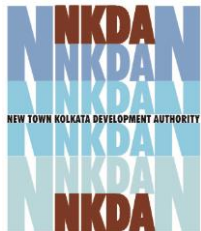


NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)
Plot No. DG/13, Premises No. 04-4444, Action Area – ID,
New Town, Kolkata – 700156

Memo. No. 1499 / NKDA /EE-III/10/2022

Date: 09.02.2023

NOTICE INVITING ITEM RATE e-TENDER

Notice Inviting e-Tender No. WBNKDA/ 52 /EE-III/NKDA/2022-23

Executive Engineer – III, New Town Kolkata Development Authority invites item rate e-Tender from resourceful, reliable, bona-fide and experienced working agencies / contractors of KMDA, WBHIDCO, PWD, NKDA and other Govt. Departments as well as other organizations having experience in similar nature of work and are requested to submit their offer **SERVICE CHARGES** for the work detailed below.

(Submission of Bid through **online**)

S l . N o	Name of the work	Estimated Amount (Rs.)	Bid Security Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1	(i)Housekeeping, Sweeping / cleaning works including supply of cleaning materials and (ii) maintenance of garden at UPHC-2, Akankha More in Action Area II, New Town Kolkata for a period of 12 Months.	Amount to be quoted by the bidders for Service Charges only.	7000.00	As will be specified by the authority for each set, to be paid only by the successful bidder during the time of agreement	01 (one) year.

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.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://etender.wb.nic.in>.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 16 of this NIEt.

- 4) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 15 of this NIEt.
- 5) The **FINANCIAL OFFER** of the prospective qualified tenderer(s) will be considered only if the **TECHNICAL BID** of the tenderer(s) is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 6) Eligibility criteria:-**
- (i) The Organization must be successfully executing services like environmental upkeep and management, security management, electromechanical support and management, waste management, façade cleaning under authority of (state/central Govt. or undertaking or statutory bodies) Corporate houses, Business centers, Malls, Residential complexes, Health care, Education, etc. directly without subcontracting any activity.
 - (ii) The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor. In this regard the organization has to produce a manpower certificate issued by chartered accountant.
 - (iii) The organization must have two running contracts of providing security or housekeeping, plumbing, electrician or complete Integrated Facility Management services in a single contract of 3 to 4 Lakhs per month or above. Documentary Evidence should be submitted. (Statutory Documents).

Documentary evidence should be provided in support of the above.

A. Legal Entity:

- (i) The 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, Contract Labour, Professional Tax registration and latest challan, IT Return of last three years etc.
- (ii) The organization must have an office in Kolkata.
- (iii) The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity (as specified in the scope of work for this tender).
- (iv) Partnership firms, if any, shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- (v) The organization should be enlisted with labour department and has to submit a valid labour license.
- (vi) **Joint Ventures/MOU will not be allowed for credential.**

B. Annual Turnover:

The organization must have average turnover of **Rs.10 Lakhs** per year for last three financial years. A certified document by the chartered accountant stating the Net Worth and average annual turnover of the bidder has to be submitted.

C. Statutory Liabilities and Taxation:

- (i) Must submit proof of compliance.
 - (ii) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challan shall be enclosed.
 - (iii) Service tax as applicable will be reimbursed extra.
- 7) All materials are to be procured and supplied at site of work by the tenderer / firm at his / their own cost from approved reputed dealer / manufacturer. Departmental materials will not be issued under any circumstances unless any such provision is made and accepted latter by both the parties. Department unless otherwise stated means New Town Kolkata Development Authority.
- 8) Mobilisation advance, time / cost overrun and consequent cost escalation for any material, labour, etc. will not be allowed.
- 9) The offer shall remain valid for 180 days from the date of opening of the tender. The rate will be fixed for one year from the date of issuance of work order.
- 10) On-going payments for work may be allowed to the executing agency as per existing rules and availability of fund. Subject to deduction of security deposit, progressive payment may be made against the completed or partly completed item of works. Such interim payments, shall be made as running account bill (s), however, shall not construed to mean that the respective items / components have finally been approved and accepted by NKDA and the contractor shall not be absolved of his responsibility to set right any deficiency of such paid items / components at his/ their own cost, for rectifying all defects which are subsequently being noted or found.
- 11) No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
Payment for the works done by the contractor will be based on recorded and accepted measurement put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement taken by the department shall be considered as final for making payment. Similar acceptance is also essential for level records and survey data, field books etc.
- 12) **Idle labour, idle rent and hire charges etc.:**
No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.
- 13) **Security Deposit:**
Retention money towards performance Security amounting to 1% (*one percent*) of the value of the work apart from the 2% earnest money of the quoted amount shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit.

