

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.



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

Memo No: 53/NKDA/Engg -36/2010

Date: 07/01/2011

NOTICE INVITING QUOTATION **NIQ No. 03/EE/NKDA of 2010-11**

New Town Kolkata Development Authority (NKDA) intends to execute the work of **“Daily collection of solid waste, transportation, stacking and spreading the waste at specified disposal ground, for the entire area under the jurisdiction of Jyoti Basu Nagar”**.

For making assessment of capability ,reliability, resourcefulness and experience of different agencies/ firms/concerns, to undertake the above mentioned work, this Notice Inviting Quotation (NIQ) is invited by **Executive Engineer , New Town Kolkata Development Authority**, having office at 03, Major Arterial Road, New Town, Kolkata- 700 156.

I. Salient Feature

A: Eligibility of Bid participants:

- i) Should be a vastly experienced agency / firm / concern, on similar work, undertaken by them in different Municipalities, Corporations or Urban Local Bodies in India.
- ii) Should be a renowned and reputed agency / firm / concern having head quarters in India.
- iii) Should have sufficient resource of qualified and trained man-power and workforce required for the work as captioned above.
- iv) Should have adequate and sufficient equipments, machineries, fleet of transportation vehicles (manual & automobile), tools and tackles, electronic gadgets, computers and various other relevant materials for effective execution of such works.
- v) Should have sufficient financial capability and solvency to undertake such work.
- vi) Should be a registered and licensed agency / firm / concern with related registering/ licensing authorities as per law and rules.
- vii) Should be a legally valid agency / firm / concern on its proprietorship and partnership of owning.

B: Quotation Documents

The Quotation Documents consists of two parts:

- a) **Part A** : Part A of the Quotation Documents, wherein the financial and technical capabilities of the quotationers are to be assessed.
- b) **Part B**: Part B of the Quotation Documents, for placing commercial offer/rate by the quotationers.

Application for obtaining Quotation Document is to be addressed to the quotation inviting authority, as mentioned in paragraph two (above), along with following enclosures (Photocopies are to be submitted wherever required and the originals are to be produced for verification):

i) Experience certificates, work orders duly matched with payment certificates, issued in favour of the applicant by various employers, for similar nature of works, during last three years i.e. 2009-10, 2008-09, 2007-08, each case not less than Rs. 1.00 Crores (Rupees One Crore only), and such documents of ongoing works, if any, during the current year 2010-11. These works should have involved dealing waste handling and disposal from not less than 5000 nos. of households or point sources.

ii) In case of a corporate body or Firm being an applicant here, authenticated legible photocopy of the certificate of such incorporation and latest registration certificate issued by the Registrar of Companies or Registrar of Firms, are to be submitted.

iii) Copy of valid legal document on ownership, proprietorship and partnership, are to be submitted.

iv) Photocopy of notarized or otherwise Power of Attorney, authorizing person(s) / representative(s), to participate and involve at various stages of the Quotation , are to be enclosed. The original copy of the same shall have to be produced at the time of purchasing quotation document for verification.

v) Valid VAT, Professional Tax, Trade License and similar tax documents, including PAN, issued by competent authority, are to be submitted in photocopy.

vi) Financial capability documents, in bank records (photocopy) duly attested by the concerned Bank Manager , for last three financial year (2009-10, 2008-09 and 2007-08) along with audited accounts are to be submitted in photocopy.

Note

- All copies of enclosures shall be verified with originals by Quotation Inviting Authority before issuing the Quotation documents.

- Contents appearing in various enclosures should satisfy and co-relate the data and information provided by the bidder in relevant portions of the Quotation documents.

- For any discrepancy found, the application and/ or the offer document, is liable to rejection.

C: Issuance and submission of Quotation documents:

i) The Quotation inviting authority, on scrutiny of applications received, shall select eligible cases and allow them to purchase Quotation documents, on payment of non-refundable cost of such documents, purchasable on all working days during office hours from the office of the Quotation Inviting Authority, by making the Payment through prescribed challan of Syndicate Bank, New Town Branch, under CA No 9525/307/4652 (Head of Account : 150-1101) being so directed.

ii) Part A of the Quotation document shall consist of:

- a) This notice for Quotation.
- b) Definitions and Interpretations
- c) Scope of Work.
- d) Guidelines for Bidders.
- e) Input sheets for the Bidders, to be filled and submitted, with Part-A.
- f) Format of the letter of commitment, to be filled and submitted, with Part-A.
- g) General area map of Jyoti Basu Nagar (Erstwhile New Town) (Action Area I, II and III)

iii) Part B of the Quotation document shall consist of:

