

Memo No. 4899/ NKDA / Admn – 641/ 2016

Date:21/08/2017

**Notice Inviting Tender No: 22/NKDA/ADMN of 2017**

Administrative Officer, New Town Kolkata Development Authority (NKDA) invites tender from resourceful, reliable, bona-fide and experienced working establishment / firm/ Co-operative /Company/Agency of having experience in similar nature work of detailed below.

**Name of Work: “Fee Car Parking at Street 95 & 104 and NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45) on purely contractual basis for 10 (ten) weeks at New Town, Kolkata”.**

**1. LOCATION SCHEDULE:**

Sl. No	Name of the work	Reserve Price (Rs.)	Earnest Money (Rs.)	Period of Contract
1.	Fee Car Parking Area at Street No. 95 and 104 (Single row).	2,21,840	25,000	10 (Ten) week
2	NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45).	26,432		

**2. IMPORTANT DATES:**

SL No.	Particulars	Date & Time
1.	Pre-Bid Meeting	25.08.2017 at 3:00 P.M.
2.	Last Date and time of Submission	30.08.2017 upto 2.30 P.M
3.	Date and time of opening of Bids	30.08.2017 at 3.00 P.M.

**3. TERMS AND CONDITIONS**

1) New Town Kolkata Development Authority, invites a scaled tender under Two Bids system from establishment/ firm/ Co-operative/Company/Agency having experience in similar nature of work.

2) Tender document can be downloaded from the website of NKDA i.e. <https://nkdamar.org>

**3) Bidding Procedure:**

a. The bidders have to submit 3(three) sealed separate envelopes namely “Technical Bid” ,“Financial Bid” and “EMD” in a big outer sealed cover superscribed “**Fee Car Parking at Street 95 & 104 and NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45) on purely contractual basis for 10 (ten) weeks at New Town, Kolkata**”.

b. The bidder will have to submit EMD for Rs. 25,000/- (Rupees Twenty five thousand only)/- in the shape of Demand draft with any Nationalized / Scheduled Bank in favour of “**New Town Kolkata Development Authority**” payable at “**Kolkata**”. EMD will not be exempted in any case. For the successful bidder EMD shall be retained with New Town Kolkata Development Authority till the security period is over. For unsuccessful bidder EMD will be refunded after completion of the all process.

c. All bids must be delivered to the office of Administrative Officer, NKDA, 03 Major Arterial Road, New Town Kolkata -700156 as per time schedule mentioned in important dates.

4) The quoted price should be inclusive of all charges and GST.

5) Bid shall be valid for 6 (six) months from the date of submission of bid.

- 6) In case of any informal bids, the Earnest Money may be forfeited.
- 7) *Conditional tender will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money may be forfeited.*
- 8) Late submission of bid after the prescribed time will be rejected.
- 9) The Security period is 01(one) month from the date of completion of the contractual period.
- 10) The Contractual Period is for 10 (ten) weeks from the date of awarding the contract cum work order.
- 11) The quotation inviting authority reserves the right to reject any or all the offers received in response to this N.I.T. without assigning any reason whatsoever.

#### 4. **ELIGIBILITY CRITERIA:-**

- 4.1. Establishment / firm / Co-operative / Company /Agency having experience in similar nature of work.
- 4.2. The bidder should not have any present disputes with NKDA and that agency should not be blacklisted from anywhere.
- 4.3. Establishment/ firm/Co-operative/ Company / Agency must have an Office/branch Office within Kolkata with proper certificate of enlistment (Trade License).
- 4.4. Consortium of establishment /firm/ Co-operative/ Company / Agency is not eligible to participate the tender.

#### 5. **TITLE OF THE LAND**

The NKDA is and shall continue to be the absolute owner of the area allotted for parking right to the successful bidder /establishment / firm / Co-operative/ Company/Agency.

#### 6. **SCOPE OF WORK**

##### 6.1. **Details of work:**

Collection parking fess at the following locations

- a) Fee Car Parking Area at Street No. 95 and 104 (Single row).
- b) Dedicated Fee Car Parking Area near ADCP office at Street No - 45.

