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 - 700 156

2ND CALL

NOTICE INVITING E-TENDER
FOR
HIRING OF MANPOWER FOR
VECTOR CONTROL ACTIVITIES

New Town Kolkata Development Authority,
Plot No. DG/13, Premises No. 04-3333 Action Area 1-D, New Town, Kolkata - 700156
Email: ceo@nkda.in

Phone : 033-3505-0000 / 0001 / 0002 / 0004 and 18001037652
Website : www.nkdamar.org

Administrative Officer (Estate Management), New Town Kolkata Development Authority Invites e-tender for engagement of agencies for the following works:

"Providing manpower for Vector Control activities in NKDA" for 2 (two) years"

Tender Name
Engagement of agencies for "Providing manpower 179 Semi-skilled and 10 skilled: 1. 117 Spray workers (Semi-skilled) 2. 62 House to House Surveyors (Semi-skilled) 3. 10 House to House Supervisors (Skilled) for Vector Control activities in NKDA" for a period of 2 (two) years.

1. For e-filing, intending bidder may download the tender documents from the website http://etender.wb.nic.in directly with the help of Digital Signature Certificate.

2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website https://etender.wb.nic.in as well as hard copies of Technical Bid are to be submitted to the office of New Town Kolkata Development Authority, as stated in DATE AND TIME schedule.

3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be as per time schedule as stated.

4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL DOCUMENTS of the tenderer are found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' shall be final and absolute in this respect. The list of qualified bidders will be displayed in the website.

5. Bid shall have to remain valid for a period of 180 (one hundred eighty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money deposited will be forfeited forthwith without any notice and assigning any reason thereof.

6. Payment Procedure for EMD: Online.

7. **Payment of EMD**

   The Earnest Money Deposit (EMD) is Rs. 4,00,000 (Rs. Four lakh) only.

   The EMD shall have to be paid online and without any relaxation.

a. The bidder desirous to take part in the tender need to log in to the e-Procurement portal of the Government of West Bengal https://wbtenders.gov.in using its Login Id and Password.

b. The bidder will select the tender to bid and initiate the payment of EMD for the tender by selecting from either of the following payment modes:

i. Net Banking in case of payment through bank payment gateway;
ii. RTGS/NEFT in case of offline payment through bank account in any bank.

8. Payment Method

a. Payment by Net Banking (from any listed bank) through Payment Gateway

- On selection of Net Banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage where he will select the bank through which he wants to do the transaction.
- Bidder will make the payment after entering his unique ID and Password of the bank to process the transaction.
- Bidder will receive a confirmation message regarding success / failure of the transaction.
- If the transaction fails, the bidder can again try for payment by going back to the first step.

b. Payment through RTGS/NEFT

- On selection of RTGS/ NEFT as payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/ NEFT transaction.
- The bidder will print the challan and use the challan and use the pre-filled information to make the RTGS/ NEFT payment using his Bank Account.
- Once the payment is made, the bidder will have to come back to the e-Procurement portal after expiry of a reasonable time to enable the RTGS/ NEFT process to complete in order to verify the payment made and continue the bidding process.
- If the payment is successful the bidder will need to go to the e-Procurement portal submission of the bid response documents.
- If the payment verification is unsuccessful, the amount will be returned to the bidders account.

9. Refund/ Settlement Process:

- Once the evaluation of the tender is done, the EMD amount of the unsuccessful bidder will be returned through an automated process to the respective bank accounts from which they have made the payment transaction.
- After the financial evaluation the EMD of the bidders other than L1 and L2 bidder will be refunded through the process mentioned above.
- After the Award of Contract issued to the L1 bidder, the EMD amount of the L2 bidder will be refunded through the process mentioned above.

10. Security Deposit:

- The EMD of the successful bidder(s) will be automatically converted to Security Deposit/ a part of security deposit. The successful bidder/s will require to submit the remaining part of the security deposit (if any) by way of Bank Guarantee.

11. ADDENDUM / CORRIGENDUM / CLARIFICATION / MODIFICATION

Before the deadline for submission of Tenders, the Tender Document may be modified by the NKDA by issue of Addenda / Corrigenda which will be available in http://etender.wb.nic.in and shall be a part of the tender document.

