



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 3481/NTBC/NKDA/Admn-39/2017

Dated: 18/07/2019

## NOTICE INVITING QUATION

### NIQ NO. 03/NTBC/NKDA/ADMN OF 2019

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 for supplying Skating Trainer for New Town Business Club, New Town, Kolkata as per schedule below:

Details of Manpower	Qualification	Period of supply
Skating Trainer- 1 (one) no.	<ul style="list-style-type: none"><li>• Certificate on Skating from reputed institute.</li><li>• At least 5 years' experience</li></ul>	<ul style="list-style-type: none"><li>• 1<sup>st</sup> August, 2019 to 31<sup>st</sup> January, 2020</li></ul> <b>(Total –6 months)</b>

#### **Important dates:**

Last Date of submission of bid : 29-07-2019 upto 2-00 pm  
Date of opening of the bid : 29-07-2019 at 3-00 pm.  
Date of opening of Financial bid : 29-07-2019 at 5-00 pm.

#### **Eligibility Criterion:**

1. 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/attached copy of Certificate or Incorporation/Partnership Deeds or any other valid document issued by the respective register of firms/companies may be submitted. In case of proprietorship firm, self-declaration or self-certificate supported by PAN in the proprietor name should suffice. The bidder should have a PAN issued by the Income Tax Department. Bidder shall have valid Service Tax Registration.
2. The agency should have minimum three years' experience in providing manpower engagement services consecutively in the Government Departments/Public Sector (Central or State)/Private Limited Company at the time of submitting the tender. Attested copy of relevant Work Order/ Completion Certificate/Document in this regard should also be attached in the tender document.
3. Valid Trade License should be enclosed.
4. Documents of Provident Fund and ESI Registration Certificate must be enclosed.
5. Income Tax Return of the company/firm/proprietor for the last three years should be enclosed.
6. GST Registration Certificate to be enclosed.
7. Earnest Money Deposit : Earnest Money of Rs.10,000/- (Rupees ten Thousand) only must be deposited in the form of DD/Pay Order/ Banker's Cheque in f/o "New Town Kolkata Development Authority". The amount will be retained for the entire contract period and refunded after that.

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

Fax : 033-2324-2147

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

**General Conditions:**

8. The Technical bid and Financial Bid must be sealed in separate envelopes super scribing "Technical Bid" and "Financial Bid" and both the envelopes must be placed in a third envelope super scribing "Tender for supplying skating trainer at the New Town Business Club under New Town Kolkata Development Authority". The third envelope should be sealed and delivered to the General Manager, New Town Business Club.
9. All bidders are hereby explicitly informed that conditional offers or offers with deviation from the conditions of contract, the bids not meeting the minimum eligibility criteria are liable to be rejected.
10. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof.

**Rate & Validity of the bids: Rate should be quoted exclusive of Tax.** The quoted bids shall have the validity for a period of 180 (one hundred eighty) days from the date of opening of the tenders.

**Opening of Tender:** The tenderer either himself or may authorise any person to be present at the time of opening of the tender.

**Right of Acceptance:** NKDA reserves all rights to reject any or all tenders without assigning any reason. After opening of Technical Bids, the same will be evaluated later on to ensure that, the bidders meet the eligibility criteria as specified in the tender document.

Financial bid will be opened for the qualified technical bidders.

The offered rate is inclusive of tax and other levies. No extra payment will be made in this regard.

**Payment terms:** Payment to be made to the selected bidder on submission of invoice/bill within 7<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 admissible under the rules.

**Service Termination:**

If the Authority is not satisfied by performance of manpower, then new manpower required to be replace within 7 (seven) days, failure of that contract will be terminated.

This Authority may terminate the contract due to any reason by issuing a notice prior to 15 days.

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

**Memo No. 3481/1(5)/NTBC/NKDA/Admn-039/2017**

**Dated: 18/07/2019**

Copy forwarded for information to:

1. The Administrative Officer-I, NKDA
2. The Finance Officer, NKDA.
3. PA to Hon'ble Chairman, NKDA.
4. PA to CEO, NKDA.
5. Guard File.

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