



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 2989/NKDA/Admn- 581/ 2015

Date: 06 /06/2016

## NOTICE INVITING TENDER

Notice Inviting Tender No. 21/ADMN/NKDA/2016-17.

New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible HR out sourcing/ firms/companies for supplying Manpower services for Business Club New Town Kolkata.

The Sealed bidding document (Technical Bid, Financial Bid & along with EMD duly filled and signed) should be addressed to the Administrative Officer –I at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily

### 1. Important Date :

SL No.	Particulars	Date & Time
01.	Last Date of Submission	13/06/2016 upto 3.00 P.M
02.	Date of opening of Technical Proposal	13/06/2016 at 3:00 P.M.
03.	List of Last Date of uploading list for Technically Qualified Bidder	Will be intimated in due Course
04.	Date for opening of Financial Proposal	Will be intimated in due course

- The tender document may also be downloaded from our web site [www.nkdamar.org](http://www.nkdamar.org).
- The NKDA right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

### 4. GENERAL CONDITIONS

- The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "Tender for supplying Manpower at the Business Club of New Town Kolkata". This third envelope should be sealed and delivered to the Administrative Officer –I , New Town Kolkata Development Authority, 03 Major Arterial Road, New Town Kolkata- 700156.
- Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having 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 Bureau. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
- The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
- No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against any pending bill held by the NKDA in respect of any previous work will be entertained.

- 4.6. 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.
  - 4.7. Validity of the Bids: The quoted bids shall have the validity for a period of 180 days from the date of opening of the tenders.
  - 4.8. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
  - 4.9. Right of Acceptance: NKDA reserves all rights to reject any or all tenders without assigning any reason.
  - 4.10. Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled and the EMD will be forfeited.
  - 4.11. Corrigendum/Amendment to the tender will be effected if required.
  - 4.12. Bidders sending their bids through courier/ by Speed post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
  - 4.13. The agencies who qualifies the Technical bid shall be called for next meeting for opening of Financial Bid for which the date, time and venue will be intimated to the qualified agencies separately.
  - 4.14. The bidder or the authorized person of the bidder are allowed to take part in the financial and technical bid opening meeting and they are required to sign the attendance.
  - 4.15. After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the tender document.
  - 4.16. The successful bidder shall enter in to contract and the authorized signatory shall execute and sign the contract agreement in accordance with the article agreement and general conditions and provisions contained in the tender document before commencement of service.
  - 4.17. Financial bid will be opened for the qualified technical bidders.
5. MINIMUM ELIGIBILITY CRITERIA
- 5.1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. (A Proof in support of the following criterion by the Bidder shall be submitted).
  - 5.2. Bid Security (EMD): EMD for Rs. 10,000/- 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.
  - 5.3. The agency shall be a Limited Company or a Private Limited Company registered under the companies Act 1956/partnership firm or a proprietorship. For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The Bidder should have a PAN issued by the Income Tax department. Bidder shall have valid Service Tax Registration.
  - 5.4. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.



5.5. The agency should have minimum three years experience in providing Manpower engagement services consecutively in the Government departments / Public sectors (Central or State) / Private limited company at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.

