

# 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 - 700 156

Memo No. 5423 /NKDA/EE(WS&D)/63/2024

Date. 22.11.2024

## NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: WBNKDA/03/EE(WD&S)/NKDA OF 2024-25

### SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULAR	DATE & TIME
Date of Issue of NIT.	<b>22.11.2024</b>
Document download start date.	<b>23.11.2024 at 10:00 AM</b>
Document download end date & time.	<b>07.12.2024 at 5:30 PM</b>
Pre-bid meeting in the Conference Board Room of New Town Kolkata Development Authority (NKDA)	<b>28.11.2024 at 3:00 PM</b>
Bid submission start date.	<b>23.11.2024 at 10:30 AM</b>
Last date of Online submission of Technical Bid and Financial Bid.	<b>07.12.2024 at 5:30 PM</b>
Date of opening for Technical Bid	<b>10.12.2024 at 11:00 AM</b>
Date of opening for Financial Bid	To be notified later on
Validity of bid.	<b>180 days</b> w.e.f the date of opening of Financial bid.
Completion Period of the work	<b>365 days</b>
Maintenance Period	<b>365 days</b>
Detailed Tender Document can be downloaded from	NKDA website/ <a href="http://wbtenders.gov.in">wbtenders.gov.in</a> .

**NOTICE INVITING ONLINE TENDER (E-TENDER) NO.: WBNKDA/03/EE(WD&S)/NKDA OF 2024-25**

**FOR**

The Executive Engineer (WD&S) on behalf of Superintendent Engineer/NKDA invites Online (e-Tender) percentage rate tenders in **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient technical credential on execution of similar nature of work. The details are given below:

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Estimated Amount (Rs.)</b>	<b>Earnest Money (Rs.)</b>	<b>Cost of Bid Documents (Rs.)</b>	<b>Period of Completion</b>
1.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IA and IB under NKDA during the FY 2024-25.	<b>Rs. 17,31,208.00</b> (Rupees Seventeen Lakh Thirty One Thousand Two Hundred Eight) only	<b>Rs. 34,624.00</b> (Rupees Thirty Four Thousand Six Hundred Twenty Four) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
2.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IC and ID under NKDA during the FY 2024-25.	<b>Rs. 17,12,683.00</b> (Rupees Seventeen Lakh Twelve Thousand Six Hundred Eighty Three) only	<b>Rs. 34,254.00</b> (Rupees Thirty Four Thousand Two Hundred Fifty Four) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
3.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain at AL and CE Block in Action Area - I under NKDA during the FY 2024-25. (Except MAR and Service Roads)	<b>Rs. 6,96,627.00</b> (Rupees Six Lakh Ninety Six Thousand Six Hundred Twenty Seven) only	<b>Rs. 13,933.00</b> (Rupees Thirteen Thousand Nine Hundred Thirty Three) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
4.	Yearly Maintenance of cleaning, repairing and other allied works of different width of Box drain at AK & AI Block in Action Area-I under NKDA during the FY 2024-25 (Except MAR and Service Roads Drain)	<b>Rs.7,11,615.00</b> (Rupees Seven Lakh Eleven Thousand Six Hundred Fifteen)only	<b>Rs. 14,232.00</b> (Rupees Fourteen Thousand Two Hundred Thirty Two)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
5.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain at both side of Pass Khal from Mission Bazar to W.T.P. in Action Area - I under NKDA during the FY 2024-25.	<b>Rs. 5,42,189.00</b> (Rupees Five Lakh Forty Two Thousand One Hundred Eighty Nine) only	<b>Rs.10,844.00</b> (Rupees Ten Thousand Eight Hundred Forty Four) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days

6.	Yearly maintenance for cleaning, repairing and other allied works of 1400 mm dia NP3 Pipe line drain for Canal-C in Action Area – I under NKDA during the FY 2024-25.	<b>Rs. 6,10,878.00</b> (Rupees Six Lakh Ten Thousand Eight Hundred Seventy Eight)only	<b>Rs. 12,218.00</b> (Rupees Twelve Thousand Two Hundred Eighteen)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
7.	Yearly maintenance of cleaning, repairing and other allied works of different width of Box drain for Tarulia RR site in Action Area – I under NKDA during the FY 2024-25. (Except M.A.R and Service Road Drain)	<b>Rs. 7,09,152.00</b> (Rupees Seven Lakh Nine Thousand One Hundred Fifty Two)only	<b>Rs.14,183.00</b> (Rupees Fourteen Thousand One Hundred Eighty Three)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
8.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IIA, CBD, IIF and IIG under NKDA during the FY 2024-25. (Except M.A.R and Service Roads)	<b>Rs. 16,06,858.00</b> (Rupees Sixteen Lakh Six Thousand Eight Hundred Fifty Eight) only	<b>Rs. 32,137.00</b> (Rupees Thirty Two Thousand One Hundred Thirty Seven) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
9.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IIB and IIC under NKDA during the FY 2024-25. (Except M.A.R and Service Roads Drain)	<b>Rs. 15,35,144.00</b> (Rupees Fifteen Lakh Thirty Five Thousand One Hundred Forty Four) only	<b>Rs. 30,703.00</b> (Rupees Thirty Thousand Seven Hundred Three) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
10.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IID and IIE under NKDA during the FY 2024-25. (Except M.A.R and Service Roads Drain)	<b>Rs. 16,40,916.00</b> (Rupees Sixteen Lakh Forty Thousand Nine Hundred Sixteen) only	<b>Rs. 32,818.00</b> (Rupees Thirty Two Thousand Eight Hundred Eighteen) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
11.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area - IIIA, IIIB and IIIC under NKDA during the FY 2024-25. (Except M.A.R and Service Roads Drain)	<b>Rs. 7,81,191.00</b> (Rupees Seven Lakh Eighty One Thousand One Hundred Ninety One) only	<b>Rs. 15,624.00</b> (Rupees Fifteen Thousand Six Hundred Twenty Four) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
12.	Yearly maintenance for cleaning, repairing and other allied works of different width of Box Drain in Action Area – IIIE, IIIF and IIIG under NKDA during the FY 2024-25. (Except M.A.R and Service Roads Drain)	<b>Rs. 7,50,786.00</b> (Rupees Seven Lakh Fifty Thousand Seven Hundred Eighty Six) only	<b>Rs. 15,016.00</b> (Rupees Fifteen Thousand Sixteen) only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days

13	Yearly maintenance of Drain at Haldiram to Chinbar park, New Town, Kolkata.	<b>Rs. 13,42,526.00</b> (Rupees Thirteen Lakh Forty Two Thousand Five Hundred Twenty Six)only	<b>Rs. 26,851.00</b> (Rupees Twenty Six Thousand Eight Hundred Fifty One)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
14	Yearly maintenance of Drains for pumping out unforeseen accumulated water for Action Area-I & II under NKDA during the FY 2024-25.	<b>Rs. 5,48,200.00</b> (Rupees Five Lakh Forty Eight Thousand Two Hundred)only	<b>Rs. 10,964.00</b> (Rupees Ten Thousand Nine Hundred Sixty Four)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
15	Yearly maintenance of drains for pumping out unforeseen accumulated water for Action Area-III under NKDA during the FY 2024-25. (Rates are including @18 % GST and @ 1% labour cess)	<b>Rs. 6,85,250.00</b> (Rupees Six Lakh Eighty Five Thousand Two Hundred Fifty)only	<b>Rs. 13,705.00</b> (Rupees Thirteen Thousand Seven Hundred Five)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
16	Yearly maintenance of storm drainage system by suction and water jetting pump within Action Area – I, II & III under NKDA during the FY 2024-25	<b>Rs. 10,90,047.00</b> (Rupees Ten Lakh Ninety Thousand Forty Seven)only	<b>Rs. 21,801.00</b> (Rupees Twenty One Thousand Eight Hundred One)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days
17	Yearly Deployment of J.C.B. Loader for removal of construction materials stacked on roads at different locations within Action Area – I, II & III under NKDA during the FY 2024-25	<b>Rs. 4,80,051.00</b> (Rupees Four Lakh Eighty Thousand Fifty One)only	<b>Rs. 9,601.00</b> (Rupees Nine Thousand Six Hundred One)only	<b>Rs. 1,185.00</b> (Rs.1,000/- +Rs.180/- (18% GST) + Rs.5/-) Each set and it is to be paid only by the successful bidder at the time of agreement	365 Days

1.	Eligibility Criteria for “Pre Qualification”	<p>The Agency should have successfully completed similar nature of work having <b>single</b> tender value of at least <b>40%</b> of the tendered value in a single contract i.e. <b>Rs. 40%</b> of the amount put to tender</p> <p><b>OR</b></p> <p>The Agency should have successfully completed <b>2(two)</b> Nos. similar nature of work having <b>single</b> tender value of at least <b>30%</b> of the tendered value each in a single contract i.e. <b>Rs. 30%</b> of the amount put to tender</p> <p><b>OR</b></p> <p>The Agency should produce credential of one single running work of similar nature which has been completed to the extent of <b>80% or more</b> and value of which is not less than the <b>40% of</b> the amount put to tender (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 executing agency/</p>
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	<p>tenderer), in the last Five Financial years from the date of issue of NIT in any Government/Semi Government /Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificate/ payment certificate of any sub-contract work shall not be accepted.</p> <p>N.B.: - Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</p> <ol style="list-style-type: none"> <li>1. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than <b><u>50% of the amount put to tender</u></b> from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be submitted in support of Annual Turnover.</li> <li>2. <b>Statutory Documents:</b> <ol style="list-style-type: none"> <li>a) Work Completion Certificate as Credential</li> <li>b) Filled up Form-I</li> <li>c) Filled up Form-II</li> <li>d) Filled up Form-III</li> <li>e) Filled up <b>Annexure-I</b></li> <li>f) Copies of registration detail of the Firm defining legal status, Name, address etc of the Firm.</li> <li>g) Copy of pan card</li> <li>h) Latest Income Tax return</li> <li>i) GST registration No. with relevant document.</li> <li>j) Audited Balance Sheet of last 3 Financial years.</li> </ol> </li> </ol>
2. Earnest Money Deposit	<p><b><u>2% of the amount put to tender</u></b></p> <p><b><u>THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u></b></p> <p>The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. &amp; IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link,</p> <p><b><u>"wbtenders.gov.in → Home Page → Bidders Manual Kit →Help for on-line receipt and refund of EMD"</u></b></p> <p>Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.</p> <p>Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.</p> <p><b>NOTE:</b> Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this</p>

		office.
3.	Bid document Requisition	Bid Document is available in the NKDA's official website and <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the EE, WD&S/NKDA. Document requisition shall be done as per instruction given in ITB.
4.	Document download start date	<b>23.11.2024 at 10:00 AM</b>
5.	Document download end date & time	<b>07.12.2024 at 5:30 PM</b>
6.	Date of Pre-Bid meeting	<b>28.11.2024 at 3:00 PM at NKDA Conference room</b>
7.	Bid submission start date	<b>From 10.30 am on 23.11.2024 through E-portal.</b> It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
8.	Last date of Online submission of Technical Bid and Financial Bid.	<b>On 07.12.2024 at 5:30 PM</b>
9.	Opening of technical bid	<b>On 10.12.2024 at 11:00 AM</b> at the Office of the Executive Engineer, WD&S, New Town Kolkata Development Authority, Administrative building Plot No – DG/13, Premises No – 04-3333, Action Area-ID, New Town, Kolkata - 700156
10.	Technical Bid Evaluation	The technical bid will be evaluated by the tender evaluation committee of NKDA.
11.	Date and time of opening of Financial Bid submitted online of only the technically qualified bidders	<b>To be intimated via email after evaluation of Technical Bid,</b>
12.	Financial Bid	Rate shall be quoted in <b>percentage above/less/at par</b> against the tender value
13.	Validity of Bid	180 days from the date of declaration of L1
14.	E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b></li> </ul> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>

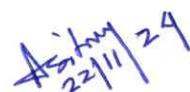
15.	Important Instructions	<ul style="list-style-type: none"> <li>Names of the technically qualified bidders as per the bid criteria after verification &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>The financial bid documents of the technically qualified bidders will only be opened.</li> <li>List of Financial comparison chart of bidders will be published subsequently after opening the financial bid. EE, WD&amp;S/NKDA (TIA)on behalf of Superintending Engineer reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</li> <li>To keep the <b>work</b> in good condition during the <b>next one years</b> after the completion of the construction work if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as part of defect liability and the Contractor has to do the maintenance work at his own cost.</li> <li>The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Memo No. 5423/1(7)/NKDA/EE(WS&D)/63/2024**

**Date. 22.11.2024**

**Copy forwarded for information to:**

1. Chief Executive Officer, NKDA
2. Chief Engineer, NKDA
3. Administrative Officer I&II, NKDA
4. Superintendent Engineer, NKDA
5. Finance Advisor, NKDA
6. Finance Officer, NKDA
7. Office Notice Board
8. Official website of NKDA.

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

## **INFORMATION TO THE BIDDERS (ITB)**

### **1. Request for Tender**

Request for tender paper is to be placed online only through the NKDA Website/ [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

### **2. Submission of Tender**

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

### **3. Online Bid submission procedure**

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders:* General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

#### **A. Technical Bid:**

The Technical bid should contain scanned copies of the following (**all in PDF file**) and uploaded under "Other Important Document (OID)" of the e-tender portal.

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of documents towards Earnest Money Deposit (EMD) as prescribed in the NIT.
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. Duly Filled in **FORM-III** (Details of bidder)
7. Duly Filled in Affidavit as given under Annexure-I

AND

All the documents as given under **TECHNICAL BID (Clause 3.1.1 Mandatory Documents)**

**Note: - Failure of submission of any of the above-mentioned documents (as applicable) will render the tender is liable to be rejected.**

## **B. Financial Bid:**

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 (**Offering Above/Below/At par**) online through Computer only in the space marked for quoting rate in the **BOQ**. Only downloaded copies of the above documents are to be uploaded in (**Excel file**) Digitally Signed by the contractor.

### **3.1 TECHNICAL BID**

#### **3.1.1 Mandatory Documents**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value (in accordance with **Clause 3.1.5.1**).
- iii) GST registration No with relevant document
- iv) Audited Balance Sheet of last three Financial Years (**authenticated by a Chartered Accountant**) for establishing average Annual Turnover in contractual business.
- v) PAN Card (Xerox Copy)
- vi) Income Tax return of last financial year.

**Note: The tender will be summarily rejected if any of these documents are not submitted online.**

#### **3.1.2 Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) All the disputes arising from the provisions of the said agreement come under the jurisdiction of Calcutta High Court or any other competent court as the case may be.
- iii) Documents of proof of ownership or hire of the machineries/equipments.
- iv) Any other information to indicate Technical management competence.

#### **3.1.3 THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:**

The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, "[wbtenders.gov.in](http://wbtenders.gov.in) → Home Page → Bidders Manual Kit →Help for on-line receipt and refund of EMD"

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.

**NOTE:** Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.

### **3.1.4 Average Annual Turnover**

Average Annual Turnover during last 3 (three) years should be more than 50% of the amount put to tender.

### **3.1.5 CREDENTIAL**

#### **3.1.5.1 Technical :**

The Agency should have successfully completed similar nature of work having single tender value of at least 40% of the tendered value in a single contract i.e. Rs. 40% of the amount put to tender

**OR**

The Agency should have successfully completed **2(two) Nos.** similar nature of work having single tender value of at least 30% of the tendered value each in a single contract i.e. Rs. 30% of the amount put to tender

**OR**

The Agency should produce credential of one single running work of similar nature which has been completed to the extent of **80% or more** and value of which is not less than the **40%** of the amount put to tender (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, 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 executing agency/ tenderer), in the **last 5 (five) financial years** from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub-contract work shall not be accepted.

**The completion certificate to be uploaded shall necessarily mention the Work Order reference and date, date of commencement and date of completion of work, major items executed under the said work and final completed value of work** in the technical bid for verification of the credential. **Only Work Order or only Payment certificate shall not be treated as credential.** After opening the technical bid, the Tender Inviting Authority may request the bidders to submit any additional documents for any clarification (if necessary) before the opening of the financial bid. The same shall be communicated through email. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

**NOTE: Similar Nature of Work: i) Intending Bidders must have working experience in maintenance of Drainage network of any nature (Conduit or Box Drain) for within last 5 years.**

**3.1.5.2 Form – I for fully (100 %) completed works during the last 5 (five) years from the date of NIT will only be accepted.** The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

**3.1.5.3** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

#### **3.1.5.4 Financial**

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than **50% of the amount put to tender**

of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

**3.1.6** If the applicant is an authorized signatory, he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

#### **3.1.7 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

### **3.2 FINANCIAL BID:**

1. Single rate (**percentage above or below or at par**) shall be quoted in the Financial bid
2. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form/ Financial bid Form.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes (including GST) and duties, demands, etc. The tenderer shall include income tax as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
4. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim whatsoever in this account shall be entertained.
5. Tax Invoice(s) needs to be issued by the supplier for raising claim for the bill under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
6. If the quoted rate is below 20% less of the Estimated amount, Performance Security in the form of Bank Guaranty of 10% of the contract amount shall be submitted. The said bank Guarantee should be issued from any Nationalized /Scheduled Bank located in Kolkata.

- The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

### **3.3 Taxes & duties to be borne by the Contractor:**

It may again be reiterated that Income Tax, Royalty, Construction Workers Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

### **3.4 Site inspection before submission of tender:**

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

#### **3.4.1 Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

### **4. Acceptance of Tender:**

Lowest valid rate may be accepted; however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason.

### **5. Payment**

The progressive and stage-wise payment will be made depending upon the executed work as follows:

<b>SI No.</b>	<b>Value of Work (INR)</b>	<b>Stage of Work</b>	<b>Payment Milestone</b>
1.	Upto 50,00,000.00	Completion of Work	First and Final Bill
2.	Above 50,00,000.00 to 1,00,00,000.00	After execution of 60% of Contract Amount	First R/A Bill max. 90% of the executed amount
		After completion of entire contract amount	Second R/A and Final Bill
3.	Above 1,00,00,000.00 to 5,00,00,000.00	After execution of 30% of Contract Amount	First R/A Bill max. 90% of the executed amount
		After execution of 60% of Contract Amount	Second R/A Bill max. 90% of the executed amount
		After completion of entire contract amount	Third R/A and Final bill
4.	Above 5,00,00,000.00	After execution of 25% of Contract Amount	First R/A Bill max. 90% of the executed amount
		After execution of 50% of Contract Amount	Second R/A Bill max. 90% of the executed amount
		After execution of 75% of Contract Amount	Third R/A Bill max. 90% of the executed amount
		After completion of entire	Fourth R/A and Final bill

		contract amount	
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No financial claim in case of any delay in payment will be entertained.

## 6. Security Deposit

**6.1** The bidder shall be required to properly maintain the work including all its components for a period of **one years** from the date of completion of the whole work recorded in the MB. 10% will be deducted from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

**6.2** An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least 2 (two) months prior to the last date of defect liability period (normally up to 2 years in the case of repairing works).

**6.3 In case of work having defect liability period of 5 years, the schedule for release of Security Deposit would be as below:**

- i) **No Security deposit shall be refunded for 1<sup>st</sup> to 3<sup>rd</sup> years from the date of completion of work.**
- ii) **After 4<sup>th</sup> year from the date of completion of work – 30% of SD.**
- iii) **After 5<sup>th</sup> year from the date of completion of work – 70% of SD.**

## 6.4 Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 180 days from the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

## 7. Other Terms & Conditions:

### 7.1 E-Tendering:

#### ONLINE BIDS:

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below:

Agencies/Bidders who are interested in participating in NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

Online Tenders can be submitted by logging in [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

## **ONLINE BID SUBMISSION:**

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure.

### **a. SPECIFICATION OF WORK:**

For each item of work specifications stipulated in PWD SOR/Manual should be followed strictly. Tests to be carried out as directed by the authority time to time.

**All tests should be done from JU/IIT/IEST/National Test House/Any Govt. Engineering Institute.**

**For tools and plants: -**

**The necessary tools and plants shall be described properly for the work as the case may be by the Tender Inviting Authority**

- 7.2** Tenderers/Authorized Representatives are requested to be present in person during the opening of technical and financial bids.
- 7.3** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 7.4** Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before 27.11.2024
- 7.5** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, NKDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 7.6** Tenderer can approach only the Tender Inviting Authority, NKDA for any clarification with respect to the tender.
- 7.7** The decision of authority with respect to the tender is final and binding.
- 7.8** All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 7.9** The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of LOI has to submit formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 7.10** Tenderers who will sign on Tender on behalf of a company or Firm must submit the relevant documents in respect of their competency to do so, failing which their tender will not be considered.
- 7.11** After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work, establish site office and deploy Site Engineers/technical supervisors. He shall also maintain Work Order Copy, Drawings, schedule of work and tools & tackles at site to assists NKDA Engineers to carry out necessary checking and supervision of the work.
- 7.12** If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again as per the specifications specified in the contract without claiming any additional cost,etc.

**7.13** The successful Tenderer shall have to start the work at site within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with NKDA without assigning any reason.

**7.14** Sub-letting of the job is not permissible, and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work, then action shall be taken to terminate the contract and the SD money will be forfeited.

**7.15** All materials & workmanship shall be as per the approved quality and methodology.

**7.16** If there will be any ambiguity against any item of work and rate mentioned in the BOQ, then the corresponding item and its rate given in the latest PWD schedule of rates shall be considered for execution and payment thereof.

**7.17** An amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of “the building and other construction work (regulation of employment and condition of service) Act, 1996” and “The building and other construction work welfare cess Act, 1996” apart from other statutory deductions from bills/ payment due.

**7.18** No mobilization advance will be paid to the contractor.

**7.19** Progressive payment will be paid in running account bill after satisfactory completion of work.

**7.20** Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be released as already specified.

**7.21** In case of earth work in formation/ development filling, the contractor will take up such filling in layers not exceeding 150 mm in each layer. The necessary compaction test will be carried out by **JU/IIT/IEST/National Test House/Any Govt. Engineering Institute** and the report will be submitted to the department before payment of bill.

**7.22** No escalation of cost is permissible.

**7.23** **Penalty for Delay:** The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor failing which Rs. 500 will be charged per day as penalty for delay up to the date of completion of work and such amount will be deducted from the contractor's bill. If there is any valid reason for delay like disturbance by other agency, any law-and-order issue, natural calamity or force majeure, for any such cases no delay fine shall be imposed.

**7.24** The contractor shall submit photographs of the site before commencement of the work, at each of the various stages during the execution of the work and after completion of the work. All such photographs are to be submitted at the time of submission of the bill. No separate payment will be made to the contractor for such purpose.

**7.25** The Agency shall comply with all the rules and regulations regarding safety, security and other statutory obligations of its workers and the Authority will in no way be responsible in any manner in case of any miss-happening with their workers at any place.

**7.26** In case of any modification/addition/deletion of any item of the works as well as correction in drawings (if any) which has been pointed out during pre-bid meeting will be published by Tender Inviting Authority through publication of corrigendum in the web portal.

**7.27** The scope of work may be modified as per the discretion of the Authority and the contractor has to accept that modification within the sanctioned amount of the work.

**7.28 Road dust control and compliance of Construction & Demolition Waste Rules:**

- i) Ensure transportation of construction materials with proper covering.
- ii) During construction activity the agency should follow 'construction Waste Rules'.
- iii) Take adequate measures for dust control during construction activities.

**7.29 Provision of blacklisting:**

- i) Submission of false/ misleading credential or documents during the tender process.
- ii) Inability to maintain the specification as mentioned in the tender document.
- iii) Poor performance in execution of the work.
- iv) Misconduct or noncompliance of the instruction of the authority.
- v) Negligence /failure to maintain the work within the stipulated time frame during the defect liability period.

**7.30 Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 15 days' notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**7.31 Discretion of the authority inviting tender -** The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute the decision of the Chief Executive Officer, NKDA with the approval of Chairman NKDA will be final and will be binding upon both the parties (i.e TIA and the contractor)

**FORM – I**  
**CREDENTIAL CERTIFICATE**  
**(100 % PHYSICAL COMPLETION)**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Amount after full completion of Work (i.e the total value of work already executed)	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the bidder)**

Note:

1. Completion Certificate for fully (100%) completed works will only be considered.

**FORM – II**  
**STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Assessment Year	Turnover (rounded off)	
1			
2			
3			
<b>Total</b>			
<b>Average Turnover</b>			

**Signature of the Bidder**

**FORM-III**  
**DETAILS OF THE BIDDER**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / Agency	
3	Full Address of Registered Office, if any	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
4	Full Address of operating/ Branch Office	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
5	E-mail Id	
6	Banker of Company/Firm/ Agency with full address (Attach evidence)	
7	PAN No. (Attach self attested copy)	
8	GST Registration No.	
9	E.P.F. Registration No. (Attach self- attested copy) if any	
	E.S.I. Registration No. (Attach self- attested copy) if any	

\_\_\_\_\_  
**(Signature of the Bidder with date and Seal)**

## ANNEXURE-I

### SAMPLE FORMAT FOR AFFIDAVIT

I, Sri....., S/o Sri....., aged..... Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with "**XXX**(Name of Work)" NIT No.- **XXXXX** of NKDA dated **XXX** as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. If the contract is awarded to us, we will deploy at site all necessary T&P, equipments and Laboratory with minimum testing equipments / apparatus as listed below immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duty bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the Engineer in Charge.

Sl No.	Plant, Machineries and Equipments	Make	Availability (owned or hired)
1	Hot Mix plant/Spot Mix.		
2	Wet Mix Macadam Plant.		
3	Vibro-Roller (Load capacity at least 15 MT with vibration).		
4	Mechanical Paver.		
5	Static Roller.		
6	Mixer Machine or Mini Batching Plant.		
7	Needle vibrator		
8	Digital Balance.		
9	Sieves: as per IS standard.		
10	Standard Proctor and Core Cutter with Rapid Moisture Meter.		
11	Standard measures for volume and length.		
12	Compression Testing Machine.		
13	Cube Moulds-2 sets		
14	Equipment for Slump test		
15	Equipment for bitumen content test.		

Strike out the tools and plants which are not required for the given work. Insert any tools and plants according to the nature of work for the given work.

3. One site supervisor having qualification of diploma in civil engineering with an experience of 3 years or graduate engineer (civil engineering) with an experience of one year shall be deployed for site supervision on behalf of the contractor. Additional technical manpower may be fixed by Tender Inviting Authority (TIA) depending on the nature and value of work.
4. We would carry out all necessary tests of all major items at frequency spelled out in the contract document / MORD Specification book / SP 20/SP 72 to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
5. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
6. The undersigned also certifies that neither we have been backlisted for any work awarded to us, nor any penal action was taken against us by any department of Central Government/State Government/Corporations/Municipal Bodies/ Development Authorities/Panchayats, etc. within the last three years. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**