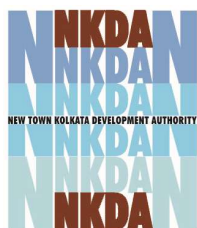


# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



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

**Memo No:** 1280 / NKDA / Engg – 36 / 2010 (XI)

**Date:** 18/02/2021

## NOTICE INVITING e-Quotations

**Notice Inviting e-Quotation No: WBNKDA/53/EE-I/NKDA/2020-21**

New Town Kolkata Development Authority (NKDA) proposes to onboard a suitable and qualified agency to operate a Day Care Centre at AD Block, Action Area 1A, New Town Kolkata. NKDA has developed the physical infrastructure for a Day Care Centre with the following objective:

- a) Provide day care facilities for children (6 months to 6 years) of working mothers who are economically backward
- b) Provide early stimulation for children below 3 years and pre-school education for 3 to 6 years old children
- c) Promote physical, cognitive, social and emotional development (Holistic Development) of children
- d) Educate and empower parents /caregivers for better childcare

For this purpose, the Executive Engineer I, New Town Kolkata Development Authority invites quotation from resourceful, reliable, bona-fide and experienced organizations with experience in management of children's creche having experience in similar nature of work and are requested to submit their offer for the work detailed below.

(Submission of Bid through **online**)

Name of the work	Estimated Amount (Rs.)	Token Bid Security Money (Rs.)	Price of Tender Documents (Rs.)	Period of completion
Engagement of Agency for operation of Day Care Centre at Action area IA, Block AD, Street No. 45, New Town, Kolkata.	Rate to be quoted by the bidders per child per month.	Rs. 10,000.00	As will be specified by the authority for each set, to be paid only by the successful bidder during the time of agreement	The period of contract will be 1 year with provision for renewal up to 3 years on mutually agreed terms and conditions.

1. In the event of e-filling, intending bidder should download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidder shall have to submit earnest money & necessary earnest money will be deposited by the bidder through the following payment mode as finance dept. order no-3975-F (Y) dated 28<sup>th</sup> July 2016
  - i) Net banking (any of the banks listed in the ICICI Bank payment gateway in case of payment through ICICI payment gateway).
  - ii) RTGS/NEFT through bank account in any bank. The EMD shall be deposited in favor of “New Town Kolkata Development Authority” payable at Kolkata.
2. Technical bids are to be submitted duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of bid is not obligatory.
3. Corrigendum, further notices and responses to queries if any will be published in the website <https://wbtenders.gov.in> at the appropriate section.
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule of this NIEt.
5. The selection will be through a Least Cost system, wherein the bidder quoting the Minimum operating grant per child per month sought from NKDA will be selected subject to fulfillment of all tender terms and conditions. Bid value should be exclusive of GST.
6. In term of Finance Department, Audit Branch, Govt. of West Bengal’s Notification no.4374-F(Y) dated 13th July, 2017, the bidder has to uploaded valid 15-digit Goods and Service Taxpayer Identification Number (GSTN) under GST Act, 2017, along with his bid. The bidder should note that bid submitted without GSTIN will be summarily rejected
7. The Earnest Money Deposit of Rs. 10,000 (Rupees Ten Thousand only) will be converted to Security Deposit for the selected Agency and additional amount if any will be deducted from their monthly payment to make the total Security Deposit equal to 10% of their annual billing.
8. **Eligibility criteria for participation in the tender**
  - a) The bidder should be a registered Indian Company under “The Company Act, 1956/2013”/ Partnership firm/ Proprietorship firm/LLP/ Registered under section 8 of the Companies Act/ Registered under the Societies Registration Act.
  - b) Should have experience in operation of children’s creche/day care centre successfully for a period of not less than three years under any Government Organization/Government Scheme/ or a Limited Company/ Reputed private organization within last 5 years.
    - i. Payment certificate will not be treated as credential.
    - ii. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a state/central Government, state/ central Government undertaking statutory/ Autonomous bodies constituted under the central/ state statue, on the executed value of completed/ running work will be taken as credential.

