



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.3996/NKDA/Admn-428/2013

Date: 19th October, 2013

NOTICE INVITING QUOTATION NO. 07/NKDA OF 2013-14

Sealed quotations are hereby invited by the authorities of New Town Kolkata Development Authority (NKDA) from resourceful, bona-fide and reputed Firms/Agency/Supplier having experience in the execution of works in Melas, Exhibition, Seminars, as detailed below in the Schedule of additional work, for the New Town Mela 2013 to be held at NKDA Mela Ground, New Town, Kolkata”.

Last date of submission of Quotation : 23rd October, 2013 upto 3-00 P.M.
Date of Opening : 23rd October, 2013 at 4-00 P.M.
Completion Time : Within 2 days from the date of Receipt of order.

SCHEDULE OF ADDITIONAL WORK (For the New Town Mela 2013 to be held at NKDA Mela Ground, New Town, Kolkata”).

Sl No	Nature of work	Quantity
01	Pandal in front of stage with wooden platform (60' x 30') and covered with synthetic carpet.	1 No.
02	04' wide X 600' Long wooden platform in front of all stalls/office rooms.(total 60 stalls each one 10' front open i.e. 600' total length)	1 No.
03	Temporary Electrical installations in Pandal, NKDA Office & NKDA/WBHIDCO Stalls (fire, police, medical). As required. (power will be supplied by NKDA)	
04	Following are the furniture to be covered with frill for days mentioned thereto: VIP Chairs (steel frame with cushion) – for 5 days Sofa(three seat, steel frame with cushion)– for 11 days Table (4'x2')– for 5 days Chowki (3'x6') – for 5 days	12 Nos. 07 07 02
05	NKDA, WBHIDCO & Rabindra Tirtha Stalls decoration with flex framing, fittings and fixing . size and matter as directed by NKDA.	
06	Small square pillar Gate at the back of Mela Ground. Size 20'x10' bamboo structure with flex banner, designing, printing and fixing with wooden frame all four side as directed by NKDA.	1 No.
07	Cottage Gate(ply wood finish, painted and with fitted flex banners as directed by NKDA) on the approach road of Mela Ground. 02 nos. Pillar (4'x4'x8'), with 02 base(6'x4'x4') with cottage shaped top 02 nos.	1 No.
08	Chemical toilets (one for five days & one for eleven days.	2 No.

ELIGIBILITY CRITERIA:-

- The Bidder should be a registered/approved government contractor and have done similar work at least for last 3 years.
- The bidder should have registered office in Kolkata.
- The Bidder should possess valid statutory documents like, Trade Licence, Income Tax, Sales/Service Tax Registration Certificate, PAN, and all licenses required to perform the works mentioned in the scope of work.
- The quotation inviting authority reserves the right to reject any or all the offers received in response to the N.I.Q. without assigning any reason whatsoever and he will not be bound to accept either the lowest quotation or any of the quotations.
- For details of this quotation and necessary terms and conditions pertaining to the quotation, the intending quotationers are requested to contact the office of the undersigned within the specified dates at the address noted above on any working day within office hours.
- Conditional quotation will not be entertained and will be summarily rejected.

General Terms and Condition:

01. The general scope of the work includes:

- 1.1 In the event of any loss caused by accident/incident during the transportation of materials and exhibition, the same shall be borne by the contractor. He shall not be entitled to get any compensation or claim from the NKDA for any loss to his/her men & materials, articles, dead stock, furniture, fixture, cloth, due to natural calamities which is beyond the control of the authorities.
- 1.2 During the period of construction/exhibition, the contractor shall have to make his/her own arrangement for facilities like water, electricity, storage, security etc.
- 1.3 The contractor will be responsible for up-keep maintenance of installation & security arrangement of entire structure constructed by him/her till the end of the MELA, for which no extra payment shall be made. Breakage and damage, if any, shall immediately be replaced / repaired without any extra cost.
- 1.4 The contractor shall repair all pots, holes and damages to the MELA ground owing to erection of exhibition structure after conclusion of MELA under his/her own arrangement and cost.
- 1.5 The contractor must take a comprehensive insurance coverage against fire, pilferage, riots, etc. and other natural calamities like earth quake, flood, storm etc for the men, materials used for erection/exhibition in the Mela Ground for the entire period of Mela.
- 1.6 The contractor must obtain necessary clearance from the statutory authorities as per rules and possess necessary licences and permits for execution of such jobs.
- 1.7 The contractor will have to pay for any loss to Stall Owners due to breakage and leakages of structure of the stalls.
- 1.8 Materials used and procedure of adoption must conform to relevant codes and statutory requirements and should be high in standard.
- 1.9 The Contractor will ensure that the structure of MELA should be free from earthquake and fire resistance.
- 1.10 The contractor shall engage technically qualified architects/engineers and experienced supervisors/ personnel for executing the work.
- 1.11 The bid should be accompanied with documentary evidence showing that the bidder being a registered/approved government contractor and has done similar nature of work at least for last 3 years.
- 1.12 The bidders, in their own interest, are advised to inspect the site of and ascertain its physical condition before submitting bids.

