



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area – ID,

New Town, Kolkata – 700156

Memo No. 1309 /NKDA/CE-230/ 2026

Date: 11/02/2026

Notice Inviting e-Tender No. 79/ EE(R & B) / NKDA / 2025-26

Planning & design, Supply & installation of all necessary accessories and annual operation & maintenance of Creche, suitable for 10 Heads of age-group up-to 10 years at NKDA ADMINISTRATIVE BUILDING.

New Town Kolkata Development Authority (NKDA) intends to onboard a suitable and qualified agency for Planning & design of a Creche of 10 heads suitable for age-group up-to 10 years, and Supply & installation of all necessary accessories required to run the Creche and also deployment of manpower for operation & maintenance of Creche at NKDA ADMINISTRATIVE BUILDING for the of working personnel.

For this purpose, the Executive Engineer (Roads & Building), New Town Kolkata Development Authority invites on-line Tender (Item Rate) from resourceful, reliable, bona-fide and experienced organizations and requested to submit their offer through on-line for the work detailed below, (Submission of Bid through **online**)

Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Period of Contract
Planning & design, Supply & installation of all necessary accessories and annual operation & maintenance of Creche, suitable for 10 Heads of age-group up-to 10 years at NKDA ADMINISTRATIVE BUILDING	Item Rate to be quoted by the bidders	Rs.20,000/-	One time for Planning, design of Creche and supply of accessories while 12 Months for Operation of Creche. (may be extended for further 06 months)

1. Infrastructures and Scope of Work

The creche is proposed to be established at 1st floor of NKDA Administrative Building adjacent to Meditation room, as per the proposed plan enclosed under Annexure-I. The creche to be planned to accommodate at least 10 Nos. children. The scope of work are as follows,

Scope of Work:

- 1) Planning & design of interior of creche and arrangement of the furniture and other accessories of the creche.
- 2) Supplying and providing of the furniture and other accessories of the creche
- 3) Operate and maintain the child creche to accommodate 10 Nos. children having Age upto 10 years.
- 4) Providing trained manpower to look after the children.
- 5) Minimum Manpower: Manager-01No., Attendent-02Nos., Other Support Staff-02Nos. The agency has to assess the requirement of manpower to run the creche properly. The agency has to engage more manpower beyond the minimum manpower as and when required and no additional cost will be incurred by NKDA for this.

2. Particulars of Bid:

1	Location	Administrative Building, NKDA
2	Duration of Operation	12 (Twelve) months
3	Mode of Bidding	Through E- Tender.
4	Bidding Parameter	The Bidder with lowest quoted rate may be selected subject to fulfilling of all the other terms and conditions.
5	Submission of Bid	The intendent bidder will submit the bid through online via e-procurement portal.
6	Date of Publishing EOI	13.02.2026
7	Documents download start date (Online)	14.02.2026 from 1:00 P.M.
8	Documents download end date (Online)	28.02.2026 at 3:00 PM
9	Date of Pre-Bid Meeting	16.02.2026 at 3:00 PM at Conference Hall (3 rd Floor) of Administrative Building, NKDA
10	Bid Submission Start date	17.02.2026 at 11:00 AM
11	Bid Submission End date	28.02.2026 at 3:00 PM
12	Bid opening date for Technical Proposals (Online)	02.03.2026 at 4:30 PM
13	Bid opening date for Financial (Online)	Will be intimated in due course after opening of Technical Bid
14	Validity of Bid	180 days
15	Security Deposit	10% of the contract amount of Accessories to be supplied as per Annexure-II
16	Defect Liability Period	01 year from the date of completion of supply of Accessories as per (Annexure-II)

3. Eligibility:

The bidder should be a registered Indian Company/ Partnership firm/ Proprietorship firm.

1. The bidder should have experience in operation and maintenance of children's creche/day care center / Home for Children / Center for Children successfully within last 5 years from the date of issue of this tender.
2. Should have valid Trade License
3. Should have valid GST number
4. Should have PAN card
5. Should have yearly average Turnover of Rs.30 Lakh during last 03 years
6. Joint Venture/ Consortium will not be allowed.

4. Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

5. Online Bid submission procedure

- i. *Registration of Contractor*: Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through login on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC)*: Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders*: General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed.

