

**NEW TOWN KOLKATA DEVELOPMENT AUTHORITY**  
**(A Statutory Authority under Government of West Bengal)**

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

**Memo No. 4658/EE-(P & GV)/ NKDA/2024-25**

**Date:01.10.2024**

**Notice Inviting Quotation**  
**NIeQ No: 17/WBNKDA/EE-(P & GV) of 2024-25**

New Town Kolkata Development Authority (NKDA) invites online quotations from resourceful, reliable, bona-fide and experienced company/organization/firms for managing car parking facilities at 1 different parking lots in New Town Kolkata . as Operation Agency against payment of license fee to NKDA

**(Submission of Bid through Online)**

Sl. No	Name of the work	Total Estimated minimum Amount of license fee (Rs.) per month	Bid Security Money/Earnest Money Deposit	Period of operation
1.	Managing the Parking of vehicles in 1 parking lots in New Town Kolkata on payment of License fee to NKDA	To be quoted	Rs.1,00,000/- (Rupees one lakh only) token	2 year from date of work order may be extended by another one year subject to satisfactory performance

**Details of parking lots**

Sl. No.	Location
1	One side parallel to the road kerb of service road of Street no 370 in front DLF – II.

**At least 3 meters of free space on both sides of every passage of ingress and egress to adjacent plots.**

- 1) In the event of e-filling, intending bidder should download the tender documents from the website [wbtenders.gov.in](http://wbtenders.gov.in) directly with the help of Digital Signature Certificate. All the bidder shall have to submit earnest money & necessary earnest money will be deposited by the bidder through the following payment mode as finance dept. order no- 3975-F (Y) dated 28th July 2016
  - a. Net banking (any of the banks listed in the ICICI Bank payment gateway in case of payment through ICICI payment gateway).

- b. RTGS/NEFT through bank account in any bank. The EMD shall be deposited in favor of “New Town Kolkata Development Authority” payable at Kolkata.
- 2) Earnest Money for Rs.1,00,000 is the token amount deposited towards bid security. Balance earnest money against 2% of amount quoted will have to be deposited by the successful bidder on receipt of LOA before Issuance of Work Order
- 3) Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed in the website [wbtenders.gov.in](http://wbtenders.gov.in). The acceptance of lowest bid is not obligatory.
- 4) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.
- 5) **Eligibility criteria for participation in the tender.**  
Reputed Company/Organization/Registered firms having experience for at least 01(one) similar nature of work and should have / be:
  - i) Registered companies/LLPs/partnership firms/proprietorship firms.
  - ii) Must have Experience in car parking management completed successfully within last 5 (five) years under a government department/Government organization/autonomous body/statutory body.
- 6) **Document to be submitted online as non-statutory document :**
  - a) Certificate for incorporation/Memorandum of Association/Registration Certificate.
  - b) Trade License. & P Tax.
  - c) Pan Card.
  - d) GST Registration certificate
  - e) TIN/TAN (if any).
  - f) EPF & ESI Registration certificate.
  - g) Income Tax return Acknowledgement Receipt for the latest Assessment year.
  - h) 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.
  - i) The company shall furnish the Article of Association and Memorandum as non-statutory documents.
  - j) Copies of LOIs /work order and completion certificates in support of the eligibility claims and explanatory note (summary) towards specific nature of work. All submissions shall be online only.
  - k) Work order AND Satisfactory Completion Certificate from the Client should be submitted as a proof of experience. The experience certificate should be issued by an officer of a government department/government organization/statutory body/government undertaking/autonomous body not below the level of Executive Engineer.
    - l) Financial turnover of Rs.20.00 Lakhs letter of the last year.
    - m) Intending tenders should produce credential of a similar nature of work
- 7) Joint Ventures/MOU will not be allowed
- 8) The offer shall remain valid for 180 days from the date of opening of the tender.
- 9) **Security Deposit:**

The initial Bid security in the form of EMD will be converted as Security Deposit for successful bidder. No interest will be paid on the money retained for Security Deposit. The Security Deposit will be refunded after successful completion of the work including timely payment to NKDA.

**10) Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIEQ & other Documents (online) (Publishing Date)	04.10.2024
2	Documents download start date (Online)	04.10.2024 from 6.55 pm
3	Documents download end date (Online)	25.10.2024 up to 11.00 pm
4.	Date of Pre Bid Meeting	21.10.2024 at 3.00 pm NKDA Office building Chief Engineer Conference Room.
5.	Bid submission start date (Online)	04.10.2024 from 6.55 pm
6.	Bid submission closing date (Online)	25.10.2024 up to 11.00 pm
7.	Bid opening date for Technical Proposals (Online)	28.10.2024 at 11.00 AM
8.	Last Date of uploading list for Technically Qualified Bidder(online)	Will be notified later on.
9.	Date for opening of Financial Proposal (Online).	Will be notified later on.

11) The bidders are bound by the terms & conditions of this Notice Inviting Tender document.

12) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by NKDA. 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 bidder at any stage of Bidding.

13) Prospective applicants are advised to note carefully the eligibility criteria before bidding.

14) Prospective bidders are free to inspect the site at their own cost and initiative to make themselves aware about the site conditions before bidding.

15) **Conditional / Incomplete bid will not be accepted under any circumstances.**

16) **(A) The intending bidder has to quote the gross amount to be paid towards license fee every month to NKDA Excluding of GST and other taxes against operation of the parking lot (s). The bidder offering highest payment will be selected as the operator subject to fulfilment of all other terms and conditions and acceptance of the quoted monthly license fee by the works and tender Committee of NKDA**

**(B) At the time of deposition licensee fee of parking lot / lots each and every licensee / allottee / agency / etc. to submit tax invoice for proceeding month.**

17) **The intending bidder are required to quote the rate online in the BOQ under the financial folder only and at no other document or form. Disclosure of rate at any other folder other than the financial folder will lead to the rejection of the bid.**

18) Before issuance of LOI, the Authority will verify the credential and other documents of the highest bidder in original, if found necessary. After verification if it is found that the documents submitted by the highest bidder is either manufactured or false in that case work order will not be issued in favor of the said bidder under any circumstances and his/their offer will be treated as cancelled.

19) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Authority.

20) The successful bidder whose bid is accepted shall make formal agreement along with bid documents in triplicate, within 7 (seven) days from the date of issue of LOI. If the successful bidder fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Bid Security will be forfeited.

21) **No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.**

22) Authority will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever.

23) The address as furnished by the bidder shall be deemed as the postal address of its 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.

24) Any Corrigendum, notification in connection to this tender will be published in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)) as well as <https://wbtenders.gov.in> . The applicants are requested to please follow the websites for such notifications, corrigendum etc.

25) Scope of work:

During the 24 (Twenty Four) months of engagement, the licensee has to perform the following work

- a. Maintenance of parking arrangement for four-wheeler light passenger vehicles (petroleum or electric) and/or equivalent number of two wheelers in a disciplined manner in the parking lots allotted to the licensee.
- b. Number and arrangement of vehicles will be as decided by NKDA and police authorities from time to time
- c. Collection of parking fee at rates decided by NKDA from non-exempted four-wheeler light passenger vehicles or two wheelers (Oil or electric) through own staff engaged by the licensee. The approved rate for parking fees approved by NKDA is at “Annexure 1” to this tender document.
- d. Arranging security of the parked vehicles from theft and damage.
- e. Operation of parking automation and/or collection system installed by NKDA if any.
- f. Authorized agency / allottee / licensee shall procure the POS machine from open market at their own cost by themselves or from any bank at their own choice. POS machine would preferably be of the Pinelab, EzeTap, Eazypay, Cursorsoft, Hitachi POS manufacturer enabled with MOPAD feature. Agencies shall keep 5% POS machine in addition to their requirement as stand by.
- g. If any agency /allottee/ licensee desire to surrender any lot within the tenure of the tender period or the extended period, such licensees

must inform in writing to the NKDA at least three months prior to surrender of lots else three (03) months' License Fee shall be deposited in lieu of the prescribed notice period failing which earnest money / security deposit will be forfeited.

- h. The agency/allottee/licensee either man in concern or company concern who has already been blacklisted shall not be allowed to participate in any tender till the embargo is over.
- i. If the charges of extortion in the name of collection of car parking fees beyond scheduled rate is established or substantiated agency/allottee/licensee shall be penalized in accordance with the provision mentioned above. Also they may face legal action/consequence as per provision of law.
- j. Collection of parking fees shall be done through online only using specified POS machine. No payment in cash mode will be entertained in any manner. Collection without POS Machine will be treated as illegal collection.
- k. Parking Policy as framed or as may be framed/modified by the NKDA from time to time should be complied with by the agency(ies).
- l. In no case the parking should go beyond the allotted area. If any violation occurs at any point of time in this regard, license (car parking permission) will be revoked & will be blacklisted for a period of 1 (one) year and debarred from participating any tender in NKDA during that period/blacklisted period.
- m. NKDA holds the right to increase and/or decrease the parking area / stretch / location / lot etc. on the basis of site condition with the adjustment of fees and charges thereof. For such deviation prior permission shall be obtained from NKDA.
- n. In case the parking is full, parking licensee/agency shall provide a board at the entrance displaying 'PARKING IS FULL, KINDLY SEEK ALTERNATE PARKING' at his/its/her own cost, in order to avoid any inconvenience to the intending visitors to the parking lot. Refusal of parking despite sufficient parking space is not desirable.
- o. NKDA authority has every right to cancel any parking lot/stretch/location/area or part thereof at any point of time, if situation so demands.
- p. Each and every agency / allottee /licensee will be penalized with the imposition of fine of Rs. 10000/- in each instance of any violation of any tender clause and also if they do not fix Display Board showing approved rate chart relating to parking fees of different category of vehicles, each and every authorized collector do not maintain specified dress code, hold on ID Card issued by NKDA, bear Possession Certificate along with allotment letter.
- q. If it be established / substantiated that the collection is done / made manually (with pre-printed payment receipt) or without using POS machine agency / allottee/ licensee will be penalized as mentioned above.
- r. Repeated occurrence of such violation / incident may lead to termination of the contract / agreement.

