

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

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

NOTICE INVITING TENDER No – WBMAD/NDITA/22/2015-16

Memo No: 1248/NDITA/15

Date: 21.09.2015

Separate tenders are invited by the Executive Officer, Nabadiganta Industrial Township Authority for the work “*Follow up/ Fresh Survey & Fire Safety Audit of all Buildings and Areas under Nabadiganta Industrial Township Authority*”, through electronic tendering (e-tendering) from eligible and resourceful agencies 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 Agencies

Any agency 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 agency 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 agency 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 agency 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. Submission of Tenders

6.1 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).

6.2 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. Earnest Money Deposit – The requisite Earnest Money, as specified in this N.I.T. shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favour of Nabadiganta Industrial Township Authority, payable at Kolkata. Every such Demand Draft /pay order shall be drawn on or after the date of publish of N.I.T. At the time of uploading the tender, the intending tenderer shall upload a scanned copy of such Demand Draft/pay order along with his/her tender. Any tender without such Demand Draft/Pay order (Scanned copy of original) excepting exemption as per G.O. shall be treated as informal and shall automatically be treated as cancelled.
- v. Structure and organisation (Form-A).
- vi. '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.
- vii. Others
 - a) Declaration of not having common interest in the same serial (vide Form-B).
- viii. 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,

- i. Certificates
 - a) Proof of financial capability through Bank documents.
 - b) Valid Sales/Commercial Tax, Professional Tax certificates/Income Tax Return verification from of last Assessment Year.
 - c) Other Tax registration documents, if, any, issued by competent authority.
 - d) Certificate of registration of West Bengal Value Added Tax in Form 3.
 - e) Valid up-to-date Employees Provident Fund registration certificate and Employees State Insurance related documents.
- 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 before 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. Credential certificate should be issued by the person not below the rank of Executive Officer / Executive Engineer / Divisional Engineer.

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
 - a) Declaration of not having common interest in the same serial (vide Form-B).
 - b) List of all documents submitted in attached format.

Failure of submission of any one of the above mentioned documents will render

the tender liable to summary rejection.

v. **Deposition of Earnest Money as per Govt. of West Bengal Finance Department, Audit Branch Order No. 1592-F(Y) dated 20th March, 2014.**

In case of e-tendering, EMD/Bid security (@2% of the quoted rate for the work and will be refunded after successful completion of the work) shall be collected as soft copy (Scanned copies of the originals) for Bank Drafts/Pay Order. The L1/Successful bidder shall have to submit the copy of the Bank Draft/Pay Order to the tender inviting Authority with his acceptance letter of the LOI. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

The Original documents of EMD (Earnest Money Deposit) may have to be furnished before the tender inviting Authority, when asked to do so during evaluation.

6.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder), i.e. Bill of Quantities (BOQ). The agency is to quote the rate online through computer in the space marked for quoting rate in the BOQ only. In case, quoting any rate in Tender form-1, the tender is liable to be summarily rejected.

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

6.4 Eligibility Criteria

Agency having Work Orders with Completion Certificates of similar nature of work in a single contract, 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 proper documents in support of a, b, c above. If any document submitted by a bidder is either manufactured or false, the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

6.4.1 Completion Certificate

- i. Completion Certificates for fully (100%) completed works will only be accepted. Certificates issued for partly completed works will not be considered.
- ii. Completion Certificate of works executed in various Departments of Central, State Govt./Semi Govt. Organization/Statutory Body/Local Body/Govt. undertaking shall be preferred. Such certificates are to be issued by an official not below the rank of Executive Engineer/Divisional Engineer/ District Engineer/Project Manager/Executive Officer/Chairman, as the case may be.

6.4.3 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.

6.5 Taxes & duties to be borne by the Agency

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

6.6 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, Unnayan Bhavan**, between 11.30 hours to 16.30 hours on any working day prior to date of submission of tenders.

6.7 Conditional and incomplete tender

Conditional and incomplete tenders are liable to summary rejection.

7. Opening and evaluation of tender

7.1 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 Certificates.
- ii. Intending tenderers 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 tender 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.

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

- i. Pursuant to scrutiny and decision of the Technical Accepting Authority, the summary list of eligible tenderers and the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii. While evaluation, the Tender Accepting Authority may summon the tenderers 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.

7.3 Opening and evaluation of Financial Proposal

- i. Financial proposals of the tenderers 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 agencies remaining present at that time.
- iii. After evaluation of Financial Proposal, by the Tender Accepting Authority, **Executive Officer, Nabadiganta Industrial Township Authority**, may upload the final summary result containing inter- alia, name of agencies and the rates quoted by them against each work provided it is satisfied that the rate obtained is fair and reasonable and there is

- no scope of further lowering down of rate.
- iv. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- v. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

7.4 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.

