

# **NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.**



**(A Statutory Authority under Government of West Bengal)  
3, Major Arterial Road • New Town • Kolkata – 700156**

**Memo No: 633 / NKDA / Engg – 36 / 2010 (III)**

**Dated : 10 / 02 / 2014**

## **NOTICE INVITING QUOTATION**

**N.I.Q. NO. : 14 / A.E-I/NKDA of 2013– 14.**

Sealed Quotations are invited by the Assistant Engineer-I, New Town Kolkata Development Authority from responsible and bonafide Private Security Agencies having minimum 1 year experience and credentials for similar type of work as mentioned below preferably in different Govt. Departments, WB HIDCO.

**Details of quotation are enclosed in separate Annexure –**

<b>Last date of application</b>	<b>: 24/02/2014</b>	<b>upto 3.00 P.M.</b>
<b>Last date of purchase</b>	<b>: 26/02/2014</b>	<b>upto 4.00 P.M.</b>
<b>Date of Submission of Quotation Paper</b>	<b>: 28/02/2014</b>	<b>upto 2.00 P.M.</b>
<b>Date of opening</b>	<b>: 28/02/2014</b>	<b>at 2.30 P.M.</b>

### **General Terms & Condition**

1. The intending quotationer will have to get the permission from the undersigned for getting the quotation papers within the stipulated time against application with proven experience for completion of similar nature of work and on production of completion certificate and corresponding work order/(s) in contract value for a single job or multiple jobs (not more than four) during the last three financial years, not less than Rupees 50,000.00 ( Fifty Thousand). Completion/Payment certificate should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client. Xerox copies of valid certificates of VAT, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. will have to be produced along with the originals. The originals will be refunded after verification. Quotation form and other documents will be issued to the contractors from this office on all working days between 11 a.m and 4.00 p.m on production of the aforesaid documents upto the scheduled date.
2. Copy of address (address for correspondence) proof certificate by any govt. department, local authority, MLA, councilor of the area may have to be asked by the undersigned if necessary and intending applicant have to be submitted the same along with the application. Originals will be returned after verification.
3. The undersigned reserves the right to refuse permission to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the application.
4. No application will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
6. The rates are to be quoted both in words and figures as per schedule and perusing necessary Terms & Conditions attached herewith. The rate quoted is valid for acceptance upto 6(six)

months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.

7. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.
8. **a) Successful Quotationers will have to purchase in triplicate Quotation Document from this office on payment of Rs.750.00/each and have to deposit Earnest Money 2 % against the total work value along with the Quotation Document in the form of Bank Draft / Banker's Cheque of any Nationalized / Scheduled Bank of India on its Kolkata Branch drawn in favour of New Town Kolkata Development Authority at the time of making formal agreement.**  
**b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.**  
No reference to previous deposit of earnest money and security for adjustment against the present quotation nor any request for recovery from any outstanding bills for earnest money against the present quotation will be entertained.
9. The entire two percent of the Earnest Money already deposited will be converted as initial Security Deposit. The Gross recovery of the balance security money will be made from each running bill @ 10% of the bill value less the amount already deposited with the quotation as earnest money. The Security Deposit will be refunded after defect liability period of 06(six) months from the date of completion of the work.
10. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
11. The Quotationers are bound by the terms and conditions of **W.B.F No.2911/2911 (i) / (ii)** along with the specification, notice for calling Quotations, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of the contract deeds.
12. Conditional quotation will not be entertained and shall be deemed as 'informal'.
13. The Quotation form issued from the Office of the undersigned, must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
14. Quotation Documents are not transferable.
15. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. If considered necessary, instant bid may be conducted immediately after opening of quotations in order to lower the rates obtained.
16. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the

Quotations received or to split up the work in different sub-groups without assigning any reason thereof.

17. Before submission of any Quotation, Quotationers may visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Quotationer who shall submit quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.
18. Income Tax and VAT will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills.
19. Building and others construction workers' cess @ 1.0% will be deducted from the progressive bill(s) in pursuance with G.O No. 599A/4M-28/06 dated 27/09/2006.
20. The successful Quotationer (s) whose Quotation is accepted shall make the formal agreement in W.B.F No. 2911/(i) / (ii) within 7 (seven) days from the date of issue of work order by the Executive-Engineer, New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him / them to this office. If the Contractor fails to perform the formalities within the specified period, Quotation will liable to be cancelled and the Earnest Money will be forfeited as per clause under memorandum of WBF 2911/ (i)/(ii)
21. The Contractor will remain liable for West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary certificates from appropriate authority are to be submitted within 7 (seven) days from the date of issue of the work order .
22. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.
23. The Quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the quotationing process at any point of time without prejudice to further action and without assigning reason thereof.
24. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
25. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
26. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
27. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.
28. Intending quotationer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour , for any reason whatsoever, will not be entertained under any circumstances.

29. Departmental materials will not be issued under any circumstances. Department , unless otherwise stated means **New Town Kolkata Development Authority**.
30. The provision of the Power of Attorney, if any, must be subject to the approval of the department . Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
31. Contractor should give declaration of history of arbitration/litigation if any in his application.
32. NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
33. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
34. Except with special permission from the E.I.C , normally no works will be undertaken on Sunday and other holidays.

