



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No : 591/NKDA/Admn-665/2016

Date: 31/01/2017

NIT No: 02 /ADMN/NKDA/2016-17(2nd Call)

New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible firms/companies for **“Conducting demographic survey for New Town Kolkata area under the jurisdiction of New Town Kolkata Development Authority”**

The Sealed bidding document (Technical Bid & Financial Bid 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.

1. Important Date :

Sl. No.	Particulars	Date & Time
01.	Last Date of Submission	07/02/2017 at 2:30 P.M.
02.	Date of opening of Technical Proposal	07/02/2017 at 3:00 P.M.

- The tender document may also be downloaded from our web site www.nkdamar.org.
- The NKDA has right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

4. GENERAL CONDITIONS:-

- The bids received without prescribed performance certificate shall be rejected.
- Validity of the contract: The period of contract shall be for a period of 03 (three) months from the date of issue of the Work Order.
- Agencies are advised to visit the place of work for assuming the nature and volume of work realistically before quoting the rates.
- Conditional tender will not be entertained and shall be deemed as ‘informal’. In case of any conditional bids the Earnest Money will be forfeited.**
- The quoted rates should include the cost of manpower, transportation, printing and any such other charges related to survey. No other charges except the quoted rate will be paid.
- The rates should be mentioned in figures as well as in words including of taxes and levies.
- TDS and any other Government levies applicable shall be deducted from bill amount as per rules and instructions issued from time to time.
- The Tender Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annual the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
- The undersigned reserves the right to terminate the Contract at any point of time giving upon 10 (ten) days prior notice in writing without compensating the bidder in case of any breach of tender clause.
- A unit represents a single holding irrespective of its area and nature of use. It may be residential, industrial, commercial or other non-residential like educational, health intuition etc.
- Cost per unit** : The definition per unit is
 - Fixed population: each unit of house hold.
 - Floating population: each unit of establishment.

5. MINIMUM ELIGIBILITY CRITERIA:-

- The bidder shall have an experience of at least 3 years or more in such type of survey work. The bidder shall submit a performance certificate from any 2(two) Govt. Departments/ PSUs/any other reputed organizations.

- 5.2. The bidder should have a valid trade licence.
- 5.3. The bidders shall have to submit their audited financial statement / audited annual report of the last three financial years.
- 5.4. Xerox Copy of Valid Service Tax Registration Certificates.
- 5.5. PAN/ TAN.

6. SCOPE OF WORK:

1. The indicative proforma for conducting demographic survey for New Town, Kolkata under the jurisdiction of NKDA is enclosed as Annexure-A ,B and C.
2. The Bidder has to visit door to door for collection of data. In case any door is found to be closed/locked, at least 03(three) attempts will have to be made. In case of failure, then requisite certificate regarding visit of the enumerated has to be collected from the concerned housing complex/ housing society / association etc.
3. The bidders will submit the details of man power to be deployed for the survey work before undertaking the work i.e. name, educational qualification, address, mobile no.etc.
4. All the data collected from door to door will be entered and uploaded in excel format as per format provided by NKDA.
5. Weekly progress report of survey will have to be submitted to NKDA on every Monday during the period of survey in excel format showing details of survey completed during the period.
6. Hard copy of the report along with two copies of DVD of all data collected in excel format to be submitted at the end of survey. No payment will be made for non compliance of the same.
7. Any preformatted data collection, sheet printing, circulation and data entry is under the scope of the bidder.
8. NKDA will indentify Zone officers/ staff from this Authority in case of any problem arises during data collection.

Hierarchy is as follows:-

- Level – 1 --- Zone wise respective officer / staff.
- Level – 2 ---- Administrative Officer –I.
- Level – 3 ---- Chief Executive Officer.

9. In case of big establishment / malls / IT and other Industry, the data to be included i.e. total no. of personnel employed and average daily foot fall. A separate team will be indentified for carrying out survey of these sectors.
10. NKDA will provide the area map at the time of issue of work order in hard copy format. Moreover, entire survey will be undertaken on the basis of unique premises number of the plot. Further, Unit number will be corresponding number allotted by the Housing Complex /Block/ Flat/ Establishment etc. Survey report will be submitted on the basis of the premises no. Report in Soft Copy and hard copy is to be submitted every week to NKDA. Also Soft and Hard Copy of the entire survey Report is to be submitted after completion of the entire Work as per the scope of work mentioned in the NIT.
11. The information collected over the phone or email is required to be authenticated i.e. Seal & Signed by the Responder/ Facility Manager/ Secretary/President / Board Member of the premises.
12. Format attached as Annexure – A,B,&C for Synoptic report for weekly progress and detailed report also attached with this document which must be submitted every week on the designated date, validated of the concerned NKDA officials.

7. DOCUMENTS TO BE SUBMITTED:

1. Name of the firm & Owner 2. (with Tel./Mob. Nos.) 3. Email Id	
4. Office Address with Tel./Fax/Mob Nos. 5. Email Id	
6. Contact Person(s) Name with 7. Tel/FAX/Mob Nos. 8. Email ID	
9. A Demand Draft as a Earnest Money of Rs.25,000/- (Rupees Twenty five thousand) in favour of "New	

Town Kolkata Development Authority” payable at “Kolkata”	
10. Audited financial statement / audited annual report of the last three financial years.	
11. Declaration on non judicial stamp paper (Rs.10/-) regarding place of work visited for assuming the nature and volume of work realistically before quoting the rates and Physical site inspection certificate.	
12. Valid Trade Licence.	
13. Experience of at least 3(three) years or more in this field. Work Order/Performance Certificate from any 2(two) Govt. Departments/ PSUs/any other reputed organizations(with supporting documents)	
14. TAN/PAN Card.	
15. Service Tax Registration Certificate.	
16. Registration certificate form concern department regarding labour hire.	
17. Service Tax Registration Certificates	

8. The bidder have to submit 3(three) sealed separate envelopes respectively envelopes for “Technical Bid “,“Financial Bid” and “EMD” in a big outer sealed cover superscribed “*Conducting demographic survey for New Town Kolkata area under the jurisdiction of New Town Kolkata Development Authority*”.