TECHNICAL BID:

Sl. No.	Category Name	Details
A	Certificate(s)	<ul style="list-style-type: none">• GST Registration Certificate• PAN Card• P Tax• Trade License• IT-Return for latest 03 (three) Financial years
B	Company Detail(s)	<ul style="list-style-type: none">• Proprietorship Firm (Trade License)• Partnership Firm (Partnership Deed, Trade License)• Ltd. Company (Incorporation Certificate, Trade License)
C	Credential	The bidder should have experience in operation and maintenance of children's creche/day care center / Home for Children / Center for Children successfully within last 5 years from the date of issue of this tender.
D.	Other Documents	Other applicable License required for running children's creche/day care center / Home for Children / Center for Children.

- The documents submitted by the bidder will be verified or checked with the original documents and if any fraud/falsification/misrepresentation/mal practice is found then the tender will be cancelled with forfeiture of EMD.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the hard copies of the documents as may be asked for further verification (especially Experience Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating

in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

The **FINANCIAL BID** 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.

FINANCIAL BID:

- i) Item Rate shall be quoted in the financial bid only as per the prescribed format. **The rate shall be quoted including all taxes.**
- ii) All other charges like insurance charges, freight etc. as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.
- iii) The agency shall include income tax, cess etc. as applicable and all other charges as applicable while quoting the rate.

6. Taxes & duties to be borne by the Contractor:

It may again be reiterated that all the applicable Taxes, will have to be borne by the selected agency while executing the work.

7. Site inspection before submission of tender:

Before submitting the tender, the intending tenderer should make themselves acquainted thoroughly with all the infrastructures of the park, local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

8. Conditional and incomplete tender:

Conditional and incomplete tenders shall be summarily rejected.

9. Engagement period

- Supply of accessories to be done within 15 days from the date of issue of Work Order.
- The engagement for operation and maintenance will be initially for a 01 year (12 months) from the date of inception of operation which may be extended by 6 months with same terms and conditions.

10. Other Terms and Conditions

- 1) The Agency should obtain required license/ clearance from the Competent Authority and to submit the same to NKDA Authority for record. This License should be renewed time to time.
- 2) The amount of Earnest Money Deposit of the successful Bidder will be adjusted with the Security Deposit.
- 3) The successful Bidder/ agency shall be responsible to run the Creche with its own employees.
- 4) The successful Bidder shall engage and deploy at his own cost, adequate numbers of whole-time qualified personnel as per provision of the BOQ for smooth and proper operation of the Creche. The Bidder shall ensure that staff engaged for the purpose are well trained, polite and free from communicable diseases.
- 5) All the staff should be well dressed in a uniform and shall wear a photo identity card to be provided by the selected agency. The cost of uniform shall be borne by the Agency.
- 6) The timing for opening of creche subject to approval by NKDA depending upon seasonal suitability if it considers it necessary.
- 7) The Agency will be responsible for maintaining high standards of hygiene and cleanliness in the creche and for full observance of all relevant regulations of Government /NKDA.
- 8) That the entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.

- 9) The Agency shall maintain a suggestion and Complaint Book and the Suggestion recorded therein will be given due consideration.
- 10) That at the end of the contract period, the premise is to be handed over by the Agency to NKDA at its original form.
- 11) In the event of any dispute or differences, whatsoever arising in connection with any terms & condition or guideline relating to meaning and interpretation subsequently including any alleged breach thereof, the same shall be referred to the CEO, NKDA and his decision will be considered final.
- 12) The statutory permissions and licenses, if applicable, etc. will be obtained by the agency at their own cost and arrangement.

Handwritten signature
11/2/26

**Executive Engineer
(Roads & Building)**

New Town Kolkata Development Authority

Memo No. 1309 /NKDA/CE-230/ 2026

Date: 11/02/2026

Copy forwarded for information to: -

1. Chief Executive Officer, New Town Kolkata Development Authority.
2. Chief Engineer, New Town Kolkata Development Authority
3. Administrative Officer (EM), New Town Kolkata Development Authority
4. Finance Officer, New Town Kolkata Development Authority.
5. Superintending Engineer, New Town Kolkata Development Authority.
6. P.A to the Hon'ble Chairman, New Town Kolkata Development Authority.
7. P.A to the Member Secretary, New Town Kolkata Development Authority
8. Office Notice Board.
9. Official Website of NKDA (www.nkdamar.org) & Govt. of W.B (www.wbtenders.gov.in)