**Assistant Engineer -I  
New Town Kolkata Development Authority**

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**Dated: 10 /02/ 2014.**

**Copy forwarded for information and necessary action to :-**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Administrative Officer , New Town Kolkata Development Authority.
3. The Finance.Officer, New Town Kolkata Development Authority.
4. The Executive Engineer-I & II, New Town Kolkata Development Authority.
5. The Estimator/Accountant I and II / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Web Site of New Town Kolkata Development Authority ( [www. nkdamar.org](http://www.nkdamar.org) ).

**Assistant Engineer-I  
New Town Kolkata Development Authority**

## **ANNEXURE**

N.I.Q. No. – 14 / AE-I / NKDA of 2013 – 14.

Sl. No.	Name of Work	Quantity	E.M.  (In Rs.)	Time of Completion	Cost of quotation Document	Eligibility
01.	Round the clock guarding arrangement within the Park at AI Block , New Town , Kolkata , ( For the period from 01.04.14 to 31.01.15 )	As Per Attached Schedule.	2% of Quoted amount ( At the time of Formal agreement )	10 Months	Rs. 750.00 (Rupees Seven Hundred and Fifty only)	Working Security agencies of different Government Departments and K.M.D.A / K.M.C / WB HIDCO.

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## Terms and Condition

### NOTICE INVITING QUOTATION – 14 OF 2013-14 OF AE- I/NKDA

**Name of the Work:** - Round the clock guarding arrangement of the AI Block , Park ,  
New Town , Kolkata

<u>No of Shift</u>	<u>Duration of duty</u>
Shift – I	6:00 A.M to 2:00 P.M
Shift – II	2:00 P.M to 10:00 P.M
Shift – III	10:00 P.M to 6:00 A.M

(Including Sundays and Holidays to ensure round the clock guarding arrangement)

### General Condition

1. Guarding arrangement of the scheduled site to be made by placement of guards (2 no. Guard / Shift) as per requirement to cover I, II and III Shift including Sundays and Holidays for safe guarding of properties / materials of New Town Kolkata Development Authority .
2. 1 (one) copy of Identity card with passport size photograph and complete residential address of each guarding personnel who may be placed for duty must be issued to each of them by the agency entrusted to the work.
3. Complete residential address together with one recent photograph of each guarding personnel duly identified by the agency and attested by any gazetted officer must be submitted to the Executive Engineer, New Town Kolkata Development Authority for the purpose of maintaining official records.
4. The guarding personnel on duty should keep the Identity Card with him strictly during duty hours.
5. No separate permanent residential accommodation will be provided to the guarding personnel but they may temporarily stay within their duty premises for the cause of rendering satisfactory service.
6. The guarding personnel shall be on the pay roll of the agency providing the service. Initially period of contract will be for 6 (six) months and may be extended as per actual requirement provided that the performance of the guarding personnel is also found satisfactory.
7. The period of contact may even be reduced and terminated due to any reason on serving at least 7 (seven) day's notice by the undersigned.
8. The guard on duty should never allow any body to enter the premises without permission of the Officer-in-charge out of the scheduled time as fixed by NKDA.
9. The guard on duty in a particular shift will never leave the premises until and unless he is relieved by the guard in the next shift.

10. Liveries, Whistle, Lathi etc. for the guarding personnel to be supplied by the agency.
11. The guards on duty should remain alert and vigilant to avoid any undesirable circumstances arising out of their carelessness, if may.
12. The agency will bound to replace the guarding personnel, if desired by the Engineer-in-Charge.

#### **Penal measure**

1. The period of contract may be terminated or reduced if necessary without any prejudice as decide by E.I.C.
2. During duty hours, negligence of the guard found if any, will be severely dealt with.
3. Any loss / damage of Government materials and property due to negligence of duty on the part of guarding personnel shall attract penal measure and realization of cost / compensation for such damage / lost item(s) as would be determined by appropriate authority should be made from the agency i.e. the agency should be liable to bear the same.

#### **Terms of payment**

1. The agency should submit monthly bill, in Triplicate, in respect of services rendered by the guarding personnel, to the Executive Engineer, New Town Kolkata Development Authority within 1<sup>st</sup> week of the following month for payment.
2. The payment of bill, after necessary verification and checking by this end, shall be made through A/C payee cheque in due course.
3. Pro-rate payment would be admissible for part duty performed, if any.

#### **Special Terms and Conditions**

1. Payment to be made to the individual security @ minimum labour wages as per recent govt. order per head per day by the agency in addition 8.33% per annum bonus to be paid to the individual security / guard before Durgapuja / Idd festival.
2. Payment to the individual security / guard to be made by the Agency by 10<sup>th</sup> of each following month positively.
3. Uniform to be issued by the agency to all security personnel by the agency and it is mandatory to wear uniforms during duty period. All security personnel shall be equipped with lathi. 3 cell Touch etc. at their own cost.
4. Over all security of materials or assets of New Town Kolkata Development Authority both on open yard / go down are in the part of duties of personnel. In case of any theft, the primary F.I.R to be lodged by the agency with a intimation to the office. In case of any emergent fire hazards, it is their part of duties to inform the nearest Fire Station with intimation to the office.



5. All statutory obligations under various laws as may be applicable to the contract of labour from time shall have to be met by the Agency concerned without any extra claim. Any labour unrest / dispute arising due to non-implication of any Laws, the entire responsibility will lie on the agency and removal of disputes is the sole part of the agency without hampering the work schedules at their own cost.
6. All Insurance Coverage and other coverage which will be mandatory as per law will be the part of concerned agency.

**Assistant Engineer-I**  
New Town Kolkata Development Authority