

Memo No- 2572 / NKDA / Admn- 844 / 2018 (Part-III)

Date- 29 05.2019

NOTICE INVITING QUOTATION

N. I. Q. NO- 07 / NKDA / Admn of 2019

Sealed Quotations are invited by the Estate Manager- II, New Town Kolkata Development Authority from resourceful, bonafide and experienced reputed Firms / Agency preferably having experience in similar nature of works for **engagement of Man power for caring the captured Cows / Buffalos inside Cattle Pound** located in A. A – ID maintained by NKDA. The intending Quotationer will have to submit the Application to the undersigned for getting the Quotation Papers within the stipulated date and time with proven experience and Photo copies of Valid Trade License and other Documents as required.

1) Manpower Requirement

03 (three) Personnel for Caring of captured Cows / Buffalos inside Cattle Pound round the clock one each for 3 shifts of 8 hours including cleaning of Cattle Pound and its surrounding areas.

2) Scope of Work.

The Agency will provide:-

- a) 03(three) nos Caring -cum- sweeping Staff round the clock (1 for each shift of 08 hours.)
- b) Day to day feeding, caring of the Impounded Cattle.
- c) Treatment of Sick Cows / Buffalos within limit.
- d) Cleaning the surrounding areas of the Cattle Shed in all respect.
- e) Spreading of disinfectants on the area as per instruction of the Authority.
- f) The Agency on their part will place the claim to the Authority for incurring expenditure for the above works. and **Quote Yearly Bid amount**.
- f) Engagement period of the Agency will be for **01 (one) year**.

3) ELIGIBILITY FOR PARTICIPATION IN N. I. Q

- I. The intending Quotationer must have experience in similar nature of works.
- II. The intending Quotationer must have Valid Trade License, GST Registration Certificate, PAN of I.T.Deptt,
- III. The Quotationer must have I. Tax & P. Tax Clearence Certificate of last financial year.

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NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

NKDA

4) Earnest Money Deposit (EMD)

The Successful Quotationer shall have to deposit 2 % (Two percent) of Quoted Price of the total job as **Earnest Money** in the form of **Demand Draft** 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.

5) DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM.

- Name of the Quotationer / Agency Office Address & M.No
- Experience Certificate in this field.
- Photo Copy of PAN Card.
- Photo Copy of Aadhar Card / Epic
- GST Registration Certificate
- Copy of I.T Clearance Certificate & P.Tax Clearance Certificate
- Copy of Valid Trade License.

6) SCHEDULE OF DATES

Last date for Submission of Application for Quotation	^{Paper} 07.06.2019 up to 2.00 P.M
Last date of Issue of Quotation Paper.	12.06.2019 up to 2.00 P.M
Last date of Submission of Quotation Paper.	13.06.2019 up to 2.00 P.M
Date of Opening of Quotation	14.06.2019 at 2.30 p.M

7) SUBMISSION OF QUOTATION

The **Quotation** is to be submitted duly signed in a Sealed cover superscribing **Quotation for "Caring of Stray Cows and Buffalos inside the Cattle Pound"** and to drop it into the **TENDER BOX** kept in the Chamber of Estate Manager- II, NKDA

8) SELECTION / ACCEPTANCE OF THE SUCCESSFUL QUOTATIONER

- The final Selection / acceptance of the bid / offer shall be made by a panel constituted by NKDA.
- The accepting Authority reserves the right to reject any or all of the Quotation /s received without assigning any reason whatsoever to the participants including the **lowest** bid /offer received.
- The Bidder who will quote the **Lowest Rate** will be offered the Caring of Captured Cattle inside the Cattle Pound **for 01 (one) .year.**
- The offered rate will be valid for **01 (one) year.**

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9) TERMS & CONDITIONS.