8. 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.

9. Payment

- The payment of RA as well as final bill for any work will be made depending on the progress of work and no claim for delay in payment will be entertained. Payment will be made on submission of report on pro-rata bi-monthly basis from time to time for each tower building as unit. All non tower Structure(s) in a single plot, will be considered as single unit for billing.

10. Bid validity: The Bid will be valid for 120 days from the date of opening of the Financial Bid.

11. Schedule of Dates for e-Tendering

Sl. No.	Activity	Date & Time
1.	<i>Publishing Date</i>	<i>21.09.2015 at 17:00 hrs.</i>
2.	<i>Document Download start date</i>	<i>21.09.2015 from 17:00 hrs.</i>
4.	<i>Bid submission start date</i>	<i>21.09.2015 from 17:00 hrs.</i>
5.	<i>Bid submission end date</i>	<i>06.10.2015 up to 17:00 hrs.</i>
6.	<i>Submission of EMD</i>	<i>Scanned copy of Bank Draft should be submitted along with the tender</i>
7.	<i>Technical Bid opening date</i>	<i>07.10.2015 at 11:30 hrs.</i>
8.	<i>Uploading of Technical Bid Evaluation sheet</i>	<i>To be notified later on</i>
9.	<i>Financial Bid opening date</i>	<i>To be notified later on</i>
10.	<i>Uploading of Financial Bid evaluation sheet</i>	<i>To be notified later on</i>
11.	<i>Submission of Hard copy of EMD</i>	<i>After Issuance of LOI to the L1/Successful bidder</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.

Additional Information & Conditions.

1) The broad terms of reference are as follows:

- a) To carry out audit/follow up audit of the entire area and to identify fire & safety hazards in terms of obstruction to the carriage ways and existence of inflammable material etc. in proximity of buildings.
- b) To identify potential fire risks in the buildings and to identify the risks associated with such hazards at present.
- c) To evaluate whether the existing fire fighting services are adequate and precautions to be taken to control the risks at present.
- d) To evaluate the adequacy of the fire safety provisions including the following :
- e) Means of escape in case of fire
 - Emergency lighting
 - Fire fighting arrangements
 - Fire evacuation procedure
 - Fire protection
 - Fire signage
 - Fire records
 - Fire training
- f) To assess detailed Occupancy Requirements and Associated Risks as per National Fire Protection Association (NFPA) 101 at present.
- g) Collection of Floor-wise Architectural Drawings of Buildings in line with the requirements of the Directorate of West Bengal Fire & Emergency Services (WBF & ES).
- h) Collection of "As Installed" Circuit Diagrams of Fire Detection & Alarm System of buildings in line with requirements of WBF & ES.

2) Scope of work and other details are as follows.

a) PURPOSE AND SCOPE

Nabadiganta Industrial Township Authority (hereinafter referred to as NDTIA) intends to carry out a detailed analysis/ follow up analysis of the existing buildings and area under its jurisdiction in purview of fire and life safety as per statutory and regulatory needs of the existing codes and standards which is sufficient and necessary to alleviate risks arising out of fire hazard of the area. The scope of the analysis also includes assessment of already installed fire safety measures in the buildings, understand the existing lacunas, if any, and suggest measures which needs to be augmented. Additionally, NDTIA expects to carry out a detailed analysis of network of existing roads in the area, find out encroachments and hindrances which might possibly affect movement of Fire Tenders and Turn Table Ladders in case of an exigency in turn affecting rescue operation in the area.

A detailed audit/ follow up audit and analysis/ follow up analysis report should be submitted to the NDTIA highlighting fire and life safety measures that needs to be implemented block-wise building- wise and also suggesting areas that needs to be addressed for encroachments.

b) SCOPE OF WORK

- i. The scope of fire risk analysis and survey would include the following -

- ii. Assess and Identify potential risks arising out of fire hazard in the occupancy at present
- iii. Check existing Fire and Life Safety measure implemented in the Building, if any at present
- iv. Ascertain whether implemented safety measures are adequate vis-a-vis the identified potential risks at present
- v. Suggest safety measures that needs to be augmented and undertaken by the occupancy
- vi. Verification of the measures adopted by the Building owners as per recommendation & submission of report thereafter.

