	20.00	240.00
27	Garbage Bag (36 x 42)	packet	5.00	60.00
28	Glade Automatic Refill Pack	piece	1.00	12.00
29	Gloves	pair	2.00	24.00
30	Godrej Aer Bathroom Fragrance	piece	1.00	12.00
31	Good Knight ADVANCED Machine	piece	2.00	24.00
32	Good Knight ADVANCED Refill	piece	10.00	120.00
33	Good Sense Auto Dispensers	piece	0.50	6.00
34	Good Sense Auto Refill - Fresh	piece	6.00	72.00
35	Head & Shoulders Shampoo Sachet	piece	30.00	360.00
36	HIT - Black (500 millilitre)	piece	15.00	180.00
37	HIT (Red) - 500 millilitre	can	5.00	60.00
38	Medimix Soap - 30 gm	piece	30.00	360.00
39	Mop Refill - Dry	piece	5.00	60.00
40	Mop Refill (Wet - Flat)	piece	15.00	180.00
41	Mop Refill (Wet - Round)	piece	10.00	120.00
42	Mop Set - Dry	piece	0.50	6.00
43	Mop Set - Wet (Flat)	piece	1.00	12.00
44	Mop Set - Wet (Round)	piece	1.00	12.00
45	Mug	piece	1.00	12.00
46	Odonil A1 Cube	packet	5.00	60.00
47	Odonil Block Hanger Pack - 50 gm	piece	20.00	240.00
48	Phenyl (Deodorant)	litre	10.00	120.00
49	Pinza Clip	piece	5.00	60.00
50	Room Freshener - Godrej Aer	can	10.00	120.00
51	Rubber Wiper (Big)	piece	0.50	6.00
52	Rubber Wiper (Medium)	piece	1.00	12.00
53	Rubber Wiper (Small)	piece	1.00	12.00
54	Scotch Brite - 3M (4" x 6")	piece	10.00	120.00
55	Scotch Brite with Handle - 3M	piece	5.00	60.00
56	Shoe Brush	piece	3.00	36.00
57	Shoe Polish - 40gm	piece	6.00	72.00
58	Sponge	piece	2.00	24.00
59	Stick Broom with Handle	piece	2.00	24.00
60	Suma Breakup D3.5	litre	2.50	30.00
61	Suma Inox D7.1	litre	2.50	30.00
62	Taski Fresh & Clean Urinal Screen	piece	4.00	48.00
63	Taski R2	litre	25.00	300.00
64	Taski R3	litre	5.00	60.00
65	Taski R4	litre	4.00	48.00
66	Taski R5	litre	2.50	30.00
67	Taski R6	litre	10.00	120.00
68	Taski R9	litre	2.50	30.00
69	Taski Soft Care Star H100	litre	5.00	60.00
70	Taski TR101	litre	2.50	30.00
71	Tissue Paper Box - 100pulls	piece	30.00	360.00
72	Tissue Paper Roll - 227gm	piece	70.00	840.00
73	Wall Mounted Liquid Soap Dispenser	piece	1.50	18.00
74	Wall Mounted Plastic Tissue Paper Box	piece	1.50	18.00

The following housekeeping and security Equipment/Machine has to be procured by the Service Provider from manufacturer or its authorized distributor only. Equipment/Machine should be brand new. Service Provider shall make sure that unboxing & installation is done in front of authorized personnel from NKDA. Equipment/Machine should be deployed as per given specification only, any deviation from the specification & minimum quantity shall not be acceptable

(i) High Pressure Jet of Diversey make, model: Jonmaster LMX 1211XP or equivalent with the below specifications
Operating Pressure/Max 50-120 bar/725-1740 psi

Delivery rate	660l/h
Power consumption	3200W (3.2 KW)
RPM	2800
Voltage	230V~50 Hz
Power cable	5 mt
Pressure regulator	Yes
Automatic stop system	Yes
Detergent Tank	Yes

Motor 4HP

(ii) Single Disc Scrubbing Machine along with water tank, driving disc, scrubbing brush & foam generator of Taski make, model: Ergodisc 165 or equivalent with the below specifications

Working Width	43 cm
Speed	165 RPM
Vertical Clearance	31.5 cm
Nominal Consumption	1100 w
Voltage	230 v
Cable Length	15 meter
Sound Level	57dB (A)

Should have the following dimensions

- Closed handle, with ergonomic design: Gives protection to hands & electrical safety
- Double safety lock: Ensures safety
- Foldable handle: Easy for transportation
- Adjustable handle: Improves productivity
- Should have a Floating pad drive: This ensures a constant working pressure and enables the machine to be used on uneven floors
- Cleaning solution distribution shall be from the center of the pad: This ensures that the whole surface of the pad is utilized.
- Multiple applications: Wet scrubbing, Stripping, Buffing, spray cleaning and crystallization can be done.

(iii) Wet & Dry Vacuum Cleaner along with 8500.380 suction tube one end, suction hose complete 2.2m, angle coupling for vac12, aluminium nozzle for fixed squeegee blade, universal dust nozzle, 30015-32 dust bag basket, polyester filter bags for vac of Taski make, model: Vacumat 22 or equivalent with the below specifications

Container Capacity: Wet	22 litre
Container Capacity: Dry	28 litre
Container Volume	45 litre
Sound level	64 dB (A)
Vacuum	22 kPa
Max air flow	60l/s
Cable length	10 mt
Castor Wheels	5
Castor diameter	50 mm

(iv) Walkie Talkie (4 numbers) of Talk Pro make, model: H250A or equivalent with the below specifications
Transmit Power Max up to 7 watts

Battery	Up to 2900 mAh
Talk Time	Up to 48 hours
Torch Light	15 ft beam
Environment	Waterproof / Dustproof
Emergency Alert	Yes
Service Support	Within 48 hours.

SAMPLE FORMAT FOR AFFIDAVIT

One affidavit before Notary in Rs. 10.00 in Govt. stamp paper will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi Govt. /Autonomous body / Institution / Local body.

Points / Declaration to be furnished in the **AFFIDAVIT**

I, Sri....., S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., having office at (business address) do hereby solemnly affirm and declare in connection with **“Integrated Facility Management Services at New Town Business Club & The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)”** vide **Notice Inviting e-Tender No. 43 /EE-I /NKDA /2024-25 (3rd Call) of New Town Kolkata Development Authority dated ____/05/2025** as follows:

- i) Partnership details:
- ii) All documents submitted by me are genuine, authentic, true and valid.
- iii) All information furnished are true to the best of my knowledge and behalf.
- iv) Department has got full right to cancel the same with penal measure, if any, in case any of statements is provide to be false.
- v) The undersigned also certifies that neither any penalty nor debarment was made against me or nor against the firm in any way at any Govt. / Semi Govt. /Autonomous body / Institution / Local body.
- vi) The undersigned also certifies that timely pay all government duties like E.S.I, PF, Cess & G.S.T. in timely.
- vii) Never faced any blacklisting for poor performance / non performer or any other reason or debarred from contract due to no full filling the contract agreement or due to unnecessary delay in completion of the project work assigned to this company by any department of Central Government/State Government/ Corporations/ Municipal Bodies/ Development Authorities/Panchayats, etc as punishment in the last 5 (five) years continuing start date as date of publication of the NIET of the tender.

If it is found upon enquiry that the undertaking given by the concerned company is false and untrue, the Authority will take necessary steps in accordance with law for making false and untrue statement before the Authority.

Signature of the Contractor

Name:

Place:

Date: