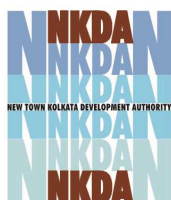


# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)  
Plot No. DG/13, Premises No. 04-4444, Action Area – ID,  
New Town, Kolkata – 700156

Memo. No. 9852 /NKDA/Engg-36/2010(XIII)

Date: 16/11/2022

## NOTICE INVITING e-TENDER (RFP)

### Notice Inviting Request for Proposal No. RFP/01/EE-I/NKDA/2022-23

Executive Engineer – I, New Town Kolkata Development Authority invites online RFP (Request for Proposal) for two part method from resourceful, reliable, bona-fide Project Management organisation of KMDA, WBHIDCO, NKDA, PWD, PHED and other Govt. Departments having experience in similar nature of work are requested to submit their offer for the work detailed below.

(Submission of **online bid**)

S I · N o	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Tender documents (Rs.)	Period of Completion
1	Engagement of Agency for operation of Project Management Unit (PMU) for New Town Kolkata Development Authority.	Rate to be quoted by the bidders	<b>Rs.10,00,000.00</b>	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 & to be extended on mutual consent by 01 (one) year.

- 1) In the event of e-filing, 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 28<sup>th</sup> 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://Wbtender.gov.in>.
- 3) Tender documents may be downloaded from the 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) **BACKGROUND**

New Town Kolkata is a planned newly developed green field satellite city on the north-eastern fringes of Kolkata. The city has a coverage area of 30 km<sup>2</sup> with a planned population of 10,00,000. It is one of the 100 Smart Cities in India under Government of India's Smart City Mission and is also an IGBC Platinum rated city.

The ULB level services for the city is delivered by New Town Kolkata Development Authority (NKDA) which was constituted under The New Town Kolkata Development Authority Act, 2007 (The West Bengal Act XXX of 2007) for rendering various civic services and amenities within New Town, Kolkata. NKDA currently provides service across various heads including the following:

Sl. No.	Service	Sl. No.	Service
1	Water Supply	21	Property Tax
2	Drainage & Sewerage	22	Mutation
3	Roads	23	Trade License / Market Management
4	Streetlight	24	Birth and Death Registration
5	Solid Waste Management & Cleaning	25	Building Plan Sanction / NKDA Rules
6	Parks and Gardens including Green Verges	26	Occupancy / Completion Certificate
7	Plantation and Beautification	27	IEC including social media
8	Traffic Signal	28	Pet Creche/ Pet Cemetery/ Cattle Pound/ Sterilization of Stray Dogs/ Cattle Control
9	Community Markets	29	Vector Control
10	Community Toilets	30	Business Club
11	Health Centres	31	Solar Initiative
12	Community Centres	32	EV Development
13	Parking	33	Grievance Redressal Mechanism/ 24*7 Helpline
14	Estate Management	34	Non-Motorized Transport (PBS, Cycling, Cycle Infrastructure)
15	Bus Stands	35	Day Care Facility
16	Stadiums (Football & Cricket) and	36	Maa Canteen

	Playgrounds		
17	Hawker Rehabilitation	37	Weed Cutting
18	Sustainable Development / Greening / Waste Segregation / Bio Methanation	38	Management of Picnic Spots
19	E-Governance	39	Immersion of Idols
20	Surveillance		

To assist NKDA in its day-to-day operations and to ensure the operational effectiveness of the ULB in meeting its stated objectives, NKDA proposes to engage a consultant for end-to-end service delivery, internal operations management and citizen engagement.

### **A. REQUEST FOR PROPOSAL**

NKDA invites proposals from firms for selection of a Consultant who shall assist in the day-to-day operations of NKDA in conformity with the Scope of Work. NKDA intends to select the Consultant through an open competitive bidding in accordance with the procedure set out herein

### **B. GENERAL SCOPE OF PROPOSAL**

Detailed description of the objectives, scope of services, and other requirements relating to this Consultancy are specified in this RFP. In case a firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the "Sole Firm") or as a member of a consortium of firms in response to this invitation. The term applicant (the "Applicant") means the Sole Firm or the Consortium, as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. A maximum of three members including lead member shall be allowed in a consortium.

Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by NKDA through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that NKDA's decision is without any right of appeal whatsoever.

The Applicant shall submit its Proposal in the form and manner specified in the RFP. The Technical proposal shall be submitted in the form at APPENDIX I - TECHNICAL PROPOSAL FORMAT and the Financial Proposal shall be submitted in the form at APPENDIX - II.

### **C. SCOPE OF WORK**

NKDA is seeking to engage a consultant to assist in the various activities and functions of the ULB including but not limited to the following:

Sl. No.	Service	Sl. No.	Service
1	Water Supply	23	Trade License / Market Management
2	Drainage & Sewerage	24	Birth and Death Registration
3	Roads	25	Building Plan Sanction / NKDA Rules
4	Streetlight	26	Occupancy / Completion Certificate

5	Solid Waste Management & Cleaning	27	IEC including social media
6	Parks and Gardens including Green Verges	28	Pet Creche/ Pet Cemetery/ Cattle Pound/ Sterilization of Stray Dogs/ Cattle Control
7	Plantation and Beautification	29	Vector Control
8	Traffic Signal	30	Business Club
9	Community Markets	31	Solar Initiative
10	Community Toilets	32	EV Development
11	Health Centres	33	Grievance Redressal Mechanism/ 24*7 Helpline
12	Community Centres	34	Non-Motorized Transport (PBS, Cycling, Cycle Infrastructure)
13	Parking	35	Day Care Facility
14	Estate Management	36	Maa Canteen
15	Bus Stands	37	Weed Cutting
16	Stadiums (Football & Cricket) and Playgrounds	38	Management of Picnic Spots
17	Hawker Rehabilitation	39	Immersion of Idols
18	Sustainable Development / Greening / Waste Segregation / Bio Methanation	40	Legal
19	E-Governance	41	Finance
20	Surveillance	42	Administration
21	Property Tax	43	HR Related
22	Mutation	44	Smart City Related Spill Over Work

The consultant will be required to engage in activities including but not limited to the following:

- A. Development of plans for enhancement of all service verticals of NKDA and implementation plan for the same
- B. Develop Detailed Project Reports and BOQs for all civil and digital services / projects and all other initiatives being undertaken by NKDA
- C. Management and implementation support for all civic and administrative work of NKDA
- D. Development of a monitoring framework / tool for all civic and administrative work of NKDA
- E. Ongoing monitoring of all initiatives of NKDA and implementing improvement measures in collaboration with NKDA officials
- F. Supporting through handholding support and handling of glitches for e-governance applications and all digital services of NKDA

- G. Identification, implementation support and monitoring of new technology implementation in NKDA services and assets
- H. Providing monitoring support and reporting exceptions for all the project under implementation/operation by NKDA
- I. Managing the process and implementation of all services rendered by NKDA
- J. Assisting NKDA authorities in settlement of legal issues including drafting instructions to advocate and drafting responses to plaints.
- K. Provide handholding support, monitoring and inputs for improvement of operational efficiency in all the facilities managed by NKDA like Business Club, Football Stadium, Cricket Stadium, Playgrounds, Green Verges, Zero Shop, Community Centres, Pet Creche, Pet Crematorium, Day Care centre, Civic Markets, Parks, Parking lots and such other establishments set up by NKDA.
- L. Provide on ground focused supervision of all NKDA facilities as listed above
- M. Providing support to overall financial management including revenue mobilization and monitoring to NKDA with particular emphasis on ensuring tax compliance and managing the accounts of the ULB
- N. Supporting NKDA with knowledge input and management support for implementation and monitoring of all services of NKDA including public health related initiatives like vector control, awareness campaigns, vaccination, immunization, running of wellness centres and urban public health centres.
- O. Public outreach both through digital and conventional media to ensure both way communication
- P. Citizen engagement, event and promotional activity organization and management
- Q. Liaison with different external stakeholders /organizations on behalf of NKDA.
- R. Providing support for procurement and post procurement vendor management under every function.
- S. Institutional Development & Capacity Building for the ULB including assisting in recruitment, contractual hiring etc.
- T. Support NKDA for all compliance aspects and for processing various notices, bills, documents
- U. Undertake all spill over work from the Smart City Mission and monitor progress of remaining work
- V. Any other, as assigned by NKDA
- W. The performance of the unit will be assessed and reviewed on a routine basis against a mutually agreed Service Level Agreement (SLA) to be drawn up at the time of entering into the agreement for this assignment.
- X. All consultants & resources et. Will be full time and work at NKDA office / site. Absences will result in prorated deduction payment.

#### **D. RESOURCE DEPLOYMENT**

Total positions in the Project Management Unit: 32

- Project Director: 1
- Senior Engineer : 1
- Functional Leads: 13
- Functional Consultants: 18
- Non Engineering Supervisor : 2

Sl.	Functional Area	Role	Positions	Qualification	Experience
1	Overall Project Management	Project Director	1	Post-Graduation Business Administration / Project Management /Construction	At least 10 years of experience in Urban Development and

Sl.	Functional Area	Role	Positions	Qualification	Experience
				Management and Graduation degree in engineering/ urban planning or equivalent	Management. Should have relevant exposure / experience of Project Management in large scale government programme in Urban Planning & Development / Infrastructure Projects/ Technology Solutions. Should have experience of providing advisory and PMU services in large government projects in India.
2	Senior Engineer	Project Engineer	1	Bachelor's Degree in Civil Engineering / Construction Engineering /	At least 15 years of experience in planning, execution and management of water supply and sanitation network in urban area / solid waste management in urban area / road network
3	Water Supply & Sanitation	Functional Lead	1	Diploma in Civil Engineering	At least 7 years of experience in planning, execution and management of water supply and sanitation network in urban area
4	Water Supply & Sanitation	Functional Consultant	1	Diploma in Civil Engineering	Not less than 5 years of experience in planning, execution and management of water supply network in urban area.
5	Solid Waste Management	Functional Lead	1	Diploma in Civil Engineering/ Public Health Engineering	Not less than 7 years of experience in solid waste management in urban area /

Sl.	Functional Area	Role	Positions	Qualification	Experience
6	Solid Waste Management	Functional consultant	3	Diploma in civil engineering/ Public Health Engineering	Not less than 5 years of experience in Solid Waste Management in urban area
7	Streets, Parks, Greening, and civil maintenance	Functional Lead	1	Diploma in Civil Engineering	Not less than 7 years of experience in street constructions and maintenance as well as civil construction work in urban area
8	Streets, Parks, Greening, and civil maintenance	Functional consultant	1	Diploma in Civil Engineering	Not less than 5 years of experience in street constructions and maintenance as well as civil construction work in urban area
9	Sustainable Development	Functional Lead	1	Diploma in Electrical engineering	Not less than 7 years of experience in urban street light planning, installation, renewal energy
10	Renewable Energy	Functional consultant	1	Diploma in Electrical engineering	Not less than 5 years of experience in urban street light planning, installation, renewal energy units
11	Planning / Building Plan Sanction and NMT	Functional Lead	1	B Arch with Masters in Planning	Not less than 7 years of experience in urban planning and building plans including exposure to planning and promotion for Non-Motorized Transport.
12	Planning	Functional consultant	1	Diploma in Architecture	Not less than 5 years in building plan preparation
13	Urban Transport	Functional consultant	1	Diploma in Civil Engineering with experience in transportation section	Not less than 5 years in urban planning with exposure to planning and promotion of non-Motorized transport

Sl.	Functional Area	Role	Positions	Qualification	Experience
14	Planning	Functional Consultant / Draftsman	1	Diploma in Architecture	Not less than 5 years as a draftsman in urban planning
15	Tax	Functional Lead	1	M Com/ AICWA/ACA/LLB/Post graduation in Economics or Management	Not less than 7 years of experience in municipal taxation at ULB level or above
16	Tax	Functional consultant	1	At least B Com or Honours in Economics/Statistics	Not less than 5 years of experience in municipal taxation
17	Vehicle Parking, Traffic, Transport, Safety and security	Functional Lead	1	Bachelors in Commerce / Science / Arts	An ex armed forces commissioned officer or an ex police officer not below the rank of Additional Superintendent with at least 15 years in service.
18	Vehicle Parking, Traffic, Transport, Safety and security	Functional consultant	1	Bachelors in Commerce / Science / Arts	Ex armed forces JCOs or ex police officers up to the rank of Circle Officers with at least 7 years in service.
19	ICT and e Governance	Functional Lead	1	Bachelor's degree in Electronics & Computer Science / B Tech in Computer Science/ B tech in IT or equivalent.	At least 7 years of experience in designing and implementation of e governance solutions
20	ICT and e Governance	Functional consultant	1	Diploma in IT/Computer Application	At least 5 years of experience in implementation or maintenance of e governance solutions
21	Data Management and Apps Development	Functional consultant	1	Diploma in IT/Computer Application	At least 5 years of experience in implementation or maintenance of data and development of App
22	Public Health	Functional Lead	1	Diploma in Civil Engineering / Environment Engineering	At least 7 years of experience in handling urban public



