



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 708/NTBC/NKDA/Admn-008/2017

Dated: 11/02/2020

NOTICE INVITING TENDER

NIT No. 01/NTBC/NKDA/ADMN OF 2020

The General Manager, New Town Business Club on behalf of New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible HR out sourcing Firms/Companies/Lawn Tennis Academies for supplying one experience Lawn Tennis Trainer/Instructor (Male) for New Town Business Club, New Town, Kolkata as per schedule below:

1. **Schedule of work:**

Sl. No	Details of manpower	Essential qualification/experience	Tenure of work
1	1 (One) Lawn Tennis Trainer/Instructor (Male)	Minimum Level-2 certified by the Indian Tennis Association	Initial engagement is for 6(six) months from 1 st March, 2020 to 31 st August, 2020.

2. **Important Dates:**

Sl. No	Particulars	Date & Time
01	Last date of submission	18/02/2020 up to 03:00 pm
02	Date of opening of Technical Bid	18/02/2020 at 03:30 pm
03	Date of opening of Financial Bid	18/02/2020 at 04:00 pm

3. The tender document may be downloaded from our website i.e., www.nkdamar.org
4. The Sealed bidding documents (Technical Bid, Financial Bid duly filled and signed, EMD) should be addressed to the General Manager, New Town Business Club at the office of New Town Business Club. Tender received after stipulated time and date shall be rejected summarily.
5. **Both Monthly Rate and Total Rate should be quoted excluding GST (as shown in Annexure-II).**
6. **GENERAL CONDITIONS:**

6.1 The sealed bidding documents should be dropped in the Tender Box at the New Town Business Club on or before the closing date and time mentioned above. The Technical Bid and the Financial Bid must be sealed in separate cover /envelops super-scribing "Technical Bid", "Financial Bid" and "EMD" and these three envelopes must be placed in a third cover / envelop super-scribing "Tender for supplying Lawn Tennis Trainer at the New Town Business Club, New Town, Kolkata". This third packet should be sealed and submitted to the General Manager, New Town Business Club, New Town, Kolkata-700156.

6.2 Each page of the Tender documents must be stamped and signed by the person or authorised persons submitting the Tender in token of his/their having been acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any bid with any of the Documents not so signed is liable to be rejected at the discretion of the tender inviting authority.
NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS BIDDING SOCUMENT.

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- 6.3 The bidder shall attach the copy of the Authorisation letter / Power of Attorney as then proof of authorisation for signing on behalf of the Bidder whenever so applicable.
- 6.4 All bidders are hereby explicitly informed that conditional offers or offers with deviation from the conditions of the tender, the bids not meeting the minimum eligibility criteria, Technical Bid not accompanying the EMD of Rs.10,000/- as said in Sl.7.5, or any other requirements, stipulated in the tender document are liable to be rejected. Conditional bid will not be entertained and shall be deemed as 'informal'. In case of any conditional bid the Earnest Money deposited will be forfeited.
- 6.5 No request for any previous deposit of earnest money or Performance Security Deposit or adjustment of any pending bill held by the NKDA or NTBC in respect of any previous work will be entertained.
- 6.6 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.
- 6.7 Validity of the Bids: The quoted bids shall have the validity for a period of 01 (one) year from the date of opening of the tenders.
- 6.8 Opening of Tender: The tenderer either himself or may authorise any person to be present at the time of opening of the tender.
- 6.9 Right of acceptance: NKDA/NTBC reserves all rights to reject any or all tenders without assigning any reason.
- 6.10 If required Corrigendum/Addendum made to the tender subsequently will form a part of the tender and be effective.
- 6.11 Bidders sending their bid through courier/ by Speed Post should ensure that their bids have been received at the said address within the stipulated date and time. No extension of time for courier/speed post /by person shall be granted.
- 6.12 After opening the Technical bid and verifying the EMD amount the technical bids will be evaluated later on to ensure that the bidders meet the eligibility criteria as specified in the tender document.
- 6.13 Financial Bids of those bidders who have qualified in the Technical bid evaluation, will be opened and entertained.
- 7. ELIGIBILITY CRITERIA**
- 7.1 The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only of those bidders whose bid meets the Technical Criteria. (A proof in support of the following criteria by the bidder shall be submitted).
- 7.2 The bidder should have a PAN issued by the Income Tax Department.

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- 7.3 The Trainer/Instructor to be provided must have the required qualification/experience. Certificates in respect to Qualification and Experience must be submitted along with the Technical Bid.
- 7.4 The bidder should have minimum experience in supplying the said manpower. Certificate as Trainer / Work Order / Completion certificate in this respect must be submitted with the tender.
- 7.5 Bid Security (**EMD**) :EMD for Rs.10,000/- (Rupees ten thousand) only is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "**New Town Kolkata Development Authority**" payable at **Kolkata**. **EMD will be converted as security deposit for successful bidder**. For unsuccessful bidder the EMD will be refunded on completion of selection of bidder, on submission of request for refund.
8. **Period of contract:** Initial engagement is for 6 (six) months. May be extended further, if the authority so desires.
9. **Rate should be quoted both excluding GST and including GST as applicable and other Tax & levies.** No extra payment will be made in this regard. Tax components should be shown in beak up.
10. **Payment Terms:** Payment will be made to the selected bidder on submission of Invoice/Bill within 15th of the next month with copy of work order. Taxes etc. Are to be deducted at source from the monthly claim/bill of the bidder, as admissible under the rules.
11. **Timing:** The Working timing of manpower will be as per timing of Business Club i.e. six day a week- 7 Am to 8.30Am in the morning & 4 Pm in the evening or as decided by the Authority time to time.
12. **Service termination :**
- 12.1 If the Authority is not satisfied with the performance of the manpower, the manpower should be replaced with new manpower within 7 (seven) days, failure to do so will render the contact liable for termination.
- 12.2 NKDA may terminate the contact due to any reason, by issuing a notice of 15 days.


**General Manager,
New Town Business Club.**

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ANNEXURE-I

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID
(Packet 'A')

Mandatory details to be provided with seal and signature of the tenderer

Sl. No	Details of documents	Yes/No
1	Name of the Tenderer/ Firm/ Company/ Lawn Tennis Academy	
2	Registration Certificate of Firm/ Company	
3	PAN	
4	Name, Address & Contact No. of the Trainer/Instructor	
5	Qualification Certificate of the Lawn Tennis Trainer/Instructor or Membership Certificate of Indian Tennis Association	
6	Experience Certificate of the Lawn Tennis Trainer/Instructor	
7	Trade License	
8	GST Registration Certificate if any	

Signature with date of the bidder

Seal

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ANNEXURE-II

Details of Manpower	Qty.	Base Rate per month (plus GST as applicable)	Total Rate for 6 (six) months (plus GST as applicable)
Lawn Tennis Trainer/ Instructor (Male)	01	(In figure) Rs.....	(In figure) Rs.....
		(In words) Rupees	(In words) Rupees

Singature with date of the bidder

Seal