



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo no. 3300/NKDA/Admn-606/2016

Dated: 09/06/2017

## **NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No. WBNKDA/14/ADMN /NKDA/2017-18.

The Administrative Officer, New Town Kolkata Development Authority (NKDA) invites tender under two bid system from resourceful, reliable, bona-fide and eligible HR outsourcing firms/companies having experience in supplying manpower services and requests to submit their offer for the work detailed below. (Submission of Bid through **online**).

### **Scheme:-**

Sl. No	Name of the work	Earnest Money	Period of work
1	Supply of Manpower services for different e-Health Centres in New Town, Kolkata under New Town Kolkata Development Authority.	Rs.10,000.00 (Rupees ten Thousand) only	12(twelve) months.

1. Intending bidder has to download the tender documents from the website <http://wbtenders.gov.in>. Earnest Money Deposit (EMD) is to be remitted by separate Demand Draft to be issued from any scheduled bank in favour of the “**New Town Kolkata Development Authority**” payable at **Kolkata** and also to be documented through e-filing. Only the successful bidders will submit the original Demand Drafts against Earnest Money Deposit (EMD) to the Office of New Town Kolkata Development Authority at 03, MAR New Town, Kolkata-700156 at the time of agreement.
- 2) Both Technical bid and financial bid are to be submitted concurrently digitally signed in the website <https://wbtenders.gov.in>. The acceptance of the lowest bid is not obligatory.
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 14 of this NIeT.
- 4) The **FINANCIAL OFFER** of the prospective qualified bidders will be considered only if the **TECHNICAL BID with the EMD** uploaded by the bidder is found qualified i.e., in order by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 5) No request for transfer of any previous deposit of earnest money or Performance Security Deposit or adjustment against and pending bill held by this authority in respect of any previous work will be entertained.
- 6) Conditional bids, incomplete bids or bids with deviation from any of the conditions stipulated in this e-tender will be liable to be rejected and Earnest Money Deposit will be forfeited.
- 7) Bidder shall not be permitted to withdraw his offer or modify the terms and condition once bid is submitted. In case the bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the Earnest Money Deposit will be forfeited.
- 8) The e-tender inviting and accepting authority will determine the eligibility of each bidder and reserves the right to reject all or any of the tenders without assigning any reason thereof.

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Phone : 033-2324-2324 / 2132 / 2148, 18003451571

Fax : 033-2324-2147

Website : [www.nkdamar.org](http://www.nkdamar.org)

- 9) Corrigendum/Amendment to the e-tender will be made if required.
- 10) The successful tenderer whose tender is accepted shall make formal agreement along with bid documents in triplicate within 7 (seven) days of issuance of Lol.

11) **Eligibility criteria for participation in the tender.**

**a.** The Agency shall be a Limited Company or a Private Limited Company Registered under the Company's Act. 1956 or a Partnership/ Proprietorship Firm. In case of Partnership Firms, Registered Partnership Deed along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be uploaded. The Limited Company shall upload the Article of Association and Memorandum as on-statutory document.

**b.** PAN/TAN Card, P.T. Deposit Challan for the year 2016-2017, valid Registration Certificate/Trade License, VAT & Service Tax Registration Certificate are to be uploaded.

**c.** The bidder must upload valid certificate of registration of Employees Provident Fund Organisation and Employees State Insurance Corporation.

**d.** In case of Proprietorship Firms, self-declaration or self-certificate is to be uploaded.

**e.** The Agency should have minimum of 3 (three) years experience in providing Manpower Services in the Government Departments / Public Sector (Central or State) at the time of bidding. Scan copies of relevant work orders in this regard are to be uploaded.

**f.** Income Tax Return of the Company/ Firm /Proprietor for the last 3 (three) years are to be uploaded.

**g.** Service Tax Returns for Company/ Firm for the last 3 (three) years and ESI & EPF Statement for last monthly deposit are to be uploaded.

**12. Requisite Qualification and job responsibility by manpower to be supplied at E-Health Centres in, New Town, Kolkata.**

Sl. No	Details of Manpower	Qualification/ Experience
1	Medical Technician -02 (two) Male & -02 (two) Female	1. Relevant experience as Medical Technician 2. Should have experience in a Govt. Hospital (preferable)
2	Software Technician -01(One) Male	1. Graduate or equivalent degree 2. Good knowledge in Computer, MS Office and e-mail. 3. Good Communication skill (Bengali/Hindi/English)

13. Both rates for individual categories and total must be quoted. The bidder who bids the lowest total package rate will be accepted.