Sl.	Functional Area	Role	Positions	Qualification	Experience
					health with post-graduation in public health management
23	Public Health	Functional consultant	1	ANM Diploma	At least 5 years of experience in handling public health
24	Law	Functional Lead (This position is intermittent input based)	1	LLB	At least 15 years of experience in legal advisory and drafting or attorney role with bachelor's degree in Law. Should be a registered practicing Advocate in a High Court.
25	Finance	Functional Lead	1	Post-graduation in Management or Commerce/ ACA/AICWA/CMA	At least 7 years of experience in Municipal Finance
26	Finance	Functional consultant	1	Bachelor's degree in Commerce	At least 5 years of experience in municipal finance and accounts
27	Public Outreach. Community mobilization and digital media management	Functional Lead	1	Bachelor's / Diploma in Social Work/ Mass communication/ social media / Multimedia	At least 7 years of experience in IEC and outreach programme with experience of working in marketing agency
28	Public Outreach. Community mobilization and digital media management	Functional consultant	1	Diploma in Social Work/ Mass communication/ social media / Multimedia	At least 5 years of experience in community outreach with experience of working in marketing agency
29	EWS Welfare	Functional consultant	1	Diploma in Social Work	At least 5 years of experience in welfare activity for the EWS
30	Hawker Rehabilitation	Functional consultant	1	Diploma in Social Work	At least 5 years of experience in hawker rehabilitation and

Sl.	Functional Area	Role	Positions	Qualification	Experience
	& Welfare				community outreach
31	Inclusion and Diversity	Functional Lead	1	Bachelor in Architecture / Bachelor in Planning	At least 7 years of experience in inclusive development planning and inclusive technology to promote inclusive cities
32	All NKDA sites (non engineering)	Supervisor	2	Graduate or Equivalent in any field	At least 3 years of experience in non-engineering site supervision and monitoring

## E. ELIGIBILITY

- A. The bidder should be a registered Indian Company under “The Companies Act, 1956/2013”/ or a Partnership / Limited Liability Partnership (LLP) incorporated in India under the Limited Liability Partnership Act, 2008. The Applicant shall be required to submit a true copy of its Incorporation Certificate / Partnership Deed along with Technical Proposal as annexure.
- B. Applicant in the case of Sole Member and Lead Member in case of a Consortium must have a valid Goods and Service Tax registration in India.
- C. Should have office in Kolkata. Copy of Trade License to be submitted along with the proposal.
- D. Should be in the urban development/urban transformation sector activities during last 10 years in India.
- E. Should have experience in running at least two Project Management Unit or Project Implementation Unit for large infrastructure projects with value of the project under management in a single order not below Rs. 1000 crore (Rupees one thousand crore) in India during the last three years under a State, Central or local Government entity.
- F. Financial capacity: The Applicant in case of sole application/Lead member in case of consortium, should have received a minimum average annual turnover of Rs 500 Crores from professional fees. in the last three financial years including FY 2019-20, 2020-21, 2021-22. Professional fees hereunder refer to fees received by the Applicant for providing consultancy and/or advisory services to its clients within this country.
- G. Bidder should be in profit during last three financial years (2019-20, 2020-21, 2021-22), have positive net worth and not be blacklisted anywhere.
- H. PAN Card, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years (AY 2019-20, 2020-21, 2021-22)

I. Three consecutive years' (2019-20, 2020-21, 2021-22) Audited Accounts to be submitted along with Tender documents.

## F. EVALUATION METHOD

The method of evaluation will be QCBS with 70:30 weightage for Technical and Financial proposal respectively.

The evaluation criteria to be used for evaluation of Technical Proposal shall be as follows:

Sl. No.	Condition of Eligibility	Marks
<b>1.</b>	<b>Specific experience of the Consultant relevant to the assignment</b>	<b>30</b>
A.	<p>Experience of consulting / advisory services in urban Development (10 Points)</p> <p>1 point for one Project having consulting and/or advisory fees <math>\geq</math> Rs. 1 Cr. (max 10 points)</p> <p>Projects having consulting / advisory fees <math>&lt;</math> 1 Cr - 0 Points</p>	Max 10 Points
B.	<p>Experience in at least six (6) consulting / advisory assignments in any four (4) of the following sectors:</p> <ul style="list-style-type: none"> <li>• Water Supply</li> <li>• Storm Water Drainage</li> <li>• Sewerage System</li> <li>• Urban Design &amp; Landscape</li> <li>• Urban Transport</li> <li>• Roads</li> <li>• Streetlights</li> <li>• Power / Energy</li> <li>• Solid Waste Management</li> <li>• Traffic Management</li> <li>• Municipal Governance</li> </ul> <p>(Projects encompassing multiple sectors will be counted as one project)</p> <p>1 point for each Project having consulting and/or advisory fees <math>\geq</math> Rs. 50 lakhs. (Max 10 points)</p> <p>Projects having consulting / advisory fees <math>&lt;</math> 50 lakhs - 0 Points</p>	Max 10 Points
C.	<p>Experience in at least one project in the areas of Information Communication &amp; Technology (ICT), E-Governance, Smart Solutions</p> <p>2 Point per Project (max 10 Points)</p>	Max 10 Points
<b>2.</b>	<b>Adequacy and quality of the proposed methodology, and work plan in responding to the terms of Reference</b>	<b>35</b>

Sl. No.		Condition of Eligibility	Marks
		<b>(TORs) and power point presentation</b>	
	A.	Technical Approach & Methodology	Max 10 Points
	B.	Work Plan	Max 10 Points
	C.	Technical Presentation	Max 15 points
<b>3.</b>		<b>Key professional staff qualifications and competence for the assignment</b>	<b>35</b>
	A.	Project director	Max 5 points
	B.	Each Functional Lead	Max 2 Points
	C.	Each Functional Consultant	Max 0.5 Points

The minimum technical score (St) required to pass is: 50. In case of a consortium bid, the combined technical experience would be considered. Financial offer of bidders who qualify the technical criteria will only be evaluated.

For the financial evaluation, the highest financial score of 100 will be awarded to the technically qualified bidder who quotes the least amount and the other qualified bidders will get proportionately lower score as follows:

- a. If the financial offer of least cost bidder is L and that of another higher cost bidder is N, then the financial score of the higher cost bidder FS will be  $FS=100x(L/N)$

The technical score will be given a weightage of 70% and there will be a 30% weightage on the financial score and final selection will be made on the basis of the composite score.

## **G. PAYMENT MILESTONE**

Payment will be based on submission of bill by the consultant on a monthly basis. The consultant will submit a report on the work undertaken by each member of the PMU and basis its approval by competent authority, monthly payment will be disbursed as per the agreed payment terms.

6. The details of the scope of work is provided in the section of Scope of Work of this tender document.
7. The selection will be through a least combined quality and cost based system (CQCBS) among eligible bidders with 70:30 weightage to Technical and Financial scores respectively.
8. In term of Finance Department, Audit Branch, Govt. of West Bengal's Notification no.4374-F(Y) dated 13th July 2017, the bidder has to uploaded valid 15-digit Goods and Service Taxpayer Identification Number (GSTN) under GST Act, 2017, along with his bid. The bidder should note that bid submitted without GSTIN will be summarily rejected
9. The Earnest Money Deposit of Rs.10,00,000 (Rupees Ten lakh Only) will be converted to Security Deposit for the selected agency.
10. Intending Tenderer must be financially sound with a minimum average turnover of Rs.500 crore, (Rupees five hundred crore only) during the last three financial years (FY 2019-20, 2020-21, 2021-22) and having a trade license, G.S.T Registration certificate and Profession Tax certificate.

11. PAN Card, Trade License, GST, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years, P.T. Deposit Challan for the year 2022-23
12. 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.
13. In case of a Joint venture or consortium of bidders
  - a) Not more than two organizations are allowed to form a Consortium or Joint Venture for this RFP.
  - b) The eligibility and other documents of both the partners will have to be submitted and each member firm of the consortium or joint venture has to be eligible in general as required under the eligibility conditions of this RFP
  - c) The agreement for formation of consortium or Joint Venture for this RFP has to be submitted with clear mention of the lead partner organization and its Contract Officer/ Single Point of Contact.
  - d) The agreement for formation of consortium or Joint Venture for this RFP should clearly spell out the roles and responsibilities of each of the partner organizations for this project.
  - e) Eligible project experience of both the partners will be accepted for evaluation.
14. Three consecutive years' (2019-20, 2020-21, 2021-22) Audited Accounts to be submitted along with Tender documents.

