

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.



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

Memo No: 1482 / NKDA / Engg – 36 / 2010

Dated: 26 /07/ 2011

NOTICE INVITING QUOTATION

N.I.Q. NO. : 03/ AE /NKDA of 2011– 12.

Sealed Quotations are invited by the Assistant Engineer, New Town Kolkata Development Authority from resourceful, bonafide and experienced Firms / consultancy agencies having proven experience for the work of “ **Preparation of Architectural drawing , details Structural design with BOQ and detailed technical specifications including PowerPoint presentations in connection with the construction of Bus-stops in Newtown, Kolkata .**

Details of quotation are enclosed in separate Annexure –

Last date of application	:	12/08/2011	upto 3.00 P.M.
Last date of purchase	:	16/08/2011	upto 4.00 P.M.
Date of Submission of Quotation Paper	:	19/08/2011	upto 2.00 P.M.
Date of opening	:	19/08/2011	at 2.30 P.M.

Eligibility for Participation:

- a) Reputed consultancy firms having duly qualified and having sound knowledge of architectural & structural designing and detailing of tubular truss/RCC structures using updated software for computer aided design best on current IS specification. The Firm should be capable of preparation of BOQ for civil works, cost estimates, technical specification etc. all complete.
- b) The following papers are to be submitted with the applications.
 - i) Copy of registration certificates of the firm
 - ii) Principal plan of business,
 - iii) Power of attorney of signatory of quotation as applicable,
 - iv) Copy of valid Professional tax, VAT, ST/IT clearance certificate/ PAN as applicable (original to be produced for verification at the time of application)
 - v) Copies of completion certificates of similar nature of jobs during last three years and work orders and other copies of credentials are to be attached.
 - vi) The applicants considered for participation after scrutiny of credentials shall be permitted to purchase quotation papers from the office of the Assistant Engineer, NKDA on payment of Rs.18/- only per set.
 - vii) 2% of the total amount of quoted price of the total job is to be submitted as earnest money in the form of bank draft or pay-order of any nationalized bank drawn in favor of New Town Kolkata Development Authority, payable at Kolkata during execution of formal agreement. Further 8% will be deducted from bills as security deposit.
 - viii) The security deposit will be refunded along with the earnest money after six month of satisfactory completion of the job.
 - ix) Acceptance order will be issued to the firm/quotationer whose offer is considered acceptable by the competent authority of NKDA.

- x) The firm/quotationer will have to perform agreement with NKDA by purchasing another 3sets agreement papers @ Rs.18/- per set within 7 days from the date of issuance of acceptance order, failing which the acceptance order is likely to be cancelled. Formal work order will be issued after formal agreement is executed mentioning the time of completion of the work and date of commencement of the work mentioned there in.

General Terms & Condition

1. 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.
2. No application will be entertained if sent by Post/Courier.
3. Quotation should be submitted in sealed cover and super scribed with the Name of the Work quoted for, with N.I.Q No.
4. 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.
5. 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.
6. 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.
7. The Quotationer 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.
8. Conditional quotation will not be entertained and shall be deemed as 'informal'.
9. 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.
10. Quotation Documents are not transferable.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. The selection of the design will be done by competent Authority considering the quality and acceptability of the Power point presentation as well as the supporting documents as stated above, in connection to the presentation. The criteria for selection includes
 - i) Aesthetics**
 - ii) Passenger comfort**
 - iii) Display Area and internal beautification**

The selection will depend solely by the NKDA considering all aspects, for which no challenge will be entertained. The mode of payment and date of completion as per break up of works provided in

the annexure A & B will strictly be followed, Annexure A for offering rates and Annexure B for price break-up.

**Assistant Engineer
New Town Kolkata Development Authority**

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Dated: 26 /07/ 2011

Copy forwarded for information and necessary action to :-

- 1) The Member Secy, New Town Kolkata Development Authority.
- 2) The Chief Executive Officer, New Town Kolkata Development Authority.
- 3) The Finance Officer, New Town Kolkata Development Authority.
- 4) The Executive Engineer, 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.

**Assistant Engineer
New Town Kolkata Development Authority**

ANNEXURE-A

Work Schedule for Construction of Bus-Stops.

Work Schedule for PowerPoint presentation and consultancy service for the work of Architectural & Structural design preparation & submission of detailed working drawings, BOQ, cost estimates, detailed technical specifications to be incorporated in the tender documents etc. in connection with the work Construction of Bus stops in different locations within the township of New Town, Kolkata.

Sl.no.	Submission Time	Description of Works	Amount(₹)
1.	0-3 days (from the date of commencement)	Power point presentation with preparation and submission of concept plan of the proposed Bus-stops for the earmarked spaces within the township of Newtown, Kolkata in consultation with the E.I.C for approval.	
2.	0-7 days (from the date of commencement)	Preparation & submission of Architectural drawing on the basis of approved plan showing all components required for the structure with elevation, sectional elevation, side view etc. complete with detailed structural design, drawing (following the Building Rule'2009 of NKDA) using updated Software (AutoCAD etc.). Current IS specification should be strictly adhered to and as per direction of E.I.C.	
3.	0-10 days (from the date of commencement)	Preparation & submission of detailed estimate and bill of quantities for a) Civil works b) Illumination facilities with a garbage receptacle. Where rates are not available in PWD schedule, rate analysis based on the approved specification, architectural drawing, and structural drawing (as prepared above) should be submitted along with supporting documents in consultation with the E.I.C.	

Assistant Engineer

New Town Kolkata Development Authority

ANNEXURE-B

Price break-up for Construction of Bus-Stops.

Sl.no.	Description of Works	% of Payment
1.	Power point presentation with preparation and submission of concept plan of the proposed Bus-stops for the earmarked spaces within the township of Newtown, Kolkata in consultation with the E.I.C for approval.	After approval of all submitted document of Sl. No. 1 & 2, 60% of total amount will be released
2.	Preparation & submission of Architectural drawing on the basis of approved plan showing all components required for the structure with elevation, sectional elevation, side view etc. complete with detailed structural design, drawing (following the Building Rule'2009 of NKDA) using updated Software (AutoCAD etc.). Current IS specification should be strictly adhered to and as per direction of E.I.C.	
3.	Preparation & submission of detailed estimate and bill of quantities for a) Civil works b) Illumination facilities with a garbage receptacle. Where rates are not available in PWD schedule, rate analysis based on the approved specification, architectural drawing, and structural drawing (as prepared above) should be submitted along with supporting documents in consultation with the E.I.C.	After approval of all submitted document of Sl. No. 3, balance 40% of total amount will be released.

Assistant Engineer
New Town Kolkata Development Authority