26) Payment Terms

- a. For successful bidder security deposit at a tune of twice (02) of the monthly license fee as quoted and accepted shall be deposited within 10 days form the date of issue of LOI.
- b. The monthly license fee two will have to be paid each month in advance within first 7 days of each month.

- c. If the monthly advance license fee is not paid within first 7 days of a month.
- d. Penalty shall be imposed @ 5% of licensee fee for payment to NKDA beyond this period.
- e. The license for licensee / allottee / agency / etc. shall be treated as cancelled if fails to deposit the license fee for consecutive 03 (Three) months.

27) Special Conditions

- a. No sub-contracting or engagement of sub agency will be allowed. If such an arrangement is made, the license contract will stand cancelled and security deposit will be forfeited
- b. Parking lots should be available for parking 24x7
- c. Number and type of vehicles to be parked will be decided by NKDA and Police authorities.
- d. All taxes, levies and government charges as well as labour related statutory charges should be borne by the licensee.
- e. Government Vehicles, vehicles of NKDA, WBHIDCO and New Town Smart City should be allowed to be parked in the parking lots without payment of any fees.
- f. Parking will be strictly on the allotted space in an alignment as laid down by the Police and NKDA authorities
- g. At street side parking, parking has to be made in one single line of vehicles without causing any obstruction to carriageway.
- h. A grievance and feedback register numbered pages with a pen in working condition should always be readily available at the parking lot to people parking their vehicles as well as for inspection by NKDA officials.
- i. The licensee has to ensure that there is no obstruction of any kind to the view of the CCTV cameras that may be installed at the parking lot. Obstruction to vision of CCTV will be considered as a failure of the licensee to adhere to the terms of engagement.
- j. Name, Address and contact No. of licensee, contact number of a responsible official of the licensee, NKDA helpline number and approved parking fees rate chart should be prominently displayed at the parking lot through permanent boards printed or painted with letter sizes easily legible from a distance of 10 feet from the display board. These boards should always be free from any kind of obstruction to visibility.
- k. The staff engaged for operation of the parking lot should be always in uniform bearing name badge and with photo bearing identity card provided by the licensee and approved by NKDA.
- l. At all points of time of operation, the books of accounts and systems in use and the physical infrastructure shall be open to inspection by the officials of NKDA or any agency authorized by NKDA for this purpose.
- m. If any automated system is implemented by NKDA, the same should be used for management of parking at the site and the maintenance staff should be allowed access to the system installed.
- n. No permanent structure will be allowed to be put up by the operator at the site.
- o. The licensee shall engage personnel with verified background without any precedent involvement in criminal /anti -social activity. Any deviation from this will lead to cancellation of the contract with forfeiture of security deposit.
- p. Any deviation from any of the terms and conditions of engagement will lead to cancellation of the contract with forfeiture of security deposit.
- q. On completion of 2 (two) years of operation the license may be renewed for another one year based on the satisfactory performance of the licensee, decision of NKDA shall be final in this regard.

- r. The contract for operation may be extended in mutual agreement between the licensee and NKDA. The first right of refusal on this matter will be with NKDA.
- s. The rules and regulations of NKDA and Police as imposed from time to time regarding parking of vehicles should be strictly adhered to.
- t. NKDA shall stand indemnified against any claim of compensation or damages due to any accident or incident causing loss of life or property or any bodily injury or damage to property at the site.
- u. In case a centralized automated standard parking management system is introduced in New Town, the fees collected against this site will be transferred to the licensee through electronic means after deduction of the software maintenance fees for this site in a mutually agreed manner.
- v. The licensee shall have no right and title of any kind on the parking lot spaces. It will be a licensed service operator engaged by NKDA.
- w. If a parking lot has to be shifted or closed down for some public purpose or to accommodate realignment of traffic movement, the compensation method will be decided by the NKDA authority and the licensee shall abide by it. However, it may be noted here that such closure or shifting is not being foreseen in the near future for the 2 (Two) parking lots offered under this tender notice.

28)

29) **Annexure:**

Annexure 1: Approved rate chart for collection of parking fees in NKDA parking lots

**Executive Engineer (P & GV)  
New Town Kolkata Development Authority**

Memo No: **4658/EE-P & GV/NKDA/2024-25**

Date: **01.10.2024**

Copy forwarded for information to:-

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

**Executive Engineer (P & GV)  
New Town Kolkata Development Authority**

## Annexure 1

### Approved rate chart for collection of parking fees in NKDA parking lots

Approved Parking rates in Rupees.			
*** First 30.00 Minutes free in all parking lots are compulsory ***			
	Motorised Two Wheelers	Car / Van	Minibus/Bus/Lorry.
Per hour or part thereof from 7.AM to 10 PM	10	20	20
Per night or part thereof from 10PM to 7AM	10	30	60
Monthly Rate for parking from 10 PM to 7 AM	1000	1500	2000
Annual rate for commercial or institutional vehicle exclusive parking is Rs. 15000/-			

**(Rate excluding GST)**

**Executive Engineer (P & GV)  
New Town Kolkata Development Authority**