

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

Unnyan Bhavan, 1st Floor, Block-A, Sec-Ii, Salt Lake City, Kolkata-700091

Memo No.: 72 /NDITA/2018

Dated: 15/01/2018

NOTICE INVITING e-TENDER **e-TENDER No: WBMAD/NDITA/47/2017-18** **OF EXECUTIVE OFFICER, NDITA**

Works details in the table below.

Sl. No.	Name of Work	Value put to Tender (₹)	Earnest Money(₹)	Time of Completion (Contract Period)
1.	Operation and maintenance of Pay & Use Toilet at Nabadiganta Industrial Township under NDITA for three years.	To be Quoted	25,000.00	1095 Days (3 years)

1. Separate tenders are invited by the **Executive Officer, Nabadiganta Industrial Township Authority** for the work mentioned in the list attached herewith, 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 tenderers 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
- iii. Tender Fee – No Tender Fee is chargeable.
- iv. Structure and organisation (**Form-A**).
- v. ‘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.
- vi. 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 bidders 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).

vii. Drawings (if required).

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

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

Certificates

- a) Valid PAN issued by the IT Deptt., Govt. of India.
- b) Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- c) Professional Tax (PT) Clearance Certificates, Income Tax Return verification form of last Assessment Year 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
- a) Registered Deed for Partnership Firm from Registrar of Assurances having office at Todi Mansion, Kolkata. Mere application for registration will not be considered.
 - b) Trade Licence for Proprietorship Firms.
 - c) Memorandum of Articles for Limited Companies.
 - d) Society Registration and Bye-Laws for Cooperative Societies.

- iii. Credential
- a) 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 40(Forty) percent of the Estimated amount put to tender of respective work and the said **40% credential value will be considered in respect of work actually completed (Considering percentage above/below or AT PAR)**. Credential certificate should be issued by the person not below the rank of Executive Officer / Executive Engineer / Divisional Engineer/ Chairman as the case may be.

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.

Failure of submission of any one of the abovementioned documents will render the tender liable to summary rejection.

- iv. **Deposition of Earnest Money**
- The amount of 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.

8. Right to acceptance:

Highest 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. The decision of the authority is final, without assigning any reason whatsoever and shall be binding for all.

9. Related information about the work site etc.:

The tenderer are advised to ascertain the site conditions fully prior to submission of Bid. They may also seek prior clarifications on various related aspects of the work. No claims on ground of insufficient knowledge on any count after submission of the Bid shall be entertained.

10. **No subletting** of works by initiating any type of **sub-contract**, is allowed.
11. Conditional Quotation will not be accepted in any case.
12. All intending eligible applicant(s) is/are requested to be present personally during the time of submitting application. Authorized representative through Notary/Power of Attorney will only be allowed in absence of original applicant(s).
13. **Bid validity:**
The Bid will be valid for 120 days from the date of opening of the Financial Bid.

14. Schedule of Dates for e-Tendering

Sl. No.	Activity	Date & Time
1.	<i>Publishing Date</i>	<i>16/01/2018 at 17:00 hrs.</i>
2.	<i>Document Download start date</i>	<i>16/01/2018 at 17:30 hrs.</i>
3.	<i>Bid submission start date</i>	<i>16/01/2018 at 17:30 hrs.</i>
4.	<i>Bid submission end date</i>	<i>02/02/2018 at 15:00 hrs.</i>
5.	<i>Technical Bid opening date</i>	<i>05/02/2018 at 11:30 hrs.</i>
6.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later on</i>
7.	<i>Financial Bid opening date</i>	<i>To be notified later on</i>
8.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>To be notified later on</i>

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	GST Reg.....	
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. Operation and maintenance of 4nos. road side Pay & Use Toilet - (i) at College More, (ii) opposite to PWC/Techno India College, (iii) near Oxford University Press & (v) near 215A Bus Terminus as per direction of NDITA.
Rates for use of toilet blocks for all above locations will be strictly as followed:-
 - i) For using Urinal - Re. 2/-
 - ii) For using WC/Privy - Rs. 3/-
 - iii) For using Bathroom - Rs. 5/-
3. Earnest Money payable amounting Rs. 25,000.00 which will be retained as the security deposit in case of successful tenderer and will be refunded after successful completion of the work on receipt of application for refunding the same.
4. The period of license will be for 3 (three) years commencing from formal order to undertake the work, shall be issued by NDITA and the date(s) to reckon the operation period of the work shall be considered from the date of the work order.
5. The successful bidder will have to pay 1/12th of the quoted amount in form of Demand Draft quarterly (per 3 months) in favour of 'Nabadiganta Industrial Township Authority' payable at Kolkata.
6. The successful highest bidder(s) shall, perform formal deed of contract in duplicate, in prescribed format by NDITA on Non-Judicial Stamp Paper of Rs. 10/- or above and also remit the payable license fee, in bank draft in favour of NDITA as par work order.
7. Addendum / Corrigendum, if any, may be available from the e-Tender portal. The same may not be published in the 'News papers'.


15.1.2018

Executive Officer

Nabadiganta Industrial Township Authority



NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

Unnayan Bhavan, 1st Floor, Block - A, Sector - II, Salt Lake, Kolkata - 700 091

Memo No: 72/1(14)/NDITA/18

Date: 15/01/2018

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 Chief Engineer, 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

Nabadiganta Industrial Township Authority

