

Memo No : 6623/NKDA/Admn-672/2017

Date: 20/11/2017

EOI No: 30/ADMN/NKDA of 2017

New Town Kolkata Development Authority (NKDA) invites expression of interest from eligible firms/companies/agencies/institutions for **“Conducting a comparative study cum analysis of the estimated annual valuation of property and Property Tax of different types/categories of establishments situated within New Town Kolkata, with respect to different cities in India.”**

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.	Date of Pre-Bid meeting	29-11-2017 at 3:00 P.M.
02.	Last Date of Submission	11-12-2017 at 2:30 P.M.
03.	Date of opening of Technical Proposal	11-12-2017 at 3:00 P.M.
04.	Date of opening Financial Proposal	Will be notified

2. The EOI document may also be downloaded from our web site www.nkdamar.org.
3. Pre-Bid meeting will be held as per date and time mentioned above at the conference room of NKDA, 01 MAR, New Town, Kolkata
4. The NKDA has right to accept / reject any of the EOI(s) without assigning any reason whatsoever and shall be final and binding.
5. **GENERAL CONDITIONS:-**
 - 5.1. The bids received without prescribed performance certificate shall be rejected.
 - 5.2. Time for work: One month from the date of issue of work order.
 - 5.3. Validity of the contract: 01 (One) month from the date of issue of the Work Order.
 - 5.4. *Conditional tender will not be entertained and shall be deemed as 'informal'.*
 - 5.5. The quoted rates should include the cost of manpower, printing and any such other charges related to the study. No other charges except the quoted rate will be paid.
 - 5.6. The quoted rate is exclusive of G.S.T.(if applicable)
 - 5.7. The rates should be mentioned in figures as well as in words.
 - 5.8. The Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to cancel the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
 - 5.9. In case of any breach of terms & conditions of this EOI, the Authority 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
6. **Earnest Money Deposit (EMD):** 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 issue of work order to the successful participant.
7. **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.
8. **MINIMUM ELIGIBILITY CRITERIA:-**
 - 8.1. The bidder shall have an experience of at least 5 years or more in similar type of work. The bidder shall submit a completion / performance certificate from any 2(two) Govt. Departments/ ULB/ PSUs within last 5 years.
 - 8.2. The participants of EOI shall have to submit their audited financial statement / audited annual report of the last three financial years (2015-16, 2014-15, 2013-14)

- 8.3. Copy of Valid GST Certificates.
8.4. Copy of PAN.

9. SCOPE OF WORK:

The New Town Kolkata Development Authority (NKDA) has been constituted under The New Town Kolkata Development Authority Act, 2007 for rendering various civic services and amenities within New Town, Kolkata and it has come into effect since November, 2008.

NKDA seeks to conduct a comparative study cum analysis regarding the estimated annual valuation of property and Property Tax of different categories/type etc of properties (Residential / Non- Residential) located within New Town Kolkata with respect to similar cities in India.

The scope of work as follows :

1. NKDA will provide a list of indentified categories/types etc of buildings in New Town Kolkata:
 - a. Residential (RR/ EWS/LIG/ MIG/ HIG).
 - b. Special Project (Where different special amenities/ facilities are available to promote mass housing).
 - c. Non- Residential (IT/ ITES/ Mercantile / Mall/ Multiplex / Retail/ Institutions etc.)
 - d. The built-up area statement of different identified buildings of New Town Kolkata from BPS/ OC section (Sanctioned).

2. Functions of Consultant :

- a. Comparative study of the estimated Property Tax of indentified categories/types etc of properties of New Town Kolkata with respect to different leading Fifteen (15) cities of India (Delhi, Chandigarh, Mumbai, Navi Mumbai, Kolkata (KMC area), Bengaluru, Hyderabad, Chennai, Ahmadabad, Pune, Surat, Bhubaneswar etc.) for similar types of properties. If apart from property tax, in any one or more cities any service charges for Water Supply, Waste Disposal, Sewerage Disposal etc. (if any) is applicable, these are also to be reflected separately along with the detailed report with reference. In addition to the detailed analysis report, a synoptic report depicting property tax per Sqft per annum in different cities and Towns of India visa-vis New Town, Kolkata to be submitted and graphical representation of the same.
- b. All required data from different urban local bodies needs to be collected by the Consultant.
- c. Comparative Study report, a synoptic report and graphical representation of the same to be submitted (in 3 sets hardcopies and 3 sets DVD) along with all documentary evidence as annexure to be submitted.

10. TIME PERIOD:

Forty five days from the date of issue of Work order.

11. DOCUMENTS TO BE SUBMITTED (TECHNICAL BID):

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. Demand Draft of Earnest Money of Rs 25,000/- 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. Valid Trade Licence.	
12. 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)	
13. TAN/PAN Card.	

14. GST Registration Certificate.	
15. Seal & Sign copy of EOI Documents each page.	

12. The bidder have to submit **2 (two)** sealed separate envelopes respectively envelopes for "Technical Bid ",and "Financial Bid" in a big outer sealed cover superscribed "**Conducting a comparative study cum analysis of the estimated annual valuation of property and Property Tax of different types/categories of establishments situated within New Town Kolkata, with respect to different cities in India.**".

13. MODE OF SELECTION

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

- (i) Technical evaluation will be made based on the eligibility criteria and mandatory document list.
- (ii) Financial bids will be opened for those who will be qualified in the Technical evaluation.

14. BID PRICES

The bidder shall have to quote bid Prices on the appropriate format for "*FINANCIAL BID DOCUMENT*" enclosed as part of bidding document. **The rate is exclusive of GST (if applicable).**

15. OPENING OF EOI:

EOI shall be opened as per Date and Time Schedule. In case the opening date is declared HOLIDAY, it shall be received and opened on next working day at the same time specified in the notice inviting EOI.

16. MODE OF PAYMENT

Payment (after statutory deductions) will be released on successful completion of work with requisite deliverables signed by authorized officials after acceptance (by NKDA) of the comparative study report submitted by the Consultant / Agency etc.

17. The offer shall remain valid for 90 days from the date of opening of the tender.

18. The bidders are bound by the terms & conditions of EOI document which forms a part and parcel of this contract.

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

20. Conditional / Incomplete bid will not be accepted under any circumstances.

21. Any Corrigendum, notification in connection with this EOI will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) and will be integral part of this EOI. The applicants are requested to follow the websites for such notifications, corrigendum etc.

22. 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.


Administrative Officer – I
New Town Kolkata Development Authority

Memo No : 6623/1(4)/NKDA/Admn-672/2017

Date:20/11 /2017

Copy forwarded for information to:

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


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 No. & Bank detail)
7. Other document to be submitted in the envelop of Technical Bid:

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. Demand Draft of Earnest Money of Rs 25,000/- 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. Valid Trade Licence.	
12. 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)	
13. TAN/PAN Card.	
14. GST Registration Certificate.	
15. Seal & Sign copy of EOI Documents each page.	

N.B. – Please attached seal & sign copy of all statutory documents.

TECHNICAL BID

Annexure - B

Technical proposal of the work.

FINANCIAL BID DOCUMENT
[In Bidders Letter head]
(To be submitted separately in sealed envelope)

Sl. No.	Name of work	Quoted Rate in figure	Quoted Rate in Word
01.	Conducting a comparative study cum analysis of the estimated annual valuation of property and Property Tax of different types/categories of establishments situated within New Town Kolkata, with respect to different cities in India.		

NB : The rate is exclusive of all taxes and other levies.

(Name and Signature with stamp of the Bidder)