14) Performance Guarantee:

- (i) The organization must not have any record of poor performance, abandoned work, having being blacklisted by any Government organization. Accordingly one undertaking stating the same should be submitted to the tender inviting authority. Registered declaration regarding the same should be submitted by the successful bidder at the time of formal agreement.
- (ii) The successful bidder must have to submit 10% (Ten percent) of tendered amount as performance security in the shape of Demand Draft / Banker's Cheque of any Scheduled bank drawn in favour of "**New Town Kolkata Development Authority**" payable at Kolkata and to be submitted at the time of agreement.
- (iii) The organization must demonstrate implementation of adequate checklist and process flow to monitor the operation and guarantee the performance at every point of time.

15) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	10 /02/2023
2	Documents download start date (Online)	10 /02/2023 from 1755 hrs.
3	Documents download end date (Online)	17 /02/2023 upto 1500 hrs.
4	Documents download start date (Online)	10/02/2023 from 1755 hrs.
5	Documents download end date (Online)	17/02/2023 upto 1500 hrs.
6.	Bid opening date for Technical Proposals (Online)	20/02/2023 at 1500 hrs.
7.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
8.	Date for opening of Financial Proposal (Online).	Will be intimated in due course

- 16) (a) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 1% will be deducted from on-going bills to cover 3% of the total value of work done.
(b) The security deposit for the original work of the successful tenderer will be refunded after defect liability period is over as stipulated in relevant clause of the tender document.
- 17) The tenderers are bound by the terms & conditions of WBF 2911(ii) along with specification, notice for calling Tenders, Special terms & condition, Information to Bidders, Schedule of works etc, which forms a part and parcel of this contract.
- 18) Income Tax, GST and others Taxes as admissible will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills. Building & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006. The rate quoted would remain same throughout the period of contract and should be inclusive of **all taxes** including GST which are and will also be applicable during the entire tenure of the contract.
- 19) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site, shall be at his own expenses.

- 20) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
- 21) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 22) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 23) **The intending tenderers are required to quote the rate *online*.**
- 24) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 25) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 26) If there be any objection regarding prequalification of any Agency the same should be lodged online to Chief Engineer, New Town Kolkata Development Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained.
- 27) Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer in original, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
- 28) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
- 29) The successful Tenderer 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 LOI cum acceptance order by Executive Engineer – I, 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).

30) Qualification criteria:

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this NIeT.

The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.

- 31) No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**
- 32)** In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- 33)** Intending tenderer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
- 34)** NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIeT. Rates should be quoted accordingly.
- 35)** The address as furnished by the contractor shall be deemed as the postal address of this office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
- 36)** 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.
- 37)** 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.

38. Special Condition of contract that must be adhered to by the Facility Management Company.

- (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
- 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
 - 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.
 - 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
 - Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, safety measures, deployment of manpower & equipment, chemical & tools.
 - 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
 - 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, moping, disposal of waste etc should invariably be completed before 9:00 hours and cleaning of floors & glass panels shall be maintained continuously throughout the day
 - 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

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

SL. NO	NAME OF THE MATERIALS	UNIT	Quantity @ Per Month
1	ODONIL 72 GR AIR FRESHNER(TOILET ODOR)	PCS.	5.00
2	HIT SPRAY (BLACK) 200 ML	PCS	2.00
3	DETTOL HAND WASH (900 ML)	PCS	2.00
4	GARBEG BAG (24 X 20)	PKT.	20.00
5	NAPHTHALENE BALLS (200 GR PKT.)	PKT.	1.00
6	PHENOLA RAW (SCENTED PHENYLE) 500 ML	PCS.	2.00
7	SCOTCH BRITE (BIG)	PCS.	5.00
8	CHECK DUSTER	PCS	3.00
9	WET MOP HANDLE (S. S)	PCS	3.00
10	PLASTIC MUG	PCS	1.00
11	SURFACE HANDLE FLOOR SCRUBBER HAND	PCS.	2.00
12	TABLE DUDTER	PCS.	5.00
13	ROUND CEILLING BROOM (JHHUL JHHARU)	PCS.	1.00
14	HAND GLOVES RUBBER	PCS	2.00
15	REPLACEMENT RUBBER	PCS	2.00
16	FUNNEL	PCS	1.00
17	WHELL POWDER 400 GR	PKT.	1.00
18	COLIN NEW SPRAY 500 ML	PCS	2.00

Copy forwarded for information to:-

1. Chief Executive Officer, NKDA.
2. Chief Engineer, NKDA.
3. Finance Office, NKDA.
4. Estimator/ Sr. Accountant / Cashier, NKDA.
5. Office Notice Board.
6. Official Website of NKDA (www.nkdamar.org) & Govt. of W.B (www.wbtenders.gov.in)

**Executive Engineer-III
New Town Kolkata Development Authority**