



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156

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Memo. No. 2705 / NKDA / Engg – 36 / 2010 (VII)

Date: 24 /05/2016

NOTICE INVITING ITEM RATE e-TENDER

Notice Inviting e-Tender No. WBNKDA/02/EE-I/NKDA/2016-17

Executive Engineer – I, New Town Kolkata Development Authority invites item rate e-Tender from resourceful, reliable, bona-fide and experienced working agencies / contractors of KMDA, WBHIDCO, and other Govt. Departments as well as other organizations having experience in similar nature of work and are requested to submit their offer for the work detailed below.

(Submission of Bid through **online**)

S l · N o	Name of the work	Estimated Amount (Rs.)	Bid Security Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1	INTEGRATED FACILITY MANAGEMENT SERVICES OF BUSINESS CLUB AT ACTION AREA – IA, NEW TOWN, KOLKATA for a period of 01 years (from 01/07/2016 to 30/06/2017)	Amount to be quoted by the bidders	Rs. 1,00,000.00	Rs. 2,505.00 Each set to be paid only by the successful bidder during the time of agreement	01 (one) years.

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit Bid security money, which may be remitted by separate Demand Draft / Banker's Cheque to be issued from any scheduled bank in favour of the "**New Town Kolkata Development Authority**" payable at Kolkata and also to be documented through e-filing. The Lowest bidder shall submit the hard copy of the Demand Draft / Banker's Cheque under sealed cover (super scribing the name of work with NIeT No) to the Office of New Town Kolkata Development Authority at 01,MAR New Town, Kolkata-700156 with his acceptance letter of the LOI (Letter of Intent). Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in>

- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 14 of this NIEt.
- 4) The **FINANCIAL OFFER** of the prospective qualified tenderer(s) will be considered only if the **TECHNICAL BID** of the tenderer(s) is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) **Eligibility criteria for participation in the tender:**

A. Legal Entity:

- (i) The Organization must be registered under the Companies Act 1956 and must have been in operation for a period of at least 10 (ten) years as of 31.03.2016. JV organizations are not eligible to participate.
- (ii) The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like Service Tax, PAN, EPF, ESIC, Contract Labour, Professional Tax registration and latest challan, IT Return of last three years etc.
- (iii) The organization must have an office in Kolkata.
- (iv) The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity (as specified in the scope of work for this tender).
- (v) Partnership firms, if any, shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- (vi) The organization should be enlisted with labour department and has to submit a valid labour license.
- (vii) **Joint Ventures/MOU will not be allowed.**

B. Annual Turnover:

The organization must have average turnover of Rs.25 crores per year for last three financial years. A certified document by the chartered accountant stating the Net Worth and average annual turnover of the bidder has to be submitted.

C. Technical Capability:

- (i) The Organization must be successfully executing services like environmental upkeep and management, security management, electromechanical support and management, waste management, façade cleaning under authority of (state/central Govt. or undertaking or statutory bodies) Corporate houses, Business centers, Malls, Residential complexes, Health care, Education, etc. directly without subcontracting any activity.
- (ii) The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor. In this regard the organization has to produce a manpower certificate issued by chartered accountant.
- (iii) The organization must have two running contracts of providing security or housekeeping, plumbing, electrician or complete Integrated Facility Management services in a single contract of 5 to 6 Lakhs per month or above. Documentary Evidence should be submitted. (Statutory Documents).

Documentary evidence should be provided in support of the above.

D. Statutory Liabilities and Taxation:

- (i) Must submit proof of compliance.
- (ii) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challan shall be enclosed.
- (iii) Service tax as applicable will be reimbursed extra.

E. Certification:

The organization must have certification on ISO 9001:2008.

F. Manpower:

- (i) The organization must have at least three or more capable management staff on roll having technical qualification and experience of more than 10 years to manage the operations.
- (ii) The organization must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.
- (iii) All staffs of the organization must have uniforms & identity card.

G. Machines:

- (i) The organization must have adequate technical knowhow of equipments to be engaged for the operation.
- (ii) The organization must have adequate resource and capability to provide machines for the operations where ever and when ever required.
- (iii) The organization will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.

- (iv) Intending bidders are requested to inspect the site for assessment of nature of work and requirement of materials, machineries & equipments.
- (v) The organization will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.
- 6) All materials are to be procured and supplied at site of work by the tenderer / firm at his / their own cost from approved reputed dealer / manufacturer. Departmental materials will not be issued under any circumstances unless any such provision is made and accepted latter by both the parties. Department unless otherwise stated means New Town Kolkata Development Authority.
- 7) Mobilisation advance, time / cost over run and consequent cost escalation for any material, labour, etc. will not be allowed.
- 8) The offer shall remain valid for 180 days from the date of opening of the tender. The rate will be fixed for one year from the date of issuance of work order.
- 9) On-going payments for work may be allowed to the executing agency as per existing rules and availability of fund. Subject to deduction of security deposit, progressive payment may be made against the completed or partly completed item of works. Such interim payments, shall be made as running account bill (s), however, shall not construed to mean that the respective items / components have finally been approved and accepted by NKDA and the contractor shall not be absolved of his responsibility to set right any deficiency of such paid items / components at his/ their own cost, for rectifying all defects which are subsequently being noted or found.
- 10) No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
 Payment for the works done by the contractor will be based on recorded and accepted measurement put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement taken by the department shall be considered as final for making payment. Similar acceptance is also essential for level records and survey data, field books etc.
- 11) **Idle labour, idle rent and hire charges etc.:**
 No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.
- 12) **Security Deposit:**
 Retention money towards performance Security amounting to 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit.

