



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 2591 /NKDA/Admn-430/2013

Date : 05/06/2014

Notice Inviting Quotation (N.I.Q.) No. 02/NKDA/ADMN of 2014-15

Name of Work : Annual Maintenance and running Pay and Use Toilets at different locations of New Town, Kolkata – 700 156 on Operation 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.

NKDA intends to operate those Pay-and-Use toilets on operation contract basis and for the purpose cited above.

Locations:

- (1) Street No. 97 Action Area- IB (Near Home Town.)
- (2) Street No. 184 Action Area- IC (New Axis Mall).
- (3) Street No. 37 Action Area- IA (Near Coal India).
- (4) Street No. 2222 Action Area- IC (Near Balaka Abashan).
- (5) Street No. 175 Action Area- IC (Near NBCC).
- (6) Street No. 324 Action Area- ID (Near New Town Immersion ghat).

Important Dates:

Last Date of Application : 05/06/2014 upto 02:00 PM
Date of Opening : 20/06/2014 at 03:00 PM.

Scope of Work:

1. The Agency shall maintain and operate the toilet block at the sites as per Specifications.
2. The Agency will have to run the six Pay-and-Use toilets for the period specified in this Notice against payment of monthly rent to this Authority.
3. The Agency shall maintain the entire installation of civil structures, electrical and sanitary fittings and fixtures at its own cost. Electricity connection shall be supplied by NKDA but payment of electricity bills will be made by the Agency.
4. The Agency shall repair, maintain and operate the allotted toilet block with structure, sanitary and electrical fittings and fixtures, in good condition, during the contract period.

Eligibility of Applicants:

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 who has earlier done the same type of work.

Credential and Documents

The intending quotationer should possess:-

- (a) Experience certificates / credential of similar type of work (if any).
- (b) Permanent Account Number (PAN) of Income Tax Department
- (c) Photo Identity Card / Passport issued by the competent authority / Driving License.
- (d) Other Tax Registration documents, if any, issued by competent authorities (if any).

General Terms & Conditions

1. 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 tenderers, if any.
2. 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.
3. The allotment will be made on '**as is where is**' basis;
4. Tenderers/applicants 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.
5. Conditional tenders shall not be acceptable and shall be summarily rejected.
6. Toilet blocks will remain open from 6.00 AM to 10:00 PM.
7. Continuous monitoring services should exist for maintaining hygiene & cleanliness inside premises.
8. Eco friendly chemicals are to be used for cleaning and washing purposes.
9. Water must be available round the clock for flushing & washing purposes in toilets.
10. The WC toilet floor area, approach etc should be kept dry.
11. Exhaust fans should always be functional.
12. The surrounding areas are to be kept clean at all times.
13. Proper drainage is to be maintained and no accumulation of water, liquid etc. is to be allowed at any time.
14. The lighting arrangements at the toilet blocks should be functional at all times.
15. All structure members, sanitary fittings, electrical fittings and advertisement panels are to be inspected and maintained in good condition.
16. 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.
17. The staff provided at the toilet blocks should be trained and be courteous towards the users and assist handicapped and old age users.

18. The flower plants and shrubs are to be maintained & watered regularly and the wastes to be disposed off.
19. Security of all assets shall have to be ensured by the staff posted at all toilet blocks.
20. Toilet block is not to be used for residential purpose by anyone.
21. Washing of clothes shall not be allowed within the Toilet complex.

Contract period

The toilet is to be handed over by this Authority from the date of issue of Work order, which shall include obtaining electricity, water and sewerage connection from the NKDA/NTESCL. Selected Agency have to execute formal agreement within 07(seven) days of issuing Letter of Intent (LOI). After execution of the formal agreement work order will issued to selected Agency. 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.

Monthly License Fee

The successful tenderer/contractor shall be liable to pay monthly license fees in advance within 07 (Seven) working days of the concerned month by depositing through challan to Syndicate Bank New Town branch at the rates offered by him/her and approved by the Authority. Proper intimation should be given to Authority after submission for fees.

Earnest money

Each tenderer shall have to deposit in advance Rs. 10,000/- by bank 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 two Security Deposit.

Surrender

The contractor 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.

User charges

Agency shall be entitled to levy Rs. 1/- for urination and Rs. 2/- for using lavatory/bath.

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.

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.

Sd/-
Chief Executive Officer
New Town Kolkata Development Authority.

Memo No: 2591/1(6) /NKDA/Admn-430/2013

Date : 05/06/2014

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. Notice Board.

Sd/-
Administrative Officer
New Town Kolkata Development Authority.

ANNEXURE -I

Price Schedule

Name of Work Monthly rent offered in INR
(to be quoted in both figures and words)

SL No	Name of Work	Monthly rent offered in INR (to be quoted in both figures and words)
01.	Annual Maintenance and running Pay and Use Toilets at Street No. 97 Action Area- IB (Near Home Town.)	
02.	Annual Maintenance and running Pay and Use Toilets at Street No. 184 Action Area- IC (New Axis Mall).	
03.	Annual Maintenance and running Pay and Use Toilets at Street No. 37 Action Area- IA (Near Coal India).	
04.	Annual Maintenance and running Pay and Use Toilets at Street No. 2222 Action Area- IC (Near Balaka Abashan).	
05.	Annual Maintenance and running Pay and Use Toilets at Street No. 175 Action Area- IC (Near NBCC).	
06.	Annual Maintenance and running Pay and Use Toilets at Street No. 324 Action Area- ID (Near New Town Immersion ghat).	

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

