

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2381 /NKDA/Engg-36/2010 (II)

Dated : 01/08/2012

## NOTICE INVITING QUOTATION

### N.I.Q. No. 04 /EE - I/NKDA of 2012-13

Sealed Quotations are invited by The Executive Engineer-I New Town Kolkata Development Authority (N.K.D.A), from bona-fide & experienced Consultancy firms for the work of “Consultancy Services for Structural, Services, Electro-Mechanical (including HVAC and Fire protection system) design and preparation of all working drawings (Structural, Services , Electro-Mechanical, interior decoration, landscaping etc.), B.O.Q, Cost estimate, detailed technical specifications to be incorporated in the tender documents etc. in connection with the work of construction of Municipal Office Building in Action Area –ID, New Town”.

- |   |   |                 |          |
|---|---|-----------------|----------|
| 1) Last Date of receiving applications  | : | 21/08/2012 upto | 3:00 P.M |
| 2) Last Date of issue of Quotation papers   | : | 24/08/2012 upto | 4:00 P.M |
| 3) Date of pre-bid meeting  | : | 28/08/2012 at   | 2:00 P.M |
| 4) Date of submission of Quotations<br>(Technical and Financial Bids)                                       | : | 30/08/2012 upto | 2:00 P.M |
| 5) Date of opening of Technical Bids  | : | 30/08/2012 at   | 3:00 P.M |
| 6) Date of notification of eligible<br>participants who have qualified in the<br>technical bids             | : | 07/09/2012      |          |
| 7) Date of opening of financial bids for the<br>Participants who have qualified/shortlisted<br>in (6) above | : | 11/09/2012 at   | 3.00 P.M |

### Eligibility of Participation:

- (a) Reputed Consultancy firm/(s) (a consortium of firms as joint venture is also eligible) having duly qualified, experienced and reputed Architects , Civil/Structural Engineers, Electrical Engineers etc. having sufficient experience to undertake similar nature of work
- (b) The following papers are to be submitted with the application:
- Copy of Registration certificate of the firm/(s),
  - Principal plan of business,

III. Power of Attorney of Signatory of Tender / Quotation (Lead Member in case of consortiums), as applicable,

IV. Copy of valid P.T. / Vat / S.T. /I.T clearance certificate / PAN as applicable (originals to be produced for verification at the time of application)

V. Names, Qualifications and experience of key personnel associated with the firm/ each firm forming a consortium.

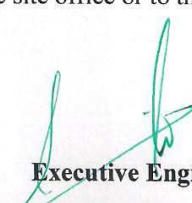
The applicants considered eligible for participation after scrutiny of credentials satisfying the eligibility criteria stated above, shall only be permitted to purchase Quotation papers from the office of the Executive Engineer, New Town Kolkata Development Authority, on payment of Rs. 2500=00 (Two Thousand Five Hundred) only Per set .

**General terms and conditions:**

1. a) 2% of the total amount of quoted price of the total job is to be submitted as earnest money in the form of bank-draft or pay order of any nationalized bank drawn in favour of **New Town Kolkata Development Authority**, payable at Kolkata during execution of formal agreement. Further 8% will be deducted from all bills as security deposit. The security deposit will be refunded along with earnest money after 3 months from the actual date of completion of construction of the proposed building.  
b) Work order will be issued to the firm(s) / Quotationer whose offer is considered acceptable by the competent authority of NKDA.  
c) The firm / Quotationer will have to perform agreement with NKDA by purchasing another 3 sets agreement papers @ Rs.2505/- Rupees Two Thousand Five Hundred and Five) only per set within 7 (seven) days from the date of issuance of Acceptance order, failing which the Acceptance Order is likely to be cancelled including forfeiture of Earnest Money deposited.  
d) 10% of the total amount accepted will have to be deposited in addition to the above by the selected firm as "Special Security Deposit in the shape of Bank Draft drawn on any Nationalized Bank in India in favor of New Town Kolkata Development Authority upto 3(three) months from the actual date of completion of construction of the proposed building.
2. Formal work order will be issued after the formal agreement is executed mentioning the time of completion for the work and date of commencement of the work therein.
3. The undersigned reserves the right to refuse permission to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the application.
4. No application will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and super scribed with the Name of the Work quoted for, with N.I.Q No.
6. The rate quoted is valid for acceptance upto 6(six) months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.

7. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.
8. Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
9. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
10. The Quotationers are bound by the terms and conditions of **W.B.F No. 2912** along with the specification, notice for calling Quotations, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of the contract deeds. Conditional quotation will not be entertained and shall be deemed as 'informal'.
11. The Quotation document issued from the Office of the undersigned, must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
12. Quotation Documents are not transferable.
13. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation.
14. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received or to split up the work in different sub-groups without assigning any reason thereof.
15. Income Tax and VAT 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 and others construction workers' cess @ 1.0% will be deducted from the progressive bill(s) in pursuance with G.O No. 599A/4M-28/06 dated 27/09/2006 as applicable.
16. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.
17. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
18. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
19. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
20. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.

21. The provision of the Power of Attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
22. Quotationer should give declaration of history of arbitration/litigation if any in his application.
23. NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
24. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
25. The Quotationer shall furnish the postal address of his site office. Any notice or instruction to be given to the quotationer under the terms of contract shall be deemed to have been served if it has been delivered to his authorised agent or representative or sent by registered letter to the site office or to the address.
26. Arbitration clause of WBF 2912 stands deleted.

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

Memo No. 2381 /NKDA/Engg-36/2010 (II)

Dated : 01/08/2012

**Copy forwarded for information and necessary action to :-**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Assistant Engineer – I, New Town Kolkata Development Authority.
5. The Estimator/Accountant I and II / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

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