13) **Performance Guarantee:**

- (i) The organization must not have any record of poor performance, abandoned work, having being blacklisted by any Government organization. Accordingly one undertaking stating the same should be submitted to the tender inviting authority. Registered declaration regarding the same should be submitted by successful bidder at the time of formal agreement.
- (ii) The successful bidder must have to submit 5% (Five percent) of tendered amount as performance security in the shape of Demand Draft / Banker's Cheque of any Scheduled bank drawn in favour of "**New Town Kolkata Development Authority**" payable at Kolkata and to be submitted at the time of agreement.
- (iii) The organization must demonstrate implementation of adequate checklist and process flow to monitor the operation and guarantee the performance at every point of time.

14) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	24.05.2016
2	Documents download start date (Online)	25.05.2016 from 10:00A.M.
3	Documents download end date (Online)	16.06.2016 upto 3:00 P.M
4.	Bid submission start date (Online)	25.05.2016 from 10:00A.M.
5.	Bid submission closing date (Online)	16.06.2016 upto 3:00 P.M
6.	Bid opening date for Technical Proposals (Online)	16.06.2016 at 4:00 P.M.
7.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
8.	Date for opening of Financial Proposal (Online).	Will be intimated in due course

- 15) (a) Earnest Money: The balance amount of Earnest Money if any, @ 2% (two percent) of the quoted amount for the entire work less Bid Security, in the shape of Demand Draft / Banker's Cheque of any Scheduled bank is to be drawn in favour of the "**New Town Kolkata Development Authority**" payable at Kolkata and to be submitted at the time of agreement by the successful bidder.
 - (b) Bid Security for the unsuccessful tenderer(s) will be released only after the issuance of work order to the successful tenderer subject to submission of hard copies of the Demand Draft / Banker's Cheque of the same.
 - (c) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 8% will be deducted from on-going bills to cover 10% of the total value of work done.
 - (d) The security deposit for the original work of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the tender document.
- 16) The tenderers are bound by the terms & conditions of WBF 2911(ii) along with specification, notice for calling Tenders, Special terms & condition, Information to Bidders, Schedule of works etc, which forms a part and parcel of this contract.
- 17) Income Tax, VAT and others Taxes as admissible 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 & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006. The rate quoted would remain same throughout the period of contract and should be inclusive of **all taxes** which are and will also be applicable during the entire tenure of the contract.

- 18) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site, shall be at his own expenses.
- 19) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer 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 Bidding.
- 20) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 21) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 22) **The intending tenderers are required to quote the rate *online*.**
- 23) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 24) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 25) If there be any objection regarding prequalification of any Agency the same should be lodged online to Chief Engineer, New Town Kolkata Development Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained.
- 26) Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer in original, 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.
- 27) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
- 28) The successful Tenderer whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer – I, New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).

29) **Qualification criteria:**

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this NIEt.

The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.

30) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**

31) Agencies are required to give a work programme preferably in the form of a bar-chart and to approve it by the EIC (Engineer-in-Charge) before commencement of work and if progress of work abruptly differs from the given work program, the undersigned may terminate the work order at any point of time.

32) In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.

33) Intending tenderer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.

34) 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 NeIT. Rates should be quoted accordingly.

35) The address as furnished by the contractor shall be deemed as the postal address of this office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.

36) Arbitration clause of WBF 2911(ii) stands deleted, notwithstanding whatever has the object of deletion of Clause-25 from the Contract Form of WBF-2911(ii), the parties entering into the agreement pertaining to this NIEt, if so desire, may go for money suit for any dispute in his / there opinion arising out of this contract and he/ they may file such suit in any court of law situated in Kolkata proper in the district of West Bengal.

- 37) Any Corrigendum, notification in connection to this NleT will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) as well as <https://wbtenders.gov.in>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.
- 38) The contract may be extended for a definite period subject to acceptance by both the parties at same rate , terms and conditions.

**Executive Engineer-I
New Town Kolkata Development Authority**

Memo.No. 2705 /1(8)/ NKDA / Engg – 36 / 2010 (VII)

Date: 24 /05/2016

Copy forwarded for information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Office, New Town Kolkata Development Authority.
4. The Assistant Engineer – I, New Town Kolkata Development Authority.
5. The Estimator/ Sr. Accountant / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)

**Executive Engineer-I,
New Town Kolkata Development Authority**

Memo.No. 2705 /2(1)/ NKDA / Engg – 36 / 2010(VII)

Date: 24 /05/2016

Copy forwarded for information & circulation to:-

1. Sri Sabyasachi Dutta, Member of Legislative Assembly.

**Executive Engineer-I,
New Town Kolkata Development Authority**