

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

UNNAYAN BHAVAN, 1ST FLOOR, BLOCK-A, SEC-II, SALT LAKE CITY, KOLKATA-700091

Memo No: 825/NDITA/17

Date: 21/06/2017

NOTICE INVITING e-TENDER e-TENDER No: **WBMAD/NDITA/09/2017-18** OF EXECUTIVE OFFICER, NDITA

Name of Work: Management of 'Fee Car parking zones' in different area at Nabadiganta Industrial Township, under NDITA

Sl. No.	Parking location	Description of parking area	Reserved Price (In Rs.) per year	Earnest Money (In Rs.)	Operation period
1.	Zone-B	National Test House to CP - 9 (Road between Block CP/DP; Both side parking; 50mtr away from both sides)	5,13,000.00	10,260.00	1 Year
2.	Zone-E	Parking lot at AQ - 11 (Enclosed dedicated space for Fee Car Parking)	24,32,000.00	48,640.00	1 Year

1. Separate **quotations** are invited by the Executive Officer, Nabadiganta Industrial Township Authority for the works mentioned hereunder, through electronic tendering (e-tendering) from eligible and resourceful contractors having sufficient credential and financial capability for execution of works of similar nature.
2. **General Guidance for e-Tendering**
Instructions/Guidelines for bidders for electronic submission of the tenders online have been stated in the subsequent clauses.
3. **Registration of Contractors**
Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to <http://wbtenders.gov.in>. The contractor is to click on the link for e-tendering site as given on that web portal. **Joint Ventures will not be considered.**
4. **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 the website stated in Clause 3. DSC is given as a USB e-Token.
5. **Collection of Tender Documents**
The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 3 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. Participation in more than one work

Any contractor can collect and submit tenders for any number of works depending on his credential and financial capability.

7. Submission of Tenders

7.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 3, in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal, before the prescribed date and time. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).

7.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or declarations in the following standardised formats in further two covers (folders).

a. *Technical File (Statutory Cover) containing,*

- i. NIT & Addendum/Corrigendum if any.
- ii. Tender Form No. 1 (Section-A) [WBF No. 2911(ii)]
- iii. Condition & requirement for Tendering (Section-B)
- iv. Condition & General Terms (Section-C)
- v. Technical Specification (Section-D)
- vi. Tender Fee - No Tender Fee is chargeable.
- vii. Earnest Money Deposit - The requisite Earnest Money is to be submitted through e-procurement system as per F.D. G.O. No.3975-F(Y) Dr.-28, July, 2016.
Necessary Earnest Money will be deposited by the bidder. Electronically; online through his net banking enabled bank account, maintained at any bank or offline through any bank by generating NEFT/ RTGS challan from the e-tendering portal.
- viii. Structure and organisation (Form-A).
- ix. 'Power of Attorney' -
Scanned copy of power of attorney by the competent authority, if the power is delegated for signing the bid to persons other than the applicant must be uploaded.
- x. Others
 - a. Declaration of not having common interest in the same serial (vide *Form-B*).
 - b. List of documents submitted should be mentioned in attached format (Annex-P). 'Annex-P' should have to fill properly, if required documents not mentioned in the 'Annex-P' the authority may not be liable to verify that.**
Three different categories are provided in the NIT to submit bidder's important documents. Bidders are requested to submit their documents in following manner. Sl. No. 5 to 17 of 'Annex-P' should be submitted under category 1(Certificates) & 2(Company details). Sl. No. 18 (Credentials) of 'Annex-P' should be submitted under category 3 (Credential).
- xi. Drawings (if required).

Note: Quotations will be summarily rejected if any item in the statutory cover is missing.

b. *My Document (Non-Statutory Cover) containing,*

- i. Certificates

1. Professional Tax (PT) Clearance Certificates and IT PAN valid on the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered.
- ii. Company Details
 1. Registered Deed for Partnership Firm / Consortiums from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
 2. Trade Licence for Proprietorship Firms.
 3. Memorandum of Articles for Limited Companies.
 4. Society Registration and Bye-Laws for Cooperative Societies.
- iii. Credential
 1. The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this NIT at least one work of similar nature of P.W.D / P.W.(R) Deptt. / Zilla Parishad / I&WD / Other Govt. Deptt. / Semi-Govt. / Autonomous body and having a magnitude of 50 (Fifty) percent of the Tender amount of respective work and the said 50% credential value only in a year. Credential certificate should be issued by the person not below the rank of Executive Officer / Executive Engineer / Divisional Engineer/Chairperson of Municipalities.

N.B. Similar nature of work as per BOQ, Estimated amount, Gross bill value, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.
- iv. Others
 1. Declaration of not having common interest in the same serial (vide Form-B).
Failure of submission of any one of the abovementioned documents will render the tender liable to summary rejection.

7.3 Financial Proposal

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 online through computer in the space marked for quoting rate in the BOQ only. In case, quoting rate in other form, the quotation is liable to be summarily rejected.

Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the contractor.

7.4 Eligibility Criteria

Contractor having Work Orders with Completion Certificates of 50 (Fifty) percent of the Tender amount of respective similar nature of work in a single contract (during last 5 years from the date of this NIT), The Tender Inviting and Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of desired proper documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either

manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

7.4.1 Completion Certificate

- i. Completion Certificates for fully (100%) completed works during the current year and last five financial years will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of work executed in the Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineering Department, I&WD, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads, West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water & Sanitation Authority (KMW&SA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioners (HRBC); Semi Govt. Organisation, Urban Local Body, Engineering Departments of Central Government and Organization, like

Farakka Barrage Project (FBP) Authority, Railways, Kolkata port Trust (KoPT); and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificates are to be issued by an officer not below the rank of Executive Engineer / Divisional Engineer / District Engineer / Project Manager of the other State / Central Government Departments / Organisations. Such certificates are further to be countersigned by immediate superior authority of the Issuing Authority for all cases other than direct State / Central Government Departments and Railways.

7.4.2 Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period as will be decided by the competent Authority. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited.

7.5 Taxes & duties to be borne by the Contractor

Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess will have to be borne by the contractor and the rate should be quoted accordingly after consideration of all these charges. Service Tax, if applicable, would be reimbursed subsequently.

7.6 Site inspection before submission of tender

Before submitting any tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all

respect including transportation of materials, communication facilities, climate conditions, nature of soil, availability of local labour and market rate prevailing in the locality etc. and no claim, whatsoever, will be entertained on these account afterwards. In this connection intending tenderers may contact the office of **Nabadiganta Industrial Township Authority, Unnyan Bhavan**, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

7.7 Conditional and incomplete Quotation

Conditional and incomplete tenders are liable to summary rejection.

8. Opening and evaluation of quotations

8.1 Opening of Technical Proposal

- i. Technical proposals will be opened by the **Executive Officer, Nabadiganta Industrial Township Authority** and/or his authorised representatives electronically from the website stated in Clause 3, using their Digital Signature Certificate.
- ii. Intending bidders may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 7.2.a) should be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Paragraph - 7.2.b) will be opened. If there is any deficiency in the Statutory Documents, the bidder will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non- statutory Cover will be downloaded, and handed over to the Tender Accepting Authority.

8.2 Uploading of summary list of technically qualified tenderers (1st round)

- i. Pursuant to scrutiny and decision of the Tender Accepting Authority, the summary list of eligible bidders will be uploaded in the web portals.
- ii. While evaluation, the Tender Accepting Authority may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

8.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the bidders declared technically eligible by the Tender Accepting Authority will be opened electronically from the web portal stated in Clause 3 on the prescribed date, by the **Executive Officer, Nabadiganta Industrial Township Authority**.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. After evaluation of Financial Proposal, by the Competent Authority, **Executive Officer, Nabadiganta Industrial Township Authority**, may upload the final summary result containing inter- alia, name of contractors and the rates quoted by them against each work provided the rate obtained appears fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the, Tender Accepting Authority, it may be chosen to declare the former publication stated in above as semi- final and notify all the tenderers through the website to attend sealed bids to be followed by open bids to be held at his office at prescribed date and time, which will be done offline, i.e. as manually, as per present procedure.

- v. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- vi. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

8.4 Procedures to be followed when one/two technically qualified tenderers participated in any tender.

- a. Normally, financial bid of technically qualified single/two tenders shall not be accepted in the first instance. In that case the financial bid(s) shall not be opened and the tender process shall be dropped. A fresh notice inviting tenders (2nd call) shall be issued and the procedure shall have to be followed by the intending bidders afresh.

9. Acceptance of Tender

- I. Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.
- II. During the entire process of the tender, if it is found that any penal measures imposed by any Govt/Semi-Govt. Deptt/Autonomous body against any intending tenderer, the Authority reserves the right to reject any bid offered by the said tenderer.

10. Return of Earnest Money

For return of the Earnest Money (performance security deposit), in the form of BD or in other forms, of the successful tenderer, he/she/they is/are to apply for the same to **Executive Officer, Nabadiganta Industrial Township Authority**, giving the reference to the work, NIT No., date of tender, BD details all in a complete form only after completion of the work.

- 11. **Bid validity:** The Bid will be valid for 365 days from the date of opening of the Financial Bid.

12. Schedule of Dates for e-Tendering

Sl no	Activity	Date & Time
1.	Publishing Date	22.06.2017 at 17.00 hrs.
2.	Document Download start date	23.06.2017 at 10.00 hrs.
3.	Bid submission start date	23.06.2017 at 12.00 hrs.
4.	Bid submission end date	07.07.2017 at 17.00 hrs.
5.	Technical Bid opening date	10.07.2017 at 11.00 hrs.
6.	Uploading of Technical Bid Evaluation sheet	To be notified later on
7.	Financial Bid opening date	To be notified later on
8.	Uploading of Financial Bid evaluation sheet	To be notified later on

Note: The bidder whose bid shall have been accepted will be notified by the Tender Accepting Authority through letter of acceptance.

The letter of acceptance will constitute the formation of contract.

**FORM-A
STRUCTURE AND ORGANISATION**

A.1 Name of applicant

A.2 Office Address with Pin code no.
Telephone No.
Fax No.....
E-mail Address:.....

Signature of applicant including title
and capacity in which application is made.

**Form – B
Declaration against Common Interest**

I/We, Sri/Smt, the authorized signatory on behalf of do hereby affirm that I/We/any of the member of bidding against NIT No..... Sl. No..... do not have any common interest either as a partner on any partnership firm / consortium as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:
Signature:

**Annex – P
List of documents submitted**

Name of the work:

NIT No.: SI No. Tender ID:

Sl. No.	Submitted documents	Name of the File
1	NIT	
2	FORM 1	
3	FORM A	
4	FORM B	
5	Income tax return submitted for the year, &	
6	Trade Licence: Valid up to.....	
7	PAN NO:.....NAME:	
8	VAT NO:.....	
9	Professional Tax Submitted up to:	
10	Electrical Contract license (in case of Electrical works):	
11	Electrical workman permit (in case of Electrical works):	
12	ESIC registration certificate (if applicable in NIT)	
13	PF registration certificate (if applicable in NIT)	
14	Bank Solvency, Amount:	
15	Technical Parsons:	
16	Tools & Machineries	
17	(If any other parameter required as per NIT)	
18	Credential for the similar nature of work (50% of the work value)	
	Name of the work	Completion date
		Amount (In Lac)

Date:
Signature:

Additional Terms & Conditions.

1. Notwithstanding anything contained in the form in which the contract is executed the following shall constitute terms and conditions of contract and shall be binding on the contractor.
2. Earnest Money will be considered @ 2% of the quotation amount. Additional earnest money (if any; if the quotation amount is higher than reserved price) will be deposited in the form of Demand Draft/Pay Order within 1(one) week from the date of issuance of LOI to the L1/Successful bidder. The earnest money will be treated as performance security deposit and may be returned to the agency after successful completion of the work, provided no claim is due from the agency.
3. License Fee per quarter (i.e. three months) @ 25% of the quotation amount must be submitted within first 15days of the first month at each and every quarter. Earnest Money will be adjusted with the license fee of the last quarter of the year. The license will be treated as cancelled and earnest money will be forfeited in the case of failing of submission of license fee within the mentioned time period,
4. The acceptance of the tender including the right to distribute the work between two or amongst more than two tenderers will rest with the competent authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
5. The Tenderer shall have to comply with the provisions of (a) Contract labour (Regulation & abolition) Rules, 1970 (b) Minimum Wages Act 1948 or the modification thereof or any other laws relating thereto as will be in force from time to time.
6. The period of licence will initially be for one year commencing from the date as will be mentioned in the work order. The performance of the agency may likely to be reviewed on the 11th (eleventh) month of the licensing period and NDITA reserves the right to consider the renewal of the existing licence on the basis of performance for another year (maximum 3 years).

The parking will be allowed for each day commencing from 7 a.m. to 10 p.m. for Zone- B and for 24 hours for Zone-E. Deviation (if any) may be allowed for which the licensee will immediately bring to the notice of NDITA for further permission of parking.

7. It may be stated clearly that the work order is issued by NDITA following the agreement of the agency/Co-operative Society to the effect that the rate has been quoted after being thoroughly acquainted with the site condition & under no circumstances the license fees as deposited will be returned.
8. The staff engaged by the licensee are required to wear uniform with logo to be provided by the licensee. NDITA will decide the colour of the uniform in due course.
9. No consideration and remission will be allowed for any Strike/Hartal/Traffic Dislocation/Sunday & Holidays, Force Majurer.
10. The licensee must not assign or any way transfer the right to collect parking fees to third party/Co-operative societies & any other body without prior written approval from NDITA.
11. The licensee will not be allowed to realize car-parking fees from Government Vehicles/NDITA vehicles/Police Vehicles.
12. Arrangement of parking lay out in the flank of carriage way shall be at the discretion of Police Authority & NDITA. All vehicles must be parked at parallel to kerb line of footpath space.