Handwritten signature
11/2/26

**Executive Engineer
(Roads & Building)**

New Town Kolkata Development Authority

FINANCIAL BID FORMAT

Sl. No.	Item Description	Quantity	Units	Rate	Amount
1	Planning & design of Creche for 10 heads of age-group up-to 10 years	1	LS		
2	Supply and providing Electrical and Electronic accessories as per the enclosed List. Annexure-II/A at the proposed Child Creche, NKDA Administrative Building, New Town Kolkata.	1	Set		
3	Supply and providing Books as per the enclosed List. Annexure-II/B at the proposed Child Creche, NKDA Administrative Building, New Town Kolkata.	1	Set		
4	Supply and providing Furniture as per the enclosed List. Annexure-II/C at the proposed Child Creche, NKDA Administrative Building, New Town Kolkata.	1	Set		
5	Supply and providing Play Items as per the enclosed List. Annexure-II/D at the proposed Child Creche, NKDA Administrative Building, New Town Kolkata.	1	Set		
6	Supply and providing Crockerries as per the enclosed List. Annexure-II/E at the proposed Child Creche, NKDA Administrative Building, New Town Kolkata.	1	Set		
7	Operation and maintenance of the Child Creche at NKDA Administrative Building, New Town Kolkata including supply and providing of minimum manpower as per scope of work. (Manager, Attendant, Support Staff)	12	Per months		

[illegible]

LVL+5050

19600

**Executive Engineer
(ROAD & BUILDING)
ENGG. DEPT, NKDA**

ANNEXURE - II

LIST OF MATERIALS REQUIRED AT CRECHE FOR

A.

S.#	Electrical & electronics	Qty
1	Speaker system	1
2	Induction Cooktop-Prestige PIC 16.0+ 2000W Inducti	1
3	Refrigerator-LG 190L 5 Star Smart Inverter Direct-Cool Single Door Refrigerator	1
4	Microwave Oven-LG 21 L Convection Microwave Oven (MC2146BR)	1
5	TV LG 108 cm (43 inches) 4K Ultra HD Smart LED TV 43UQ7500PSF	1

B	Books	
1	Seek and Find - Animals: Early Learning Board Books with Tabs	1
2	My First Library Pack 2: Boxset of 10 Board Books for Kids Board	1
3	Peppa Pig: Little Library Board book – 6 August 2009	1
4	Bedtime Stories Picture Story Book for Kids in English Do Not Mess With the Circle Of Life Introduce Children to the Laws of Nature Through the Journey of a Frog Illustrated Picture Story Book [Hardcover] Masoud Malekyari Hardcover – 1 September 2021	1
5	101 Animal Stories with Moral (New Edition) Paperback – 1 January 2021	1
6	Nursery Rhymes Board Book (My First Book Series): Illustrated Classic Nursery Rhymes Board book – 1 January 2018	1
7	My First 100 Words Picture Book: My First 100 Series (My first 100 books) Paperback – 25 November 2018	1
8	The Sly Fox and the Little Red Hen Story Book with Colourful Pictures for Children Age 2-6 years -16 pages Uncle Moon Series (Uncle Moon's Fairy Tales) Paperback – 1 January 2020	1
9	The Book Tree Baby Box Gift Set of Small 6 Board Book for Children Age 0 - 2 Years- 12 Pages Board Book Board book – 1	1
10	Baby Touch: Playbook Board book – 1 June 2019	1
11	365 Moral Stories Hardcover – 19 November 2013	1
12	101 Panchatantra Stories for Children: Colourful Illustrated Stories Paperback – 30 September 202	1
13	Seek and Find - Home: Early Learning Board Books with Tabs Board book – 1 January 2019	1
14	My First Shaped Board book - Elephant, Die-Cut Animals, Picture Book for Children Board book – 15 December 2021	1
15	My First Book Of Touch And Feel - First Words : Touch And Feel Board Book For Children (My First Touch And Feel Book) Board book – 14 October 2019	1
16	My First Padded Book of Baby Objects: Early Learning Padded Board Books for Children (My First Padded Books) Board book – 5 September 2018	1
17	My Big Wipe And Clean Book of Three Letter Words for Kids : Learn And Trace Words Board book – 12 August 2021	1
18	My First 500 Words: Early Learning Picture Book to learn Alphabet, Numbers, Shapes and Colours, Transport, Birds and Animals, Professions, Opposite ... Parts of the body and Objects Around Us. Paperback – 5 September 2018	1
19	My First Pop-Up Fairy Tales - Three Little Pigs : Pop up Books for children Perfect Paperback – 22 September 2021	1
20	Gift Set of Foam Books: Foam Books for Babies (ABC Alphabet, 123 Numbers, Colors, Shapes) Board book – 1 January 2019	1
21	My First Book of About me: First Board Book (My First Books) Board book	1
22	My First Padded Book of Baby Objects: Early Learning Padded Board Books for Children	1
23	My Big Wipe And Clean Book of Three Letter Words for Kids	1