- **Section A**
General Conditions and Requirements for Tendering Rate in the Quotation
- **Section B**
Special Terms and Conditions
- **Section C**
Technical Specification
- **Section D**
Schedule of work
- Format of affidavit in form of declaration by the responsive bidders (**Annexure A**)

- Format of agreement to be executed between successful responsive bidder/ contractor and New Town Kolkata Development Authority (**Annexure B**)
- Flow-Chart (**Annexure C**)

iv) Cost of Quotation documents: Rs. 5000/- (Rupees Five thousand only) to be paid by intending bidders through Bank receipt challans under Current Account and Head of Account as stated above. On verifying the receipted Bank challans and original copy of the Power of Attorney, if necessary, Quotation documents will be issued.

v) Submission of completed Quotation documents:

Part –A

The bidders shall place Part-A of the quotation documents with letter of commitment (Format given in Part-A of quotation document) and Bank Draft for Bid Security, for assessment of their technical and financial capability in sealed envelope super scribing ‘**Part –A**’ with NIQ no. and date, name and address of the agency, providing seal and signature of the quotationer / contact person/ authorized representative and signatory.

Part –B

The bidders shall place Part-B of the quotation documents with declaration in form of affidavit (Format given in Part-B of quotation document, as Annexure A), for placing their commercial offer in a separate sealed envelope super scribing ‘**Part –B**’ with NIQ no. and date, name and address of the agency, providing seal and signature of the quotationer / contact person/ authorized representative and signatory.

Now both the envelopes containing Part-A and Part-B, as above are to be enclosed in a sealed envelope of suitable size super scribing the name of the work at the top of the envelope with NIQ no. and date, name and address of the Quotation Inviting Authority at the middle of the envelope and the name, address, seal and signature of the quotationer / contact person/ authorized representative and signatory at the bottom left of the envelope.

a) Part-A and Part –B of the quotation document should be submitted, duly signed with Seal on all pages (including blank pages with the word ‘BLANK’) providing information as sought on relevant ‘input sheet’ with attached sheets by the Bidders wherever required.

b) A forwarding letter in the company/firm/ concern/applicant's letter head stating contents with respect to submission of Quotation document, is to be attached with address proof certificate by any Govt. Department, local authority, MLA, Councilor of the area.

c) The insertions made in the offer documents or in attached sheets should be made in English language. For any wrong entry, single line striking, re-entering the correct statement adjacently, change of ink, the bidders are requested to put their signatures as in their PAN card or in the Deed of the Company. No overwriting or use of correction fluid is allowed.

d) No application will be entertained if sent by post or courier.

e) In the attached sheets for specimen signature both full signature and initial are to be given for records and verifications.

f) The Bid Validity Period of the quotation is six months (for Part –A and Part-B).

g) The participating quotationer's offer in Part-B (commercial offer) will be opened only if they qualify in Part-A.

II. Salient dates:

- Last date of making written application to obtain Quotation documents : 3.00 p.m. on 07.02.2011
- Last date of purchase of Quotation documents : 4.00 p.m. on 10.02.2011
- Last date of making enquiries for clarification of Quotation documents : 4.00 p.m. on 14.02.2011
- Date of Pre- Bid meeting : 2.00 p.m. on 18.02.2011
- Date of submission of Quotation documents (Part-A and Part-B) : 2.30 p.m. on 22.02.2011
- Date of opening of Cover Envelope and Part-A of Quotation Documents in presence of intending Bidders : 3.00 p.m. on 22.02.2011
- Date of opening of Part-B of Quotation Documents in presence of intending Bidders who have qualified in Part-A of the Quotation Documents : 3.00 p.m. on 28.02.2011

The commercial offers (in Part-B of the quotation documents) submitted on 22.02.2011, will be preserved under the signature of the Quotation Inviting Authority and the bidders present.

The qualified Bidders who have qualified in Part-A (techno-financial bid) will be intimated through e-mail/over phone/speed post /and will also be notified in the official website of NKDA

(www.nkdamar.org) and office notice board, by 25/02/2011 so that they can make themselves available at the date and time of opening of the commercial bids (Part-B).

III. Rights of Quotation inviting authority: The Executive Engineer, New Town Kolkata Development Authority reserve the right, without assigning any reason thereto which remains binding to all concerned, to:

- i) Disallow one, few or all application received for obtaining Quotation documents.
- ii) Cancel any one, few or all offers or annul the tender process as a whole without assigning any reason thereof.
- iii) Bring changes in any one, few or all datelines, duly notified in time.
- iv) Split the scope of work, at any stage or stages of processing the Quotation documents.
- v) The Authority reserves the right to seek additional information/clarifications from the Bidders, if found necessary, during the course of evaluation of Part-A or Part-B of the Bid for which the quotationer will have to keep themselves in readiness to submit such information wherever desired. Non-submission, incomplete submission or delayed submission of such additional information or clarifications as sought by the Authority, may be a ground for rejecting the offer.
- vi) No conditional quotation/offer shall be entertained.