14. The quoted bids shall remain valid for 180 days from the date of opening of the tender.

**15. Date & Time Schedule:**

Sl.No	Particulars	Date & Time
1	Date of Uploading of N.I.T (online) (Publishing Date)	09.6.2017
2	Documents download start date (online)	09.6.2017
3	Documents download end date (online)	19.6.2017
4	Bid submission start date (online)	09.6.2017
5	Bid submission closing date (online)	20.6.2017
6	Bid opening Date for Technical Proposals (online)	22.6.2017
7	Last date of uploading list of Technically qualified Bidder (online)	24.6.2017
8	Date of opening of Financial Proposal (online)	To be notified in due course.

16. Joint Ventures/MOU will not be allowed.

17. No advance will be allowed.

18. (a) Earnest Money : All the bidders have to upload scan copy of an EMD amounting to Rs.10,000/- (Rupees ten thousand) only in the shape of a Bank Draft of any Scheduled Bank to be drawn in favour of **“New Town Kolkata Development Authority” payable at Kolkata.**

(b) Earnest Money for successful tenderer will be retained and converted into Initial Security deposit.

(c) The security deposit of the successful tenderer will be refunded after defect liability period as stipulated in relevant clause of the agreement to be made in.

19. Period of Contract: Initial engagement will be for 12 (twelve) months from the date of issue of work order which may be extended further if authority desires.

20. Payment Terms: Payment will be made to the selected bidder on submission of invoice/Bill within 07<sup>th</sup> 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 per Govt. Rule in force from time to time.

21. Statutory deductions towards Service Tax, Income Tax, VAT etc. will be made as per Govt. rules in force from time to time.

22. Timing: The working hours of the manpower provided will be as per timings of e-Health Centres or as per NKDA's decision as and when desired this authority.

23. Service Termination:

(a). If this authority not satisfied with the performance of the manpower provided he/she should be replaced within 07 (seven) days by new manpower. Failure in doing so will render the contract terminable.

(b). NKDA may terminate the contract due to any reason by issuing a notice prior to 15 days.

24. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by New Town Kolkata Development Authority and the authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.

25. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in this NlET before tendering the bids.

26. Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.

27. Participation in this tender deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e-tender.

28. The Financial Bid must be in accordance with the Circular issued by the Office of the Labour Commissioner, Govt. of West Bengal regarding payment of fixed minimum rates of wages in the employment of staff of similar category in the State of West Bengal and the successful bidder shall have to ensure that the said circular as well as the circulars issued in this regard from time to time will be followed.

  
**Administrative Officer,  
New Town Kolkata Development Authority.**

Memo No. <sup>3300</sup>...../1(9)NKDA/Admn-581/2015

Dated: 09/6/2017.

Copy forwarded for information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. Administrative Officer-I, New Town Kolkata Development Authority
3. The Finance Officer, New Town Kolkata Development Authority
4. Administrative Officer-II, New Town Kolkata Development Authority
5. Sr. Accountant, New Town Kolkata Development Authority.
6. P.A to Hon'ble Chairman, New Town Kolkata Development Authority.
7. P.A to Member Secretary, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).

  
**Administrative Officer,  
New Town Kolkata Development Authority.**

**ANNEXURE-I**

**TECHNICAL BID**

<b>Check list of documents to be uploaded mandatorily</b>			
<b>Sl.No.</b>	<b>Trade Licence</b>	<b>Tick mark if Yes</b>	<b>Remarks if any</b>
a	Photocopy of Valid Trade License		
b	Document supporting previous experience of last 03 years		
c	Photocopy of PAN/TAN		
d	Copy(ies) of Work Order(s) from Govt. Departments/ PSU for Supplying Manpower.		
e	Photocopy of Financial Report/ Statement/IT Return for last 03 years		
f	Photocopy of VAT/Sales Tax Registration		
g	Valid Certificate of Registration under ESI, EPF including last month deposit chalan		
H	EMD		

I/We declare that all the above mentioned documents have duly been signed and submitted.

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Signature with Seal.