**15. Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Date of uploading of R.F.P. & other Documents (online) (Publishing Date)	17/11/2022
2.	Date, time And venue pre-bid meeting	21/11/2022 at 3.00 P.M in NKDA conference Hall.
3.	Documents download start date (Online)	17/11/2022 from 9:00 A.M.
4.	Documents download end date (Online)	25/11/2022 upto 5:30P.M.
5.	Bid submission start date (Online)	17/11/2022 from 9:00 A.M.
6.	Bid submission closing date (Online)	25/11/2022 upto 5:30P.M.
7.	Bid opening date for Technical Proposals (Online)	28/11/2022 at 10:30A.M.
8.	Date and time for Technical Presentation (online)	28/11/2022 at 2:00P.M.
9.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
10.	Date for opening of Financial Proposal (Online).	Will be intimated in due course
11.	Publication of Final Selection	Will be intimated in due course

- 16) (a) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 1% will be deducted from on-going bills to cover 3% of the total value of work done.  
 (b) The security deposit for the original work of the successful tenderer will be refunded after defect liability period is over as stipulated in relevant clause of the tender document. The offer shall remain valid for 180 days from the date of opening of the tender.
- 17) 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.

- 18) Mobilisation advance, time / cost over run and consequent cost escalation for any material, labour, etc. will not be allowed
- 19) The offer shall remain valid for 180 days from the date of opening of the tender.
- 20) 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.
- 21) 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.  
 Payment for the works done by the contractor will be based on recorded and accepted measurement put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement 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.**Idle labour, idle rent and hire charges etc.:**
- 22) **Idle labour, idle rent and hire charges etc.:**No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise
- 23) 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. Building & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006. 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.
- 24) 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.
- 25) 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.
- 26) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 27) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 28) **The intending tenderers are required to quote the rate *online*.**
- 29) 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.
- 30) 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.

- 31) 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.
- 32) 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.
- 33) 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 Chief Executive 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).

34) **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.

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.

- 35) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**
- 36) Agencies are required to give a work Programme preferably in the form of a bar-chart and to approve it by the Chief Executive Officer, NKDA before commencement of work and if progress of work abruptly differs from the given work program, the undersigned may terminate the work order at any point of time.
- 37) Unless otherwise stipulated, all the works are to be done as per general conditions and general specifications of the ‘PWD (W.B) Schedule of Rates for Building Works’, Sanitary & Plumbing and PWD (WB) Roads for the working area.
- 38) 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.
- 39) 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.
- 40) 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 NeIT. Rates should be quoted accordingly.
- 41) 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.
- 42) 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 26<sup>th</sup> September, 2012 of Secretary to the Govt. of West Bengal, Finance Department, Audit Branch.

- 43) 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.

**Executive Engineer-I  
New Town Kolkata Development Authority**

**Memo. No. 9852 /1(10)/ NKDA/ Engg – 36 / 2010 (XIII)**

**Date: 16/11/2022**

Copy forwarded for information to:-

1. Chief Executive Officer, NKDA.
2. Chief Engineer, NKDA.
3. Administrative Officer – I & II, NKDA.
4. Executive Engineer – II, III,IV, & (Electrical), NKDA
5. Finance Office, NKDA.
6. Assistant Engineer - I, NKDA.
7. Estimator/ Sr. Accountant / Cashier, NKDA.
8. P.A to Hon'ble Chairman, NKDA.
9. Office Notice Board. NKDA.
10. Official Website of NKDA ([www.nkdamar.org](http://www.nkdamar.org)) & [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**Executive Engineer-I,  
New Town Kolkata Development Authority**



**APPENDIX 'I' TECHNICAL PROPOSAL FORMAT**

**APPENDIX-I - FORM-1 - Letter of Submission of Technical Proposal**

**TECHNICAL PROPOSAL**

**Letter of Proposal**

**(On Applicant's letter head/ on Lead Partner's letter head in case of a JV/consortium)**

**(Date and Reference)**

**Sub: Appointment of Project Management Unit for New Town Kolkata Development Authority (NKDA)**

**Dear Sir,**

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of Project Management Unit for New Town Kolkata Development Authority. The proposal is unconditional and unqualified.

1. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

2. This statement is made for the express purpose of appointment as the PMU.

3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

4. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

6. I/We declare that:

a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority.

b) I/We do not have any conflict of interest in accordance with Clauses of the RFP Document.

c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State and

d) I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants.