Any modification of the Tender Documents which may become necessary shall be made exclusively through the issue of Addendum / Corrigendum / Clarification / Modification and will form a part of the tender document and must be submitted with authorized signature along with seal both in the form of soft copy and hard copy.

12. General conditions of the contract:

a. An agency to be eligible for the tender/engagement must have an office or establishment in Kolkata in case the agency is having its headquarters located outside Kolkata.

b. NKDA reserves the right to accept or reject any or all the tenders received without assigning any reason thereof.

c. The pro rata wages may be revised upwards by the NKDA with circulars issued from time to time on the subject and will be binding on all the parties selected to supply manpower.

d. Conditional tenders will not be accepted and shall be liable to be rejected outright.

e. If any of the conditions of the tender is not fulfilled, such tender / tenders shall be summarily rejected and objections raised in this regard will not be entertained.

f. The personnel to be deployed shall have to be in proper uniform including shoe while on duty to be provided by the successful tenderer/agency. Supply of uniforms (two sets per year) with ladles as per standards / specifications (two nos. per year), torch lights, rain coats / umbrellas, etc would be the responsibility of the agency and the tenderer should bid an all-inclusive rate. All required health kits to field personnel are to be provided by the selected agency.

g. The estimated amount has been calculated on the basis of present man power strength engaged in NKDA and payments being made on per capita basis as bellow-

   i Basic wages [Rate as Notified by Labour Deptt., Govt. of West Bengal] + ESI [as applicable] + EPF [as applicable]

   ii Agency charges (All sorts of taxes, administrative charges that includes supervision, surprise checks, livery items, accessories, etc.)

   Total agency charge shall be calculated as follows:

   Total no. of man-days / 26 (any fraction should be ignored) X Quoted agency service charge per individual employee per month (inclusive of administrative charges that includes supervision, surprise checks, livery items, accessories, etc.).

   [The number of man power may be changed time to time and payment will be made accordingly. The wage structure will be changed as per Circular issued by the Labour Deptt., Govt. of West Bengal from time to time].

h. In case of personnel whose remuneration are guided by the notification issued by the Labour Commissionerate, Government of West Bengal will be followed in respect of allowing Bonus/ Ex-Gratia, etc. (as applicable).

i. The persons deployed shall be under the overall control and supervision of the agency. The agency shall take all required precautions to prevent any unlawful act or disorderly conduct of his employees deployed.

j. The agency shall provide suitable competent supervisors and cost for such supervisors is to be included in the tendered rate for manpower. One supervisor would be required per one hundred or less heads of manpower and render full time duty for supervisory checks. The list of the supervisors shall have to be intimated to the officers concerned every 6(six) months.

k. The NKDA has every right to carry out surprise checks on the working of the persons deployed by the agency in order to ensure that the required numbers of persons are deployed and that they are doing their duties properly and with proper dresses. In case turn out of any person deployed by the agency is not up to the mark or he / she performs his / her duties improperly or indulges in any undesirable / unlawful act or misconduct / disorderly conduct the agency must take suitable action against him / her, or may even remove him from rendering service to the NKDA.

l. The NKDA does not have any liability to make compensation and / or financial assistance to the agency concerned for injury / death whatsoever of any personnel under their control during the scheduled hours of rendering services to the NKDA.

m. The agency / agencies selected shall provide standard photo identity cards in at their own cost to the employee. The details of the employee/s with photograph and contact details are to be provided to the concerned Section of NKDA.

n. If the tender is finalized by the competent authority as such for which the NKDA reserves all rights without assigning any reason thereof.

o. The contract period is for two years.

p. The price quoted by the agency and accepted as Agency Charges shall be firm and fixed during the entire period of the contract and shall not be subject to any variation or escalation whatsoever on any account until or unless the matter has been reconsidered and specific approval of the competent authority of the NKDA has been obtained.

q. No worker below the age of 18 (Eighteen) years and above the age of 60(Sixty) years shall be engaged in any above-mentioned job. All workers must be Indian in nationality and must read, write and speak Bengali language.

