



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.6103/NKDA/Engg-(R&B)/577/2026

Date: 24.09.2026

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Notice Inviting Expression of Interest (EOI) No. 01/EOI/EE-(R&B)/NKDA/2026-27

Executive Engineer- (Road & Building), New Town Kolkata Development Authority invites item rate Expression of Interest (EOI) in online e-Tendering process for **Engagement of Swimming Trainer & Life Guard (Male / Female) in New Town Business Club**, at Street No.90, New Town, Kolkata – 700156, under the aegis of New Town Kolkata Development Authority (NKDA) from resourceful, reliable, bona-fide and experienced person/ persons/ agency in similar nature of work preferably under Govt. Departments or other organization 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 swimming pool Trainer and Life Guard (Male & Female) for swimming pool in New Town Business Club under NKDA (24 Months).	Rate to be quoted by the bidders.	Rs.20,000.00 (Twenty thousand Only).	As will be specified by the authority for each set, to be paid only by the successful bidder during the time of agreement	24 (Twenty-Four) Months.

SCOPE OF WORK& CONDITIONS:-

- The concerned Organization will have to make arrangements as per request of the party i.e. the residents of New Town / Members of NTBC to Training Swimming as per requirement with consultation of G.M of NTBC.
- New Town Kolkata Development Authority will under no circumstances be held responsible and will bear no financial liabilities.
- The agency will have to adhere strictly to the rules and regulations of the New Town Kolkata Development Authority in all regards.
- The Authority reserves the right to terminate any or the entire agreement at any point of time without assigning any reason thereof. The contract may be rescinded at any point of time due to bad conduct / work which will be evaluated by the Authority.

- e. Each page of the requisite documents must be stamped and signed by the person or authorized persons submitting the bid in token of his/their having acquainted himself/themselves and accepted the entire bid documents including various conditions. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Authority. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
 - f. Qualification Criteria of Trainer:
 - a. Certificate on Swimming & Life Guard Course from reputed institute
 - b. At least 3 years' experience as a Swimming Trainer & Life Guard
 - g. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder as and when so needed.
 - h. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of imposed, the bids not meeting the minimum eligibility criteria, Bids not accompanied with any other requirements, stipulated in the notice are liable to be rejected. Conditional tender will not be entertained and shall be deemed as 'informal'.
 - i. The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof.
 - j. If the Authority is not satisfied by performance of the manpower, then replacement manpower shall be provided within 07 (seven) days, failure of which will lead to termination of the contract by the Authority.
 - k. The token EMD shall be released at the end of the contract period for successful bidder
- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit On-line Earnest Money & necessary Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. **3975-F(Y)** dated 28th July, 2016 (Annexure-A).
 - (i) **Net Banking** (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
 - (ii) **RTGS / NEFT** through bank account in any bank. The EMD shall be deposited in favour of "**New Town Kolkata Development Authority**" payable at "**Kolkata**".
 - 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently, duly digitally signed, in the website <http://wbtenders.gov.in>
 - 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. 14 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. from resourceful, reliable, bona-fide and experience Agency preferably under Govt. Departments or other organizations having satisfactorily completed (as prime contractor) during the last 05 years, at least one work of Engagement of Swimming Trainer & Life Guard having magnitude of **Rs. 8 Lakh** (Rupees Eight 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;
 In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e. the tenderer.

- ii. Pan Card, Income Tax Acknowledgement Receipt for the last three Assessment year duly audited , P.Tax Deposit Challan for the current year, GST Registration Certificate, are to be submitted as non-statutory documents.
 - iii. Trade Licenses, 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 as credential.**
- 6) The offer shall remain valid for 120 days from the date of opening of the tender.
- 7) Successful bidder may submit the bill of triplicate to GM, NTBC for making payment.

8) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	24.09.2026
2.	Documents download start date (Online)	25.09.2026 from 6:00 P.M.
3.	Documents download end date (Online)	09.10.2026 upto 1:00 P.M.
5.	Bid submission start date (Online)	25.09.2026 from 6.00 P.M.
6.	Bid submission closing date (Online)	09.10.2026 upto 1:00 P.M.
7.	Bid opening date for Technical Proposals (Online)	12.10.2026 at 1:00 P.M.
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

- 9) Income Tax, GST 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.
- 10) 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.
- 11) 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.
- 12) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 13) **The intending tenderers are required to quote the rate *online*.**

- 14) 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.
- 15) 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.
- 16) The successful Tenderer whose tender is accepted shall make formal agreement in stamp paper of Rs. 100.00 (One Hundred) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer-(R&B), 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.
- 17) 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.
- 18) If there be any objection regarding prequalification of any Agency the same should be lodged online (e-mail) to Executive Engineer (Roads & Building), New Town Kolkata Development Authority within 48 (*forty eight*) hours from the date & time of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained
- 19) 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.
- 20) Arbitration clause of WBF 2911(ii) stands deleted, Settlement of disputes & arbitration shall be according to the '**Memorandum**' for the modifications of clause relating to settlement of disputes under conditions of contract vide no. 8182-F(Y) dated: Kolkata, the 26th September, 2012 of Secretary to the Govt. of West Bengal, Finance Department, Audit Branch.

- 21) Any Corrigendum, notification in connection to this NIeT 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.

**Executive Engineer-(R&B),
New Town Kolkata Development Authority**

Memo. No. 6103 /1(8)/ NKDA/EE(R&B)/577/2026

Date: 24.09.2026

Copy forwarded for information to:-

1. Chief Executive Officer, NKDA.
2. Chief Engineer, NKDA.
3. Finance Office, NKDA.
4. General Manager, NTBC.
5. Sr. Accountant / Cashier, NKDA.
6. P.A to Hon'ble Chairman, NKDA.
7. Office Notice Board. NKDA.
8. Official Website of NKDA (www.nkdamar.org) & www.wbtenders.gov.in

**Executive Engineer-(R&B),
New Town Kolkata Development Authority**