8. I/We declare that we are not a member of any other Consortium applying for Selection as a Consultant.
9. I/we certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates,
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors, Managers/employees.
12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority and/ or the Government of India or Government of West Bengal in connection with the selection of consultant or in connection with the Selection Process itself in respect of the above mentioned Project.
13. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
14. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the PDD specified in the RFP.
15. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in APPENDIX-I - FORM-4.
16. In the event of my/our firm being selected as the Consultant, we agree to enter into an Agreement in accordance with the terms of the RFP.
17. In the event of my /our firm being selected as the Consultant, I/we agree and undertake to provide the services in accordance with the provisions of the RFP and that the Project Manager shall be responsible for providing the agreed services himself and not through any other person or Associate.
18. I/We have studied the RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
19. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Proposal which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant Lead Member)

**APPENDIX-I - FORM-2 - Particulars of the Applicant**

1	Title of Consultancy:
2	Title of Project
3	State whether applying as Sole Firm or Lead Member of a consortium
4	<p>Name of Firm:</p> <p>Legal status (e.g. sole proprietorship or partnership):</p> <p>Country of incorporation:</p> <p>Registered address:</p> <p>Year of incorporation:</p> <p>Year of commencement of business:</p> <p>Principal place of business:</p> <p>Name, designation, address and phone numbers of authorized signatory of the Applicant:</p> <p>Name:</p> <p>Designation:</p> <p>Company:</p> <p>Address:</p> <p>Phone No.:</p> <p>Fax No. :</p> <p>E-mail address:</p>
5	<p>If the Applicant is Lead Member of a consortium, state the following for each of the other Member Firms:</p> <p>(i) Name of Firm:</p> <p>(i) Legal Status and country of incorporation</p> <p>(iii) Registered address and principal place of business.</p>
6	<p>For the Applicant, (in case of a consortium, for each Member), state the following information:</p> <p>i. In case of a non-Indian Firm, does the Firm have business presence in India? Yes/No If so, provide the office address (es) in India.</p> <p>ii. Has the Applicant or any of the Members in case of a consortium been penalized by any organization for poor quality of work or breach of contract in the last five years? Yes/No</p> <p>iii. Has the Applicant ever failed to complete any work awarded to it by any public authority/ entity in last five years?</p>

	<p>Yes/No</p> <p>iv. Has the Applicant or any of the Members in case of a consortium has been blacklisted by any Government department/Public Sector Undertaking in the last five years?</p> <p>Yes/No</p> <p>v. Has the Applicant suffered bankruptcy/ insolvency in the last five years? Yes/No</p> <p>Note: If answer to any of the questions at ii to v is yes, the Applicant is not eligible for this consultancy assignment.</p>
7	Signature, name and designation of the authorized signatory
8	For and on behalf of .....

**APPENDIX-I - FORM-3 - Statement of Legal Capacity**

(To be forwarded on the letterhead of the Applicant)

Ref.

Date:

Dear Sir,

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, the constitution of which has been described in the Proposal), satisfy the terms and conditions laid down in the RFP document. I/We have agreed that ..... -. (Insert Applicant's name) will act as the Lead Member of our consortium.

I/We have agreed that ..... (Insert individual's name) will act as our Authorized Representative/ will act as the Authorized Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

**APPENDIX-I - FORM-4 - Power of Attorney**

Know all men by these presents, We, ..... (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife of .....and presently residing at ....., who is presently employed with/ retained by us and holding the position of.....,..... as our due and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal (RFP) for Appointment of Project Management Unit for New Town Kolkata Development Authority, including but not limited to signing and submission of all Proposals, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Assignment and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... TTIE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....-....., 20\*\*

For.....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized

Accepted

(Signature, name, designation and address of the Attorney )

Notes:

- a. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down in the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- b. wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- c. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille Certificate.

**APPENDIX-I - FORM-5 – Financial Capacity of the Applicant  
(On the letterhead of the statutory auditor)**

Sl. No.	Financial Year	Turnover (Rs. Crore)
1	2018-19	
2	2020-21	
3	2021-22	

Certificate from the Statutory Auditor:

This is to certify that ..... (Name of the Applicant) has registered an annual turnover shown above against the respective years.

Note:

In case of consortium, Form-5 shall be submitted by all members of the consortium

- i. In the event that the Applicant does not wish to disclose its Annual Turnover, it may state that it has received more than the amount specified in the aforesaid certificate.
- ii. In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

## **APPENDIX-I - FORM-6 - Description of Approach Methodology and Work Plan**

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing.