r. There shall be no claim of any worker at any stage for engagement in the NKDA in regular manner or against a regular pay scale. An undertaking shall be obtained from each personnel by the agency in this regard before such engagement and a duly attested and rubber stamped photocopy is to be forwarded to the concerned Administrative Officer (EM), NKDA before each such engagement.

s. The Chief Executive Officer, NKDA will form an evaluation committee for evaluation of the technical bids and financial bids. Opinion of the Tender Committee may be sought as usual at appropriate stages if the minimum criteria are found fulfilled and required documents are submitted during scrutiny, before finalizing of the selection.

t. All workers of the selected agency/ agencies will have to perform duties as per rules and regulations of NKDA.

u. No arbitration clause is there in this tender except for first appeal by any tenderer to the Administrative Officer (EM) and the second to the Chief Executive Officer, New Town Kolkata Development Authority whose decision shall be final and binding.

v. In case of any dispute the same may be referred to courts having jurisdiction over Kolkata and not outside.

w. Medical/Physical fitness for work of a worker is to be ensured by the agency on a regular basis.

x. The prospective service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency without the prior written consent of the NKDA and a declaration about the same must be documented along with all necessaries both in soft and hardcopy.

y. The persons deployed by the Manpower Service Provider shall not claim, nor shall be entitled to pay, perks and other facilities as are admissible to regular / confirmed / temporary employees of the NKDA during the contract period or after expiry of the contract.

z. A bidder shall not have a conflict of interest that may affect Selection Process (the "Conflict of Interest"). Any bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, NKDA will forfeit and appropriate the Bid Security as mutually agreed genuine pre estimated compensation and damages payable to NKDA for, inter alia, the time, cost and effort of NKDA including consideration of such bidder's Proposal without prejudice, to any other right or remedy that may be available to NKDA hereunder or otherwise.

aa. The agency will be responsible for compliance of all statutory provision relating to Wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in the NKDA. The NKDA shall have no liability in this regard.

bb. The service provider shall maintain all the statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of the NKDA or any other authority under Law.

cc. If there is any delay by the agency, in providing a suitable substitute for an absentee work, the agency shall be liable to pay penalty at the following manner:

i. If the personnel is absent without intimation to the agency, the penalty @ 50/- per day will be imposed.
ii. If the personnel is absent with intimation to the agency, than penalty @ 200/- per day will be imposed.

The amount shall be deducted from the monthly bills of the firm for the following month.

dd. NKDA reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at any subsequent stage.

ee. Unauthorized absence exceeding 72 hours should be restricted by a suitable disciplinary clause. On the other hand, absence not exceeding 02 days on medical ground may be allowed without prior sanction of leave. In such case, telephonic intimation by the employee is necessary and agency is liable for providing reliever if required. Ex-Post facto sanction of such leave by agency vis-à-vis authority of department concerned is essential.

ff. In case of new deployment, the qualification, age proof and details along with undertaking in respect of verification of medical fitness of the incumbent should be forwarded to the concerned Officer of NKDA by the agency. In this regard, annual report in respect of age/date of birth and undertaking towards verification of medical fitness of all employees should be submitted by the agency to Officer-in-Charge, Estate Management Section of NKDA for further scrutiny. Payment to the worker through ECS is mandatory.

gg. The prospective service provider shall have to submit ECR, Bank details of agency, Bank Account details of each contractual personnel must be submitted for necessary payment of wages through ECS, pay slip, payment sheet as proof of contribution towards ESI and EPF as applicable as per law, challan of EPF & ESI of the workers engaged in NKDA.

hh. The agency should make payment of remuneration/wages to its personnel before the 7th of every following month. After making the payment, the agency shall produce the claims with supporting Absentee Statement duly authenticated for re-imbursement. The agency will submit to the NKDA a copy of the payment vouchers duly signed by the workers for each month.

ii. Submission of inflated bills by the agencies will be viewed as an act with malafide intention. It is being emphasized that conforming to the relevant extant circulars/ directives of appropriate authorities is mandatory.

jj. Last Date of receipt of tenders and such other points are given on the Date and time schedule.