13. The licensee is required to collect fees strictly as per following rate as decided by NDITA. If any written complain with necessary documents are received by NDITA regarding charging of parking fees above the rate fixed by the NDITA, the license will be cancelled & in that case no refund of license fees will be allowed. Parking fees shall be as follows:

For Zone- B

Time (7a.M. To 10p.M.)	1st One Hour	Next Each Hour or Less	Monthly Rate (Maximum)
BUS/TRUCK	RS. 30.00	RS. 15.00	RS. 2000.00
MINIBUS/MINI TRUCK	RS. 20.00	RS. 10.00	RS. 1500.00
SMALL MOTOR CARS OF 4 WHEELER	RS. 10.00	RS. 5.00	RS. 700.00
SCOOTER/MOTORCYCLE OF 2 WHEELER	RS. 5.00	RS. 2.00	RS. 350.00

For Zone-E

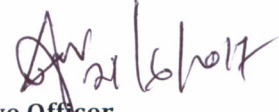
Day Time (7a.M. To 10p.M.)	1st One Hour	Next Each Hour Or Less	Monthly Rate
BUS/TRUCK	RS.60.00	RS.30.00	RS. 3000.00
MINIBUS/MINI TRUCK	RS.35.00	RS.20.00	RS.2000.00
SMALL MOTOR CARS OF 4 WHEELER	RS.12.00	RS.6.00	RS.1000.00
SCOOTER/MOTORCYCLE OF 2 WHEELER	RS.6.00	RS.3.00	RS.500.00

Night Time (10p.M. To 7a.M.)	1st One Hour	Next Each Hour Or Less	Monthly Rate
BUS/TRUCK	RS.66.00	RS.33.00	RS. 3300.00
MINIBUS/MINI TRUCK	RS.39.00	RS.22.00	RS.2200.00
SMALL MOTOR CARS OF 4 WHEELER	RS.14.00	RS.7.00	RS.1100.00
SCOOTER/MOTORCYCLE OF 2 WHEELER	RS.7.00	RS.4.00	RS.550.00

Any Time For 24hrs.	Monthly Rate
BUS/TRUCK(Except NDITA use)	RS.3600.00
MINIBUS/MINI TRUCK(Except NDITA use)	RS.2400.00
SMALL MOTOR CARS OF 4 WHEELER(FOR PRIVATE USE)	RS.1200.00
SCOOTER/MOTORCYCLE OF 2 WHEELER(FOR PRIVATE USE)	RS. 600.00

14. The Licensee is required to install display Board at a convenient location including the following :
- Site Description & reference of order issued by NDITA.

- b. Rate Chart
c. Name, Address of Licensee & Contact no.
The Display Board (2MX1M) shall be placed by the license at his own cost.
15. TCS if applicable will be imposed on license fee & will be paid by the licensee.
16. The Licensee may be required to execute the terms & conditions on a non-judicial stamp paper of Rs.10/- on allotment of license.
17. Imposition of any duty / tax rules etc whatsoever of its nature (after work order/Commencement and completion of the work) is to be borne by the tenderer.
18. Any kind of canvassing or any improper means of negotiation shall make the offerer liable to get the tender rejected and their participation in future tenders shall not be allowed.



Executive Officer

Nabadiganta Industrial Township Authority

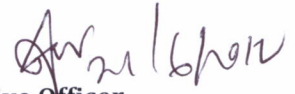


Memo No: 825 /1(14)/NDITA/17

Date: 21/06/2017

Copy forwarded for kind information and with request for publicity to:-

1. The Secretary KMDA, Unnayan Bhavan, Bidhannagar.
2. The Chief Engineer, Municipal Engineering Directorate, Bikash Bhavan, Bidhannagar, Kolkata - 700 091.
3. The Project Director, Sundarban Development Board, Mayukh Bhavan.
4. The Municipal Commissioner, Bidhannagar Municipal Corporation.
5. The Sub- Divisional Officer, Bidhannagar.
6. The Special Engineer, Urban Development & Municipal Affairs Department, Nirman Bhavan, Bidhannagar, Kolkata- 700 091.
7. The Executive Engineer 24 Parganas, Divn-II, MED, Bikash Bhavan.
8. The Executive Engineer (PWD) Division-I, Purta Bhavan.
9. The Technical Advisor, NDITA
10. The Executive Engineer, NDITA.
11. The Finance Officer, NDITA
12. Notice Board, NDITA.
13. Publication in our official website (www.ndita.org), website of the Deptt. of M.A. (www.wbdma.gov.in) & (<http://wbtenders.gov.in>)
14. Publication in daily news papers.



Executive Officer

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