



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

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

Ph. No. (033) 2324-2138 Email Id: ao@nkda.in

Memo No 0167/NKDA/Admn-186/2011(part)

Date:11/01/2016

NOTICE INVITING e-QUOTATION

Notice Inviting e-Quotation No. 09/ADMN/ NKDA/ 2015 – 16(2nd Call).

E-Quotation are hereby invited by **the Administrative Officer-II**, New Town Kolkata Development Authority (NKDA) from the resourceful, reliable, bona-fide and experienced Survey Agencies, to submit their offer for the work as detailed below.

(Submission of Bid through **online**)

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1.	Tab based Door to door survey for data collection to assess the present usage of lighting system & electrical equipments with rating at residential and non-residential areas of the entire New Town city, compilation of related data entries with the present status of population in New Town City.	Agency has to Quote per unit rate.	Earnest money Rs. 10000/- (Rs. Ten thousand) only to submit in the form of Bank Draft / Pay order from scheduled Bank. In favour of “Newtown Kolkata Development Authority” payable at Kolkata.	N.A	60 (Sixty) days) after the date of issue of work order.

Intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly. All the bidders (irrespective of private or any Govt. organization) 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-filling.

- 1) The **FINANCIAL OFFER** of the prospective qualified bidder (s) will be considered only if the **TECHNICAL BID** of the bidder(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.

2) **Eligibility criteria for participation in the tender.**

- a) The bidder should be registered company in India under Company act. The documentary evidence should be submitted along with the bid. The bidder should have appropriate experience in similar types of work or related work like data entry in a large scale in a different Govt. organization.
- b) Must provide acceptable documents (list of skilled manpower and Supervisor) for proper survey as distinguished by this authority. as per annexure I within the given time schedule.
- c) The bidder should be well equipped with the Electronics gadgets like TAB, Pen drive etc.
- d) **Joint Ventures/MOU will not be allowed.**
- e) Bidder will have to submit the documentary evidence of all above eligibility criteria with their bid, falling which, the bid will not be considered for the future evaluation and will be summarily rejected.

3) All materials i.e. tabs are to be procured and supplied for work by the bidder at his / their own cost. 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.

4) The offer shall remain valid for 2 months from the date of opening of the tender.

5) **Payment Terms:**

Payment will be made upon the final completion of the work on satisfaction of this Authority.

6) Payment for the works done by the agency will be based on recorded and accepted work done put for payment to be invariably made by putting signature (with seal) of the agency (or his/ their authorized representative). The agency or his/their authorized representative are advised to take the surveyed record jointly with the officials of NKDA. In case of failure of his/their part either to take surveyed record jointly and /or acceptance of the recorded data, within a reasonable time, data collection 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.

7) **Mobilization advance, time / cost overrun and consequent cost escalation for any material, labour etc. and secured advance shall not be allowed.**

8) **Idle labour, idle rent and hire charges etc.:**

No claim of any category and type, on this ground shall be entertained. The bidder and NKDA shall make every effort that such situation does not arise.

9) **Security Deposit:**

(a) Earnest Money Deposited of the successful bidder will be retained and converted into initial Security Deposit.

(b) The Balance security deposit to recover 10% (Ten Percent) of the bidding amount less initial Security Deposit will be deducted from bill. Security Deposit will be refunded after completion of entire work duly accepted by the NKDA on receipt of all deliverable in Hard and Soft copy.

10) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.e.Q. & other Documents (online) (Publishing Date)	11.01.2016
2	Documents download start date (Online)	11.01.2016 from 6:00P.M.
3	Documents download end date (Online)	18.01.2016 upto 6:00 P.M
4.	Bid submission start date (Online)	11.01.2016 from 6:00P.M.
5.	Bid submission closing date (Online)	18.01.2016 at 3:00 P.M
6.	Bid opening date for Technical Proposals (Online)	18.01.2016 at 04:00 P.M.
7.	Last Date of uploading list for Technically Qualified Bidder(online)	19 .01.2016 at 3:00 P.M.
8.	Date for opening of Financial Proposal (Online).	Will be intimated in due course.

- 11) All taxes and due Income Tax & Service 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.
- 12) 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 bidder at any stage of Bidding.
- 13) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 14) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 15) **The intending bidder is required to quote the rate *online*.**
- 16) 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 thereto and the rules made and order issued there under from time to time.
- 17) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 18) Before issuance of Letter of Intent (LOI), the Tender Inviting Authority may verify the credential and other documents of the lowest bidder in original, if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and his/their offer will be treated as cancelled.
- 19) 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.

- 20) The successful bidder whose bids is accepted shall make formal agreement with bid documents in triplicate, within 7 (seven) days from the date of issue of LOI (Letter of Intent) by The Administrative Officer-II, 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.
- 21) **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 NleQ.
- 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 false, in such cases the eligibility of the bidder will be rejected at any stage without any prejudice and penal action against him/them as may be deemed fit by the Tender Accepting Authority.
- 22) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**
- 23) 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 NeIQ. Rates should be quoted accordingly.
- 24) 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.
- 25) Any Corrigendum, notification, minutes of the meeting in connection to this NleQ 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.
- 26) The tender document consists of :
- i) Notice Inviting e-Quotation.
 - ii) General and Special Terms and Conditions.
 - iii) Any corrigendum, notification, minutes of the meeting issued in this regard.

Administrative Officer-II
New Town Kolkata Development Authority

Copy forwarded for information to:-

1. The Chief Engineer, New Town Kolkata Development Authority.
2. The Finance Office, New Town Kolkata Development Authority.
3. The Superintending Engineer (M/E), New Town Kolkata Development Authority
4. P.A to the Chairman, New Town Kolkata Development Authority.
5. The Member Secretary, New Town Kolkata Development Authority.
6. The Chief Executive Officer, New Town Kolkata Development Authority
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority
9. Official Website of e-Tender (www.wbtenders.gov.in).

Administrative Officer-II
New Town Kolkata Development Authority

Annexure -I

Name of Work : Tab based Door to door survey for data collection to assess the present usage of lighting system & electrical equipments with rating at residential and non-residential areas of the entire New Town city, compilation of related data entries with the present status of population in New Town City.

Scope of Work

1. Successful agency should start the work immediately after receiving the work order issued by the NKDA authority.
2. A Unit will be considered to be a households/establishments or any such entities.
3. NKDA will provide only the Android application software. Bidder has to download the application on their own Tab for survey. Costs of Tab and high speed internet have to be provided by the Agency. No cost and device will be given by the NKDA.
4. Total projected work should be completed with the time frame of the 2 (two) months. NKDA is very strict to complete the entire job within the time line.
5. Servery shall be done in entire area of New Town Kolkata, including residential or non-residential entities which will likely to be not less than 33,000 (Thirty three thousand). Data will be collected from door to door by sending person at each unit. Multiple times of visited may be required if door found closed.
6. The survey work should be carried out daily irrespective of Saturday, Sunday and other Govt. notified public Holidays.
7. Total Survey will be carried out with the help of electronics Gazette like TAB. NKDA is the soul Authority for distribution of TAB for each survey block.
8. To facilitate the survey work in planned manner NKDA Authority will provide a MAP diving it in numbers of Survey Blocks.
9. NKDA will monitor the total work on daily basis and issue the guidelines and corrective measures if any.
10. During the door to door survey work each of the team members of the agency should maintain the proper decorum and manners skillfully with the residents and others occupants of the society in their survey Blocks. Any untoward incident / behavior will not be tolerated.
11. NKDA reserves the right to terminate the Tender without showing any cause and payment will be for fitted.

Administrative Officer- II
New Town Kolkata Development Authority