



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 352/NKDA/Admn- 372/2012 (Part-I)

Date: 16/01/2019

NOTICE INVITING TENDER

Notice Inviting Tender No. NKDA/6/ADMN/2019-20.

The Estate Manager-II, New Town Kolkata Development Authority (NKDA) invites tenders (offline) under single bid system from resourceful, reliable, bonafide and eligible HR out sourcing firms/companies having experience in supplying Manpower services in Govt. Offices/ Municipalities/ Govt. Undertakings / Statutory Bodies/ WBHIDCO/ NKDA or Multinational Co., for the work scheduled below for different Health Centres under NKDA in New Town, Kolkata.

(Submission of Bids **offline**)

1. Schedule of work:

Sl. No	Name of the work	Estimated Amount	Earnest Money	Period of work
1	Supply of Manpower service for three e-Health Centres in New Town, Kolkata under New Town Kolkata Development Authority.	Rs.201252/-	Rs.5,000.00 (Rupees five Thousand) only	12(twelve) months.

2. Tender received after stipulated time and date shall be rejected summarily

Important Date :

SL No.	Particulars	Date & Time
01.	Last Date of Submission	28/01/2019 up to 3.00 P.M
02	Date of Pre-bid Meeting	21/01/2019 up to 3.00 P.M
03.	Date of opening of Bids	29 /01/2019 at 3:00 P.M.

3. The tender document may also be downloaded from our web site www.nkdamar.org.

4. The NKDA reserves the right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

5. GENERAL CONDITIONS:

- a. The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "**Tender for supplying Manpower at the Health Centre of New Town, Kolkata**". This third envelope should be sealed and addressed to the Estate Manager-II, New Town Kolkata Development Authority, 03 Major Arterial Road, New Town Kolkata- 700156.
- b. **Rate/ Financial Bid should be quoted on % (percentage) less basis both in words and figures on the Tender Paper as well as Price schedule. Scope of Work detailed at Clause-6 & 35 of this NIeT and Annexure-I should be read carefully before quoting rate.**

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- c. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the authority.
 - d. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
 - e. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of tender. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.
 - f. Validity of the Bids: The quoted bids shall have the validity for a period of 180 days from the date of opening of the tenders.
 - g. **Opening of Tender:** The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
 - h. **Right of Acceptance:** NKDA reserves all rights to reject any or all tenders without assigning any reason.
 - i. Corrigendum/Amendment to the tender will be effected if required.
 - j. Bidders sending their bids through courier/ by Speed post should also ensure that their bids are reached on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
 - k. After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meet the eligibility criteria as specified in the tender document.
 - l. Financial bid (Annexure-II) tendered by the bidders qualified in technical bid will be opened.
 - m. The agencies who qualifies the Technical bid shall be called for next meeting for opening of Financial Bid for which the date, time and venue will be intimated to the qualified agencies separately through website: www.nkdamar.org . The intending bidders may remain present at the time of opening the Financial Bids.
 - n. The successful bidder shall have to enter into a contract with NKDA on a Non-Judicial Stamp Paper of Rs.50/- and the authorized signatory shall execute and sign the contract agreement in accordance with the article of agreement and general conditions and provisions contained in this tender document before commencement of service.
 - o. **The quoted price should be exclusive of taxes and other duties.**
6. **Bid Security (Earnest Money Deposit:**
- i) EMD for **Rs. 5,000/- (Rupees five thousand)** only is to be submitted along with the tender document only in the form of Demand Draft / Banker's Cheque drawn in favour of "New Town Kolkata Development Authority" Payable at Kolkata.
 - ii) **RTGS/NEFT** in case of Offline Payment through Bank Account in any Bank. The EMD shall be deposited in favour of "New Town Kolkata Development Authority" payable at "Kolkata".

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- iii) In case of successful bidder, the amount of **Earnest Money Rs.10,000/- (Rupees Ten Thousand)** only will be retained and converted to Security Deposit and will be refunded after satisfactory completion of the work with reference to defect liability period as to be stipulated in relevant clause of the agreement to be made in.
- v) In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.
- vi) In case of breach of any of the terms & conditions of the contract the contract will be liable for cancellation and the EMD will be forfeited.

7. Documents to be submitted along with the Technical Bid (Annexure-I):

- I. EPF & ESI Registration Certificate.
- II. Last month's deposit Chalan of EPF & ESI.
- III. Valid Trade Licence for Manpower Supply.
- IV. GST Registration Certificate.
- V. Copy of PAN / TAN.
- VI. Income Tax Return of last 03 years.
- VII. The Firm/ Company must have 3 years experience in supplying manpower
- VIII. Copy of Work Order in supplying manpower in Govt/ Govt undertaking in last 3 years.
- IX. Affidavit stating that the Firm/ Company is not Black Listed/ Barred from tendering by any organisation.
- X. Photocopy of EMD.
- XI. Tender document duly signed and stamped.