IV. Intention of invitation of Part-A: Part-A is intended to shortlist efficient and well equipped agencies having adequate qualifying and eligibility status only, whose commercial offer will be opened on a subsequent date, as stated above, for finalizing the proper agency /firm/concern for executing the work.

Each aspect included in the 'Input Sheet' has assigned Marks and Minimum Qualifying marks. Marks allocated for individual items of the Input Sheet will be appraised before opening the techno-financials bid i.e Part-A of the quotation document. On the basis of total marks obtained (marks will be given on relative scaling process) by each of the bidders, NKDA shall enable itself to evaluate and assess the responsive bidders whose commercial offers (Part-B of the Quotation document) will only be opened on the date specified.

V. General Conditions :

- a) Mode and method for quoting rates and other input, spirit and features of the contract and all relevant aspects have been highlighted in the different sections of the Quotation document, which shall be governing and binding condition of the contract.

- b) Quotationers are to be careful in making offer insertions in the Quotation and carefully go through the directions laid down in relevant section of the document.
- c) Any sort of canvassing, influencing compatriot Quotationers and any other unethical act of one, few or all Quotationers is strictly prohibited. The Quotation accepting authority reserves the right to take suitable action, if found erring, which shall be binding to all.
- d) Statutory declarations to be furnished by Quotationers have been notified in the relevant section of Quotation documents.
- e) The rates are to be quoted both in words and figures as per schedule and after perusing necessary terms & conditions attached herewith. The rate quoted is valid for acceptance up to 6(six) months from the date of opening of Part-B 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.

Income Tax and VAT will be deducted as per Govt. orders issued from time to time and would be applicable at the rate as would remain in force on the date of making payment of the bills. 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 and its subsequent amendments , if applicable.

- f) Departmental materials will not be issued under any circumstances. Department , unless otherwise stated means **New Town Kolkata Development Authority**.
- g) 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.
- h) Contractor should give declaration of history of his/their arbitration/litigation if any in his/their application.
- i) 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.
- j) No sub-contracting or sub-letting of the work is allowed. Participation by any agency/firm/concern who intend to work under Joint Venture with other agencies, Firms/Concerns are not allowed.
- k) In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time indicated will automatically be deferred to the next working day without further notice.

I) Bid Security, Performance Guarantee and Security Deposit:

i) All the agencies/Firm/Concern intending to participate in the Quotation will have to deposit a sum of Rs 1,00,000/- (Rupees One lakh) only as **Bid Security** in the shape of bank draft drawn in any nationalized bank in favor of New Town Kolkata Development Authority.

ii) The successful one out of the participating responsive bidders should also be capable to furnish “Performance Guarantee” of the value of Rs 10.00 lakh (Rupees Ten Lakh only) in the form of ‘Fixed Deposit’ of any Nationalized Bank acceptable to and en-cashable by NKDA. Such amount will have to be deposited at the time of agreement by the successful responsive bidder.

iii) Security deposit @ 8% of value of each running bills shall be retained by NKDA in addition to the above.

VI. Related information about the work site etc.

The Quotationers are advised to ascertain all site condition fully prior to submission of the Quotation. They may also seek clarification on various related aspects of the work before submission of the bids. No claims on ground of insufficient knowledge on any count after submission of the bids shall be entertained.

Executive Engineer

New Town Kolkata Development Authority

Memo No: 53/NKDA/Engg -36/2010

Date:07/01/2011

Copy for information and necessary action, with a request for displaying a copy of the same in the office notice board , to:

1. The Joint Managing Director, WBHIDCO.
2. The Member Secretary , New Town Kolkata Development Authority.
3. The Chief Executive Officer, New Town Kolkata Development Authority.
4. The Finance Officer, New Town Kolkata Development Authority.
5. The Administrative Officer, New Town Kolkata Development Authority.
6. The Assistant Engineer Cum Conservancy Officer, New Town Kolkata Development Authority.
7. Accountant-II / Estimator New Town Kolkata Development Authority.
8. P.A to Chairman New Town Kolkata Development Authority.
9. Notice Board / Website of New Town Kolkata Development Authority.

Executive Engineer

New Town Kolkata Development Authority