- iii. In case of a corporate client, the credential certificate should be issued by the director of the company.
  - iv. In case of a work continuing since more than 3 (three) years, the satisfactory performance certificate from the client will be accepted as valid credential.
- c) Intending Tenderer must be financially sound with a minimum average annual turnover of Rs.50 Lakhs only, (Rupees Fifty Lakhs only) during the last three financial years (FY 2017-18, 2018-19, 2019-20) and having a trade license, G.S.T Registration certificate and Profession Tax certificate.
  - d) PAN Card, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years (FY 2017-18, 2018-19, 2019-20), P.T. Deposit Challan for the year 2019-2020.
  - e) Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as non-statutory documents.
  - f) Joint Venture or consortium is not allowed in this tender.
  - g) Three consecutive years' (2017-18, 2018-19 and 2019-20) Audited Accounts to be submitted along with Tender documents.

9. **Similar work means**

- i. Operation of creche for children in urban area
- ii. Operation of day care center for children in urban area

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 agency 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.

11. **No advance and secured advance will be considered.**

12. **Idle labor, 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.

13. **Security Deposit:**

Earnest Money for the successful tenderer will be retained and converted to Initial Security deposit.

#### 14. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of e-NIQ and other documents (online )	17/02/2021
2	Date, time and venue of pre bid meeting	24/02/2021 at 2.00 P.M. in NKDA Conference room of 01, MAR, New Town, Kolkata - 700156
3	Documents download start date (Online)	18/02/2021 from 4.30 P.M.
4	Documents download end date (Online)	18/03/2021 upto 4.30 P.M.
5	Bid submission start date (On line)	18/02/2021 from 4.30 P.M.
6	Bid Submission closing (On line)	18/03/2021 upto 4.30 P.M.
7	Bid opening date for Technical Proposals (Online)	22/03/2021 at 11.00 A.M.
8	Last date of uploading list for Technically qualified Bidder(online)	Will be intimated in due course
9	Date of opening quotations	Will be intimated in due course

15. Income Tax & G.S.T 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.
16. The Bidder, at his own responsibility and risk is encouraged to visit and examine the sites 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.
17. The intending Bidders shall clearly understand that whatever may be the outcome 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.
18. Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids.
19. **Conditional / Incomplete tender will not be accepted under any circumstances.**
20. 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.
21. Before engagement, Tender Inviting Authority may verify the credential and other documents of the qualified tenderer if found necessary. After verification if it is found that the documents submitted by the tenderer is either manufactured or false

in that case the said Tenderer will not be selected under any circumstances and his/their offer will be treated as cancelled.

22. 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
23. The successful Tenderer whose tender is accepted shall make formal agreement 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 of WBFR.
24. While NKDA agrees to cooperate and otherwise act in good faith with a view to the successful operation of “Day Care Centre”, there is no financial binding on NKDA apart from that mentioned in the RFP. Notwithstanding anything contained in this RFP, any liability in the form of monetary compensation, legal disputes both civil and criminal arising out of the operations, safety and well-being of the children at the “Day Care Centre” will vest solely with the Operator and NKDA will not have any obligation or responsibility, either monetary or otherwise, towards any such unforeseen impediments.

**25. 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.

26. The eligibility of a bidder will be ascertained on the basis of 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.
27. Intending tenderer should note that he may 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 function. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the site. Any claim for idle labor, for any reason whatsoever, will not be entertained under any circumstances.
28. 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 this NIEt. Rates should be quoted accordingly.
29. The address as furnished by the contractor shall be deemed as the postal address of its 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.
30. Arbitration clause of WBF 2911(ii) stands deleted.
31. 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.

32. Mobilization advance, time / cost overrun and consequent cost escalation for any material, labor, etc. will not be allowed.
33. The offer shall remain valid for 180 days from the date of opening of the tender.
34. **Scope of work:**
- i. **Target Group for the Creche and Number of Children:** The Day Care Centre should cater to children of working women (between the age of 6 months and 6 years) from the informal sector. Not more than 20 children will be accommodated at the Centre.
  - ii. **Timing for the Centre:** The Day Care Centre will be operational from 9:00 am to 4:30 p.m. for 6 days a week except Sundays.
  - iii. **Key activities envisaged for the agency under this tender document:**
    - a. **Appointment of staff**
      1. Adequate trained worker and helper should be available to provide day care facilities and to supervise the functioning of the centre.
      2. The minimum qualification of Workers should be Class XII passed and that of the Helpers, Class X passed.
      3. To maintain the standards of care, the worker and helper should have minimum qualifications and requisite training in managing infants / toddlers / pre-school children and in basic medical care, at the time of appointment itself
      4. Appointment of at least 4 attendants and 1 supervisor and 1 security guard to be ensured (one of the attendants or the security guard may ensure cleaning work)
    - b. **Enrollment of children for the facility**
      1. Identify suitable candidates for enrolment, set up interview with NKDA and enroll candidates only with prior approval of NKDA. And ensure proper documentation for every enrolment, including checking of identity proofs of parents/guardians, birth certificates, age-proofs of the children, as well as cataloging the contact numbers of parents and emergency contact numbers for every child enrolled
      2. Issuance of photo ID card of the children, along with the escort card upon enrolment of the children at the facility
      3. Not more than Rs. 900/- (Rupees Nine hundred only) per month can be charged from each child being enrolled.
    - c. **Ensuring safety, security and development of children at the facility**
      1. Formalization of a system where children are dropped/picked up at/from the daycare facility by their parents/guardians/authorized person upon showing valid escort card as issued by the daycare facility.
      2. Provision of educational and developmental curriculum through well trained teachers.
      3. Provision for adequate PSE (Pre-School Education Kit) for children.
    - d. **Provision of nutritious food to children**
      4. Provide 3 meals to each child every day – breakfast, lunch, and snacks (in the late afternoon).
      5. Ensure provision of non-vegetarian food on 3 days a week for breakfast.

