



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID, New Town, Kolkata - 700156

Memo No. 4116/NKDA/EE-IV/01/2022

Dated : 17.09.2024

## Notice Inviting e-Tender No. : WBNKDA/02/ EE-IV /NKDA OF 2024-25

The Executive Engineer- WD & S, New Town Kolkata Development Authority at Plot No. DG/13, Premises No. 04-3333, Action Area ID, Kolkata - 700156 invites online percentage rate e-Tender, from bona fide reliable experienced & resourceful firms/contractors. Only who have successfully completed works in Govt./Govt undertakings / Autonomous Bodies / Semi Govt./ Statutory Bodies / Local Bodies having credential i.e. completion certificate for executing at least 40% value of the similar nature of works in a single contract within at least 5 (Five) years from the date of issue of this NIE-T , excluding those firms who have been blacklisted/debarred by Govt. of India/Govt. of West Bengal/Any State Govt. in India or any of their agencies for the following work. The time schedule, other details may be had from official web site <https://wbtenders.gov.in> or office of the undersigned :-

(Submission of Bid through **online**) List of Schemes :-

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Bid Documents (Rs.)	Period of Completion
1.	Yearly engagement of Supervisor for inspection & deployment of labours for Action Area - I, II, III & Chinar Park area under NKDA during the FY 2024-25.	<b>Rs. 36,80,307.00</b> (Rupees Thirty Six Lakh Eighty Thousand Three Hundred Seven) only	<b>Rs. 73,606.00</b> (Rupees Seventy Three Thousand Six Hundred Six) only	<b>Rs. 2,955.00</b> (Rs.2,500/+Rs.450/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	1 (one) Year

1) In the event of e-filling, applicants are advised to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidder shall have to submit Earnest Money and necessary Earnest money will be deposited by the Bidder through the following payment mode as Finance Department Order No 3975-F(Y) dated 28<sup>th</sup> July 2016 (Annexure-A).

(i) **Net Banking (any of the Bank listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment gateway.**

(ii) **RTGS/NEFT through Bank Account in any Bank. The EMD shall be deposited in favour of “New Town Kolkata Development Authority” payable at Kolkata.**

- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of 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. 12 of this NIEt.
- 4) 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 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) **Eligibility criteria for participation in the tender.**
  - (a) Bonafied resourceful working Contractor of KMDA, WBHIDCO, PWD, PHED, NKDA and other Govt Departments having similar nature of works credential (As prime Contractor) during the last 5 years. Work value should not less than 40% of the amount put to tender for a single contract. **Intending Bidders must have working experience in maintenance of drainage network of any nature [conduit or Box Drain] for at least 3 consecutive years within last 5 years.** Authentic documents in original, from the Engineer-in-Charge of the work have to be submitted in support of the above credential as non statutory documents.
  - (b) Intending tenderers should produce credential of 02(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 05 (five) years prior to the date of issue of the tender notice.
  - (c) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which in not less than desired value at (i) above. In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e. the tenderer.
  - i. **Intending tenderers must be financially sound and having Trade License, GST registration certificate, P. Tax challan for the year 2024-25 & PF & ESI Registration Certificate.**
  - ii. All materials are to be procured and supplied at site of work by the tenderer / firm at his / their own cost from approved reputed dealer / manufacturer. Departmental materials will not be issued under any circumstances unless any such provision is made and accepted latter by both the parties. Department unless otherwise stated means New Town Kolkata Development Authority.
  - iii. The prospective applicant shall be capable to establish Field Testing Laboratory equipped with requisite Instruments and Technical Staff complete in itself to carry out all necessary Tests for such project.
  - iv. Mobilization advance, time / cost over run and consequent cost escalation for any material, labour, etc. will not be allowed.

- v. The offer shall remain valid for 180 days from the date of opening of the tender.
  - vi. Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as non-statutory documents.
  - vii. Joint Ventures/MOU will not be allowed.
  - viii. Bank Solvency 30% of Estimated cost to be submitted (Current Year).
  - ix. Last three years Balance Sheet duly audited.
  - x. Spreading of bituminous mix to be paver finished and by mechanical means.
6. On-going payments for work may be allowed to the executing agency as per existing rules and availability of fund. Subject to deduction of security deposit, progressive payment may be made against the completed or partly completed item of works. Such interim payments, shall be made as running account bill (s), however, shall not constructed to mean that the respective items / components have finally been approved and accepted by NKDA and the contractor shall not be absolve of his responsibility to set right any deficiency of such paid items / components at his/ their own cost, for rectifying all defects which are subsequently being noted or found.
7. No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- Payment for the works done by the contractor will be based on recorded and accepted measurement at various stages of work. Acceptance of measurements put for payment to be invariably made by putting signature (with seal) of the contractor (or his/ their authorized representative). The contractor or his/ their authorized representative are advised to take measurements jointly with the officials of NKDA. In case of failure of his/their part either to take measurement jointly and /or acceptance of the recorded measurement, within a reasonable time, measurement taken by the department shall be considered as final for making payment. Similar acceptance is also essential for level records and survey data, field books etc.
- 8. No advance and secured advance will be allowed.**
- 9. Idle labour, idle rent and hire charges etc.:**  
No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.
- 10. Testing and Testing equipment's:** Testing of materials, to be used in work and the quality of finished work on quality control aspect, is to be undertaken by the contractor at their own cost, with facilities provided at site and / or through approved (by NKDA) Test Houses / Laboratories. All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per P.W.D.(Roads & Buildings Schedule) and IS Codes . The Engineer-in-Charge reserves the right to test, examine and measure the material / workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument machine, labour and materials as the Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge without any extra cost. Beside this, he/they will carry out tests from out side Laboratory as per instruction of Engineer-in-Charge. The cost of all such tests would be borne by the agency.