The consideration of assessment and evaluation of safety measures for the fire safety audit are existing codes and standards of the following -

- National Building Code, Part 4
- National Fire Protection Association (NFPA), 101 Life Safety Code
- NFPA 13, Automatic Water Sprinkler System
- NFPA 72, National Fire Alarm & Signaling Code
- NFPA 25, Water Based Fire Protection
- NFPA 20, Stationary Fire Pumps
- NFPA 58, Code for Liquefied Petroleum Gas (LPG)
- Fire Protection Association, UK (FPA)
- Recommendations of West Bengal Fire and Emergency Services

Parameters that would be evaluated during the Safety Audit -

- Existing Fire Load of the Building
- Occupant Load of the premises
- Water Requirement for Fire Fighting
- Water base system requirement for the Occupancy
- Mechanism required for early Detection of fire hazard
- Means of Egress required for evacuation in reference to calculated fire load of the premises or unit
- Mechanisms present for Rescue operation in High rise occupancies including approach for fire vehicles
- Status of Electrical Wiring including nature of Isolations present in the premises or individual occupants

c) METHODOLOGY

The fire Safety Survey, Assessment and Audit will comprise three phases –

Phase I - Survey and Collection of Data

Phase II - Analysis of Collected Data in references to codes, standards and bylaws

Phase III - Submission of Report - Building-wise as well as a total report for the entire area.

Phase IV – Submission of Report on the measures adopted by the building owners.

A survey and inspection schedule will be worked out and submitted to NDTIA block- wise and building-wise in advance so that individual building representatives can be intimated and updated about their survey timings.

On completion of inspection, collected data will be analysed and reports will be submitted to individual buildings with a copy to NDTIA.

The methodology will be implemented block-wise, building-wise.

d) VALUE PROPOSITIONS

Safety Audit report would be submitted periodically to NDTIA for buildings, block- wise with the following information -

- Details of Occupancy Characteristics
- Assessment Report of Identified Fire Risk
- Details of Existing Fire Safety Measures
- Comparative Statement of Identified Risk, Installed Measures, rectification complied against previous fire Audit report and Suggested Augmentation
- Status of Compliances regarding NOC from the Directorate of WBF & ES

A more detailed offering can be presented on availability of the area map at a later stage.

e) COST ASSESSMENT, DURATION AND TERMS OF PAYMENT

Agency will offer their total fees inclusive of all charges, taxes, duties etc. as assessed by them for Total Survey, Data Collection, Assessment, Analysis and Audit Report Preparation and Submission to respective buildings with a copy to NDTIA. The rate should be quoted both in figure and words. The estimation will have to be done considering 225 buildings for follow up Audit & 10 buildings for fresh Audit approximately per year under NDTIA area with average Elevation of G+VIII storied including network of roads.

Agency will act as an extended arm of NDTIA in terms of Fire and Life Safety Consultant and responsible for inspection of buildings under the NDTIA jurisdiction for ascertaining and evaluating whether recommended safety measures are being implemented and maintained as per suggestion from time to time.

f) DURATION

Survey and Data Collection work shall be initiated within 2 weeks from signing of Memorandum of Understanding (MOU) and the Audit shall be completed within 8th (eighth) months from the date of signing of MOU/W.O. However, the estimated duration may vary depending on practical site condition in the buildings, weather condition, and availability of responsible individuals from respective buildings during data collection and audit. But in no case total work shall take more than 9th (ninth) months from the date of signing of MOU/W.O.

g) FOR FOLLOW UP INSPECTION

This will be considered after full completion of the work and each & every building will be covered at least once in a year for five consecutive years from commencing of the work, if renewed so by this Authority after successful completion of the same each & every year.

h) FACILITIES TO BE PROVIDED BY NDTIA

The Agency has to search a suitable space for setting up of back office operation for the project on payment of rent. NDITA may assist the Agency in this respect.

NDITA may assist the Agency by providing survey & fire safety audit report which has already accomplished initially.

- i)** Addendum / Corrigendum, if any, may be available from the e-Tender portal. The same may not be published in the 'News papers'.

NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY

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

WORK UNDER NIT NO: WBMAD/NDITA/22/2015-16

Dated: 21.09.2015

Sl. No.	Name of Work	Value put to Tender Rs.	Earnest Money Rs	Time of Completion
1.	Follow up/ Fresh Survey & Fire Safety Audit of all Buildings and Areas under Nabadiganta Industrial Township Authority.	To by Quoted	2% of Quoted Amount	270 days

Executive Officer
Nabadiganta Industrial Township Authority

Memo No: 1248/1(14)/NDITA/15

Date: 21.09.2015

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

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

Executive Officer
Nabadiganta Industrial Township Authority