kk. The work regarding manpower will be purely on contractual basis.

ll. The agency shall remain responsible for self handling of the NKDA's assets and shall make good the losses incurred due to negligence/non-work man like handling.

mm. The agency shall comply with acts, laws or other statutory rules, regulation by laws applicable or which might become applicable to the NKDA pertaining to the contract Labour & Abolition Act, 1970.

nn. While raising monthly bills, the agency has to enclose previous months ESI and EPF contribution to the workers deployed by it.

oo. The selected tenderer must provide proper official uniform to all staff deployed through the agency. The first set of uniform must be supplied immediately after issuance of AOC (Award of Contract) and completion of initial statutory formalities applicable. Thereafter, uniforms must be provided either after a span of 6 (six) months or when signs of wearing out appear or whichever is earlier. The selected tenderer/s have to furnish a detailed report in every quarter from the date of issuance of engagement order in this respect.

13. SCOPE OFWORK:

The Agency will be required to provide trained and experienced personnel in such manner as required by the NKDA from time to time for the under mentioned activities :

Sl. No.	Designation	No. of personnel	Work Description
1	Vector Control Spray Workers **(Semi-skilled)**	117	a. **Larvicide spray (Manual):** Regular spraying of larvicide in stagnant water sources covering whole area of NKDA on weekly basis. b. **Larvicide spray (via boats):** Regular spraying of larvicide in canals (20 canals in NKDA as well as Kestopur Canal and Bagjola Canal) via wooden boats. 14 boats have been deployed for this purpose. c. **Release of Guppy fish:** Release Guppy fish in stagnant water sources in NKDA for mosquito larva control as and when supplied by State Urban Development Agency (SUDA).
2	House to House Surveyors **(Semi-skilled)**	62	**a. House to House** 1. They will be able to destroy indoor mosquito breeding sites. 2. They perform fever surveillance and mobilize fever patients to nearest health centres. 3. Follow up of Dengue positive cases. 4. Distribution of IEC materials to residents. 5. Special Active Case Search activity during any public health emergencies. b. **Peri-domestic area** 1. They will be able to destroy small mosquito breeding sites in peri domestic areas. c. **Open Areas** 1. Preparation of list of Blocked drains. 2. Preparation of list of Garbage vulnerable points. 3. Identification of larva in unmanaged construction sites. 4. Identification and destroying of mosquito breeding sources in slum areas. 5. Awareness generation in public places through miking.
3	House to House Supervisors **(Skilled)**	10	a. Supervise day-to-day vector control operations, ensuring proper execution of house-to-house surveys and mosquito breeding source reduction. b. Keep continuous oversight of field teams and activities to ensure coverage, quality, and adherence to planned schedules. c. Identify and resolve operational challenges such as inaccessible breeding sites, locked houses and problem areas requiring special attention. d. Oversee identification and elimination of indoor and peri-domestic breeding sites, along with fever surveillance and dengue case follow-up. e. Organize and supervise targeted interventions in high-risk areas such as canals, garbage dumping sites, jungles, and vacant lands.

a. **In this process, a total of 189 persons (179 Semi-skilled and 10 Skilled) are required per day and if necessity arises, NKDA shall make requisition for additional personnel.**
b. The workers will also attend to any other work as and when directed by the authorities by mutual arrangement/agreement.

Educational Qualification, Physical Fitness and Age Limits for Vector Control manpower as applicable in NKDA:

DESCRIPTION OF POST	QUALIFICATION
Vector Control Spray Workers (Semi-skilled)	Indian by nationality and must read, write and speak in Bengali language. Madhyamik or equivalent from a recognized Board and physically and mentally fit for such job and such fitness to be periodically ensured by the agency/company.
House to House Surveyors (Semi-skilled)	Indian by nationality and must read, write and speak in Bengali language. Higher Secondary or equivalent from a recognized Board and physically and mentally fit for such job and such fitness to be periodically ensured by the agency/company.
House to House Supervisors (Skilled)	Indian by nationality and must read, write and speak in Bengali language. Graduate from a recognized university / deemed university under UGC Act, 1955 and physically and mentally fit for such job and such fitness to be periodically ensured by the agency/company.
No personnel above the age of 60 (sixty years) may be engaged. Upon attaining the age of 60(sixty years) the worker is to be replaced forthwith. No personnel under the age of 18 years may be engaged. NKDA will not liable for any retirement benefit on attaining 60 years of age. NKDA will also not liable to bear any accidental benefit to the person engaged during/beyond working hours at its own cost. For new engagement the ceiling will be according to prevailing norms.	