24	My First Pop Up Fairy Tales - Pinocchio:	1
25	Gift Set of Foam Books: Foam Books for Babies (ABC Alphabet, 123 Numbers, Colors, Shapes)	1

c

	Furniture	
1	Nappy Station	1
2	Kids Book Rack Storage Bookshelf	1
3	High Chair cum Booster Seat	4
4	Plastic Shoe Rack	1
5	Plastic Kids Chair	10
6	Kitchen Play Set with Accessories,	1
7	Toy Park Kids Stackable Bed for Ages 0 to 7 Yr	4
8	Half moon table	1
9	Rocker for Kids - Multi-Color Plastic Ride-on	1
10	soft board	1
11	Cot Cum Bouncer	1
12	Craddle	1
13	Slide	1
14	Restroom stair two steps for kids	2
15	Care takers chair small	2
16	Baby toilet cover	2

D	Play items	
1	Skillofun Plastic Beads Set (50 beads), Multi Color	1
2	SARTHAM Counting Beads, Counting Toys for Kids, Age 3+ (Multicolour) (100 Beads)	1
3	ABC KIDS WORLD Wooden Lacing Animal - Tortoise with Wooden Needle	1
4	AL 14B Alphabet picture Traywith Knob	1
5	HC 22 Basic Skills Board	1
6	Transport Large with Big Knob	1
7	Number picture tray	1
8	Double Hands Puzzle	1
9	Fruits & Stray Berry trays	1
10	Vegetable corn Tray	1
11	Tool tray with knob	1
12	Inset Tray Tray	1
13	Umbrella Puzzle	1
14	Rabit Inset tray medium	1
15	Parts of Body Boy	1
16	Building block small in wooden box	1
17	Hammer & Pegs	1
18	Lacing butterfly	1
19	Shoe lacing	1
20	Stacking cups	1
21	Hula Hoop ring (medium)	1
22	Baby Rattle	1
23	Rubbabu Vegetables	1
24	Rubbabu Fruits	1
25	Hand Puppet	1
26	Metalic Mud slime	1
27	Soft Ball Big	1
28	Soft Rattle Ball 10 CM	1
29	Carving english Alphabet Uppercase	1
30	Rainbow colourman	1
31	Train block	1
32	Shape sorter	1
33	Teddy ring - B	1
34	Doctor set	1
35	Domestic Animal Tray	1
36	Birds Tray	1
37	Sp-22 Flowers tray	1
38	Sp-25 Parts of body	1
39	SP-32 National Symbols	1
40	LTL-02 helicopter puz	1
41	LTL-03 Fish puz	1
42	LTL-04 Lion puz	1
43	LTL-09 ice cream puz	1
44	LTL-10 Duck puz tray	1

E.

1	Crockeries	
2	Rectangle tray	1
3	Storage basket	1

4	Coaster 6 pcs	1
5	Mini Dustpan	1
6	Cutting board	1
7	Paper bag	1
8	RT Glass container	1
9	MR Diy spoon	1
10	MR Diy See thru Conister	1
11	MR Diy See thru Conister small	1
12	MR Diy See thru Copper sauce b	1
13	MR Diy See thru Copper sauce s	1
14	Orange plate lazer	1
15	RT Glass container B	1
16	Diy Spoon stand	1
17	Sieve	1
18	Food clip	1
19	Kitchen knief	1
20	Diy SS Master spoon	1
21	Oval Ladle	1
22	Diy Sober Desert fork	1
23	SS Tea fork	1
24	Deep ladle	1
25	Pain white cotton bag	1
26	Lexus ceramic mug	1
27	Sunpet plastic bottle	1
28	Plates - Tiffin/ snacks	10
29	Plates lunch	10
30	Mini Milk mug	1

Note:

GST extra 18%

Transport extra at actual

Price indicative for available products as on date

Handy
21/2/26
Executive Engineer,
(ROAD & BUILDING)
ENGG. DEPT, NKDA