



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 985/NKDA/Admn-717/2017

Date: 15/02/2019.

NOTICE

Notice Inviting Quotation (NIQ) No. 3/NKDA/ADMN of 2019.

New Town Kolkata Development Authority invites Quotation from reputed, resourceful, experienced organizations for the work of Annual maintenance of 'Pay and Use Toilets' in New Town, Kolkata under New Town Kolkata Development Authority, 03, Major Arterial Road, New Town, Kolkata – 700 156 on contract basis.

New Town Kolkata has been developed by the Government of West Bengal as a new city to cope up with the pace of rapid urbanization and growing demand for housing and commercial spaces. Keeping in view the inflow of residents and other visitors to this city and prospective demands, it has been constructed pay and use toilets to meet the rising demands for ensuring clean and hygienic environment in the surroundings.

Name of Work : Annual Operation, Sweeping & Running of Pay and Use Toilet at Eco-Park, New Town, adjacent to Tea Garden, New Town, Kolkata on Contract basis for 03(three) years.

1.0 Location of 'Pay and Use Toilet':

Eco-Park, New Town, adjacent to Tea Garden

1.0 Important Dates:

Last Date of Application : 25/02/2019 upto 02:00 PM
Date of Opening : 26/02/2019 at 03:00 PM.

2.0 Scope of Work:

1. The successful Agency/ Quotationer will have to run the Pay-and-Use Toilet, for which his tendered rate has been accepted, for the period specified in this Notice against payment of **Annual Rent/ License Fee** to this Authority.
2. The successful Agency/ Quotationer shall repair and maintain (Sweeping, Cleaning etc.) the structure, sanitary and electrical fittings and fixtures installed at the site to keep them in good condition suitable to operate the allotted Pay-and-Use Toilet block, during the contract period.
3. The successful Agency/ Quotationer shall carefully handle the entire installation of civil structures, electrical and sanitary fittings and fixtures at its own cost.
4. Electricity connection in the Pay-and-Use Toilet block shall be supplied by NKDA but payment of monthly/Quarterly electricity bills for consumption of electricity will have to be made by the Agency/ Quotationer.
5. In case of any loss or damage done to the structure, installations of the property the contract will be cancelled immediately and the Earnest Money deposited will be forfeited.
6. Quotation will be accepted on the basis of highest **Annual Rent/ License Fee** offered for each Toilet Blocks.
7. **Annual Rent/ License Fee** of the Pay-and-Use Toilet as offered/tendered/ quoted and duly accepted by the tender inviting authority should have to be paid on Annual basis by way of Banker's Cheque/ Demand Draft drawn in favour of 'New Town Kolkata Development Authority' and payable at Kolkata or through NEFT/ RTGS.

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3.0 Eligibility of bidder:

Sole Proprietorship Firm or a Partnership Firm or a Private or Public Ltd. Co. or a Public Sector Undertaking or a Statutory Body or a Co-operative Society registered with appropriate authority, having valid license or local citizen adjacent to locality. Preference will be given to one who has earlier done the same type of work. No consortium or sub vending will be allowed.

4.0 Credential and Documents

The intending tenderer/Applicant should possess and submit with the quotation:-

- (a) Experience certificates / credential (work order) of similar type of work (if any).
- (b) Permanent Account Number (PAN) of Income Tax Department
- (c) IT Return for last Financial Year
- (d) Photo Identity Card / Passport issued by the competent authority / Driving License.
- (e) Other Tax Registration documents, if any, issued by competent authorities (if any).
- (f) Valid Trade License (if any).
- (g) Certificate of Incorporation of Partnership Firm or a Private or Public Ltd. Co.
- (h) Certificate of Registration of a Co-operative Society.

5.0 General Terms & Conditions

1. The Tenderer may submit quotation for any one of the Toilet Blocks or for all of the Toilet Blocks.
2. Tender/Application form duly filled in and properly sealed together with Earnest Money should be dropped only in the box specified for the purpose and placed in the office of NKDA within aforesaid date and the tenders will be opened on the same day at 3.00 pm, in the presence of the Quotationers/Tenderers, if any.
3. All the documents, as submitted, should be signed by the applicant/authorized representative and the seal affixed (in case of company/firm). Authorization/Board Resolution in favour of applicant tenderer along with a copy of partnership deed/Memo of Article of Association/letter of Authority etc. as the case may be, should also be submitted with the tender form.
4. The allotment will be made on 'as is where is' basis;
5. Quotationers/Tenderers are advised, in their own interest, to visit and see the sites themselves before submitting their tenders. No representation on any account whatsoever shall be entertained, in this regard.
6. Conditional tenders shall not be acceptable and shall be summarily rejected.
7. Toilet blocks will remain open from 6.00 AM to 10:00 PM.
8. Continuous monitoring services should exist for maintaining hygiene & cleanliness inside premises.
9. Eco friendly chemicals are to be used for cleaning and washing purposes.
10. Water must be available round the clock for flushing & washing purposes in toilets.
11. The WC, toilet floor area, approach etc should be kept dry.
12. Exhaust fans should always be functional.

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13. The surrounding areas are to be kept clean at all times.
14. Proper drainage is to be maintained and no accumulation of water, liquid etc. is to be allowed at any time.
15. The lighting arrangements at the toilet blocks should be functional at all times.
16. All structure members, sanitary fittings, electrical fittings and advertisement panels are to be inspected and maintained in good condition.
17. During the contract period, the broken floor, wall tiles are to be replaced within 3 days of such event at the cost of the Agency with similar model/type.
18. The staff provided at the toilet blocks should be trained and be courteous towards the users and assist handicapped and old age users.
19. The flower plants and shrubs are to be maintained & watered regularly and the wastes to be disposed off.
20. Security of all assets shall have to be ensured by the staff posted at all toilet blocks.
21. Toilet block is not to be used for residential purpose by anyone.
22. Washing of clothes shall not be allowed within the Toilet complex.