Should the Executive Engineer or his representative consider it necessary to satisfy himself/themselves as to quality of work, the contractor shall offer sample of work done as necessary, pull down reasonable part of the work required for inspection and testing. The contractor shall bear the cost of pulling down and shall make good the same at their own cost and to the full satisfaction of E-I-C without any claim for payment.

**11. Security Deposit:**

Retention money towards performance Security amounting to 8% (*eight percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit.

**12. Date and Time Schedule :-**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIE-T. & other Documents (online) (Publishing Date)	17.09.2024
2	Documents down load start date (Online)	18.09.2024 10.00 AM
3	Documents download end date (Online)	01.10.2024 4.00 PM
4	Bid submission start date (Online)	18.09.2024 10.30 AM
5	Bid Submission closing (Online)	01.10.2024 4.30 PM
6	Bid opening date for Technical Proposals (Online)	03.10.2024 05.00 PM
7	Last Date of uploading list for Technically Qualified Bidder (online).	To be Notified Later on
8	Date for opening of Financial Proposal (Online)	DO
9	Last Date of intimation to the successful bidder	DO

13.(a) Earnest Money for the successful tenderer will be retained and converted as Initial Security deposit. The Balance security deposit @ 8% will be deducted from on-going bills to cover 10% of the total value of work done.

(b) 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 WBF 2911(ii) with e-Tender documents.

14. The tenderers are bound by the terms & conditions of WBF 2911(ii) along with specification, notice for calling Tenders, Special terms & condition, Information to Bidders, Schedule of works etc, which forms a part and parcel of this contract.

15. Income Tax & GST will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills. Building & other construction workers cess @ 1.0% will be deducted from progressive bills in pursuance with G.O. no. 599A/ 4M – 28 / 06 dated 27/09/2006.

16. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site, shall be at his own expenses.
17. The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development 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.
18. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.
19. Conditional / Incomplete tender will not be accepted under any circumstances.
20. **The intending tenderers are required to quote the rate *online*.** The rates quoted should be considered as inclusive of GST, IT and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
21. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
22. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
23. If there be any objection regarding prequalification of any Agency the same should be lodged on line to Executive Engineer- WD & S, New Town Kolkata Development Authority within 2 (*two*) days from the date of publication of list of qualified agencies and beyond the said time schedule no objection will be entertained.
24. 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.
25. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority.
26. The successful Tenderer whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer – WD & S, New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).

**27. Qualification criteria:**

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this NIEt. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.

- 28) **No. price preference and other concession as per order no. 8648F(T) dated: 12.10.2012 will be allowed.**
- 29) Agencies are required to give a work programme preferably in the form of a bar-chart and to approve it by the EIC (Engineer-in-Charge) before commencement of work and if progress of work abruptly differs from the given work programme, the undersigned may terminate the work order at any point of time and penal action as per Tender Terms and conditions will be imposed.
- 30) Unless otherwise stipulated, all the works are to be done as per general conditions and general specifications of the latest edition of 'PWD (W.B) schedule of Rates for Building Works and Sanitary Plumbing' for the working area.
- 31) In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- 32) Intending tenderer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
- 33) NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIEt. Rates should be quoted accordingly.
- 34) The address and e-mail ID as furnished by the contractor shall be deemed as the postal address of his office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished or through e-mail ID furnished.
- 35) Arbitration clause of WBF 2911(ii) stands deleted.
- 36) New Town Kolkata Development Authority reserves the right to increase or decrease the quantum of work as stipulated in the schedule of work for which no change of rate will be allowed.

