

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No- 6019 / NKDA/ Admn- 836/ 2018

Date- 18.12. 2018

e-Tender Inviting Expression of Interest for Selection of Organisation / Society / Co-Operative Society / Person / Agency for running “ Pet Dog Creche & Clinic and Pet Dog Cemetery” situated at New Town Kolkata, in Action Area- III .

The Estate Manager-II, New Town Kolkata Development Authority invites Expression of Interest from intending Bona fide, Resourceful Organisation/ Agencies / Society / Co-Operative Society for running Pet Dog Creche & Clinic and Pet Dog Cemetery of NKDA situated at Action Area- III.

1) Manpower Requirement

- a) One full time Veterinary Doctor having experience in similar type of work.
- b) One Livestock Development Assistant (L.D.A) Paravet
- c) One Supervisor / Office Asst.
- d) 03 no Security Person round the clock in 3 shifts of 08 hours each
- e) 03 (three) Multi Tusk Worker (M.T.W) having expertise in Dog caring one each for 3 shifts of 8 hours round the clock.
- f) 03 (three) Personnel for sweeping, Caring, cleaning, and burial work round the clock one each for 3 shifts of 8 hours.

2) Pet Keeping in the Creche-:

a) Fees to be paid in advance

Fee-: a) Rs 500/- per day for small Breed and (b) Rs 750/- per dayfor Large Breed for the days to be kept in the Creche.

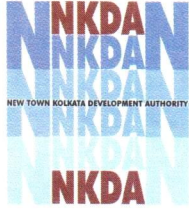
b) Security Deposit. Advance payment of Security deposit is to be made.

For total period of stay Rs 10,000/- (Refundable at the time of release of Dog after adjustment of all expenses.)

3). Conditions for keeping Pet Dog.

The Veterinary Doctor will verify the following before Admission / Registration of dog.

- a). No infected or sick pet dog will be received. Fit certificate from a Registered Veterinary Doctor must be submitted. The fit Certificate must clearly mention that the pet dog is not infected with any skin disease or any other disease.
- b) Copy of document of last Vaccination (Vaccination Card) should be produced.
- c) Copy of prescription for routine medications of the Pet Dog from registered Veterinary Doctor to be submitted along with the required Medicines for total period of stay.
- d) In case of death of the pet dog during stay at creche the Authority will not be responsible. However, in case of death due to illness all records of treatment with report of the Veterinary Doctor will be kept in records.
- e) No food will be allowed from the Owner of the Dog from outside.



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

- 2 -

4) PET CLINIC & PET CEMETERY.

a) Pet Clinic shall be run at a suitable time on each day (except Sunday). Fees for visit of each Pet Dog will be Rs 150/- (Rupees one hundred fifty).

b) Photo copy of Death Certificate issued by a **Recognized Veterinary Doctor** must be submitted at the time of registration for burial of a Pet dog in the Cemetery. Fees of Rs 2500/- (Two thousand five hundred) will be charged for the purpose. A suitable Application Form will be devised for Pet Dog Creche & Clinic and Pet Dog Cemetery.

5) Stake of NKDA

New Town Kolkata Dev. Authority will provide

- Full infrastructural facility including Instruments (as per agreement).
- Engagement of one Supervisor / Junior Office Asst.
- Engagement of Round the clock Security Personnel.
- Payment of Electricity Bills.
- Collection of all types of Fees / Charges.

6) Scope of Work of the Agency.

The Agency will provide:-

- One Full time Veterinary Doctor having expertise in Dog keeping.
- Engagement of one Live Stock Dev. Asst.(Para Vet.).
- Three Multi Task Worker having expertise in Dog keeping round the clock (1 for each shift)
- Three sweeper-cum-Caring Staff round the clock (1 for each shift.)
- All recurring expenditure for Human Resource, Cost of Food including feed, Hygienic Items, Purchase of Medicine & Publicity.
- The Agency on their part will place the claim to the Authority for incurring expenditure for running Pet Dog Creche & Clinic smoothly and **Quote Yearly Bid amount** for three years.
- Engagement period of the Agency will be for **03 (three) years**.

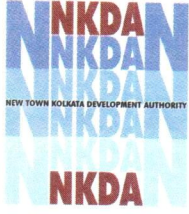
7) ELEGIBILITY FOR PARTICIPATION IN E. O. I

Registered, Bona fide, reliable and resourceful Organization/ Agencies / Society/ Co-operative Society / Person having experience in dealing animals or, similar type of work or, having at least one Veterinary professional in the management or, having similar activity in the objective in MOA / Byelaws may participate in this Expression of Interest (E.O.I)

Intending Bidder may download the Tender Documents from the website <http://wbtenders.gov.in> . All the Bidders will have to submit Earnest Money, which may be remitted online in favour of “**New Town Kolkata Development Authority**” payable at Kolkata and also to be documented through e-filing.

Both **Technical Bid and Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

contd-



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

- 3 -

Tender Documents may be Download from website and submission of **Technical Bid & Financial Bid** will be done as per time schedule of this NI e-T.

The Financial Offer of the prospective qualified Tenderer(s) will be considered only if the **Technical Bid** of the Tenderer(s) is found qualified by the competent Authority of New Town Kolkata Development Authority. The decision of the competent Authority will be final and absolute in this respect. The list of Qualified Bidders will be notified in the website after evaluation of Technical Bids.