6.0 Contract period:

The toilet is to be handed over to the successful Quotationer/Tenderer by this Authority from the next day/date of receipt of Work order, which shall include obtaining electricity, water and sewerage connection from the NKDA/NTESCL. Total tenure of contract period is for 03(three) years. NKDA reserves the right to terminate the contract at any time after service of notice period of one month.

7.0 Annual Rent/ License Fee

The successful Quotationer/ tenderer/contractor shall be liable to pay **Annual Rent/ License fees for the 1st year, in advance, within 07 (Seven) working days** from the date of issuing Letter of Acceptance of Rate-cum-Work Order by depositing, at Syndicate Bank, New Town/Rajarhat branch through Challan/NEFT/RTGS, at the rates offered by him/her and accepted by this Authority. Proper intimation with copy of deposit should be given to the Authority after submission of fees. **Thereafter Annual Rent/ License Fee for the 2nd and 3rd year of contract should also be paid in advance** in the same procedure with intimation. Violation would render the contract liable for terminated and forfeitue of the EMD.

8.0 Earnest money

Each Quotationer/Tenderer/bidder shall have to deposit in advance **Rs. 5,000/- (Rupees five thousand) only** for the Pay & Use Toilet Block by **Banker's Cheque/Demand Draft** in favour of '**New Town Kolkata Development Authority**', payable at '**Kolkata**' as **Earnest Money** for each Toilet Block along with the tender form. Tenders without Earnest Money shall be summarily rejected. Such EMD will be refunded to unsuccessful bidder after completion of tender formalities and that of successful bidder will be converted into Security Deposit and will be refunded after successful completion of the contract period.

9.0 User charges:

Agency shall be entitled to levy Rs. 2/- for urination and Rs. 5/- for using lavatory/bath. No extra charge should be collected by the selected agency/ agencies.

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10.0 Surrender

The successful Quotationer/tenderer/ bidder with whom contract is entered into may surrender the contract by giving one month notice in writing, provided: -

- (i) The contract has been in force for at least four months i.e. no surrender notice is permissible during the initial four months of the contract period.
- (ii) The surrender notice shall not be valid unless up to date dues, including those for the notice period, are paid up on the date of surrender notice;
- (iii) In case the contractor wants to withdraw the surrender notice, he/she may do so by giving a request in writing, provided the request has been received before commencement of the process for re-tender of the contract and upto date dues including interest, if any, as may be decided by NKDA towards the same have been duly deposited in the Authority.

11.0 Responsibility of the contractor:

For any damage to the foot-paths, tiles, curb-stones, central verge or any other ancillary structures, construction/ maintenance/ operation of the toilet blocks, including supporting structure, the contractor will be held responsible who shall have to make good said damage, as per existing specifications, at its own cost.

12.0 Termination of Contract

The NKDA reserves the right to terminate the contract for breach of any of the terms and conditions of allotment, after providing due opportunity of hearing to the contractor. Notice period one month.


Administrative Officer,

New Town Kolkata Development Authority.


Memo No: 985/1(7)/NKDA/Admn-717/2017

Date : 15/02/2019.

Copy forwarded for information and necessary action to the :-

1. Chief Engineer, New Town Kolkata Development Authority.
2. Executive Engineer-I/II/III, New Town Kolkata Development Authority.
3. Finance Officer, New Town Kolkata Development Authority.
4. P.A. to Chairman, New Town Kolkata Development Authority.
5. P.A. to Chief Executive Officer, New Town Kolkata Development Authority.
6. Official website of NKDA i.e. <http://www.nkdamar.org>.
7. Notice Board of NKDA.

Administrative Officer,
New Town Kolkata Development Authority.

ANNEXURE -I

Check List of Documents to be submitted with tender.

Name of Work : Annual Maintenance and running Pay and Use Toilets at different locations of New Town, Kolkata – 700 156 on Operation Contract basis for **03(three) years.**

Sl. No	Documents	Page No	Yes/No
a	Experience certificates / credential of similar type of work (if any)		
b	Permanent Account Number (PAN) of Income Tax Department		
c	IT Return For last Financial Year		
d	Photo Identity Card / Passport issued by the competent authority / Driving License.		
e	Tax Registration documents, if any, issued by competent authorities (if any).		
f	Valid Trade License.		
g	Certificate of Incorporation of Partnership Firm or a Private or Public Ltd. Co.		
h	Certificate of Registration of a Co-operative Society.		

**Name, address and signature of the
Authorized person of the firm**

ANNEXURE -II

Rate Schedule

Name of Work : Annual Maintenance and running Pay and Use Toilets at different locations of New Town, Kolkata – 700 156 on Operation Contract basis for **03(three) years**.

Annual Rent/ License Fee offered in INR :
(to be quoted in both figures and words)

Annual Maintenance and running Pay and Use Toilet Blocks at:

SL No	Name of Work	Annual Rent/ License Fee offered in INR . (to be quoted in both figure and in word)	
		In figure	In words
01	Eco-Park, New Town, adjacent to Tea Garden, New Town, Kolkata	Rs.	

N.B. – (a) I/We shall abide by all the terms and conditions of the quotation and this offer will remain valid for 120 days from the date mentioned below.

(b) I/we have submitted Earnest Money for Rs. _____ (Rupees _____ only) vide Demand Draft No. _____ Dated _____ drawn on _____ bank payable at Kolkata.

**Name, address and signature of the
Authorized person of the firm**

