



# **NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.**

**(A Statutory Authority under Government of West Bengal)**

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

**Memo No. 3591 /NKDA/ Engg – 36/ 2010(III)**

**Date : 19 .09.2013**

## **Notice Inviting Quotation**

**N.I.Q. NO. : 04 / EE – I /NKDA of 2013 – 14.**

Sealed Quotations are invited by Executive Engineer-I, New Town Kolkata Development Authority (N.K.D.A), from bona-fide & experienced Sports Consultants/ Consultancy firms for the work of **“Preparation of Concept and Architectural plan for a gallery with dressing rooms and toilets, examining existing facilities and suggesting improvements, if any, regarding ground development and drainage arrangements for an existing public football ground at AD Block in AA-IA , New Town”**.

**Eligibility of Participation:** (a) Reputed Sports Consultants/ Consultancy firms having duly qualified, experienced and reputed Sport Consultant ,Architects and having sound knowledge of architectural design of football grounds with galleries following latest IS specifications and standards.

(b) The following papers are to be submitted with the application:

- I. Copy of Registration certificate of the firm,
- II. Power of Attorney of Signatory of Tender / Quotation, as applicable,
- III. Copy of valid P.T/I.T clearance certificate / PAN as applicable (originals to be produced for verification at the time of application)
- IV. Copies of certificate of completion of similar nature of jobs completed during last five years and orders in hand during current year.

The applicants considered eligible for participation after scrutiny of credentials satisfying the eligibility criteria stated above, shall only be permitted to purchase Quotation papers from the office of the Executive Engineer, New Town Kolkata Development Authority, on payment of Rs. 250/- (Two hundred and fifty only ) Per set .

- V. 2% of the total amount of quoted price of the total job is to be submitted as earnest money in the form of bank-draft or Banker’s Cheque of any nationalized/Scheduled bank drawn in favour of New Town Kolkata Development Authority, payable at Kolkata during execution of formal agreement

which will be converted to security deposit for the successful quotationer. Further 8% will be deducted from all bills to cover 10% security deposit for the total quoted amount.

VI. 80% of the security deposit will be refunded along with earnest money after 6 months of satisfactory completion of the job . The balance amount will be released post completion of construction of the gallery and other allied works as will be suggested by the consultant firm as per scope of this work. The rates are to be quoted accordingly.

VII. Work order will be issued to the firm / Quotationer whose offer is considered acceptable by the competent authority of NKDA.

VIII. The successful firm / Quotationer will have to perform agreement with NKDA by purchasing another 3 sets agreement papers @ Rs.255/- per set within 7 (seven) days from the date of issuance of Letter of Intent (LOI), failing which the LOI is likely to be cancelled. Formal work order will be issued after the formal agreement is executed mentioning the time of completion for the work and date of commencement of the work therein.

### **General terms and conditions :**

1. 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.
2. No application will be entertained if sent by Post/Courier.
3. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quotationed for, with N.I.Q No.
4. 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 of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
5. 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 forms 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.
6. Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
7. 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.
8. 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'.

9. The Quotation form 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.
10. Quotation Documents are not transferable.
11. 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. If considered necessary, instant bid may be conducted immediately after opening of quotations in order to lower the rates obtained.
12. 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.
13. Income Tax 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.
14. 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.
15. 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.
16. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
17. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
18. 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.
19. 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.
20. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
21. Arbitration clause of WBF No. 2912 stands deleted.
22. Any corrigendum/ notification issued with regards to this NIQ will be published in the official website ([www.nkdamar.org](http://www.nkdamar.org)) of NKDA. The applicants are requested to follow the website regularly.

23. The agencies would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender inviting authority. The tenderer shall satisfy himself fully regarding the nature and scope of the work and get all clarifications. Every effort shall be taken by Tender inviting authority to clarify and take required course of action. Any claim on this ground shall not be entertained. No advice of any change in rates or conditions after the opening of tender shall be entertained.
24. If any stipulation indicated in any component of contract documents are at variance in any respect with those in the other, the decision of the Executive Engineer will stand final and binding.

