

**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](mailto:ao@nkda.in)

Memo.No. 896/NKDA/Admn-111/2013

Date: 16/02/2017

**NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No. WBNKDA/04/Admn/NKDA/2016-17  
(2<sup>nd</sup> Call)

Administrative Officer, New Town Kolkata Development Authority invites tender from responsible and bonafide Manpower Service Provider/ Private Security Agencies having minimum 1 year experience and credentials for similar type of work as mentioned below preferably in different Govt. Departments, K.M.D.A / WBHIDCO.  
(Submission of Bid through **online**)

S l. N o	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1	Guarding & Security Services of office building and Parks for New Town Kolkata Development Authority	<b>Rs. 4158690</b>	<b>Rs. 83,174.00</b>	<b>Rs.2,005.00</b> Each set to be paid only by the successful bidder during the time of agreement	<b>365</b> (Three hundred sixty five) days.

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit Earnest 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. The Lowest bidder shall submit the hard copy of the Dem and Draft / Banker's Cheque under sealed cover (super scribing the name of work with NleT 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) a) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://Wbtender.gov.in>
- b) Rate should be quoted on percentage basis both words and figures on the Tender Paper as well as Price schedule.

  
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- 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. 16 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.**
- i. Working Contractors of KMDA, WBHIDCO and other Govt. Departments having satisfactorily completed (as prime contractor) during the last 3 years, at least one work of similar nature having magnitude of at least **Rs.15.00 lakhs**. Authentic documents in original, from the Engineer-in-charge of the work will have to be submitted in support of the above credential as non-statutory documents.
  - ii. Trade Licence, ESI Registration Certificate, EPF Registration Certificate, Service Tax Registration Certificate, Contract Labour Licence of State Govt, Pan Card, TIN/TAN, Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2015-2016 are to be submitted as non-statutory documents.
  - iii. 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.
  - iv. **Joint Ventures/MOU will not be allowed.**
- 6) The offer shall remain valid for 180 days from the date of opening of the tender.
- 7) 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.
- 8) 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.
- 9) **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.

  
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10) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	16/02/2017
2	Documents download start date (Online)	17/02/2017 at 10:00 AM
3	Documents download end date (Online)	27/02/2017 upto 05:00 PM
5.	Bid submission start date (Online)	17/02/2017 at 10:00 AM
6.	Bid submission closing date (Online)	27/02/2017 upto 03:00 PM
7.	Bid opening date for Technical Proposals (Online)	28/02/2017 at 03:00 PM
8.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
9.	Date for opening of Financial Proposal (Online).	Will be intimated in due course

- 11) (a) Earnest Money: The amount of Earnest Money @ 2% (two percent) of the Estimated Amount put to tender in the shape of Demand Draft / Banker's Cheque of any Scheduled bank to be drawn in favour of the "New Town Kolkata Development Authority" payable at Kolkata.
- (b) Earnest Money 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 of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the tender document.
- 12) 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.
- 13) Income Tax 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. 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.
- 14) **Deposit in respect of Service Tax will be made by NKDA directly to the concerned Department.**
- 15) 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.
- 16) 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.



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- 17) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 18) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 19) **The intending tenderers are required to quote the rate *online*.**
- 20) 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.
- 21) 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.
- 22) The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders received or to split up the work in different sub-groups without assigning any reason thereof
- 23) If there be any objection regarding prequalification of any Agency the same should be lodged online to Administrative Officer, 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.
- 24) 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.
- 25) 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.
- 26) 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 Administrative Officer, 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).
- 27) **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.

  
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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.

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

- 29) 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.
- 30) 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.
- 31) 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 NIEt. Rates should be quoted accordingly.
- 32) 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.
- 33) **Payment will be made as per following schedule.**  
Payment will be made on submission of attested copy of master roll/acquaintance roll of preceding month along with monthly bill. In absence of these documents, bill shall not be processed.  
Challans /Attested Copy of documents related to submission of deposit in respect of EPF and ESI of preceding month to be submitted along with monthly bill and allied documents. In absence of these documents, bill shall not be processed.
- 34) 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.
- 35) 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.
- 36) Any Corrigendum, notification in connection to this NIEt will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)) as well as <https://wbtenders.gov.in>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

  
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**New Town Kolkata Development Authority**

**Memo.No. 896(7)/NKDA/Admn-111/2013**

**Date: 16/02/2017**

Copy forwarded for information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Finance Office, New Town Kolkata Development Authority.
3. The Estate Manager – I & II, New Town Kolkata Development Authority.
4. P.A to the Chairman, New Town Kolkata Development Authority.
5. P.A. to the Member Secretary, New Town Kolkata Development Authority.
6. Office Notice Board.
7. Official Website of New Town Kolkata Development Authority  
([www.nkdamar.org](http://www.nkdamar.org))



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