Suggested structure:

- a) Technical Approach and Methodology (A&M): Explain understanding of the objectives of the assignment as outlined in the RFP, the technical approach, and the methodology for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.
- b) Work Plan: Outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations and tentative delivery dates of the progress reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the SOW and ability to translate them into a feasible work plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.
- c) Organization and Staffing: Describe the structure and composition of your team, including the list of the team members functional heads and functional consultants.

Prescribed format:

Strictly follow the page limit of 5 pages for describing your A&M, font type : Arial, font size: 11, line spacing of 1.2 and normal margins. Non-conforming submissions may be disqualified.



**APPENDIX-I - FORM-7 - Particulars of Personnel**

<b>Sl. No.</b>	<b>Position Assigned</b>	<b>Name</b>	<b>Educational Qualification</b>	<b>Length of professional experience</b>	<b>Present Employment</b>	
					<b>Name of the firm</b>	<b>Employed since</b>

## APPENDIX-I - FORM-8 - Abstract of Eligible Assignments of the Applicant

### Abstract of Assignments of the Applicant

<b>Sl. No.</b>	<b>Name of the Project</b>	<b>Name of the Client</b>	<b>Professional fees received by the applicant (in Rs. Crore)</b>
(1)	(2)	(3)	(4)

The Applicant should provide details of only those assignments that have been undertaken by it under its own name. In case of a consortium of applicants, eligible experience of all the member firms should be submitted.

\$ Exchange rate for conversion 1 \$ = 83 Rupees should be used

For Completed projects Certificate from the Statutory Auditor of [Name of Company] and for ongoing projects self-certification from Authorized bidder.

This is to certify that the information contained in Column 4 above is correct as per the accounts of the Applicant [Name of Company]

(Signature, name and designation of the authorized signatory)

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

In case of consortium, Form-8 for each consortium member shall be submitted

The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

**APPENDIX-I - FORM-8A - Abstract of other Relevant Experience of the Applicant**

<b>Sl. No.</b>	<b>Name of Project</b>	<b>Name of Client</b>	<b>Professional Fee received by the applicant (Rs. Crore)</b>
(1)	(2)	(3)	(4)

The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

Exchange rate of \$1= Rupees 83 should be taken for conversion to Rupees.

**APPENDIX-I - FORM- 9 - Eligible Assignments of Applicant**

Name of applicant	
Name of the project	
Description of services performed by the Applicant firm:	
Name of client and Address	
Name, telephone no. and fax no. of client's representative:	
Payment received by the applicant towards professional fees (Rs. Crore)	
Start date and finish date of the services (Month and year)	
Brief Description of the Project	

Note:

- i. Use separate sheet for each Assignment,
- ii. Each Eligible Assignment shall not exceed 2 pages and following format shall be used: font: Arial, font size: 11, normal margin.
- iii. The names and chronology of the projects included here should conform to the project-wise details submitted in Form-8 of Appendix-I.

**APPENDIX-I - FORM- 10 - CVs of Professional Personnel**

1	Proposed Position			
2	Name of Staff			
3	Name of Firm			
4	Date of Birth		Nationality	
5	Years of Experience			
6	Key Qualifications			
7	Education			
8	Trainings			
9	Languages known			
10	Presentations and Papers published			
11	Countries of work experience			
12	Employment Record			
13	From : To:			
	Employer Name			
	Position Held			
14	Name of assignment or project: Year: Location: Client: Positions held: Main project features: Activities performed:			

Note:

1. Use separate form for each Personnel.
2. Each page of the CV shall be signed by the Authorized Representative of the Applicant firm along with the seal of the firm.
3. All CVs shall be signed by the respective proposed personnel at the time of execution of the agreement.
4. Each CV shall not exceed 5 pages.

## APPENDIX 'II' FINANCIAL PROPOSAL FORMAT

(To be filled up online on the online bidding platform in the BOQ. The picture below is true picture of the online form)

Tender Inviting Authority: Executive Engineer I, New Town Kolkata Development Authority

Name of Work: Engagement of agency for operation of Project Management Unit (PMU) for New Town Kolkata Development Authority (NKDA)

Contract No:

Name of the Bidder/ Bidding Firm / Company	
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**PRICE SCHEDULE**  
 (This BOQ template must not be modified/replaced by the bidder and the same should be updated after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	Monthly professional fees inclusive of all taxes and levies for operation of Project Management Unit with personnel as specified in the Request For Proposal	4	5 1,0000 Number	54	55
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only	