- 1.13 The lowest bidder in **GRAND TOTAL** will be entertained.
- 1.14 Payment shall be made on completion of the work subject to the physical verification to be done by the concerned officers of the NKDA within a month of conclusion of the Mela.
- 1.15 Depending upon the progress of the work and subject to the recommendation of the Officer-in-Charge of the MELA, part payment may be made to the contractor after the inauguration day of the MELA.
- 1.16 On completion of the MELA, the contractor must remove all the installations within two days' time.
- 1.17 Statutory deduction(s) towards IT as well as other statutory deductions (s), if any, will be made before making payment.
- 1.18 The bidder(s) will not be allowed to sublet the work to any other contractor for providing any component during the Mela. Likewise, no co-sharing of the job will be permitted.
- 02.** Interested bidders are hereby requested to furnish their proposals/rates through two bid system i.e. Technical Bid and Financial Bid for the entire work of Mala ground or part thereof.
- 03.** The list of work furnished in Annexure-A.
- 04.** The Technical and financial terms and conditions of shall be as follows:
- 4.01 The company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Number, Service Tax number, P.T clearance certificate, valid document in support of enlistment, S.T clearance certificate.
- 4.02 For any item /services not quoted, the highest quoted rate from other bidders will be loaded to the item by default. However, in case of successful bidding, the bidder shall execute the work/service at the lowest quoted rate.
- 05.** The interested company may submit 2(two) sealed separate envelopes respectively envelopes for "Technical Bid " and "Financial Bid" in a big outer sealed cover superscribed " Quotation for Additional works in connection with New Town Mela 2013 to be held at NKDA Mela Ground, New Town Kolkata".
- 06.** Quotation received after due date/ without separate sealed cover/ without rate quoted both in figure and words in specified proforma will not be accepted.
- 07.** The accepting authority reserves the right to reject any or all the bids without assigning any reasons and will not be bound to accept either the lowest bid or any of the bids.

Chief Executive Officer
New Town Kolkata Development Authority

Memo No. 3996/1(5) /NKDA/Admn-428/2013

Date: 19th October, 2013

Copy forwarded for information to:

1. Chief Engineer, New Town Kolkata Development Authority.
2. Finance Officer, New Town Kolkata Development Authority.
3. Executive Engineer-III, New Town Kolkata Development Authority.
4. P.A to the Chairman, New Town Kolkata Development Authority.
5. Office Notice Board.
6. Official web site of NKDA.

SCHEDULE OF ADDITIONAL WORK

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	Sofa(three seat, steel frame with cushion)– for 11 days	07
	Table (4'x2')– for 5 days	07
	Chowki (3'x6') – for 5 days	02
05	NKDA, WBHIDCO & Rabindra Tirtha Stalls decoration with flex framing, fittings and fixing . size and matter as directed by NKDA.	
06	Small square pillar Gate at the back of Mela Ground. Size 20'x10' bamboo structure with flex banner, designing, printing and fixing with wooden frame all four side as directed by NKDA.	1 No.
07	Cottage Gate(ply wood finish, painted and with fitted flex banners as directed by NKDA) on the approach road of Mela Ground. 02 nos. Pillar (4'x4'x8'), with 02 base(6'x4'x4') with cottage shaped top 02 nos.	1 No.
08	Chemical toilets (one for five days & one for eleven days.	2 No.

Financial Bid

To

The Chief Executive Officer
New Town Kolkata Development Authority

Sub: Financial proposal for additional works in connection with New Town Mela 2013 to be held at Mela ground, New Town Kolkata

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Yours Faithfully

Signature