

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 4133 /NKDA/EE-III/11/2016

Dated : 20 .07.2016

## NOTICE INVITING QUOTATION

### N.I.Q. No. 04 /EE-III/NKDA of 2016-17

Sealed Quotations are invited by The Executive Engineer-III, New Town Kolkata Development Authority (N.K.D.A), from bona-fide & experienced Consultancy firms for the work of “Preparation of detail drawing & design of strussed roof, BOQ, specification, cost estimate and supply of 3 (three) Sets hard and soft copy for construction of proposed Community Hall on the roof of existing Community Market at Action Area-IB, Plot No. BD-92, Premises No 54-0165, New Town Kolkata”.

- 1) Last Date of receiving applications : 27/07/2016 upto 3:00 P.M.
- 2) Last Date of purchase Quotation documents : 28/07/2016 upto 3:00 P.M.
- 3) Last Date of submission of Quotation document : 01/08/2016 upto 2.00 P.M.
- 4) Date of opening : 01/08/2016 upto 2.30 P.M.

### Eligibility of Participation:

- (a) Reputed Consultancy firm/(s) (a consortium of firms as joint venture is also eligible) duly qualified and experienced Architects , Civil/Structural Engineers, Electrical Engineers etc. having sufficient experience to undertake similar nature of job.
- (b) The following documents are to be submitted with the application:
  - I. Self attested photo copy of Registration certificate of the firm/(s),
  - II. Principal plan of business with credentials.
  - III. Power of Attorney of Signatory of Tender / Quotation (Lead Member in case of consortiums), as applicable,
  - IV. Copy of valid ( upto the date of submission P.T. / VAT / S.T. /I.T clearance certificate / PAN etc. as applicable (originals to be produced for verification at the time of application)
  - V. Names, Qualifications and experience of key personnel associated with the firm/ each firm forming a consortium.

The applicants will be considered eligible for participation in the Quotation after scrutiny of credentials and satisfying the eligibility criteria as stated above, Quotation papers will be had from the office of the Executive Engineer - III, New Town Kolkata Development Authority, any working days .


**General terms and conditions:**

1. Earnest money @ 2% (Two) of the total amount of the quoted price for the total job have to be deposited during agreement in the form of bank-draft or pay order of any nationalized bank, to be drawn in favour of **New Town Kolkata Development Authority**, payable at Kolkata. Balance @ 8% (Eight) will be deducted from the available bills to form 10% (Ten) as security deposit, of the total Bill value which will be refunded after 3 (Three) months from the date of completion of construction of the proposed building.
2. The successful firm/Quotationer will have to enter into an agreement in WBF 2912 with the undersigned in triplicate which will be had from office of the undersigned on payment of @ Rs. 255/- (Rupees Two hundred fifty five) only per set within 7 (seven) days from the date of issuance of Acceptance order, failing which the Acceptance Order is likely to be cancelled.
3. Work order will be issued after execution of formal agreement. The time of completion of the work will be as per annexure enclosed.
4. 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.
5. No application will be entertained if sent by Post/Courier.
6. Quotation should be submitted in sealed cover and super scribed with the Name of the Work quotationed for, with N.I.Q No.
7. 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 all taxes and charges including service tax. No claim for any extra charge what so ever will be entertained after words.
8. 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 will form a 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.
9. Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
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. 2912** 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. Conditional quotation will not be entertained and shall be deemed as 'informal'.
12. The Quotation document which will be 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.
13. Quotation Documents are not transferable.
14. 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.
15. 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.
16. 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. 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 as applicable.
17. 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.
18. 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.
19. 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.
20. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
21. 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.

22. 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.
23. Quotationer should give declaration of history of arbitration/litigation if any in his application.
24. 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.
25. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
26. The Quotationer shall furnish the postal address of his site office. Any notice or instruction to be  
given to the quotationer under the terms of contract shall be deemed to have been served if it has  
been delivered to his authorised agent or representative or sent by registered letter to the site office  
or to the address.
27. Relevant Architectural plans etc. as required in connection with the work may be available at the  
office of the undersigned on any working days 11.00 to 16.00 hours.
28. Arbitration clause of WBF 2912 stands deleted.

  
**Executive Engineer - III**  
New Town Kolkata Development Authority  
Dated : 20 .07.2016

**Memo No. /1(10) /NKDA/EE-III/11/2016**  
**Copy forwarded for information and necessary action to :-**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Assistant Engineer-IV, New Town Kolkata Development Authority.
5. The Estimator/Sr. Accountant, New Town Kolkata Dev. Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. PA to Member Secretary, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

**Executive Engineer – III**  
New Town Kolkata Development Authority



**ANNEXURE**

**N.I.Q. No. – 04 / EE-III / NKDA of 2016-17.**

Sl. No.	Name of Work	Quotation %	E.M. (In Rs.)	Time of Completion	Cost of Schedule including W.B.F. (In Rs.)	Eligibility
01.	Preparation of detail drawing & design of strussed roof, BOQ, specification, cost estimate and supply of 3 (three) Sets hard and soft copy for construction of proposed Community Hall on the roof of existing Community Market at Action Area-IB, Plot No BD-92, Premises No 54-0165, New Town Kolkata.	Percentage to be put on the basis of estimated value of total work to be done as mentioned name of the work.	@ 2% of quoted amount at the time of formal agreement.	15 Days	As per Govt. norms at the time of agreement.	As per NIQ



Executive-Engineer – III

New Town Kolkata Development Authority