



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 3585/NKDA/Admn-428/2013

Date: 18.09.2013

## Notice Inviting Quotation(N.I.Q) No. 05 of 2013-14

Sealed quotations are invited from registered licensed, bonafide resourceful Agencies/Decorators/Firms having experience in undertaking “Construction of Office Stalls ( including structure, inside build up & decoration ) and Construction of Mela ground ZONE-2 of Mela Ground, New Town Kolkata”.

Important Dates:

Last Date of Application :27<sup>th</sup> SEP 2013

Date of Opening of Bids :28<sup>th</sup> SEP 2013

### ELIGIBILITY CRITERIA:-

- The Bidder should be registered.
- The bidder should have the registered office at Kolkata.
- The bidder should have done similar work at least for last 3 years.
- Bidder should possess valid statutory documents like, Trade Licence, Service Tax registration, PAN , etc.
- The quotation inviting authority reserves the right to reject any or all the offers received in response to the N.I.Q. without assigning any reason whatsoever and he will not bound to accept either the lowest quotation or any of the quotations.
- For details of this quotation and necessary terms and conditions pertaining to the quotation, the intending quotationers are requested to contact the office of the undersigned within the specified dates at the address noted above on any working day within office hours.

### General Terms and Condition:

#### (01) The general scope of the work includes:

(i) In the event of any loss caused by accident/incident during the transportation of material and exhibition, the same shall be borne by the contractor. He shall not be entitled to any compensation or claim from the NKDA for any loss to his men & material, articles, dead stock, furniture, fixture cloth, due to natural calamities beyond the control of the authorities.

(ii). During the period of construction, the contractor shall have to make his own arrangement for facilities such as water, electricity, storage, security etc.

(iii). The contractor will be responsible for the up-keep, maintenance of installation & security arrangement of entire structure constructed by him till the end of the MELA, for which no extra payment shall be made. Breakage and damage, if any, shall immediately be replaced / repaired without any extra cost.

(iv). The contractor shall repair all pots, holes and damages to the MELA ground owing to erection of exhibition structure after conclusion of MELA under his/her own arrangement and cost.

(v). The contractor must take a comprehensive insurance cover against fire, pilferage, riots, etc. and other

natural calamities like earth quake, flood, storm etc for the man, material used for erection of entire Fair pavilion for the Fair period.

(vi). The contractor must also obtain **necessary clearance from the statutory authorities** as per rules and should hold necessary license and permit to execute such jobs.

(vii). The contractor will pay for any loss to Stall owner happened due to breakage and leakage of structure of stall.

(viii). Materials used and procedure adopted must conform to relevant codes and statutory requirements and should be of a high standard.

(ix). The Contractor will ensure that the structure of MELA should be earthquake and fire resistance.

(x). The contractor shall engage technically qualified architect/engineer and experienced supervisors/ personnel for executing the work.

(xi). Each tender should be accompanied with documentary evidence of the tenderer being a registered/approved government contractor and of his having done work of a similar nature.

(xii). The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders.

(xiii). Payment shall be made on completion of the work subject to the physical verification done by the officers of the NKDA within a month of the conclusion of the Fair.

(xiv). Depending upon the progress of work and subject to the recommendation of the officer-in-charge of the MELA, part payment may be made to the contractor after the inauguration day of the MELA.

(xv). On completion of the MELA, the contractor must remove the installations within two days' time.

(xvi). Income tax shall be deducted as applicable under the rules. Any tax if tenderer wishes to be borne by NKDA percentage thereof should be clearly indicated failing which it will be assumed that tenderer will bear all type of Taxes within the rate quoted.

(xvii). NKDA reserves the right to accept or reject any/all the quotations, without assigning any reason.

(xviii). The Tenderer will not be allowed to sublet the work to any other contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted.

**(02).** Interested bidders are hereby requested to furnish their proposals / rates through two bid system i.e. Technical Bid and Financial Bid for the entire work of Mala ground or part thereof.

**(03).** The list of work furnished in **Annexure-A** .

**(04).** The Technical and financial terms and conditions of shall be as follows:

- (i) The company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Number, Service Tax number, P.T clearance certificate, valid document in support of enlistment, S.T clearance certificate.
- (ii) For any item /services not quoted, the highest quoted rate from other bidders will be loaded to the item by default. However, in case of successful bidding, the bidder shall execute the service at the lowest quoted rate.

**(05).** The interested company may submit 2(two) sealed separate envelopes respectively envelopes for "Technical Bid " and "Financial Bid" in a big outer sealed cover superscribed " **Quotation for Construction of Office Stalls (**

**including structure, inside build up & decoration ) and Construction of Mela ground ZONE-2 of Mela Ground, New Town Kolkata” .**

**(06).** Quotation received after due date/ without separate sealed cover/ without rate quoted both in figure and words in specified proforma will not be accepted.

**(07).** The accepting authority reserves the right to reject any or all the bids without assigning any reasons and will not be bound to accept either the lowest bid or any of the bids.

**(08).** The selected agency will have to submit SD @ 2% in the shape of Demand draft with any Nationalized / Scheduled Bank in India payable to and encashable by New Town Kolkata Development Authority at time of accepting work order. For the successful bidder EMD shall be retained with New Town Kolkata Development Authority till the work is over. For unsuccessful bidder EMD will be refunded after completion of the all process.

**Chief Executive Officer  
New Town Kolkata Development Authority**

Memo No: **3585/1(5)/NKDA/Admn-428/2013**

**Date: 18.09.2013**

Copy forwarded for information to :

1. The Chief Executive Officer, New Town Kolkata Development Authority
2. The Finance Officer, New Town Kolkata Development Authority.
3. P.A to the Chairman, New Town Kolkata Development Authority.
4. Office Notice Board.
5. Official web site of NKDA.

**Administrative Officer  
New Town Kolkata Development Authority**

Annexure-A

### Details of Work

SI No	Name of work	Eligibility Condition	Remark
01.	Construction of OFFICE stalls ( 10 ft. x 10 ft.=100sq.ft..) & 10 ft. high ( including structure, inside build up & decoration ) within mela ground ZONE-2.	The applicant who has the working experiences in similar nature of job in any Govt. organisation or any Govt. affiliated organization within last five years having a value of single work of more than Rs. 5 Lakhs for all works enlisted.	
02.	Construction of Mela ground ZONE-2 in connection with NKDA Mela 2013-14.	Do	

**Financial Bid**

To

The Chief Executive Officer

New Town Kolkata Development Authority

Sub: Financial proposal for Construction of Stalls, Pavilions, Kiosks, Mela Office and Supply of furniture's etc in connection with New Town Kolkata Development Authority (NKDA) Mela Utsav for the year of 2013-2014 to be held at Mela Ground, New Town Kolkata.

SL No	Name of Work	Rate offered	Rate in word
01.	Construction of OFFICE stalls ( 10 ft. x 10 ft.=100sq.ft..) & 10 ft. high ( including structure, inside build up & decoration ) within mela ground ZONE-2.		
02.	Construction of Mela ground ZONE-2 in connection with NKDA Mela 2013-14.		

N.B.—Offer rate with inclusive of all Tax and Duties.

This amount is valid for the whole period of the contract for the work.

Yours Faithfully

Signature