



**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
(A Statutory Authority under Government of West Bengal)  
3333, Major Arterial Road • DG Block, Action Area-ID • Kolkata – 700156  
Ph. No. (033) 2324-2138 Email Id: seme@nkda.in

Memo No. 6603/EE(E)/NKDA/Elect/2022-23

Date: 12/08/2022

## **NOTICE INVITING e-QUOTATION**

**e-QUOTATION No. 09/EE(E)/NKDA/2022-23**

e-Quotation (submission of Online Bid) is hereby invited by the Executive Engineer (E), New Town Kolkata Development Authority, from the bonafide, resourceful and experienced Agencies having experience in similar nature of job for **“Operation and Day to Day maintenance of internal & external electrical items with cleaning of electrical equipment & observation of measuring units at Action Area-IIA & IIB, Newtown, Kolkata.”**

### **A) Scope of work: -**

1. Engaging of **Skilled Electricians** as per duty allocated by the concern officer in three shifts in above location in New Town Kolkata under NKDA.
2. Only the Electrical personnel as per duty chart is allowed to perform duty at that particular point of duty.
3. After office hours all lights & fans, AC etc. should be put off and properly locked of office chambers and premises.
4. Duty hours will be in three shifts for electrical personnel. If there be any change of Electrical personnel, it should be informed to the concern officer, NKDA beforehand.

### **Completion Period: -**

01 (One) year from the date of commencement

### **Earnest Money: -**

**Rs. 1,00,000/- (Rupees One Lakh) only in favor of NKDA** to be deposited online through e-tender portal payment gateway, balance amount covering 2% of the quoted amount to be submitted in bank draft / pay order at the time of making agreement by the successful tenderer. Intending bidder will get the beneficiary details from e- tender portal with the help of digital certificate. Bidders are requested to submit EMD of their bid online at least 03 (three) working days before the last date of bid submission.

**Retention money towards Security deposit @3% on gross payment 1% (One percent) of the value of the work shall be deducted from the running account bill and 2% for EMD as per prevailing order. No interest will be paid on Security Deposit.**

### **B) General Terms & Conditions of Bid: -**

1. The contract shall commence from the date of execution of the Contract Agreement by NKDA with the Electrical Services providing Company/Agency and shall continue for a period of One year, unless it is terminated by Corporation due to deficiency in-Service, Sub-Standard quality of deployed manpower, break of the terms and condition of the Contract.
2. The contract shall automatically expire after One year from the date of execution of the Contract Agreement.
3. The agency will be selected in two steps. If the agency fulfills the technical criteria, then he will be qualified in the Price bid Competition.
4. Agency should pay wages as per the latest rates of wages provided by the Govt. of West Bengal.

5. The agency should pay wages with pay slip along with PF, bonus and ESI as per govt Rules.
6. The agency will pay the salary of electrician personnel within 7<sup>th</sup> day of every month. They will deposit the salary bill along with (Pay slip, ESI, & PF Last Month challan and GST Invoice) details of all satisfactory payment of all the personnel also with service charge on gross value of wages to NKDA. NKDA will reimburse the Bill along with service charge as early as possible.
7. Engaged manpower having working knowledge of similar nature of work in Newtown zone may be preferred.
8. No of skilled electricians to be provided in each shift will be as per direction EIC.
9. Agency has to set up a customer care having a fixed mobile number to be operated 24 X 7. Mobile recharge charge is to be borne by the bidder. Customer care will be operated by the existing electricians.
10. L1 bidder must provide a maintenance vehicle to their electricians. Four wheeler Vehicle must be capable of carrying electricians with all maintenance related material. Charge of fuel, driver along with registration, Road Tax, insurance, pollution charges are to be borne by the bidder.
11. Previously existing electrician staffs (Performing duty on temporary basis) should be given priority in posting of different sites under NKDA.

**C) Eligibilities Criteria: -**

1. Intending agency should have minimum annual turnover of **Rs.1.00 crore** during any of the last three financial years.
2. Intending agency has not been blacklisted by any Govt./Govt. undertaking company during its entire period of existence.
3. Intending agency should have valid Trade license for Electrical Services.
4. Intending agency must have an office in Kolkata/The 24 Parganas (North & South).
5. Intending agency have experience in similar nature of job throughout the year to any Gov. Department for a minimum period of 1 (One) year.
6. Applicant should be Licensed Electrical Contractors having adequate experience in maintenance in similar nature of work in Govt. / Semi Govt. / Govt Undertaking / PSU with appropriate certificate of completion in support of single work of 30,00,000.00 (Thirty Lakhs) last five years/Two similar works of 12,00,000.00 (Twelve Lakhs) each in last five years/Single Similar current work having work order value of 24,00,000.00 (Twenty Four Lakhs) or above. Completion Certificate/ongoing work (attach work order) duly signed by the competent authority is to be produced.
7. Valid GST / PT Certificate with latest Challan, Income Tax Return for last financial year-21-22 (if not available 20-21 maybe submitted) with 'PAN Card' along with audited balance sheet of the firm for last financial year.
8. Credit worthiness certificate issued by any Nationalized / Scheduled bank against the tender.
9. Having valid electrical contractors license in favor of the company with supervisor having certificate of competency in parts 1,2,11,4,5,7A,7B,12 from Govt. Licensing Authority.
10. EPF & ESI Registration with latest challan must have & to be uploaded.