##### 6.2. **Roles and Responsibilities**

**Supporting infrastructure to be provided to the selected bidder by NKDA:**

1. **The Parking contractor shall be responsible for damage caused to the public/property during operation of parking site:** NKDA shall not be responsible or liable or made a party to any damages to people or vehicles or thefts or accidents which may happen at the site. The parking contractor shall be responsible to redress / settle the dispute whatsoever.
2. **The Parking contractor to intimate change of address/E-mail ID:** The Parking contractor shall keep Car Parking Department of NKDA informed of change in his address, E-mail ID, change in constitution, closure of Bank A/c etc. The intimation of change of address shall be given to the Department for necessary amendments in the registration certificate. Otherwise a communication sent at the address given to the NKDA shall be deemed to have been received by the Parking contractor.
3. **No subletting of parking rights:** No subletting of the parking site is permissible. The Parking contractor shall manage the Parking site by himself/itself or through his/its employees but shall not be allowed to sublet the Parking site to any other person/agency/firm. If at any point of time it is found that the Parking site has been sub-let the license, as well as current contract shall be liable for cancellation with the approval of competent authority.

##### 6.3. **Description of the works**

1. The Selected bidder shall be permitted to participate the tender as contained in **Street no. 95 & 104 and ADCP Office** which shall be allotted on '**as is where is**' basis.
2. Parking Policy framed by NKDA from time to time should be complied with by the agency.
3. In no case the parking should go beyond the allotted area. If it goes the license will be cancelled and license fees & Security deposit will be forfeited & agency will be treated as black listed.
4. NKDA holds the right to decrease and increase the size and number of the parking area/space and lot.

4. In case the parking is full, parking licensee shall provide a board at the entrance displaying 'PARKING IS FULL, KINDLY SEEK ALTERNATE PARKING' at his own cost, in order to avoid any inconvenience to the intending visitors to the parking lot.
5. This should also be displayed by the agencies in the following manner

IN CASE OF ANY DEFICIENCY OR COMPLAINT, PLEASE  
CONTACT AT TELEPHONE NO. **1800-345-1571**

**7. TENURE & PRIMARY TERMS AND CONDITION**

- a. Intending bidder is needed to write the offer price they want to quote for against the specific SL. No. of the area it wants to bid.
- b. **Parking areas are to be offered to the highest quoted (in total).**
- c. During the contract period no consideration for remission for strike, hartal, festival, traffic dislocation, Sundays and Holidays will be entertained.
- d. The mode of parking will be strictly followed based on Bidhannagar Police Traffic Guidelines.
- e. No "Exclusive Parking" permission can be granted by the contractor / agency / licensee.
- f. *The quoted Rate should not be less than the sum of "Reserve Price" for two locations.* In such case bid will treated as 'informal'.
- g. Selected bidder have to follow the Rate Chart for Parking (in Annexure – A). In case of any extra charge, contact will be terminated. In that case all the money will be forfeited.

**8. RESERVE PRICE & OFFERED RATE**

Fee Car Parking Area at Street No. 95 and 104 (Single lane).	Rs 2,21,840/-
Dedicated Fee Car Parking Area beside ADCP office and near to NKDA market (Street No – 45).	Rs 26,432/-

**9. DOCUMENT TO BE SUBMITTED**

- Name and address Phone No
- EMD :
- PAN No
- Certificate of Establishment–Trade License.
- Other Documents
  - Copy of Co-operative Registration Certificate. (in case of Co-operative only) & Certificate of Enlistment of NKDA / Trade License.
  - For partnership firm – Enclosed Xerox copy of registered partnership deed & Certificate of Enlistment of NKDA / Trade License.
  - For Company – Enclosed Xerox copy of Registration & Certificate of Enlistment of NKDA.
  - For individual- Xerox of 1st page of Bank Pass Book, Xerox of Voter ID Card or Adhaar Card or Ration Card & Certificate of Enlistment of NKDA / Trade License.
- Copy of the affidavit about the non black list.

**10.** NKDA has every right to cancel any parking stretch or part thereof at any point of time. In case of breach of any terms or conditions on part of the licensee the NKDA arranging of authority will be entitled to cancel the license without assigning any reason and take over possession of the site. The licensee will not be entitled for any compensation on such an event.

**11. MODE OF SELECTION**

The evaluation of the Technical bids will be carried out in the following manner:

- i. Technical Bids will be evaluated of only those bidders who fulfil the eligibility Criteria.
- ii. The bidders technical proposal shall be evaluated as per the requirements specified in the NIT. The Bidders are required to submit all required documentations in support of the evaluation criteria specified as required for technical evaluation.
- iii. The Commercial Bids of only the technically qualified bidders will be opened for evaluation.
- iv. Award of contract will be give to the bidder offered to the highest quote.