9. 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) Required document list.
- (iii) Past experiences.

10. BID PRICES

The bidder shall have to quote bid Prices on the appropriate format for “Schedule of Rates” enclosed as part of bidding document.

11. MODE OF PAYMENT

Payment to the successful bidder shall be released on successful completion of work with requisite deliverables signed by authorized officials.

12. OPENING OF TENDER:

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

13. The successful bidder whose bid is accepted shall make formal agreement along with bid documents in triplicate, within 7 (seven) days from the date of issue of LOI by Administrative Officer-I, 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. The offer shall remain valid for 180 days from the date of opening of the tender.

15. The bidder will have to submit EMD for Rs. 25,000/- (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”. 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.

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. The bidders are bound by the terms & conditions of EOI document which forms a part and parcel of this contract.
18. Prospective applicants are advised to note carefully the eligibility criteria before bidding.
19. Conditional / Incomplete bid will not be accepted under any circumstances.
20. Any Corrigendum, notification in connection with this NIT will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org). The applicants are requested to follow the websites for such notifications, corrigendum etc.
21. 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.

Sd/-

Administrative Officer – I
New Town Kolkata Development Authority

Memo No : 591/1(4)/NKDA/Admn-665/2016

Date:31 /01/2017

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A. to the Chairman, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA official website(www.nkdamar.org)

Sd/-

Administrative Officer – I
New Town Kolkata Development Authority

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer
.....
.....
4. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. EMD payment details (DD number & bank detail)

a) Name of the firm & Owner b) (with Tel./Mob. Nos.) c) Email Id	
d) Office Address with Tel./Fax/Mob Nos. e) Email Id	
f) Contact Person(s) Name with g) Tel/FAX/Mob Nos. h) Email ID	
i) Audited financial statement / audited annual report of the last three financial years.	
j) Declaration on non judicial stamp paper (Rs.10/-) regarding place of work visited for assuming the nature and volume of work realistically before quoting the rates and Physical site inspection certificate.	
k) Valid Trade Licence.	
l) Experience of at least 3(three) years or more in this field. Work Order from any 2(two) Govt. Departments/ PSUs/any other reputed organizations(with supporting documents)	
m) Performance Certificate from any 2(two) Govt. Departments/ PSUs/any other reputed organizations(with supporting documents)	
n) TAN/PAN Card.	
o) Service Tax Registration Certificate.	
p) Registration certificate form concern department regarding labour hire.	
q) Service Tax Registration Certificates	
r) Seal and Sign of Tender Document accepting all the terms	

FINANCIAL BID DOCUMENT

(To be submitted separately in sealed envelope)

Sl. No.	Nature of work	Cost per unit
01.	Conducting demographic survey for New Town Kolkata area under the jurisdiction of New Town Kolkata Development Authority	

N.B : Rate is inclusive of all tax and other levies.

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

Weekly Progress Report

From Date : _____ To Date: _____

Total Data Collected : _____

Total Population (resident) : _____

Male: _____ Female : _____

Action Area Wise Data Collected (Residential)

Action Area- I		Action Area- II		Action Area- III	
Total resident Pollution :		Total resident Pollution :		Total resident Pollution :	
Male	Female	Male	Female	Male	Female

Action Area Wise Data Collected (Non-Residential)

Action Area- I		Action Area- II		Action Area- III	
Total Floating Pollution :		Total Floating Pollution :		Total Floating Pollution :	
Male	Female	Male	Female	Male	Female

Signature of Supervisor
(Agency)Signature of Supervisor
(NKDA)

RAW DATA SHEET OF HOUSE HOLD SURVEY FOR NON-RESIDENTIAL HOLDINGS

New Town Kolkata Development Authority

Street No* Premises No* Name of Establishment* Date of Survey* Day Month Year

Unit No.* :.....

Name of the respondent (Authorised Person)*

Designation *

Mobile No.* (or) e-mail id PAN NO. TAN NO. **Category of Establishment ***Govt. Establishment / Govt. Undertaking / Govt. Company Pvt. Establishment **Type of Establishment***Health Institution Educational Institution IT/ITES Mall Bank Govt. Office Pvt. Office Financial Institution (Other than Bank) Others, specify Year of Occupancy since Total no. of Employees* Nos. of Male* Nos. of Female* Average daily foot fall, if applicable **Type of Inhabitant ***Owner Tenant Lessee Remarks, if any :

Signature of the Respondent

Signature of the Enumerator

Signature of the Supervisor

* = Fields are mandatory.

RAW DATA SHEET OF HOUSE HOLD SURVEY FOR RESIDENTIAL HOLDINGS

New Town Kolkata Development Authority

Street No.* Premises No* Name of Building* Date of Survey* Day Month Year

Unit No.* :..... Name of the Head of Family*.....

Name of the respondent *

Mobile No. of the owner* (or) e-mail id* EPIC NO. AADHAR NO. **Type of Property Usage***Residential Commercial Other, any Year of Occupancy since Total no. of Inhabitant in the property* Nos. of Male* Nos. of Female* Age Profile* : 0 - 5 6 - 15 16 - 40 - 60 60 > **Type of Inhabitant ***Owner Tenant Lessee Remarks, if any :

Signature of the Respondent

Signature of the Enumerator

Signature of the Supervisor

* = Fields are mandatory.