**D) Additional terms and Conditions:**

1. Attendance of maintenance personnel is to be kept at site.
2. The maintenance personnel will be responsible to immediate restoration of power in case of power failure.
3. The maintenance personnel has to check Feeder pillars, Panels, Distribution Boards, Switch Boards, Street light pole with all accessories and other electrical items as per direction of EIC.
4. Any complaint from the authority/ Sub-Assistant Engineer (Electrical) concerned against the conduct of the staff on duty, the agency should remove the same staff from duty immediately.

5. Prior to engagement of any manpower the agency should forward the names of the person intended to be engaged to the concerned Sub-Assistant Engineer (Electrical)/ Assistant Engineer (Electrical) with copy to the Executive Engineer (Electrical), New Town Kolkata Development Authority stating personal data of all persons i.e., name of the person, age, address, educational qualification, technical qualification, previous experience, mobile number, etc along with copy of photo identity. Their documents are to be kept as record in the office of the concerned Sub-Assistant Engineer (Electrical)/ Assistant Engineer (Electrical).
6. Glowing of luminaries during day (without valid reason/reason(s)) time must be attended & turned off immediately. Failing to which electricity bill for daytime glowing will be deducted from the bills of the Agency.
7. Checking of all terminations and cleaning of street light poles in every 2(Two) months is mandatory. Reports in this regard are to be submitted to the concerned Sub-Assistant Engineer (Electrical) after completion of this item.
8. Measurement of electrical quantities on daily basis is mandatory as per Direction of EIC. These reports are to be submitted to the Sub-Assistant Engineer (Electrical) on daily basis.
9. On failure of compliance of any terms and conditions of this tender, New Town Kolkata Development Authority will have right to deduct the cost from the bills of the agency daily basis / prorata basis.
10. The agency shall be responsible for any damage in the installation due to mishandling / maloperation and the cost thereof will be recovered from the bill as per direction of the EIC and accused operator should be immediately replaced.
11. Service professionals deputed by the agency should wear the Photo Identity Card issued by the Agency with all safety measures (Shoes, helmet, gloves etc).
12. Agency to provide tools and tackles, bits to their electricians at agency's own cost.
13. Agency must have to produce their intending manpower to the office of the Executive Engineer (Electrical), NKDA physically during issuance of LOI.
14. Common Street/Area maintenance agency will be as per direction of EIC.
15. Major repairing of electrical installations however is not within the purview of this contract.

**Notice Inviting  
e-Tender**

**E) Schedule time for documentations: -**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of e-Quotation & other Documents (online) (Publishing Date)	<b>13.08.2022</b>
2	Documents download/sell start date (Online)	<b>13.08.2022 at 11.00 AM</b>
3	Documents download/sell end date (Online)	<b>26.08.2022 at 6.55 PM</b>
4	Prebid meeting to be held at Office of the Executive Engineer- Electrical, NKDA	<b>18.08.2022 at 12.00 PM</b>
5	Bid submission start date (On line)	<b>13.08.2022 at 11.00 AM</b>
6	Bid Submission closing (On line)	<b>26.08.2022 at 6.55 PM</b>
7	Bid opening date for Technical Proposals (Online)	<b>29.08.2022 at 11.00 AM</b>
8	Date of uploading list for Technically Qualified Bidder(online)	<b>Will be intimated in due course</b>
9	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	<b>Will be intimated in due course</b>
10	Date for opening of Financial Proposal (Online)	<b>Will be intimated in due course</b>

E) An agreement will have to be executed by lowest bidder with NKDA before start of the work, the cost of which will be borne by concerned bidder.

Any participant bidder not following the steps in submitting their bid / offer as described in this Para shall be disqualified.

Any bid / offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal. For any other details please visit over website: [www.nkdamar.org](http://www.nkdamar.org) or in the office of the undersigned.

