

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No- 4762 / NKDA/ Admn- 836/ 2018

Date- 03.10.2018

**Notice Inviting Expression of Interest for Selection of Organisation / Society / Person / Agency for running Pet Dog Creche and Pet Dog Cemetery situated at Mouza- Chakpanchuria , New Town Kolkata. in Action Area- III .**

The Estate Manager-II, New Town Kolkata Development Authority invites Expression of Interest from intending Registered Bona fide, Resourceful Organisation/ Agencies / 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 for both Pet Dog Creche and Pet Dog Cemetery.
- b) One Livestock Development Assistant
- c) One Supervisor / Office Asst.
- d) Security Person ( round the clock) 3 shifts of 08 hours each
- e) 03 (three) pet dog keepers having expertise in Dog caring one each for 3 shifts of 8 hours ( round the clock).
- f) Personnel for sweeping, cleaning, caring 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 day for Large Breed for the days to be kept in the Creche.

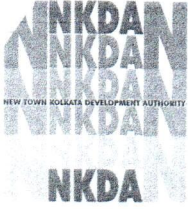
- b) Security Deposit. Advance payment of Security deposit is to be made.

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.
- f) In case of death of admitted Pet Dog due to negligency of the working Agency, the cost on dcis to be paid by the Agency.



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## 4 ) PET CEMETERY

Photo copy of Death Certificate issued by a recognized Veterinary Doctor must be submitted at the time of registration. For detailed information a "FORM" will be supplied to owner of the dead pet / the person who brought it.

## **5) Stake of NKDA**

**New Town Kolkata Dev. Authority will provide**

- a). Full infrastructural facility including Instruments.
- b). Engagement of one Supervisor.
- c). Engagement of Round the clock Security Personnel.
- d). Payment of Electricity Bills.

## **6 ) Scope of Work of the Agency.**

The Agency will provide:-

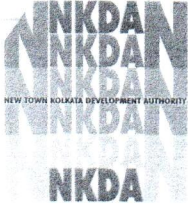
- a). One Full time Veterinary Doctor having expertise in Dog keeping.
- b). Engagement of one Live Stock Dev. Asst.( Para Vet.).
- c). Three Multi Task Worker having expertise in Dog keeping round the clock (1 for each shift)
- d). Three sweeper-cum-Caring Staff round the clock (1 for each shift.)
- e). All recurring expenditure other than what is provided by NKDA for running Pet Dog creche and Clinic including Dog cemetery.( Human Resource, Cost of Food including feed, Hygienic Items, Purchase of Medicine & Publicity.)
- f). Collection of Fees will be done by the Agency/ Society as per rate fixed by NKDA. They will maintain necessary Register for operation and Maintenance and also the Accounts.
- g). 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/ Person having not less than one years of experience in running pet dog creche or, similar type of work may participate in this Expression of Interest ( E.O.I)

Intending Bidder may download the Tender Documents from the website of NKDA ([www.nkdamar.org](http://www.nkdamar.org)) . All the Bidders will have to submit Earnest Money, which may be remitted by separate Demand Draft to be issued from any scheduled bank in favour of "New Town Kolkata Development Authority" payable at Kolkata .

Both **Technical Bid and Financial Bid** are to be submitted concurrently duly signed in separate



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sealed cover superscribing “ **Technical Bid** for running Pet Dog Creche & Clinic And Pet Dog Cemetery” and “ **Financial Bid** for running Pet Dog Creche & Clinic And Pet Dog Cemetery.”

Tender documents may be downloaded from website and submission of technical Bid and Financial Bid will be done as per Time schedule of this E.O.I.

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 Notice Board / website after evaluation of Technical Bids.

## 8) Earnest Money Deposit (EMD)

The Bidder shall furnish an amount of **Rs 10,000/- (Rupees ten thousand)** only as Earnest Money by way of **Demand Draft drawn in favour of “New Town Kolkata Dev. Authority “** payable at Kolkata which will be converted into the Security Deposit 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 submitted along with Technical Bid.

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)	Demand Draft for EMD	
h)	Audited Financial Statement of the last year.	
i)	Experiance certificate of at least one year 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.