5.6. Income Tax Return of the company/firm /proprietor for the last three years should be enclosed.

5.7. Service Tax Return of the Company/firm for the last three years should be enclosed.

5.8. EPF (monthly return) for the last month may be attached.

**6. Qualification and nature of work to be carried out by manpower to be supplied at business club, new town kolkata**

SL No	Details of Manpower	Qualification/ Experience	Nature of work to be carried out
1	Accountant	<ol style="list-style-type: none"> <li>1. B. COM (preferably)</li> <li>2. Knowledge in Tally software.</li> <li>3. At Least 5 yrs. Experience as a Accountant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Preparation and compilation of accounts related to Business Club.</li> <li>2. Any allied works related to Business Club.</li> <li>3. Other duties as delegated.</li> </ol>
2	Receptionist cum cashier	<ol style="list-style-type: none"> <li>1. Graduate or any equivalent degree.</li> <li>2. Good Knowledge in computer.</li> <li>3. Good Communication skill (Bengali/ Hindi/ English).</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintaining front office work.</li> <li>2. Facilitation Club Member/ Guests.</li> <li>3. Collection of different charges.</li> <li>4. Other duties as delegated</li> </ol>
3	Banquet Executive	<ol style="list-style-type: none"> <li>1. Graduate or any equivalent degree in Hospitality management.</li> <li>2. Good Knowledge in computer skill &amp; MS Office and will also view e-mail.</li> <li>3. Good Communication skill(Bengali/ Hindi/ English).</li> <li>4. Experience in Food &amp; Beverage and Event Management, desirable.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work in front office.</li> <li>2. Organisation different events.</li> <li>3. Maintaining club and members.</li> <li>4. Other duties as delegated</li> </ol>
4	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Graduate or any equivalent degree.</li> <li>5. Good Knowledge in computer skill &amp; MS Office and will also view e-mail.</li> <li>2. Should have typing speed of 30 WPM (Minimum) in English</li> <li>3. Good communication skill.</li> </ol>	<ol style="list-style-type: none"> <li>1. Data entry of record keeping, editing of existing database.</li> <li>2. Inputting of letter</li> <li>3. Backup of database.</li> <li>4. Report generation &amp; office record maintain.</li> <li>5. Other duties as delegated</li> </ol>
5	Club Assistant	<ol style="list-style-type: none"> <li>1. Higher Secondary school Certificate or equivalent qualification from a recognized board/ council.</li> <li>2. Should be computer Literate &amp; MS Word and will also view e-mail..</li> </ol>	<ol style="list-style-type: none"> <li>1. General clerical works.</li> <li>2. Other duties as delegated</li> </ol>

		3. Good communication skill.	
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7. Period of contact : Initial engagement is for 6(six) months. May be extended for further, if authority desired.
8. Payment Terms :  
Payment will be made to the selected bidder on submission of invoice/Bill within 07th of the succeeding month for the payment. TDS/Service Tax etc. are to be deducted at source from the monthly claim/bill of the contractor, as admissible under the rules.
9. Timing :  
The working time of manpower will be as per timings of Business Club or as and when desired by this Authority.
10. Service termination :
  - 10.1. If this Authority not satisfied by performance of manpower, then new manpower required to be replace within 7(seven) days, failure of that contact will be terminated.
  - 10.2. NKDA may terminate the contact due to any reason, by issuing a notice prior to 15 days.

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

Memo No: 2989 /1(4)/NKDA/Admn-581/ 2015

Date: 06/06/2016

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A to the Chairman, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA official website ( [www.nkdamar.org](http://www.nkdamar.org) )

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else quotations will be rejected summarily.

SL No	Particulars	
1.	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2.	EPF Registration No. Document of Monthly Return submitted for the last two months	Copies shall be enclosed
3.	ESI Registration No., if applicable	Copies shall be enclosed
4.	Present Employers certificate	Copies shall be enclosed
5.	Experience certificate from existing employer/past employer Experience certificate should be enclosed for Three years.	Copies shall be enclosed
6.	Income Tax Return for the Past three years	Copies shall be enclosed
7.	DD for Rs.10000/- in favour of "New Town Kolkata Development Authority" payable at Kolkata.	No.....dt...
8.	All the bid document	signature & stamp bid document

(Name and Signature of Tenderer  
with stamp of the firm)

**FINANCIAL BID DOCUMENT**

(To be submitted separately in sealed envelope)

The agency willing to provide the manpower service shall give only the service charge (administrative expenses) for one manpower for a month as follows and they should not quote Basic Pay, DA, EPF, ESI etc, which will be at part with the Government of West Bengal notifications from time to time.

SL No	Details of Manpower	Monthly Rate (in Rs)	Qty	Total Month	Total Amount (in Rs)
1	Accountant		1	6	
2	Receptionist cum cashier		2	6	
3	Club Executive		1	6	
4	Data Entry Operator		1	6	
5	Club Assistant		1	6	
Total Rate					
	(In Word)				

(Name and Signature of Tenderer  
with stamp of the firm)