14. BID EVALUATION PROCESS:

a. Opening of Technical Proposal:

i. Technical proposals will be opened by the Administrative Officer (Estate Management) Section, NKDA, and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

ii. Intending tenderers may remain present if they so desire.

iii. Cover (folder) for NIT Documents will be opened first. If there is any deficiency in the NIT Documents during scrutiny the tender will be summarily rejected.

iv. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee for consideration and marking as per the enclosed marking system.

v. During evaluation the committee may summon one/ some/ all of the tenderers and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

vi. Pursuant to scrutiny of documents and marking as per the marking sheets for technical proposal the decision of the Tender Evaluation Committee the summary list of eligible tenderers will be uploaded in the web portal.

b. Financial Proposal

i. The financial proposal should contain the documents in one cover (folder) i.e. Bill of Quantities (BOQ). The prospective tenderer is only to quote the agency service charge per individual employee per month (inclusive of Taxes if any / if applicable in terms of law, administrative charges that includes supervision, surprise checks, livery items, accessories, and etc.) online through computer in the space marked for quoting rate in the BOQ, keeping in mind the following:

BASIC WAGES	As notified by the Labour Dept., Govt. of West Bengal from time to time.
EPF	As applicable
ESI	As applicable
Bonus	As applicable

ii. Only downloaded copies of the BOQ are to be uploaded virus scanned and digitally signed by the agency.

iii. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents already submitted on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies even at a later stage, the same may be treated as submission of false documents by the tenderer and the case may be referred to the appropriate authority for prosecution as per relevant legal provisions.

15. ELIGIBILITY CONDITIONS:

a. The tenderer must possess Trade Licence / CE for deployment of manpower services having a minimum experience of five (5) years in providing manpower in Central Government / State Government/ Central Government Undertaking / State Government Undertaking / KMC / NKDA / such ULBs.

b. Proof of registration of the firm under relevant law, such as Companies Act and/or Shops & Establishment Act, etc is/are to be provided. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed should be provided.

c. The tenderer must have a valid Labour License issued by the Labour Department, Government of West Bengal.

d. The tenderer must have a valid Pest Control Operator License as per Chapter IV, Sl. No. 10 (3A) of Insecticides Rules, 1971.

e. (i) The tenderer must have provided at least a minimum of 60 (Sixty) personnel in a singular contract deployed in a Government / Statutory organization, during the last 5 (five) years, prior to the date of issue of tender notice

OR

(ii) Intending tenderers should produce credentials of 2 (Two) similar nature of completed work, each of the minimum 50 (Fifty) personnel during the last 5(Five) years prior to the date of issue of the tender notice

OR

(iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more quantum of which is not less than the desired quantam of (i) above.

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 executing agency, i.e., the tenderer.

Payment certificate will not be treated as credential.

Credential Certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Statutory/Autonomous

bodies constituted under the Central/State statute, on the executed value of completed/running work will be taken as credential.

f. An average annual turnover of Rs. 2,10,00,000.00 (Rupees Two Crore Ten Lakh) for financial year of 2022-2023, 2023- 2024 and 2024-2025 in providing MANPOWER SERVICES is required. The turnover details should be provided by the Chartered Accountant (CA).Along-with the turnover details, photocopies of audited reports duly certified by a Chartered Accountant (CA) or a CA firm and profit & loss statements and balance sheet(s) for the years under consideration with CA's Registration no. & office stamp with UDIN.

