



**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156  
Ph. No. (033) 2324-2324 Email Id: ceonkda@gmail.com

Memo No. 4045/ NKDA/Admn-462/2014

Date:19/08/2014

**Expression of Interest (E.O.I)**

**E.O.I No. 04/NKDA/ADMN-2014-15**

New Town Kolkata Development Authority invites Expression of Interest from resourceful, reliable, bona-fide and experienced organization/ firms/agencies/ institute for “Conducting door to door survey for assessment of property tax for vacant land, residential, commercial and industrial holdings within the jurisdiction of New Town Kolkata Development Authority under supervision of West Bengal Valuation board, Govt. of West Bengal”

(Submission of Bid through **online**)

Sl. No	Name of the work	Estimated Amount (Rs.)	Bid Security Money (Rs.)	Period of Completion
1.	Conducting door to door survey for assessment of property tax for vacant land, residential, commercial and industrial holdings within the jurisdiction of New Town Kolkata Development Authority under supervision of West Bengal Valuation board, Govt. of West Bengal	To be quoted by the bidders	20,000.00	90 days

- 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 Bid security money, which may be remitted by separate Demand Draft / Banker’s Cheque to be issued from any scheduled bank in favour of the “**New Town Kolkata Development Authority**” payable at Kolkata and also to be documented through e-filling. The Lowest bidder shall submit the hard copy of the Demand Draft / Banker’s Cheque under sealed cover ( super scribing the name of work with EOI No) to the Office of New Town Kolkata Development Authority at 03,MAR New Town, Kolkata-700156 with his acceptance letter of the LOI (Letter of Intent). Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

- 2) 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 of this EOI.
- 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 as per Technical Evaluation (based on markings) as stated in the General Document. 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.**  
Reputed organization/firms/agencies/institute having experience for similar nature of work and should have be:
  - i) Office setup at West Bengal preferably in Kolkata.
  - ii) Expertise in door to door data collection at State and National level.
  - iii) Trade Licence (if applicable), Registration Certificate(if applicable), PAN, Service Tax registration certificate, Acknowledgement of Income Tax for the latest Assessment year (if applicable), Auditor Certificates for business to turn over in last 3 financial years (2011-12, 2012-13, 2013-14) (if applicable) are to be submitted as non-statutory documents.
  - iv) Minimum 10 nos of employee.
  - v) Required information as per formats in Annexures (1-3) as given in the general document with copies of LOIs /work order and completion certificates in support of the eligibility claims. All submissions shall be online only.
- 6) Joint Ventures/MOU will not be allowed.
- 7) The offer shall remain valid for 180 days from the date of opening of the tender.

**8) Payment Schedule :**

Payment will be made as per following schedule on acceptance of the report by NKDA and WBVB:

Sl No	Payment Particulars	Percentage to be disbursed
01.	Completion of work from 1 to 30 days.	70% of work done on that period.
02.	Completion of work from 31 to 60 days.	70% of work done on that period
03.	Completion of work from 61 to 90 days.	70% of work done on that period
04.	Final Payment	On completion of entire work and submission of hard and softcopy.

- 9) No claim for interest or compensation will be entertained in respect to any money payment which may be due or alleged to be due to the agency owing to any dispute between the bidder and NKDA
- 10) **Cost escalation, Secured advance etc. are not allowed.**

11) **Security Deposit:**

Bid Security will be converted as initial Security Deposit for successful bidder. And balance Rs 1,00,000 (Rupees One lacs only) shall be submitted in the shape of Demand Draft / Banker's Cheque of any Scheduled bank is to be drawn in favour of the "New Town Kolkata Development Authority" payable at Kolkata at the time of issuing the work order.

12) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of E.O.I. & other Documents (online) (Publishing Date)	19/08/2014
2	Documents download start date (Online)	19/08/2014 at 2:00 PM
3	Documents download end date (Online)	03/09/2014 at 3:00 PM
4.	Date of Pre-Bid meeting	29/08/2014 at 3:00 PM
5.	Bid submission start date (Online)	30/08/2014 at 10:00 AM
6.	Bid submission closing date (Online)	03/09/2014 at 03:00 PM
7.	Bid opening date for Technical Proposals (Online)	03/09/2014 at 4:00 PM
8.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be intimated in due course
9.	Date for opening of Financial Proposal (Online).	Will be intimated in due course

- 13) The tenderers are bound by the terms & conditions of EOI document, Instruction to Bidders, Schedule of works etc, which forms a part and parcel of this contract.
- 14) Income Tax & other Taxes as applicable will be deducted as per Govt. orders issued from time to time.
- 15) 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.
- 16) Prospective applicants are advised to note carefully the eligibility criteria before tendering the bids.
- 17) **Conditional / Incomplete tender will not be accepted under any circumstances.**
- 18) **The intending tenderers are required to quote the rate online.**

- 19) 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.
- 20) Before issuance of LOI, 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.
- 21) 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.
- 22) The successful Bidder whose bid is accepted shall make a formal agreement along with bid documents in triplicate within 7 (seven) days from the date of issue of LOI by Chief Executive Officer, New Town Kolkata Development Authority. If the bidder fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Bid security money will be forfeited.
- 23) Total time of completion of the entire job is 90 days from the date of acceptance of work order.
- 24) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**
- 25) If progress of work abruptly differs from the given work program, the undersigned may terminate the work order at any point of time.
- 26) 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.
- 27) 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 EOI. Rates should be quoted accordingly.
- 28) 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.

- 29) Any Corrigendum, notification in connection to this EOI will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)) as well as <https://wbenders.gov.in> . The applicants are requested to please follow the websites for such notifications, corrigendum etc.

**For Chief Executive Officer  
New Town Kolkata Development Authority**

**Memo No. 4045/1(5)/ NKDA/Admn-462/2014**

**Date:19/08/2014**

Copy forwarded for information to:-

1. The Finance Office, New Town Kolkata Development Authority.
2. The Administrative Officer, New Town Kolkata Development Authority.
3. P.A to the Chairman, New Town Kolkata Development Authority.
4. Office Notice Board.
5. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

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New Town Kolkata Development Authority**