8. Qualification and nature of work to be carried out by manpower to be supplied at business club, New Town Kolkata:

Sl. No	Manpower required	Qualification/ Experience	Job responsibility
1	Path-Lab Technician Male - 01 (One)	1. DMLT (2 years duration) 2. Should have 5 (Five) years experience in a reputed Hospital / Nursing Home.	The Pathological Machines / Equipments installed and to be installed later on are to be operated in three e-Health Centres at New Town:- 1. Eliza Testing Machine, 2. Semi-automatic Blood Testing Machine.

9. Period of contact : Initial engagement is for 12 (twelve) months. May be extended for further, if authority desires so and the performance of the manpower supplied is found satisfactory.

10. Payment Terms :

- i) Payment will be made to the successful bidder on submission of invoice/Bill within the succeeding month for the payment. Statutory deductions are to be made at source from the monthly claim/bill of the Agency, as admissible under the rules from time to time.
- ii) No advance payment will be allowed.

11. Working hour :

- i) 8 (Eight) hours
- ii) Timing as per NKDA Health Centre time Schedule or as fixed by NKDA from time to time.
- iii) Leave as fixed by NKDA.

12. Joint Ventures/MOU will not be allowed.

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13. Service termination :

- a. If this Authority not satisfied by performance of manpower, then new manpower required to be replace within 7(seven) days, failure of that contact will be terminated.
 - b. NKDA may terminate the contact due to any reason, by issuing a notice prior to 15 days.
14. If any bidder withdraws the offer before acceptance or refuse to make supply of manpower within a reasonable time without giving any satisfactory explanation for such withdrawal, he/she shall be disqualified for submitting quotation to this authority at least for 2 (Two) years.
15. If there be any objection regarding the qualification of any agencies the same should be lodged online to the undersigned within 2 (two) days from the date of publication of the list of qualified agencies and beyond the said time schedule no objection will be entertained.
16. Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
17. **The intending bidder should note that the monthly remuneration of the manpower supplied must be paid within 10th of every succeeding month notwithstanding whether payment of bill/bills preferred is/are not cleared/pending with NKDA.**
18. **Bonus should be paid within a reasonable time before the EID/ Durga Puja festival.**
19. **Proper dress for Path-Lab Technician (Apron etc.) should be supplied twice in a year.**
20. **Participation in this tender deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e-tender.**
21. **The intending Bidder (s) shall clearly understand that whatever may be the outcome of the present invitation no cost of bidding shall be reimbursable by NKDA. NKDA reserves the right to accept or reject any bid/ offer/ proposal without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any tenderer at any stage of the bidding.**


Estate Manager – II,
New Town Kolkata Development Authority.


Memo No: 352 /1 (4) /NKDA/Admn-372/2012 (Part-I)

Date: 16/01/2019

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A to the Chairman, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA official website (www.nkdamar.org).


Estate Manager – II,
New Town Kolkata Development Authority



Annexure –I

TECHNICAL BID DOCUMENT

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

SL No	Particulars	
1.	EPF & ESI Registration Certificate	Copy shall be enclosed
2.	Last month's deposit Chalan of EPF & ESI	
3.	Valid Trade Licence for Manpower Supply	
4.	GST Registration Certificate	
5.	Copy of PAN / TAN	
6.	Income Tax Return of last 03 years	
7.	Copy of Work Order in supplying manpower in Govt./ Govt. undertaking in last 3 (three) years	Copies shall be enclosed
8.	DD for Rs.5000/- in favour of "New Town Kolkata Development Authority" payable at Kolkata.	Copies shall be enclosed
9.	Details of the Firm/ Company (Name, Address, Phone No., Name of Contact Person with contact No.	No..... dt..... Photocopy to be enclosed
10.	Affidavit stating that the Firm/ Company is not Black Listed/ Barred from tendering by any organisation	Details in should be enclosed
11.	All the bid documents	signed & Stamped

(Name and Signature of Tenderer
with stamp of the firm)

Annexure –II

FINANCIAL BID DOCUMENT
(To be submitted separately in sealed envelope)

SL No	Details of Manpower	Rate (in Rs)	Amount (in words)	Less % (Percentage)
1	Path-Lab Technician-1 (One)			

(Name and Signature of Tenderer
with stamp of the firm)