

## **Minutes of the meeting in connection with conducting demographic survey for New Town Kolkata area under the jurisdiction of NKDA.**

**Date, Time & Venue:** - 06/01/2017 at 03:00 P.M. in the Conference Hall of 01, MAR, New Town, Kolkata - 700 156.

A separate Attendance Sheet is enclosed.

Based on the detailed discussion with the Members present in the meeting the following resolutions were passed:-

- (i) A Demand Draft amounting to Rs. 25,000/- (Rupees twenty five thousand) only in favour of **"New Town Kolkata Development Authority"** payable at **"Kolkata"** has to be submitted with the bid document as Earnest Money.
- (ii) The bidder should have experience of at least 3(three) years or more in this field. A copy of Work Order along with Performance Certificate will have to be submitted in the technical bid.
- (iii) PAN / TAN number may be collected for the non residential Sectors in addition to EPIC/ ADHAR Card No.
- (iv) The rate is inclusive of all taxes and duties.
- (v) Completion period of the entire work is 03(three) months from the date of issue of the work order.
- (vi) No mobilization advance will be paid for the task. Payment will be made after completion of the work. No interim payment will be made during the period of survey.
- (vii) NKDA will provide the area map at the time of issue of work order in hard copy format. Moreover, entire survey will be undertaken on the basis of unique premises number of the plot. Further, Unit number will be corresponding number allotted by the Housing Complex /Block/ Flat/ Establishment etc. Survey report will be submitted on the basis of the premises no. Report in Soft Copy and hard copy is to be submitted every week to NKDA. Also Soft and Hard Copy of

the entire survey Report is to be submitted after completion of the entire Work as per the scope of work mentioned in the NIT.

- (viii) The information collected over the phone or email is required to be authenticated i.e. Seal & Signed by the Responder/ Facility Manager/ Secretary/President / Board Member of the premises.
- (ix) The mandatory data which are to be recorded during the survey attached with this document.
- (x) Format for Synoptic report for weekly progress and detailed report also attached with this document which must be submitted every week on the designated date, validated of the concerned NKDA officials.

Meeting ended with thank to all participants.

  
**Administrative Officer-I,  
New Town Kolkata Development Authority**

  
**Memo No : /1(4)/NKDA/Admn-665/2016**

**Date: /01/2017**

Copy forwarded for information to:

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

  
**Administrative Officer-I,  
New Town Kolkata Development Authority**

**ANNEXURE – I**

**RAW DATA SHEET OF HOUSE HOLD SURVEY FOR NON-RESIDENTIAL HOLDINGS**

New Town Kolkata Development Authority

Street No\*.  Premises No\*.

Name of Establishment\*

Date of Survey\*  Day  Month  Year

Unit No.\* :.....

Name of the respondent (Authorised Person)\* .....

Designation \* .....

Mobile No.\*  (or) e-mail id

PAN NO.  TAN NO.

**Category of Establishment \***

Govt. Establishment / Govt. Undertaking / Govt. Company

Pvt. Establishment

**Type of Establishment\***

Health Institution  Educational Institution  IT/ITES

Mall  Bank  Govt. Office  Pvt. Office

Financial Institution (Other than Bank)  Others, specify

Year of Occupancy since

Total no. of Employees\*

Nos. of Male\*  Nos. of Female\*

Average daily foot fall, if applicable

**Type of Inhabitant \***

Owner  Tenant  Lessee

Remarks, if any :

Signature of the Respondent

Signature of the Enumerator

Signature of the Supervisor

\*= Fields are mandatory.

**ANNEXURE – II**

**RAW DATA SHEET OF HOUSE HOLD SURVEY FOR RESIDENTIAL HOLDINGS**

New Town Kolkata Development Authority

Street No.\*  Premises No\*

Name of Building\*

Date of Survey\*  Day  Month  Year

Unit No.\* :..... Name of the Head of Family\*.....

Name of the respondent \* .....

Mobile No. of the owner\*  (or) e-mail id\*

EPIC NO.  AADHAR NO.

**Type of Property Usage\***

Residential  Commercial  Other, any

Year of Occupancy since

Total no. of Inhabitant in the property\*

Nos. of Male\*  Nos. of Female\*

**Age Profile\*** : 0 - 5  6 - 15  16 - 40  - 60   
60 >

**Type of Inhabitant \***

Owner  Tenant  Lessee

Remarks, if any :

Signature of the Respondent

Signature of the Enumerator

Signature of the Supervisor

\*= Fields are mandatory.



## Weekly Progress Report

From Date : \_\_\_\_\_ To Date: \_\_\_\_\_

Total Data Collected : \_\_\_\_\_

Total Population (resident) : \_\_\_\_\_

Male: \_\_\_\_\_ Female : \_\_\_\_\_

### Action Area Wise Data Collected (Residential)

Action Area- I		Action Area- II		Action Area- III	
Total resident Pollution :		Total resident Pollution :		Total resident Pollution :	
Male	Female	Male	Female	Male	Female

### Action Area Wise Data Collected (Non-Residential)

Action Area- I		Action Area- II		Action Area- III	
Total Floating Pollution :		Total Floating Pollution :		Total Floating Pollution :	
Male	Female	Male	Female	Male	Female

Signature of Supervisor  
(Agency)

Signature of Supervisor  
(NKDA)

