



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

**Memo No. 364/EE-II/2/NKDA/2012**

**Dated : 20.01.2016**

## **NOTICE INVITING QUOTATION**

**N.I.Q. NO. 09 / EE-II /NKDA of 2015 – 16 (2<sup>nd</sup> CALL)**

Sealed quotations are invited by the Executive-Engineer – II, New Town Kolkata Development Authority from resourceful bonafide and experienced contractors having adequate experience in execution of similar nature of works.

Sl. No.	Name of Work	Quantity	Earnest Money. (In Rs.)	Time of Completion	Consolidated non refundable amount for operation purpose to be quoted
1.	Operation, sweeping and cleaning of pay and use Toilet Block at ECO Park adjacent of Tea Garden, New Town Kolkata. (For the Period of 01(One) Year).	1 (one) no Toilet.	2% of quoted amount at the time of Formal Agreement	01 (One) Year	

**Last date of application** : **29.01.2016** **up to 3.00 P.M.**  
**Last date of issued paper** : **02.02.2016** **up to 3.00 P.M.**  
**Date of Submission of Quotation Paper** : **05.02.2016** **up to 2.00 P.M.**  
**Date of opening** : **05.02.2016** **at 2.30 P.M.**

### **Special Terms & Condition**

1. Regular cleaning must be done by applying bleaching/phenyl Naphthalene / disinfecting materials etc.
2. Charges for one use of urinal / Toilet/Bath etc. to be collected as specified rate of NKDA.
3. No other business should be allowed within the complex of Toilet Block.
4. Toilet block will be opened from Morning 6 A.M. to Evening at 10 P.M.
5. Refundable Security Deposit money Rs. 25,000.00 (Rupees Twenty Five thousand) only after completion of 1(One) Year.
6. Time allotted for the work is 01 (One) Year from the date of commencement of the work as specified in Work Order.
7. Departmental staff will check the latrine block as and when required.

### **General Terms & Condition**

1. The intending quotationer will have to get the permission from the undersigned for getting the quotation papers within the stipulated time against application with proven experience for completion of similar nature of work and on production of completion certificate and corresponding work order/(s) in individual contract value for a single job during the last five financial years , not less than 40 % of the estimated amount put to tender. Completion/Payment certificate should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client. Xerox copies of valid certificates of VAT, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. will have to be produced along with the originals. The originals will be refunded after verification. Tender form and other documents will be issued to the contractors from this office on all working days between 11 a.m and 4.00 p.m on production of the aforesaid documents upto the scheduled date.

2. Copy of address (address for correspondence) proof certificate by any govt. department, local authority, MLA, councilor of the area may have to be asked by the undersigned if necessary and intending tenderer have to be submitted the same along with the application. Originals will be returned after verification.
3. The undersigned reserves the right to refuse permission to issue tender 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 Quotations.
4. No Quotation will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
6. The rates are to be quoted both in words and figures as per specification schedule and perusing necessary Terms & Conditions attached herewith. 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.
7. The quotationer should sign all corrections in the tender 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.
8. **a) The Successful Quotationer will have to make an formal agreement with New Town Kolkata Development Authority in a non Judicial stamp paper alongwith with the Earnest Money 2% against the total work value in the form of Bank Draft/Banker's Cheque of any Nationalized/Scheduled Bank of India on its Kolkata Branch drawn in favour of New Town Kolkata Development Authority.**
  - b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
9. The entire two percent of the Earnest Money already deposited will be converted as initial Security Deposit. The Gross recovery of the balance security money will be made from each running bill @ 10% of the bill value less the amount already deposited as earnest money. The Security Deposit will be refunded after defect liability period of 12 (twelve ) months from the date of completion of the work.
10. Quotationers 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.
11. The Quotationers are bound by the terms and conditions of **W.B.F No.2911/2911 (i) / (ii)** along with the specification, notice for calling Tenders, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of the contract deeds.
12. Conditional Quotation will not be entertained and shall be deemed as 'informal'.
13. 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 tenders in order to lower the rates obtained].

14. 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.
15. Before submission of any Quotation, Quotationers may visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Quotationer who shall submit Quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.
16. Income Tax and VAT 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.
17. Building and others construction workers' cell @ 1.0% will be deducted from the progressive bill(s) in pursuance with GO No 599A/4M-28/06 dated 27/09/2006.
18. The successful Quotationer(s) whose Quotation is accepted shall make the formal agreement alongwith Earnest money in WBF No 2911/(i)/(ii) within 7 (seven ) days from the date of issued of order by the Executive Engineer-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 order will liable to be cancelled and the Earnest Money will be forfeited as per clause under memorandum of WBF-2911/(i)/(ii).
19. The Contractor will remain liable for West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary certificates from appropriate authority are to be submitted within 7 (seven) days from the date of issue of the work order.
20. 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.
21. The quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
22. If any tenderer 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 tender to this authority for a period as may be decided by the undersigned.
23. 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.
24. Letter or other instrument submitted separately in modification of the sealed Quotation will not be entertained.
25. Canvassing in any form is strictly prohibited and any tenderer found to have resorted to canvassing shall be liable to have his Tender rejected summarily.
26. 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.
27. Departmental materials will not be issued under any circumstances. Department , unless otherwise stated means **New Town Kolkata Development Authority.**

28. 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.
29. Contractor should give declaration of history of arbitration/litigation if any in his application.
30. 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.
31. The contractor shall furnish the postal address of his office. Any notice or instruction to be given ;to the contractor under the terms of contact 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.
32. Contractor should give declaration of history of arbitration/litigation if any in his application.
33. 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.
34. The contractor shall furnish the postal address of his 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. In case of controversy over any clauses/terms/conditions of the tender here of, the later will have the overriding effect over the former.
36. Arbitration clause of **W.B.F No. 2911/2911 (i) / (ii)** is deleted.
37. Any corrigendum to this tender will be circulated through Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)). Participants are requested to follow the website.

  
Executive-Engineer – II

New Town Kolkata Development Authority  
Dated : 20.01.2016

Memo No : 364 /1(11)/EE – II/ 02 / NKDA / 2011 – 12

**Copy forwarded for information and necessary action :-**

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Administrative Officer, New Town Kolkata Development Authority.
5. The Assistant Engineer-IV, New Town Kolkata Development Authority.
6. The Estimator/ Sr. Accountant / Accountant- I , New Town Kolkata Development Authority.
7. P.A to the Chairman, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

Executive-Engineer – II  
New Town Kolkata Development Authority