Executive Engineer (E),  
**New Town Kolkata Development Authority**

Memo No. 6603/1(7)/EE(E)/NKDA/Elect/2022-23

Date: 12/08/2022

**Copy forwarded for information and with the request to Display in the Notice Board to the:**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Assistant Engineer (E), New Town Kolkata Development Authority.
5. The Sr. Accountant / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Official Website of New Town Kolkata Development Authority  
([www.nkdamar.org](http://www.nkdamar.org))

Executive Engineer (E),

**New Town Kolkata Development Authority**

**Annexure-I**

(To be submitted on the letter head of the bidder)

**Technical bid for Engagement of Electrician in various offices and premises of NKDA in New Town, Kolkata.**

To  
**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
**3333, Major Arterial Road, DG Block, Action Area - ID**  
**New Town, Kolkata 700 156**

**Sub: Technical Bid for “Operation and Day to Day maintenance of internal & external electrical items with cleaning of electrical equipment & observation of measuring units at Action Area-IIA & IIB, Newtown, Kolkata.”**

in response to notice inviting e-Quotation vide Memo No. **6603/EE(E)/NKDA/Elect/2022-23** dated **12-08-2022**.

Sir,

1. Being duly authorized to represent and act for and on behalf of ..... (Herein the Company/Firm/ Agency) I, ..... the undersigned hereby submit our E.O.I for Electrician of Manpower Service providing Company/Firm/Agency in response to notice inviting e-Quotation vide Memo No. **6603/EE(E)/NKDA/Elect/2022-23** dated **12-08-2022**.

The copy of relevant documents as detailed below are furnished herewith:

**INFORMATION SHEET / QUALIFYING CRITERIA**

(To be filled and submitted by the Company/Firm/ Agency along with copies of documents in support of the information furnished by the Company/Firm/ Agency)

**INFORMATION SHEET**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information to be furnished by the applicant</b>	<b>For use by NKDA</b>
1.	Name of the <b>Company/ Firm/ Agency</b>		
2.	Address of Head Office/ Regd. Office with telephone No., Fax No., E-Mail etc.	Address: Tel. No. with STD Code: Fax No. with STD Code: Email address: Contact Persons with designation: (i) (ii)	
3.	Address of the other offices/branches with Telephone No., Fax No., E-mail address etc.	Address: Tel No. with STD Code: Fax No. with STD Code: E-mail address: Contact Persons with Designation: (i) (ii)	
4.	Ownership pattern i.e. proprietary concern/Partnership Firm / Pvt. . Co./Public . Co. etc. (with documentary evidence)		
5.	Detailed profile of the organization, Management, Manpower, specialization of staff, variety of services etc.		
6.	Self attested copies of all applicable licenses of issuing authority.		
7.	i. Professional Tax R C No. ii. Registration for EPF iii. Registration for ESI iv. Registration with Labour Deptt. for Contract labour(regulation and abolition) Act 1970 & rules (Copies attached)		
8.	i. PAN ii. Last three years' Income Tax Return (Copies attached)		
09.	GSTIN No. (Copies attached)		
10.	CIN No.		

**QUALIFYING CRITERIA**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information to be furnished by the applicant</b>	<b>For use by NKDA</b>
11.	Document showing that the i. Agency is a registered organization and working in the state.		

	ii. is in this business for at least last 3(three) years. iii. The agency is not blacklisted by any Govt. Organization / PSU/ Autonomous Body/ Corporation/Local Body. iv. Agency is having an office in Kolkata/The 24 parganas (S & N)		
12.	Intending agency should have minimum annual turnover Rs. 1.00 crores. during any of the last three financial years. i.e., 2019-20, 2020-21 & 2021-22 as per audited Profit & Loss Account. Please enclose: - 1. Last three years' Audited Profit & Loss A/c. and Balance sheet		
13.	Document showing work experience of providing security guard in any Govt. Organization during last 3 years.		

3. NKDA is hereby authorized to conduct any inquiry/investigation to verify the statements, documents and information submitted in connection with the bid.

4. NKDA and its authorized representatives may contact the following persons for any clarification:

Name of the contact person/ s with designation

Address: Phone NO. / Fax NO.:

Email:

5. This company has not been blacklisted by any Govt. Organization/PSU/Autonomous Body/Corporation/Local Body.

6. I affirm that we have read & understood the terms and conditions of the offer detailed in the notice inviting e-Quotation vide Memo No. **6603/EE(E)/NKDA/Elect/2022-23** dated **12-08-2022**. and hereby unequivocally and unconditionally accept the same & we will abide by all the terms and conditions as laid down in the said notice.

7. I hereby declare that the statements made & information provided are complete, true and correct in every aspect and any error or omission therein, accidental or otherwise will be sufficient justification for NKDA to reject our e-Quotation and / or to cancel the award of the assignment.

8. The decision of NKDA concerning this Expression of Interest shall be final and binding on us.

Signature.....

Name.....

In the capacity of .....

Duly authorized to sign Proposal for and on behalf of .....

(With Seal)

(Enclose authorization letter in original to be submitted with technical bid).