Sl. no.	Turnover during Financial year of 2022-2023 in manpower services	Turnover during Financial year of 2023- 2024 in manpower services	Turnover during Financial year of 2024-2025 in manpower services

g. The NKDA reserves the right to accept or reject a bid(s) or part thereof, or reject some or all bids, without assigning any reason whatsoever or cancel the tender without prior notice, at any stage after the tenders have been or even orders are placed.

h. Tenderer must accept the above terms and conditions and in token thereof sign with office stamps at the bottom of all the pages of their respective tender documents including corrigenda/ addenda, if any.

i. Bidder have not been blacklisted or debarred in last 5(five) years.

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Agencies to participate in e-Tendering.

1. **Registration of Agency:**

Any agency willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to https://etender.wb.nic.in,the agency is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC):**

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. After the receipt of the digital signature, if the vendor feels for any assistance they can contact IT Department of NKDA for assistance.

3. The agency can search and download N.I.T. and Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. **Submission of Tenders:**

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

5. **Technical Proposal:** The Technical proposal should contain scanned copies of the following in two covers (folders).

a. Statutory Cover/ Technical Cover containing the following documents:

i. **Pre-qualification Document:** Tender Form and N.I.T. (download properly and upload the same Digitally Signed as well as self attestation). The rate will be quoted in the B.O.Q. Only Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in Tender Form, the tender is liable to be summarily rejected.

ii. **Annexure-I:** Follow the annexure I (download properly and upload the same Digitally Signed and also fill the form).

iii. **BOQ Details:** Rate may be quoted for single manpower.

b. Non Statutory Cover / Other important documents:

i. Credential (As detailed in Clause no. e & f of "Eligibility Condition")

ii. PAN, G.S.T Registration certificate, Professional Tax Payment (2024- 2025) Certificate enrolment & e-challan.

iii. Registered deed of partnership firm / Article of Association & Memorandum.

iv. Power of Attorney (for Partnership Firm/ Private Limited Company), If any.

v. Registration with Employee's State Insurance Corporation.

vi. Registration with Employee's Provident Fund Organization Corporation.

vii. Registration with the Labour Department (valid Labour License issued by the Labour Department, Government of West Bengal.)

viii. The tenderer must have a valid Pest Control Operator License as per Chapter IV, Sl. No. 10 (3A) of Insecticides Rules, 1971.

ix. Valid Trade Licence / Certificate of Enlistment with nature of trade (Manpower) for last 5 (five) years.

x. Audited P/L & B/S 2022-23, 2023-24 & 2024-25.

xi. Declaration through affidavit as stated in annexure-II.

xii. ITR of Assessment Year 2022-23, 2023-24 & 2024-25 along-with Form.

Annexure I

New Town Kolkata Development Authority

APPLICATION FORMAT FOR ENGAGEMENT OF AGENCIES TO BE SUBMITTED

All information should be given in full in the following format

1. Name of the Agency :

2. Full Postal Address :

3. Contact Details:

   i. Telephone No and Fax No (Office) : (Residence) :

   ii. Mobile No, if any, with names of the office bearers and designations :

   iii. Email address :

   iv. Website, if any :

4. Mention the type of the firm/company (Proprietorship/Partnership/Private or Public Limited company, etc) :

5. Name(s) and address(es) of Proprietor / partners / Directors of the firm / co. :

6. No. of the registered employees in the organization :

7. Total No. of Manpower deployed by the agency at all sites during last 5 (five) years with a list of clientele/locations of postings with break-up figure :

8. Details of all valid and up-to-date registrations: (please attach copies of these documents)

   i. EPF/PF Regn No. and date :

   ii. ESIC No. and date :

   iii. G.S.T identification no. & date :

   iv. Regn. With the Labour Commissioner :
   Under contract Labour (Regulation and Abolition) Act (Desirable)

   v. Shops and Establishment Act :

   vi. Trade licensess from the competent authority of the place where its main / head / regd office is situated :

vii. Valid Pest Control Operator License as per Chapter IV, Sl. No. 10 (3A) of Insecticides Rules, 1971. :

viii. Any other documents (not covered above) :

9. A complete list of names and addresses of organizations where the agency is rendering such services (please indicate date from which such contract is in force) :

10. Whether the agency has an all India base, if so all details thereof including address of all offices and a list of client etc :

11. Please indicate, if any court case, arbitration, Proceedings, etc is/are pending or awards/verdicts given against the agency, if so, details thereof and the outcome, etc :