### **Scope of Work :**

- 1) Examining and surveying the existing condition of the public football playground and submission of report and drawings if necessary.
- 2) Preparation of Concept plan, architectural plan and architectural working drawings for a gallery with dressing rooms and toilets.
- 3) Suggested improvements , if any, regarding the existing ground conditions and the existing drainage arrangements. If deemed necessary, documents along with supporting drawings will have to be submitted.
- 4) All the drawings etc. shall have to be submitted in both hard (5 copies) and soft copy.
- 5) During the stages of construction, the consultant or his representative should be present if there are any disputes regarding detailed drawing or in case Engineers of the NKDA feels that there is any inadequacy in detailing or in the case of practical difficulties arising as per drawing submitted by the consultant or their presence is deemed necessary ,solely for supervision, by the NKDA authorities. The cost of the same should be included in the offered rate of consultant. No extra payment will be made in this regard. NKDA however will also provide their supervising staff for supervision of the work.

### **Special terms and conditions :**

- 1) Rate is to be quoted against each item of works provided in the detailed scope of work as per enclosed work schedule.
- 2) NKDA reserves the right to increase or decrease the quantum of work as stipulated in scope of work and also to change the scope of work for which no change of rate will be allowed.
- 3) The quotationers are required to visit the sites and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matters should be duly taken care of in the work.

- 4) The selected consultant firm who will be entrusted with the job as entailed in this quotation document **should have / or will have to set up** an establishment in Kolkata with all requisite skilled technical manpower for accomplishing the work in proper time and manner.
- 5) The successful Quotationer (Consultant) shall have to provide qualified and experienced Personnel as are required to carry out the Consultancy Services. The Engineer-in-charge has every liberty to ask for replacement of any personnel whose performance in the opinion of the Engineer-in-charge will be considered unsatisfactory and the successful tenderer (Consultant) shall abide by such instruction with in 7(seven) days.
- 6) The successful Quotationer (Consultant) shall use all the documents, drawings, data information of proprietary nature received from NKDA solely for the purpose of performing and carrying out the obligation on his part under the agreement and shall not disclose the same to any other person and shall maintain the utmost secrecy.

**Salient Dates:**

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|--|-------------------|-----------------------|
| 1) Last date of receiving application papers : | <b>30.09.2013</b> | <b>upto 3.00 P.M.</b> |
| 2) Last date of issue of Quotation papers :    | <b>03.10.2013</b> | <b>upto 4.00 P.M.</b> |
| 3) Date of submission of Quotation papers :    | <b>08.10.2013</b> | <b>upto 2.00 P.M.</b> |
| 4) Date of opening of Quotation papers :       | <b>08.10.2013</b> | <b>at 2.30 P.M.</b>   |

Sd/-

**Executive Engineer-I**

**New Town Kolkata Development Authority**

**Memo No:** 3591 /NKDA/ Engg – 36/ 2010(III)

**Date:** 19.09.2013

**Copy for information and necessary action, with request for arranging wide circulation of this Notice to:**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, NKDA
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Assistant Engineer-I, New Town Kolkata Development Authority.
5. The Estimator/Sr. Accountant, New Town Kolkata Development Authority.
6. Official website ([www.nkdamar.org](http://www.nkdamar.org)).
7. Office Notice Board.

Sd/-

**Executive Engineer-I**

**New Town Kolkata Development Authority**

Work Schedule for consultancy service for the work of **“Preparation of Concept and Architectural plan for a gallery with dressing rooms and toilets, studying existing facilities and suggesting improvements, if any, regarding ground development and drainage arrangements for an existing public football ground at AD Block in AA-IA, New Town”**

Sl no	Submission Time	Description of Works	Amount (Rs)
1	0-10 Days (From the date of commencement)	Examining and surveying the existing condition of the public football playground and submission of report and drawings if necessary.	
2	0-21 Days (From the date of commencement)	Submission of Concept plan, architectural plan and architectural working drawings for a gallery with dressing rooms and toilets for approval by competent authority.	
3	0-25 Days (From the date of commencement)	Suggested improvements , if any, regarding the existing ground conditions and the existing drainage arrangements. If deemed necessary, documents along with supporting drawings will have to be submitted.	
4	0-30 Days (From the date of commencement)	Submission of all drawings as enumerated in Sl. No (2) and (3) in 5 copies.	

Sd/-

**Executive Engineer-I**

**New Town Kolkata Development Authority**