- 37) The Agency/firm must have one degree Engineer (Civil) & 01 (one) no. Diploma Engineers, Civil for supervision of this work and electrical licensed person 1 no.
- 38) Participation in this tender deems that the applicant is fully agreeable and abide by all terms and conditions as stated in this Notice Inviting e tender as well as WBF 2911(ii).
- 39) **Additional performance security to be deposited @ 10% of the tender amount by the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender as per Govt. of W.B, Finance Department (Audit Branch) Memo no. 4608-F(Y) dated 18<sup>th</sup> July 2018.**
- 40) **The selected bidder shall be liable to execute the work upto the Tendered amount only, no excess work beyond tendered amount will be permitted as per Govt. of Finance Dept. (Audit Branch) Memo No. 4609-F(Y) dated 18/07/2018.**

**Executive Engineer- WD & S  
New Town Kolkata Development Authority**

**Memo No. 4116/1(6)/NKDA/EE-IV/01/2022**

**Dated : 17.09.2024**

Copy forwarded for information to:-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. P.A. to Hon'ble Chairman, New Town Kolkata Development Authority.
5. Office Notice Board, New Town Kolkata Development Authority.
6. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).

**Executive Engineer- WD & S  
New Town Kolkata Development Authority**



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID, New Town, Kolkata - 700156

## **SECTION-A**

### **INSTRUCTION TO BIDDERS**

**NIE-T No. WBNKDA/03/EE-IV/NKDA OF 2024-25**

#### **General guidance for e-Tendering**

The Instructions/ Guidelines for electronic submission of the tenders have been elucidated in this section for assisting the contractors to participate in e-Tendering.

#### **1. Registration of Contractor**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

#### **2. Digital Signature certificate (DSC)**

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. **Details are available at NIC (National Informatics Centre) Web Site and are stated in Clause2 of Guideline to Tenderer. DSC is given as a USB e-Token.**

#### **3. Search & Download**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned as above in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **4. Submission of Tenders.**

Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded duly virus scanned and Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **5. Technical proposal**

The Technical proposal should contain scanned and digitally signed copies of the following further two covers(folders).

#### **A-1.Statutory Cover Containing:-**

- a) Demand Draft (follow the instructions as in Cl.-1 and Cl.-13) in the NIEt, against each serial of work in favour of "New Town Kolkata Development Authority" payable at Kolkata.
- b) Tender form No. WBF 2911(ii) & NIT with all addenda and corrigenda (In case quoting any rate in WBF 2911(ii) the tender is liable to be summarily rejected.)**
- c) Special Terms, Conditions & Technical Specifications of works, if any as included in the bid document.

**A-2.Nonstatutory Cover Containing :-**

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate . PAN. P Tax (Challan) Valid for current financial year. Latest IT Receipt. IT-Saral last for Assessment year. Bank Solvency current year <b>PF &amp; ESI registration certificate</b>
B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License</i> ) Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) Society ( <i>Society Registration Copy, Trade License</i> ) Power of Attorney. Proof of address from any Govt. Department, local authority, MLA, Councilor of the area with telephone no. etc.
C.	Credential	Credential – 1 Credential – 2.....	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

**B. Financial proposal:-**

- i. The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate (percentage Above/Below/ At par) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**6.0 Tender Documents consisting of the following shall be submitted digitally signed by the bidders without which the tender is liable to be rejected.**

- i) Notice Inviting Tender.
- ii) Instruction to Bidders.(Section A & B)
- iii) Schedule of work.
- iv) WBF 2911 (ii).

## **SECTION - B**

### FORM-II

#### **STRUCTURE AND ORGANISATION**

- 1.0 Name of Applicant :
- 2.0 Office Address :
- Telephone No. :
- Fax No. :
- Mobile No. :
- e-mail ID :
- 3.0 Name and address of Bankers:
- Phone No. :
- e-mail ID :
- 4.0 Attach an organization chart  
Showing the structure of the  
Company with names of Key  
Personnel and technical staff  
With Bio-data

Note :- Application covers proprietary Firm, Partnership, Limited  
Company Or Corporation.

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-  
Signature of applicant including title  
And capacity in which application is  
Made

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Seal and Signature of the Tenderer



## Affidavit format

One affidavit before Notary in Rs. 10.00 in Govt. stamp paper will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi Govt. /Autonomous body / Institution / Local body.

Points / Declaration to be furnished in the AFFIDAVIT

i) I.....Son of.....residing at  
..... having office at  
(business address) ..... do hereby solemnly affirm and  
declare as follows:

ii) Partnership details:

iii) Reference NleT No: with sl No.

iv) All documents submitted by me are genuine, authentic, true and valid.

v) All information furnished are true to the best of my knowledge and behalf.

vi) Department has got full right to cancel the same with penal measure, if any, in case any of statements is provide to be false.

vii) Neither any penalty nor debarment was made against me or nor against the firm in any way at any Govt. / Semi Govt. /Autonomous body / Institution / Local body.

viii) Never faced any blacklisting for poor performance / non performer or any other reason or debarred from contract due to no full filling the contract agreement or due to unnecessary delay in completion of the project work assigned to this company by the employer as punishment in the last 5 (five) years continuing start date as date of publication of the NleT of the tender. If it is found upon enquiry that the undertaking given by the concerned company is false and untrue, the Authority will take necessary steps in accordance with law for making false and untrue statement before the Authority.