8) **Earnest Money Deposit (EMD)**

The Bidder shall furnish an amount of **Rs 30,000/- (Rupees thirty thousand)** only as Earnest Money by **Online Payment in favour of "New Town Kolkata Development Authority"** payable at Kolkata which will be converted into the Security Deposit (10% of the Bid amount) and to be refunded on expiry of contract period. The said Security Deposit will be forfeited if the Agency fails to perform his contractual duties satisfactorily.

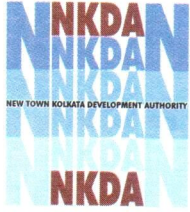
9) **Documents to be Uploaded.**

a)	Name of the Agency/ Society	
b)	Office Address with Tel No/M.No	
c)	Email ID	
d)	Name of contact person	
e)	Mobile No-	
f)	Email ID	
g)	Scanned copy of D.D for EMD	
h)	Latest /Previous year statement of Account	
i)	Experiance certificate in this field.	
j)	TAN / PAN	
k)	GST registration certificate.	

10) **SELECTION / ACCEPTANCE OF THE SUCCESSFUL BID / OFFER.**

- The final Selection / acceptance of the bid / offer shall be made by a panel constituted by NKDA.
- The accepting Authority reserves the right to reject any or all of the bid/s offer /s received without assigning any reason whatsoever to the participants including the **lowest** bid /offer received.
- The Financial bids of only those Bidders who will qualify in the Technical bid will be opened.

Contd-



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

- 4-

11) BID DOCUMENTS:

At least one copy of the bid documents in a book format containing the organization / Society Profile of the bidder will have to be submitted. The bidders must upload their Documents / Bids / offers in **02(two) separate Folders**

a). Folder for **Technical Bid** should contain detailed proposal for running Pet dog creche including detail plan for deployment of manpower as well as Veterinary Doctor Besides this all the statutory documents (as mentioned in Para- 9) .

b). **Financial bid** in respect of Pet Dog Creche and Clinic with detail of Financial proposal must be marked with “ **Financial Bid of the Pet dog Creche & Pet dog Cemetery**” . .

Any bidder not following the above steps in submitting the bid / Offer shall be disqualified.

12. MODE OF SELECTION.

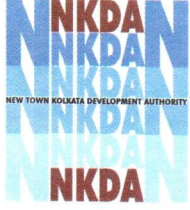
The applicant or Bidder who will quote the **Lowest Rate** will be offered to run the Pet Dog Creche & Clinic and Pet Dog Cemetery.

13. MODE OF PAYMENT

Successful bidder will prefer claim on monthly basis after end of each month.

14. SCHEDULE OF DATES:

Sl.No	Schedule	Date & Time
1	Date of uploading of NIE-T (online)	18.12.2018 at 4-00 P.M
2	Date of Download of Documents start(online)	18.12.2018 at 4-30 P.M
3	Download of Documents end date (online)	07.01.2019 at 2-30 P.M
4	Date of Pre-Bid meeting.	27.12.2018 at 12-30 P.M
5	Bid submission start date. (online)	18.12.2018 at 4 -30 P.M
6	Bid submission closing date. (online)	07.01.2019 at 3-00 P.M
7	Opening date of Technical Bid. (online)	09.01.2019 at 3-00 P.M
8	Last date of uploading of List of Technically Qualified Bidder.(online)	Will be notified seperately.
9	Opening date of Financial proposal (online)	Will be notified seperately.



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

- 5 -

15) TERMS & CONDITIONS.

- a). Participating farms / organization / Society must have GST IN & PAN valid at least up to the date of submitting their bid. Application of such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
- b). Before submitting any bid offer, the intending participants should make themselves acquainted, thoroughly, with the local conditions prevailing by actual inspection of the site and take into considerations all aspects. As no claim whatsoever will be entertained on this accounts, afterwards.
- c). The selected bidder will have to enter into an **Agreement of contract** with NKDA within 10 (ten) days of issuance of the L.O.I.
- d). This Authority reserves the right to cancel any or, entire E.O.I without assigning any reason.
- e) The Bidder(s) are bound by the terms & conditions of NIE-T Document, Instruction to Bidder(s), Schedule of works etc, which forms a part and parcel of this contract
- f) Prospective Bidder(s) are advised to note carefully the eligibility criteria before submission of bids.
- g) Conditional / Incomplete Bid will not be accepted under any circumstances. In case of any conditional Bids the Earnest Money will be forfeited.
- h) Any Corrigendum, notification in connection with this NIE-T will be published in the website <http://wbtender.gov.in> as well as in the official website of New Town Kolkata developmet Authority i.e (www.nkdamar.org) The applicants are requested to please follow the website for such notifications, corrigendum etc.


Estate Manager- II
New Town Kolkata Dev. Authority.

Memo No- 6019 /1(9) / NKDA/Admn- 844/ 2018

Dated- 18. 12. 2018

Copy forwarded for information to -:

1. The Chief Engineer, NKDA
2. The Finance Officer, NKDA
3. Administrative Officer-II
4. P.A to Hon'ble Chairman, NKDA
5. P.A to C.E.O, NKDA
6. System Manager, NKDA with request to up load in the official Website.
7. Official website of WB Tender (www.wbtenders.gov.in)
8. Office Notice Board.
9. Notice Board of Pet Dog Creche & Clinic.


Estate Manager - II

New Town Kolkata Development Authority.

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

Fax : 033-2324-2147

Website : www.nkdamar.org