## 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 submit their bids / offers in **02(two) separate sealed covers.**

- First sealed cover 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) are to be submitted in the Folder.
- Second sealed cover should contain **Financial bid** in respect of Pet Dog Creche and Clinic with detail of Financial proposal and must be marked with “ **Financial Bid of the Pet dog Creche & Pet dog Cemetery**”. Both the above stated sealed cover must be superscribed with **Name of the work & Name of the Bidder/ Organisation with address of the Bidder / organisation and duly addressed to the undersigned.**

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 highest Rate will be offered to run the Pet Dog Creche & Clinic and Pet Dog Cemetery subject to payment of offer price for 01( one) year within 03( three) days of the issue of Letter of Intent. Rate should be quoted for 01( one) year.

Before issue of work order the successful Bidder shall have to enter into an agreement with the New Town Kolkata Development Authority on suitable terms & conditions.

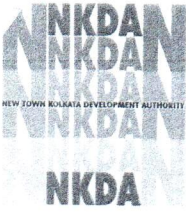
If the successful Bidder whose Bid is accepted fails to do so, the Authority will decide if the second highest Bidder will be offered or the work re-Tendered. It won't be an automatic choice that the second Bidder or so on shall have the right to establish the claim.

## 13. MODE OF PAYMENT

Successful bidder shall have to deposit the yearly Bid amount in the form of Demand Draft in favour of “ New Town Kolkata Development Authority”.

## 14. SCHEDULE OF DATES:

Sl.No	Schedule	Date & Time
1	Publishing of E. O. I	03/10/18
2	Date of Pre-Bid meeting.	11/10/18
3	Last Date for Submission of Bid.	15 .11.2018 up to 2.00 P.M
4	Opening date of Technical Bid.	15 .11.2018 at 3.00 P.M
5	Date of Opening of Financial Bid	Will be notified seperately.

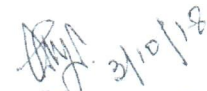


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## 15) TERMS & CONDITIONS.

- a). Participating farms / organization / Society must have GST IN and PT clearance certificate and IT & 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 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 conditionals Bids the Earnest Money will be forfeited.
- h) Any Corrigendum, notification in connection with this E.O.I will be published in the official website of New Town Kolkata developmet Authority i.e ( [www.nkdamar.org](http://www.nkdamar.org)) The applicants are requested to please follow the website for such notifications, corrigendum etc.
- i) Bidders may remain present during opening of Technical & Financial Bid with proper I.D proof.


  
Estate Manager- II  
New Town Kolkata Dev. Authority.

Memo No- 4762 /1(8) / NKDA/Admn- 836 / 2018

Dated- 03.10.2018

Copy forwarded for information to -:

1. The Chief Executive Officer, NKDA.
2. The Chief Engineer, NKDA
3. The Finance Officer, NKDA
4. The Executive Engineer- I, NKDA
5. The Administrative Officer-II, NKDA
6. P.A to Hon'ble Chairman, NKDA
7. System Manager, NKDA with request to up load in the official Website.
8. Office Notice Board.

  
Estate Manager - II  
New Town Kolkata Development Authority.

## Item Rate BoQ

**Tender Inviting Authority:** Estate Manager-II, NKDA.

**Name of Work:** "Expression of Interest for Selection of Organisation/ Society/ Person/ Agency for running Pet Dog Crèche and Pet Dog Cemetery for 12 (twelve) months."

**NIQ Memo No:** 4762/ NKDA/ Admn- 836/2018 dated- 03.10.2018.

**Bidder Name:** \_\_\_\_\_

### PRICE SCHEDULE

(This BoQ template must not be modified/ replaced by the bidder and the same should be submitted after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER	TEXT	NUMBER	TEXT	NUMBER	NUMBER	TEXT
Sl No.	Item Description	Quantity	Units	Estimated Rate	BASIC RATE in figures to be entered by the Bidder Rs.                  P.	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Expression of Interest for Selection of Organisation/ Society/ Person/ Agency for running Pet Dog Crèche and Pet Dog Cemetery for 12 (twelve) months.	1	Nos	NIL		
Total in Figures						
Quoted Rate in Words						

.....  
Signature of the Bidder with Seal