

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

**(A Statutory Authority under Government of West Bengal)
3, Major Arterial Road • New Town • Kolkata – 700156**



Memo No: 4166 / NKDA / Engg – 36 / 2010 (VI)

Dated : 16 / 07 / 2015

NOTICE INVITING QUOTATION

N.I.Q. NO. : 10 / A.E-I/NKDA of 2015 – 16.

Sealed Quotations are invited by the Assistant Engineer-I, New Town Kolkata Development Authority from resourceful, bonafide and experienced contractors having proven experience in execution of Grass plantation works / Arboricultural works or similar nature of works with minimum 1 year experience and credentials of works in different government departments or KMDA or WBHIDCO.

Details of quotation are enclosed in separate Annexure –

Last date of application	: 27/07/2015	upto 4.00 P.M.
Last date of purchase	: 29/07/2015	upto 4.00 P.M.
Date of Submission of Quotation Paper	: 31/07/2015	upto 2.00 P.M.
Date of opening	: 31/07/2015	at 2.30 P.M.

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 contract value for a single job or multiple jobs (not more than four) during the last three financial years, not less than Rupees 1.00 lakh. 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. Quotation 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 applicant 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 quotation 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 application.
4. No application will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quotationed for, with N.I.Q No.

6. The rates are to be quoted both in words and figures as per 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 quotation 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) Successful Quotationers will have to purchase in triplicate Quotation Document from this office on payment of Rs.750.00/each and have to deposit Earnest Money 2 % against the total work value along with the Quotation Document 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 at the time of making formal agreement.**

b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
No reference to previous deposit of earnest money and security for adjustment against the present quotation nor any request for recovery from any outstanding bills for earnest money against the present quotation will be entertained.
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 with the quotation as earnest money. The Security Deposit will be refunded after defect liability period of 06(six) months from the date of completion of the work.
10. Quotationer 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 Quotations, 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 form issued from the Office of the undersigned, must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
14. Quotation Documents are not transferable.
15. 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 quotations in order to lower the rates obtained.

16. 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.
17. 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.
18. 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.
19. Building and others construction workers' cess @ 1.0% will be deducted from the progressive bill(s) in pursuance with G.O No. 599A/4M-28/06 dated 27/09/2006.
20. The successful Quotationer (s) whose Quotation is accepted shall make the formal agreement in W.B.F No. 2911/(i) / (ii) within 7 (seven) days from the date of issue of work order by the Executive-Engineer, 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, Quotation will liable to be cancelled and the Earnest Money will be forfeited as per clause under memorandum of WBF 2911/ (i)/(ii)
21. 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 .
22. 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.
23. The Quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the quotationing process at any point of time without prejudice to further action and without assigning reason thereof.
24. If any quotationer 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 quotation to this authority for a period as may be decided by the undersigned.
25. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
26. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
27. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.
28. Intending quotationer 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.

29. Departmental materials will not be issued under any circumstances. Department , unless otherwise stated means **New Town Kolkata Development Authority**.
30. 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.
31. Contractor should give declaration of history of arbitration/litigation if any in his application.
32. 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.
33. Progress of work shall be proportionate to completion time as mentioned in the quotation document.
34. Except with special permission from the E.I.C , normally no works will be undertaken on Sunday and other holidays.

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

Memo No: 4166 / NKDA / Engg – 36 / 2010 (VI)

Dated: 16 /07 / 2015.

Copy forwarded for information and necessary action to :-

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

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

ANNEXURE

N.I.Q. No. – 10 / AE-I / NKDA of 2015 – 16.

Sl. No.	Name of Work	Quantity	E.M. (In Rs.)	Time of Completion	Cost of quotation Document	Eligibility
01.	Grass plantation work within the football play ground at AD Block , Newtown , Kolkata	5400 Sqm	2% of Quoted amount (At the time of Formal agreement)	30 Days	Rs. 750.00 (Rupees Seven Hundred and Fifty only)	Working contractors of different Government Departments and working contractors of K.M.D.A , N.K.D.A and WB HIDCO having a nursery under his profession and have a trade license on Nursery work and experience in arboriculture works.

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