



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.: 1491/NKDA/Admn-581/2015

Date: 23/03/2018

N.I.T No.: 03/NKDA/Admn of 2018

New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible HR out sourcing/ firms/companies/Lawn tennis academies for supplying Lawn Tennis instructor for New Town Business Club, New Town Kolkata.

**1. Important Date :**

SL No.	Particulars	Date & Time
01.	Last Date of Submission	02 .04.2018 upto 2.30 P.M
02.	Date of opening of Technical Proposal	02 .04.2018 at 3.00 P.M.
03.	Date for opening of Financial Proposal	-do-

- The tender document may also be downloaded from our web site [www.nkdamar.org](http://www.nkdamar.org) .
- The Sealed bidding document (Technical Bid, Financial Bid & along with EMD duly filled and signed) should be addressed to the Administrative Officer –I at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily

**4. GENERAL CONDITIONS**

- The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid", "EMD" and "Financial Bid" and both these three envelopes must be placed in a third envelope super-scribing "Tender for supplying Lawn Tennis instructor at the Business Club of New Town Kolkata". This third envelope should be sealed and delivered to the Administrative Officer –I , New Town Kolkata Development Authority,03 Major Arterial Road, New Town Kolkata- 700156.
- Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Bureau. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder whenever so applicable.
- All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected. **Conditional tender will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money will be forfeited.**
- No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against any pending bill held by the NKDA in respect of any previous work will be entertained.
- Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.

- 4.7. **Validity of the Bids:** The quoted bids shall have the validity for a period of 01(one) year from the date of opening of the tenders.
- 4.8. **Opening of Tender:** The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
- 4.9. **Right of Acceptance:** NKDA reserves all rights to reject any or all tenders without assigning any reason.
- 4.10. Corrigendum/Amendment to the tender will be effected if required.
- 4.11. Bidders sending their bids through courier/ by Speed post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
- 4.12. After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the tender document.
- 4.13. Financial bid will be opened for the qualified technical bidders.

**5. MINIMUM ELIGIBILITY CRITERIA**

- 5.1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. (A Proof in support of the following criterion by the Bidder shall be submitted).
- 5.2. **Bid Security (EMD):** EMD for Rs. 10,000/- is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "**New Town Kolkata Development Authority**" Payable at **Kolkata**. EMD will be converted as a security deposit for successful bidder. For unsuccessful bidder EMD will be refunded on completion of selection of bidder.
- 5.3. The agency shall be a Limited Company or a Private Limited Company registered under the companies Act 1956/partnership firm or a proprietorship. For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice. In case of tennis academies they must be registered under All India Tennis Association. The Bidder should have a PAN issued by the Income Tax department.
- 5.4. The agency shall be registered with Employees Provident Fund Organization. Attested copies of relevant document in this regard should be attached in the tender document.
- 5.5. The agency should have minimum three years experience in providing Manpower engagement services consecutively in the Government departments / Public sectors (Central or State) /reputable Private entities and in case of any academy at least three years experience in conducting training of Lawn Tennis at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.
- 5.6. Income Tax Return of the company/firm /proprietor for the last three years should be enclosed.
- 5.7. GST registration certificate of the bidder should be enclosed.
- 5.8. EPF (monthly return) for the last month may be attached.

**6. Qualification and nature of work to be carried out by manpower to be supplied at business club, new town kolkata**

SL No	Details of Manpower	Qualification/ Experience
1	Lawn Tennis Instructor ( Male )	Minimum Level 2 certified by All India Tennis Association.

7. **Period of contact:** Initial engagement is for 6(six) months. May be extended further, if authority so desires.
8. All statutory provision related to ESI, EPF and any other statutory provisions strictly to be followed by the agency.
9. The offered rate is inclusive of tax and other levies. No extra payment will be made in this regards.
10. **Payment Terms :**  
Payment will be made to the selected bidder on submission of invoice/Bill within 07<sup>th</sup> of the succeeding month for the payment. Taxes etc. are to be deducted at source from the monthly claim/bill of the contractor, as admissible under the rules.
11. **Timing :**  
The working time of manpower will be as per timings of Business Club i.e. six days a week- 7Am to 8.30Am in the morning & 4 Pm to 7 Pm in the evening.
12. **Service termination :**
  - 12.1. If this Authority not satisfied with the performance of the manpower, then new manpower required to be replace within 7(seven) days, failure of that contact will be terminated.
  - 12.2. NKDA may terminate the contact due to any reason, by issuing a notice of 15 days.

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

**Memo No.: 1491/1(4)/NKDA/Admn-581/2015**

**Date: 23/03/2018**

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. GM, New Town Business Club
3. P.A to the Hon`ble Chairman, New Town Kolkata Development Authority.
4. P.A to the CEO, NKDA.
3. Office Notice Board.
4. NKDA official website( [www.nkdamar.org](http://www.nkdamar.org))

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

**Annexure –A**

**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

SL No	Particulars	
1.	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2.	Relevant Registration certificate/s	Copies shall be enclosed
3.	Valid Trade License	Copies shall be enclosed
4.	PAN No	Copies shall be enclosed
5.	EPF Registration No. Document of Monthly Return submitted for the last two months.	Copies shall be enclosed
6.	Present Employers certificate	Copies shall be enclosed
7.	Experience certificate from existing employer/past employer Experience certificate should be enclosed for Three years.	Copies shall be enclosed
8.	Income Tax Return for the Past three years	Copies shall be enclosed
9.	GST registration	
10.	DD for Rs.10000/- in favour of "New Town Kolkata Development Authority" payable at Kolkata.	No.....dt...
11.	All the bid document and Corrigendum/Amendment (if any)	signature & stamp bid document

(Name and Signature of Tenderer  
with stamp of the firm)

**FINANCIAL BID DOCUMENT**  
(To be submitted separately in sealed envelope)

SL No	Details of Manpower	Monthly Rate (in Rs)	Qty	Total Month	Total Amount (in Rs)	Total Amount (in Words)
1	Lawn Tennis Instructor (Male)		1	6		

*N.B : The rate is inclusive of all tax and other levies.*

(Name and Signature of Tenderer  
with stamp of the firm)