**12. OPENING OF TENDER:**

Tender shall be opened as per Date and Time Schedule. In case Tender opening date is declared as a HOLIDAY, Tender shall be received and opened on next working day at the same time specified in the NIT (Notice Inviting Tender), all other conditions remain same.

13. The successful bidder whose bid is accepted shall make formal agreement along with bid documents in triplicate, within stipulated date as mentioned in the LOI by Administrative Officer, New Town Kolkata Development Authority. If the successful bidder fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Bid Security will be forfeited.

**14. MODE OF PAYMENT**

The selected bidder shall deposit the license fee in advance, within the time frame as stipulated in the LOI. All payments shall be deposited by way of Bank Draft/ Pay Order in favour of 'New Town Kolkata Development Authority' payable at 'Kolkata' against proper receipts.

15. The offer shall remain valid for 180 days from the date of opening of the tender.

**16. SECURITY DEPOSIT:**

The Earnest Money will be converted as Security Deposit for successful bidder. The Security Deposit will be refunded after successful completion of entire work.

**17. OTHER IMPORTANT CONDITIONS**

- a) The staff engaged by the licensee at the parking site shall wear blue shirt (code number to be provided by the department should be written on the shirt properly) and navy blue trousers provided by the licensee and must carry identification and display the same. The cost of providing such uniform shall be borne by the licensee.
- b) The Parking Fee Realization coupon (or hand held machine generated) shall include details of the vehicle number, kind of vehicle, time-in and time-out of the vehicle and also the location of the parking site. These coupons should be issued to all parked vehicles in the parking stretch. The cost of such coupons shall be borne by the licensee. The hourly charges for all modes of vehicles should be printed on the reverse side of the coupon and must be stamped by the NKDA authority beforehand.
- c) In case when the parking fees realization coupon is lost by a customer, the licensee shall deliver such vehicle to its rightful owner only after checking the identity of the owner and upon proper proof of ownership of the vehicle. In case of a dispute, the matter shall be reported to Bidhannagar Police.
- d) The parking attendant should be polite to its customers. In case any complaint of misbehaviour or misconduct is received against the attendant of the concerned licensee, the NKDA authority may decide to cancel the license.
- e) The licensee should put-up rate charts by way of sign-boards at diverse prominent places within their territory mentioning therein the rates of parking fees fixed by the NKDA.
- f) The licensee must strictly follow the car parking rates approved by the NKDA. NKDA reserves the right to cancel the license given to the licensee, in case the licensee collects parking fees in excess of the rate approved by NKDA.
- g) Only when parking space is unavailable, the licensee is entitled to refuse parking facilities to a person seeking parking space.(instruction given above)
- h) The manner of parking as directed by the NKDA authority must be strictly followed. Moreover, no parking is allowed in front of entrances to premises, carriageways, gates etc.
- i) Two Slots outside of Street No – 95 (Home Town/ Central Mall) entrance will be reserved for parking of Vehicles NKDA, HIDCO and Govt. Officials.
- j) No parking fees can be charged in respect of vehicles belonging to the Hon'ble Judges of the High

- Court, Fire Brigade, Traffic Police, Military, Armed Police, on-duty Civil Defense Organization, Ambulance, Foreign Consulates, NKDA, HIDCO Govt. Officials, MLA's and MPs.
- k) The licensee must allow NKDA employees access to the parking zone for necessary works like repair of hydrants/manholes/pits/kerbs etc.
- l) The licensee will have to keep the entire parking area including the adjacent footpath and kerb channel clean. Garbage collected is to be stored in a contained and must be handed over to the NKDA's Solid Waste Management staff.
- m) The licensee will ensure that all gully pit grids/holes are kept scrupulously clean to maintain free flow of water. Any missing/broken gully pit grid must be reported forthwith to the concerned Executive Engineer for replacement.
- n) In the event of any untoward disturbance created in the designated parking area, which may cause any damage to the parked vehicles, the licensee shall be responsible for informing the relevant authorities (including the NKDA and Bidhannagar Police) as soon as possible.
- o) After acceptance of the offer possession certificate will be issued after installation of display board indicating the following:
- Sl. No. (Stretch name)
  - The number of cars to be parked
  - Rate chart
  - Name and address of licensee. The display board (2 M X 1 M) shall be placed by the licensee at the allotted parking space on steel stand.
- p) The car parking space has allotted the licensee shall have to be clearly marked by white paint. Such painting cost payable to be borne by the agency.
- q) Arrangement of parking lay out in a carriage way shall be at the discretion of police authority.
- r) Proper maintenance of the car parking space to be ensured by the licensee.