6. Ensure provision of non-vegetarian food on 3 days a week for lunch (the 3 days should match the days when vegetarian food is served for breakfast).
7. Non vegetarian food should include egg, chicken, fish and mutton only.
8. Either fresh meals to be prepared every day for the children at the facility kitchen itself or can be outsourced by the operating agency.
9. Ensure the food provided to the children should be of good quality, fresh, nutritious, sufficient and suitable for the consumption of children, based on their age-group.
10. Ensure availability of safe drinking water for the children.

e. **First-aid and medical facilities**

1. Create provision for adequate first-aid facility at the daycare centre. The centre should have Medicine kit / First Aid Box at all times.
2. Tie up with doctors for addressing medical emergencies and provision for doctor at call.

35. **Bidding Criteria**

- a. The operation of the Day Care Centre will be subsidized by NKDA. **Minimum operating grant per child per month sought from NKDA will be the bidding criteria. Bid value should be exclusive of GST.**
- b. Per child present at the Centre will be accounted through the daily attendance register along with feed from the CCTV, enrolment register, to be enclosed along with the monthly invoice.
- c. **Period of Contract** The period of contract will be 1 year with provision for renewal up to 3 years based on mutually agreeable terms.

36. **Role of NKDA**

- a. Physical Infrastructure including Internal Furnishing, Finishing Works and Building Maintenance
- b. Day Care Centre building along with responsibility of building maintenance and electricity bill payment
- c. Suitable furnishing of the Day Care Centre with light, fan, blinds, table, chair, mattress, cupboard, kitchen ware, play items, registers etc.
- d. Installation of CCTV cameras across all floors in the facility and monitoring the activities at the Centre

37. **Monitoring the selected agency**

- a. Monitoring the operation of the agency on an on-going basis based on reports submitted to NKDA:
  - i. Daily attendance report
  - ii. CCTV feed
  - iii. Monthly earnings and expenditure report
  - iv. Enrolment report
- b. NKDA may engage a third party to monitor and evaluate the operation of the Centre
- c. NKDA officials may visit the Centre premises at any time to monitor operations

38. **Financial Quote**

The bidders will have to quote operating grant per child per month excluding taxes and levies.

The financial quote should be at the appropriate section of the bidding portal and at no other place; failing which the bid will be cancelled.

39. **Payment**

The payment will be released on monthly basis on raising of invoice subject to statutory deductions and penalties if any.

Executive Engineer-I  
New Town Kolkata Development Authority

**Memo No:** 1280 / NKDA / Engg – 36 / 2010 (XI)

**Date:** 18/02/2021

Copy forwarded for information to:-

1. Chief Executive Officer , NKDA / NKGSCCL.
2. Chief Engineer, NKDA
3. Administrative Officer -II NKDA
4. Chief Finance officer, NKGSCCL
5. Chief Technical Officer, NKGSCCL
6. Technical Officer, NKGSCCL
7. Finance Officer, NKDA
8. Assistant Engineer – I, NKDA
9. Estimator/ Sr. Accountant / Cashier, NKDA.
10. Project Director, NKGSCCL.
11. PA to Hon'ble Chairman, NKDA
12. Office Notice Board.
13. Official website of NKDA ([www.nkdamar.org](http://www.nkdamar.org)) & W.B. Govt. ([www.wbterdes.gov.in](http://www.wbterdes.gov.in)).

Executive Engineer-I  
New Town Kolkata Development Authority