

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

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



Memo No. 108 / NKDA/Engg-36/2010(II)

Dated: 08 /01/2013

NOTICE INVITING QUOTATION – 08 OF 2012-13 OF AE-I/NKDA

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 and KMDA.

Name of the Work: - Round the clock guarding arrangement within the Park at AE Block and play ground at AD Block New Town.

1. Intending participant shall have to apply in his printed letterhead for obtaining permission for purchasing the quotation documents. He/She must have to submit the original as well as the photocopies of the documents in support of his experience in the same nature of the work along with the valid certificates of VAT, S.T, P.T clearance certificate. PAN card (with Valid I.T). The originals will be returned back on the same day after verification. Submission of application does not constitute any guarantee for issuing permission. The undersigned has got every right to give or not to give permission to any applicant even to an enlisted one without assigning any reason thereof.
2. Nature and Specification of the aforesaid work may be seen in the Notice Board or may be seen from the office of the undersigned or from the website of New Town Kolkata Development Authority (www.nkdamar.org).
3. The quotation inviting authority reserves the right to reject any or all the offers received in response to the N.I.Q. without assigning any reason whatsoever.
4. Application sent by Post / Courier Service / Fax will not be entertained.

Last date and time for:-

- | | | |
|--|---|---------------------------|
| (i) Application for permission to Participate in the Quotation | : | 24/01/2013 upto 3:00 P.M |
| (ii) Purchase of Quotation Paper | : | 28/01/2013 upto 4:00 P.M. |
| (iii) Submission of Quotation | : | 30/01/2013 upto 2:00 P.M. |
| (iv) Opening of Quotation | : | 30/01/2013 at 2:30 P.M. |

Before submission of any quotation, the quotationers should inspect the site of work and ascertain all information regarding site conditions and availability of all necessary sources. Any claim due to absence of knowledge regarding site conditions etc. shall not be entertained.

The Quotationers should quote their rates per head per day (for 8 hrs.), both in figures and words, including all taxes and charges as per terms and conditions of this Quotation Notice in the prescribed quotation paper which will be obtained from this office on payment of Rs. 755=00 (Rupees Seventy five) only each set.

Sd/-
Assistant Engineer-I
New Town Kolkata Development Authority

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Copy forwarded for information & necessary action to:-

- 1) The Chief Executive Officer, New Town Kolkata Development Authority.
- 2) The Finance Officer, New Town Kolkata Development Authority.
- 3) The Administrative Officer, New Town Kolkata Development Authority.
- 4) The Executive Engineer, New Town Kolkata Development Authority.
- 5) The Estimator/ Accountant I & II/ Cashier, New Town Kolkata Development Authority.
- 6) PA to the Chairman New Town Kolkata Development Authority.
- 7) Office Notice Board.
- 8) Office Website of New Town Kolkata Development Authority (www.nkdamar.org).

Sd/-
Assistant Engineer-I
New Town Kolkata Development Authority

Schedule for Round the Clock Guarding arrangement

| <i>Sl. No.</i> | <i>Description</i> | <i>Quantity.</i> | <i>Unit</i> | <i>Rate</i> | <i>Amount</i> |
|----------------|---|------------------|---------------------|-------------|---------------|
| 01. | <p><i>Round the Clock Guarding arrangement of the Park at AE Block, New Town, to safe guard Govt. assets and other valuable fixed and movable assets for the period from 01.02.2013 to 31.07.2013 by deploying Private Security Services as per terms and conditions.</i></p> <p style="text-align: center;"><i>(a) Ordinary Guard with Lathi (6 heads / day x 181 days)</i></p> | 1086 | <i>Per head/day</i> | | |
| 02 | <p><i>Round the Clock Guarding arrangement of the play ground at AD Block, New Town, to safe guard Govt. assets and other valuable fixed and movable assets for the period from 01.02.2013 to 31.07.2013 by deploying Private Security Services as per terms and conditions.</i></p> <p style="text-align: center;"><i>(a) Ordinary Guard with Lathi (3 heads / day x 181 days)</i></p> | 543 | <i>Per head/day</i> | | |
| | | | | | |

Sd/-
Assistant Engineer-I
New Town Kolkata Development Authority

Terms and Condition

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Name of the Work: - Round the clock guarding arrangement, New Town.

| <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 A.M to 10:00 A.M |
| Shift – III | 10:00 A.M to 6:00 A.M |

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

General Condition

5. Guarding arrangement of the scheduled site to be made by placement of guards (1 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 .
6. 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.
7. 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.
8. The guarding personnel on duty should keep the Identity Card with him strictly during duty hours.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. Liveries, Whistle, Lathi etc. for the guarding personnel to be supplied by the agency.
15. The guards on duty should remain alert and vigilant to avoid any undesirable circumstances arising out of their carelessness, if may.
16. 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 1st 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 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 10th of each following month positively.
3. The successful quotationer have to submit the terms and conditions of the NIQ that will have from this office duly signed on a non-judicial stamp paper.
4. 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.
5. 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.

6. 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.
7. All Insurance Coverage and other coverage which will be mandatory as per law will be the part of concerned agency.

Sd/-

Assistant Engineer-I

New Town Kolkata Development Authority