- a). Participating firms / Agency must have GST IN & PAN valid at least up to the date of submitting their bid. Application of such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
- b) Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for along with **NIQ No - 07 / NKDA / Admn of 2019**
- c) The Quotationer shall furnish the postal address of his office for any communication, if necessary, and shall be deemed to have been served if it has been delivered or sent to his official address.
- d) The Rates are to be quoted both in words and figures as per schedule and perusing necessary Terms & Conditions attached herewith. The Rate Quoted should be considered as inclusive of all Taxes and Charges. No claim for any extra charge what so ever will be entertained.
- e) Letter or any other instrument submitted separately in modification of the sealed Quotation will not be entertained.
- f). Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects . As no claim whatsoever will be entertained on this accounts, afterwards.
- g) Security deposit @ 8 % to be deducted from each running bill submitted by the successful Quotationer in order to meet the Security deposit 10 % of the total amount after adjusting the E.M.D @ 2 %.
- h) The Security Deposit will be refunded after defect liability period of 06 (six) months from the date of completion of the work.
- i). The selected Quotationer will have to enter into an **Agreement of contract with NKDA within 07 (seven) days of issuance of the L.O.I.**
- j) This Authority reserves the right to cancel any or, entire Tender Process without assigning any reason.
- k) The Quotationer s) are bound by the terms & conditions of N.I.Q, Instruction to Bidder(s). Scope of works etc, which forms a part and parcel of this contract.
- l) Prospective Quotationer (s) are advised to note carefully the eligibility criteria before submission of Quotation.
- m) Quotation documents are not transferable.
- n) Conditional / Incomplete Quotation will not be accepted under any circumstances. In case of any conditional Bids the Earnest Money will be forfeited.
- o) Any corrigendum to this NIQ , if necessary, will be circulated through official website of New Town Kolkata Development Authority (www.nkdamar.org)

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p) The Quotation will be opened in the presence of Quotationers or their authorised representatives who may be present at the time of opening, if so desire. The Quotationers or their authorised representatives will be permitted to put their signature on the Quotation Register or on the opening sheet of the Quotation.

[Handwritten Signature] 29/05/19
Estate Manager- II

New Town Kolkata Dev. Authority.

Memo No- 2572 /1(8) / NKDA/Admn- 844 / 2018 (Part-III)

Dated- 29.05 .2019

Copy forwarded for information to :-

1. The Chief Engineer, NKDA
2. The Finance Officer, NKDA
3. Administrative Officer-II
4. P.A to Hon'ble Chairman, NKDA
5. P.A to C.E.O, NKDA
- ✓ 6. System Manager, NKDA with request to up load in the official Website.
7. Office Notice Board.
8. Notice Board of Cattle Pound.

[Handwritten Signature] 29/05/19
Estate Manager - II

New Town Kolkata Development Authority.

Issued to-

Estate Manager- II
New Town Kolkata Dev. Authority.

SCHEDULE OF WORK

NIQ NO- 07 / NKDA / Admn of 2019

Name of Work - : Caring of Captured Cows and Buffalos inside the Cattle Pound (Round the clock) at Plot No- OPC- 24 / 1 of Action Area- ID, New Town, Kolkata including clean the surrounding area for the period of 01 (one) year.

Sl. No	Description of Work	Qty	Unit	Quoted Rate - Rs	Amount Rs
1	Caring of Captured Cows and Buffalos impounded in the Cattle Pound (Round the clock) at Plot No- OPC- 24 / 1 of Action Area- ID, New Town, Kolkata including chopping of straw etc as required and cleaning & disinfecting the surrounding areas of Cattle Pound as per direction of the Authority.	365	Days		
	In words (Rupees				


Date:-

Full signature of the Quotationer
with Seal & contact No

ANNEXURE

NIQ NO- 07 / NKDA / Admn of 2019

SL. NO	Name of Work	Quantity	Security Deposit in Rs	E.M.D (Rs)	Time of Completion	Eligibility	Accepting authority
01.	Caring of Captured Cows and Buffalos impounded in the Cattle Pound at Plot No- OPC- 24 / 1 of Action Area- ID, New Town, Kolkata including chopping of straw etc as required and cleaning & disinfecting the surrounding areas of Cattle Pound as per direction of the Authority.	As per schedule.	10 % of the Total amount.	2 % of total Amount. at the time of Formal Agreement.	01(one) year.	Reputed Firm / Agency preferably having experience in similar nature of works.	Tender committee, Cattle Pound.

 29/05/19

Estate Manager - II
New Town Kolkata Development Authority.