12. A complete list of penalties/deductions/blacklisting imposed on the organization or in which one or more of the proprietors/directors/managers / office bearers of the organization are/were connected with criminal proceedings, investigations, etc (If nil ,write NIL) :

13. Income Tax PAN (attach photocopy of Card) :

14. Name(s) and address(es) of the banker(s) of the agency:

15. Annual financial turnover of the agency towards the supply of Manpower for each of the last three financial years ending 31st March, 2025 (Enclose the CA/CA Firm's Certificate):

16. Other relevant information, if any:

I/We declare that the above statements are true. I/We also declare that the decision taken by NKDA regarding selection and/or short listing of Agencies for the above work shall be final and binding on me/us.

Signature of the proprietor / authorized signatory of the Agency/Co. with seal

Place and Date:

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. G.S.T Registration Certificate ii. PAN iii. P Tax (Challan) (2024-25) iv. IT Return of financial year 2022-23, 2023-2024, 2024-25
B.	Company Detail(s)	Company Detail	i. Proprietorship Firm (TradeLicense-2024-25) ii. Partnership Firm (Partnership Deed, Trade License 2024-25) iii. Ltd. Company (Incorporation Certificate, Trade License- 2024-25)
C.	Credential	Credential	As detailed in Clause no. e & f of "Eligibility Condition".
D.	Financial Information	P/L & Balance Sheet	Balance Sheet & Profit & Loss A/c for the (Three) years (2022-23, 2023-2024, 2024-25) duly certified by registered Chartered Accountant /firm.
E.	Declaration	Affidavit	Declaration through affidavit by the prospective bidders of all the above mentioned documents duly notarized.

Annexure II
Declaration

I /We..... do on behalf of our organization hereby declare that the information given at pre pages are true to the best belief and knowledge of myself/ourselves.

I/We hereby agree to be bound by the rules and regulations in regard to tenders in vogue in the NKDA.

I/We will make all efforts to ensure that the staff does not have any criminal antecedent /activities and if they are detected to have any at any point of time, the same will be brought in writing under proper receipt to the notice of the concerned Controlling Officers and concerned Administrative Officer forthwith for information / decision.

Liabilities for lapse of any activity/service rendered shall rest exclusively with our organization and the NKDA and its employees shall be free from any consequential liabilities, civil or criminal.

I /we am/are empowered/duly authorized to sign this declaration for and on behalf of my/our firm/ company.

Signed this at (Place) .....on the

.....day of..... (Month) of ..... (Year).

.....
Signature(s) of the Tenderer(s)

Date and Time Schedule

1	Date of uploading of N.I.T. & other Documents (Online)	03-11-2026
2	Date for Pre-Bid Meeting	06-11-2026 at 3:00 PM
2	Documents download/sell start date (Online)	03-11-2026 from 1:00 PM
3	Documents download/sell end date (Online)	25-11-2026 upto 1:00 PM
4	Bid submission start date (On line)	03-11-2026 from 1:00 PM
5	Bid Submission closing (On line)	25-11-2026 upto 1:00 PM
6	Submission of Hard Copy of technical bid	26-11-2026 upto 2:00 PM
7	Bid opening date for Technical Proposals (Online)	27-11-2026 at 2:00 PM
8	Date of uploading list for Technically Qualified Bidder(Online)	To be Notified
9	Date for opening of Financial Proposal (Online)	To be Notified

Administrative Officer
New Town Kolkata Development Authority

No. 6963 /1(5)/NKDA/ADMN(ESTT) – 32/2026-27 Date: 02/11/2026

Copy forwarded for information and taking necessary action to:

1. The Advisor (F&IT), NKDA
2. The Finance Officer, NKDA
3. The Assistant Engineer (System), NKDA with a request to upload Tender Document in wbtenders.gov.in and NKDA official website.
4. Notice Board, NKDA
5. Guard file (32/2024)

Administrative Officer
New Town Kolkata Development Authority

Digitally signed by SEKHAR DAS
Date: 2026.11.02 17:15:52 IST
Location: West Bengal-WB