18. The bidders are bound by the terms & conditions of NIT document, Instruction to Bidders, Schedule of works etc, which forms a part and parcel of this contract.

19. Prospective applicants are advised to note carefully the eligibility criteria before bidder the bids.

20. NKDA reserves to itself the Liberty to reject all or any bid including the highest bid without assigning any reason.

21. Any Corrigendum, notification in connection to this NIT will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).The applicants are requested to please follow the websites for such notifications, corrigendum etc.

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

**Date:21/08/2017**

**Memo No. 4899/1(7)/ NKDA / Admn – 641/ 2016**

Copy forwarded for information to:-

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

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

Rate Chart for Parking

<b>I. Rate Chart for Day Parking (7 A.M. – 10 P.M.)</b>			
Category of Parking space	Rate per hour or part thereof (in Rs.)		
	Type of vehicle		
	Two Wheeler (Motorized)	Car / Van	Mini Bus / Bus / Lorry
All category	Rs. 5/-	Rs. 10/-	Rs. 20/-
All category	Monthly rate in Rupees		
	Rs. 600/-	Rs. 1,200/-	Rs. 1,500/-
<b>II. Rate Chart for Night parking (10 P.M. – 7 A.M.)</b>			
Category of Parking space	Type of vehicle		
	Two Wheeler (Motorized)	Car / Van	Mini Bus / Bus / Lorry
All category	Rate per night in Rs.		
	Rs. 10/-	Rs. 30/-	Rs. 60/-
All category	Monthly Rate in Rs.		
	Rs. 1,000/-	Rs. 1,500/-	Rs. 2,000/-
<b>III. Rate Chart for Exclusive car parking</b>			
Sl. No.	Category	Per car per annum	
1	Commercial	Rs. 15,000/-	
2	Institutional	Rs. 15,000/-	

**AFFIDAVIT (by Notary)**

1. That I am a citizen of India.
2. That I am the .....(your status of the firm)
3. That no case (Criminal) is pending against me or my company or representative for commission of any offence. I further undertake that in the event it is found that any Criminal case for violation of any Act is pending against me or my company or company's representative in any court of India then the NKDA reserves its right to cancel this License without giving any further notice.
4. That I am not convicted against any Criminal case.

The statements made above are all true to the best of my knowledge and belief.

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DEPONENT

Prepared in my office  
And identified by me

**Technical Bid**

1	Name of the Bidder			
2	Registered office Address at Kolkata with Valid Trade License			
3	Corporate Profile:			
4	Office for correspondence: Contact person's name Designation Address Fixed Phone No. & Mobile No. Fax No. E-mail id			
6	Trade License (Valid):			
7	GST Details			
8	Financial (for last 3 years): Turnover (Rs in Cr.) Profit after Tax (Rs in Cr)	2016-15	2015-14	2014-13
11	Details of EMD of Rs 25,000/-	Demand Draft No: Name of Issuing Bank: Date issued:		
12	Previous Work/ Work Experience			
13	Affidavit			

Signature

Name: Designation: Office Address:



**Financial Bid**  
[ In Bidders Letter head]

To

The Administrative Officer  
New Town Kolkata Development Authority

**Name of Work: “Fee Car Parking at Street 95 & 104 and NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45) on purely contractual basis for 10 (ten) weeks at New Town, Kolkata”**

Sir,

We hereby propose that a total cost of Rs. < Rupees in Figure and whole number > (Rupees in words) only **inclusive of all costs, taxes, GST and levies** for Fee Car Parking at Street 95 & 104 and NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45) on purely contractual basis for 10 (ten) weeks at New Town, Kolkata on purely contractual basis for 10 (ten) weeks at New Town, Kolkata.

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

SL No	Item	Reserve Price (Rs)	Quoted price (Rs)
1	Fee Car Parking Area at Street No. 95 and 104 (Single row).	2,21,840/-	
2	NKDA Fee Car Parking Zone beside ADCP office and near to NKDA market (Street No – 45).	26,432/-	
		Total Quote in Rs	
		Total Quote in Word	

**N. B : 1) Rate is inclusive of Tax.**

**2) The quoted Rate should not be less than the sum of “Reserve Price” for two locations.**

**3) Parking areas are to be offered to the highest quoted (in total).**

Yours Faithfully

Signature

Name: Designation: Office Address: