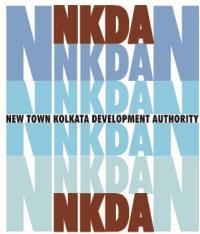


# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)  
Plot No. DG/13, Premises No. 04-3333, Action Area – ID,  
New Town, Kolkata – 700156

**Memo. No. 5584 / NKDA /Engg- 36/ 2010(XV)**

**Date: /11/2024**

## **NOTICE INVITING ITEM RATE e-TENDER**

### **Notice Inviting e-Tender No. 43 /EE-I/NKDA/2024-25**

Executive Engineer (Roads & Building), New Town Kolkata Development Authority invites item rate e-Tender on behalf of Chief Engineer, NKDA from resourceful, reliable, bona-fide and experienced agencies / companies / concerns and reputed OEM and their authorized Distributor working under KMDA, NKDA, WB HIDCO, KMDA, KMC and other Govt. Departments / PSU having experience in executing works related to similar nature are requested to submit their offer for the work detailed below.

**Name of Scheme: Integrated Facility Management Services at New Town Business Club & The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of uploading of NIET.	: <b>29/11/2024</b>
Document download start date.	: <b>29/11/2024 from 6: P.M</b>
Document download end date & time.	: <b>21/12/2024 upto 11:30 A.M.</b>
Pre-bid meeting in the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: <b>02/12/2024 at 1.00 P.M.</b>
Bid submission start date.	: <b>29/11/2024 from 6: P.M</b>
Last date of Online submission of Technical Bid and Financial Bid.	: <b>21/12/2024 upto 11:30 A.M.</b>
Opening of Technical Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: <b>23/12/2024 upto 11:30 A.M.</b>
Opening of Financial Bid at the Conference Board Room of New Town Kolkata Development Authority (NKDA)	: Will be intimated in due course
Validity of bid.	: <b>180 days</b> w.e.f .the date of opening of Financial bid.
Completion Period of the work	: 02 (Two ) years
Detailed Tender Document can be downloaded from NKDA website/ wbttenders.gov.in.	: <a href="http://www.nkdamar.org">www.nkdamar.org</a> & <a href="http://www.wbttenders.gov.in">www.wbttenders.gov.in</a>

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <http://wbttenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit On-line Earnest Money & necessary Earnest Money will be deposited by the bidder through the following payment mode as per Finance Department Order No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 (Annexure-A).
  - (i) **Net Banking** (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.

(ii) **RTGS / NEFT** through bank account in any bank. The EMD shall be deposited in favour of “**New Town Kolkata Development Authority**” payable at “**Kolkata**”.

2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://Wbtender.gov.in>

**NOTICE INVITING ONLINE TENDER (E-TENDER) NO.:**

**FOR**

The Executive Engineer (Roads & Building) 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:

1.	Name of work	:	<b>Integrated Facility Management Services at New Town Business Club &amp; The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)</b>
2.	Location of Work	:	New Town, Business Club, AE Block, New Town, Kolkata-700156
3.	Brief Scope of Work	:	<b>Integrated Facility Management Services</b>
4.	Estimated Cost of work	:	<b>Rate to be Quoted</b>
5.	Completion Period	:	<b>02 (Two) years</b>
6.	Earnest Money	:	<b>Rs. 7,00,000.00</b>
7.	Tender Inviting Authority	:	Executive Engineer (Roads & Building)
8.	Eligibility Criteria for “Pre Qualification”	:	<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> <p>(i) The Organization must be successfully executing services like environmental upkeep and management, security management, electromechanical support and management, waste management, façade cleaning under authority of (state/central Govt. or undertaking or statutory bodies) directly without subcontracting any activity.</p> <p>(ii) The Organization must be managing all the operations through staff on direct rolls and not engage sub contractor. In this regard the organization has to produce a manpower certificate issued by chartered accountant.</p> <p>(iii) The organization must have two running contracts of Integrated Facility Management services or providing housekeeping, plumbing, electrician, security in a single contract of 1.5 (one point five) crore or above. Documentary Evidence should be submitted. (Statutory Documents).</p> <p><b>Documentary evidence should be provided in support of the above.</b></p>

		<p><b>A. <u>Legal Entity:</u></b></p> <p>(i) The Organization must be registered under the Companies Act 1956 and must have been in operation for a period of at least 5 (five) years. JV organizations are not eligible to participate.</p> <p>(ii) The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like G.S.T, PAN, EPF, ESIC, Contract Labour, Professional Tax registration and latest challan, IT Return of last three years etc.</p> <p>(iii) The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity (as specified in the scope of work for this tender).</p> <p>(iv) Partnership firms, if any, shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.</p> <p>(v) The organization should submit a valid labour license.</p> <p>(vi) Joint Ventures/MOU will not be allowed as a credential.</p> <p><b>B. <u>Statutory Liabilities and Taxation:</u></b></p> <p>(i) Must submit proof of compliance.</p> <p>(ii) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challan shall be enclosed.</p> <p><b>C. <u>Manpower:</u></b></p> <p>(i) The organization must have at adequate capable management staff on roll having technical qualification and experience of more than 10 years to manage the operations.</p> <p>(ii) The organization must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.</p> <p>(iii) All staffs of the organization must have uniforms &amp; identity card.</p> <p><b>D. <u>Machines:</u></b></p> <p>(i) The organization must have adequate technical knowhow of equipments to be engaged for the operation.</p> <p>(ii) The organization must have adequate resource and capability to provide machines for the operations where ever and when ever required.</p>
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		<p><b>(iii)</b> The organization will have to produce list of all necessary materials, equipments &amp; machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.</p> <p><b>(iv)</b> Intending bidders are requested to inspect the site for assessment of nature of work and requirement of materials, machineries &amp; equipment's.</p> <p><b>(v)</b> The organization will have to produce list of all necessary materials, equipments &amp; machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.</p> <p><b>1.</b> Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than 1.5 (one point five) Crore from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be submitted in support of Annual Turnover.</p> <p><b>2. Statutory Documents:</b></p> <ul 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> </ul>
9.	Earnest Money Deposit	<p><b>Rs. 7,00,000.00</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><a href="http://wbtenders.gov.in">“wbtenders.gov.in</a>  Home Page  Bidders Manual Kit Help for on-line receipt and refund of EMD”</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,</p>

		Pay Order etc. will not be accepted for e-tender procurement of this office.
10.	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 (R&B), NKDA (Tender Inviting Authority). Document requisition shall be done as per instruction in ITB.
11.	Document download start date	: 29/11/2024 from 6:00 P.M.
12.	Document download end date & time	: 21/12/2024 upto 11:30 A.M.
13.	Date of Pre-Bid meeting	: 02/12/2024 at 1:00 P.M.
14.	Bid submission start date	: <b>29/11/2024 from 6:00 P.M.</b> through E-portal. It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
15.	Last date of Online submission of Technical Bid and Financial Bid.	: <b>On 21/12/2024 upto 11.30 A.M.</b>
16.	Opening of technical bid	: <b>23/11/2024 at 11.30 A.M</b> at the Office of the Executive Engineer, New Town Kolkata Development Authority, Administrative building Plot No – DG/13, Premises No – 04-3333, Action Area-ID, New Town, Kolkata - 700156
17.	Technical Bid Evaluation	: The technical bid will be evaluated by the tender evaluation committee of NKDA.
18.	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>
19.	Financial Bid	: Rate shall be quoted in <b>item-rate</b> against the tender value
20.	Validity of Bid	: 180 days from the date of declaration of L1
21.	E-Tender registration and bidding	: <b>ONLINE BIDS:</b> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below: <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>ONLINE BID SUBMISSION:</b> 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.</li></ul>

22.	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 NKDA (TIA) 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>The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Executive Engineer  
(Roads & Building)  
New Town Kolkata Development Authority**

**Memo. No. 5584 /1(9)/ NKDA / Engg – 36/ 2010 (XV)**

**Date: 29/11/2024**

Copy forwarded for information to:-

1. Chief Executive Officer, NKDA.
2. Chief Engineer, NKDA.
3. Superintendent Engineer, NKDA.
4. Administrative Officer (Social Welfare), NKDA.
5. Finance Office, NKDA.
6. Sr. Accountant / Cashier, NKDA.
7. P.A to Hon'ble Chairman, NKDA.
8. Office Notice Board.
9. Official Website of NKDA ([www.nkdamar.org](http://www.nkdamar.org)) & Govt. of W.B ([www.wbtenders.gov.in](http://www.wbtenders.gov.in))

**Executive Engineer  
(Roads & Building)  
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 three 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 1.5(one point five) crore

### **3.1.5 CREDENTIAL**

#### **3.1.5.1 Technical :**

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.

(i) The Organization must be successfully executing services like environmental upkeep and management, security management, electromechanical support and management, waste management, façade cleaning under authority of (state/central Govt. or undertaking or statutory bodies) directly without subcontracting any activity during the last 5 years, at least 01 (one) work having magnitude of **Rs.1.2 crore** (Rupees one point two crore) in two years duration. Authentic documents in original, from the Engineer-in-charge of the work will have to be submitted in support of the above credential.

or

(ii) The organization must have two running contracts of Integrated Facility Management services or environmental upkeep and management, security management, electromechanical support and management, waste management, façade cleaning under authority of (state/central Govt. or undertaking or statutory bodies) directly without subcontracting any activity during the last 5 years, at least 02 (two) work having magnitude of **Rs.90 lakh** (Rupees Ninety lakh) in two years duration. Authentic documents in original, from the Engineer-in-charge of the work will have to be submitted in support of the above credential

or

(iii) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or 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 executed agency. i.e. the tenderer. The value of the executed portion of the running work should be equal to or greater than 80% of the work or **Rs. 2.00 crore** (Rupees two crore).

Detail breakup of credential with nature of work as per requirement of the NIET has to be specified clearly with the value of such work.

**Documentary evidence should be provided in support of the above.**

#### **A. Legal Entity:**

- (i) The Organization must be registered under the Companies Act 1956 and must have been in operation for a period of at least 5 (ten) years as of 31.03.2023. JV organizations are not eligible to participate.
- (ii) The bidder shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time. The bidder must have registrations like G.S.T, PAN, EPF, ESIC, P. Tax Challan of 2024-25, Contract Labour, Professional Tax registration and latest challan, IT Return of last three years etc.
- (iii) The Lowest bidder set up an office in Kolkata.
- (iv) The organization must be carrying out the business directly through staffs on rolls and does not subcontract any activity (as specified in the scope of work for this

tender).

- (v) Partnership firms, if any, shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum.
- (vi) The organization has to submit a valid labour license.

**(vii) Joint Ventures/MOU will not be allowed as a credential.**

**B. Statutory Liabilities and Taxation:**

- (i) Must submit proof of compliance.
- (ii) The agency should have valid ESI and PF registration numbers. Copy of allocation letter and copy of latest valid remitted challan shall be enclosed.

**C. Manpower:**

- (i) The organization must have at least three or more capable management staff on roll having technical qualification and experience to manage the operations.
- (ii) The organization must have adequate staff on direct rolls to support the operations. The operation cannot be sub contracted.
- (iii) All staffs of the organization must have uniforms & identity card.

**D. Machines:**

- (i) The organization must have adequate technical knowhow of equipments to be engaged for the operation.
- (ii) The organization must have adequate resource and capability to provide machines for the operations where ever and when ever required.
- (iii) The organization will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.
- (iv) Intending bidders are requested to inspect the site for assessment of nature of work and requirement of materials, machineries & equipment's.
- (v) The organization will have to produce list of all necessary materials, equipments & machines currently owned by them as per last audited balance sheet to ensure that they are capable of doing the business.

**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 1.5 (one point five) crore 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. Itemrate 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.
7. 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, G.S.T, 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>Sl 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 contract amount	Fourth R/A and Final bill

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 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).

**6.4 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.

- 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 **02/12/2024**
- 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** No escalation of cost is permissible.

**7.22** **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.

**7.23** 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.

**7.24** 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.

**7.25** 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.

**7.26** 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.

**7.27** **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.

**7.28** **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.

**7.29 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.

**7.30** 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).

**7.31** The successful Tendered whose tender is accepted shall make formal agreement in WBF 2911 (ii) along with bid documents in triplicate, within 7 (seven) days from the date of issue of work order by Executive Engineer (Roads & Civil), New Town Kolkata Development Authority on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the contractor fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses under memorandum of WBF 2911(ii).

**7.32** Arbitration clause of WBF 2911(ii) stands deleted, Settlement of disputes & arbitration shall be according to the '**Memorandum**' for the modifications of clause relating to settlement of disputes under conditions of contract vide no. 8182-F(Y) dated: Kolkata, the 26<sup>th</sup> September, 2012 of Secretary to the Govt. of West Bengal, Finance Department, Audit Branch.

**7.33** Any Corrigendum, notification in connection to this NIET 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.

### **Special Condition of contract that must be adhered to by the Facility Management Company.**

- (a) Minimum wages as prescribed by the Govt. Wages Act should be in vogue.
- (b) Basic pay should not be enhanced by adding other allowances
- (c) The minimum number of manpower required to be deployed in various shifts have to be physically deployed on every day basis and therefore if any personnel are absent in any shift, substitute have to be additionally provided by the Service Provider at the appointed time slot for which the absentee was absent.
- (d) No deviation in the deployment of the number of manpower in various shifts shall be acceptable.
- (e) The housekeeping & security personals must be at least 10<sup>th</sup> pass and the Supervisors must be at least 12<sup>th</sup> pass and have thorough knowledge in their own domain
- (f) All personals should be smartly dressed in neat and clean uniforms having firm's logo. A steam iron along with an ironing board should be provided by the Service Provider for pressing the uniforms
- (g) Deployed manpower at all levels must be properly trained as per job division. Periodic training and personnel development plan must be documented and presented to NKDA quarterly
- (h) The Service Provider shall facilitate quarterly training to the housekeeping department or shall organize such trainings from the chemical & equipment manufacturer covering topics such as applicability, dos & don'ts, up keeping, maintenance, chemical compatibility, methods of use, safe practices, cleaning standard,

science of cleaning etc under the knowledge of NKDA & shall keep the same documented along with attendance sheet, duly signed & stamped by the training agency

- (i) Similarly the Service Provider shall facilitate quarterly training to the security department or shall organize such trainings from reputed agencies under the knowledge of NKDA & shall keep the same documented along with attendance sheet, duly signed & stamped by the training agency
- (j) The Service Provider shall facilitate **monthly fire drill** programme both for housekeeping & security.
- (k) The Service Provider shall perform night checking on weekly basis and if any personal is found to be negligent on duty he/she should be shown cause and disciplinary action to be taken against him/her, the same checking should be done in the early morning shifts also.
- (l) Zero balance salary account of all the employees has to be opened within 1<sup>st</sup> month of operation for crediting their salary. Payment has to be released by 7<sup>th</sup> of every month. Any delay in this regard shall be responded with a monetary deduction as prescribed by NKDA.
- (m) NKDA reserves the right of surprise audit, inspection, gap analysis at any time with or without prior intimation to the Service Provider, by self or third party
- (n) Appropriate corrective measure shall be followed on finding any discrepancy in quality of cleaning, following SOPs, safety measures, deployment of manpower & equipment, chemical & tools.
- (o) Based on the audit report, if any change or addition/deletion in the existing practices are found required, it has to be implemented by the Service Provider with immediate effect. If this includes introduction of any chemical reagent or equipment of same standard which is not listed in the tender but required, then with prior approval from NKDA the same have to be procured & implemented & the bills shall be paid by NKDA on actual or as per the discretion of NKDA
- (p) The duty of the manpower deployed shall be decided by the Service Provider, with pre decided deployment plan & schedule of cleaning for light, spring cleaning & deep cleaning, only after taking the consent from NKDA. However, the Service Provider shall be responsible to engage manpower as per requirement to keep all buildings, glass panels etc clean round the clock. The housekeeping work shall be continued throughout the day. However, the major sweeping, cleaning, mopping, disposal of waste etc should invariably be completed before 11:00 hours and cleaning of floors & glass panels shall be maintained continuously throughout the day
- (q) All statutory obligations are to be strictly adhered to, as per Govt rules. Any negligence in this regard shall make the contract liable to be cancelled with immediate effect

**The List & make of housekeeping chemicals / materials is furnished and should be followed by the agency:-**

SN	Name of Housekeeping Item	Unit	Monthly Consumption	Yearly Consumption
1	Acid (Muratic)	litre	1.00	12.00
2	Acid (Oxalic)	kilogram	2.00	24.00
3	Bleaching Powder	kilogram	2.00	24.00
4	Bottle (Spray)	piece	2.00	24.00
5	Bottle (Squeeze)	piece	1.00	12.00
6	Brasso - 500 ml	piece	1.00	12.00
7	Soft Broom - Nylon	piece	5.00	60.00
8	Brush - Cobweb (Curve)	piece	0.25	3.00
9	Brush - Commode Cleaning	piece	1.00	12.00
10	Brush - Scrubbing	piece	1.00	12.00
11	Brush - Scrubbing with Handle	piece	0.50	6.00
12	Bucket (14 litre)	piece	0.50	6.00
13	Citronella Oil - 100 ml	bottle	2.00	24.00
14	Combi - 35cm Refill	piece	1.00	12.00
15	Combi - 35cm Rubber Pad	piece	1.00	12.00
16	Combi Set - 35cm	piece	0.50	6.00
17	Detergent Powder (Surf Excel)	kilogram	1.00	12.00
18	Dettol Hand Wash Refill - 900 ml	bottle	3.00	36.00
19	Dust Pan	piece	1.00	12.00
20	Jobby Dust Pan	piece	0.25	3.00
21	Duster (Flannel)	piece	10.00	120.00
22	Duster (Floor)	piece	5.00	60.00
23	Duster (Glass)	piece	25.00	300.00
24	Duster (Table)	piece	25.00	300.00

25	Floor Scrubbing Pad – 17inch (Diversey)	piece	3.00	36.00
26	Garbage Bag (16 x 24)	packet	20.00	240.00
27	Garbage Bag (36 x 42)	packet	5.00	60.00
28	Glade Automatic Refill Pack	piece	1.00	12.00
29	Gloves	pair	2.00	24.00
30	Godrej Aer Bathroom Fragrance	piece	1.00	12.00
31	Good Knight ADVANCED Machine	piece	2.00	24.00
32	Good Knight ADVANCED Refill	piece	10.00	120.00
33	Good Sense Auto Dispensers	piece	0.50	6.00
34	Good Sense Auto Refill - Fresh	piece	6.00	72.00
35	Head & Shoulders Shampoo Sachet	piece	30.00	360.00
36	HIT - Black (500 millilitre)	piece	15.00	180.00
37	HIT (Red) - 500 millilitre	can	5.00	60.00
38	Medimix Soap - 30 gm	piece	30.00	360.00
39	Mop Refill - Dry	piece	5.00	60.00
40	Mop Refill (Wet - Flat)	piece	15.00	180.00
41	Mop Refill (Wet - Round)	piece	10.00	120.00
42	Mop Set - Dry	piece	0.50	6.00
43	Mop Set - Wet (Flat)	piece	1.00	12.00
44	Mop Set - Wet (Round)	piece	1.00	12.00
45	Mug	piece	1.00	12.00
46	Odonil A1 Cube	packet	5.00	60.00
47	Odonil Block Hanger Pack - 50 gm	piece	20.00	240.00
48	Phenyl (Deodorant)	litre	10.00	120.00
49	Pinza Clip	piece	5.00	60.00
50	Room Freshener - Godrej Aer	can	10.00	120.00
51	Rubber Wiper (Big)	piece	0.50	6.00
52	Rubber Wiper (Medium)	piece	1.00	12.00
53	Rubber Wiper (Small)	piece	1.00	12.00
54	Scotch Brite - 3M (4" x 6")	piece	10.00	120.00
55	Scotch Brite with Handle - 3M	piece	5.00	60.00
56	Shoe Brush	piece	3.00	36.00
57	Shoe Polish - 40gm	piece	6.00	72.00
58	Sponge	piece	2.00	24.00
59	Stick Broom with Handle	piece	2.00	24.00
60	Suma Breakup D3.5	litre	2.50	30.00
61	Suma Inox D7.1	litre	2.50	30.00
62	Taski Fresh & Clean Urinal Screen	piece	4.00	48.00
63	Taski R2	litre	25.00	300.00
64	Taski R3	litre	5.00	60.00
65	Taski R4	litre	4.00	48.00
66	Taski R5	litre	2.50	30.00
67	Taski R6	litre	10.00	120.00
68	Taski R9	litre	2.50	30.00
69	Taski Soft Care Star H100	litre	5.00	60.00
70	Taski TR101	litre	2.50	30.00
71	Tissue Paper Box - 100pulls	piece	30.00	360.00
72	Tissue Paper Roll - 227gm	piece	70.00	840.00
73	Wall Mounted Liquid Soap Dispenser	piece	1.50	18.00
74	Wall Mounted Plastic Tissue Paper Box	piece	1.50	18.00

The following housekeeping and security Equipment/Machine has to be procured by the Service Provider from manufacturer or its authorized distributor only. Equipment/Machine should be brand new. Service Provider shall make sure that unboxing & installation is done in front of authorized personnel from NKDA. Equipment/Machine should be deployed as per given specification only, any deviation from the specification & minimum quantity shall not be acceptable

(i) High Pressure Jet of Diversey make, model: Jonmaster LMX 1211XP or equivalent with the below specifications

Operating Pressure/Max Delivery rate 50-120 bar/725-1740 psi  
660l/h

Power consumption 3200W (3.2 KW)  
RPM 2800  
Voltage 230V~50 Hz  
Power cable 5 mt  
Pressure regulator Yes  
Automatic stop system Yes  
Detergent Tank Yes

Motor 4HP

(ii) Single Disc Scrubbing Machine along with water tank, driving disc, scrubbing brush & foam generator of Taski make, model: Ergodisc 165 or equivalent with the below specifications

Working Width 43 cm  
Speed 165 RPM  
Vertical Clearance 31.5 cm  
Nominal Consumption 1100 w  
Voltage 230 v  
Cable Length 15 meter  
Sound Level 57dB (A)

Should have the following dimensions

- Closed handle, with ergonomic design: Gives protection to hands & electrical safety
- Double safety lock: Ensures safety
- Foldable handle: Easy for transportation
- Adjustable handle: Improves productivity
- Should have a Floating pad drive: This ensures a constant working pressure and enables the machine to be used on uneven floors
- Cleaning solution distribution shall be from the center of the pad: This ensures that the whole surface of the pad is utilized.
- Multiple applications: Wet scrubbing, Stripping, Buffing, spray cleaning and crystallization can be done.

(iii) Wet & Dry Vacuum Cleaner along with 8500.380 suction tube one end, suction hose complete 2.2m, angle coupling for vac12, aluminium nozzle for fixed squeegee blade, universal dust nozzle, 30015-32 dust bag basket, polyester filter bags for vac of Taski make, model: Vacumat 22 or equivalent with the below specifications

Container Capacity: Wet 22 litre  
Container Capacity: Dry 28 litre  
Container Volume 45 litre  
Sound level 64 dB (A)  
Vacuum 22 kPa  
Max air flow 60l/s  
Cable length 10 mt  
Castor Wheels 5  
Castor diameter 50 mm

(iv) Walkie Talkie (4 numbers) of Talk Pro make, model: H250A or equivalent with the below specifications  
Transmit Power Max up to 7 watts

Battery Up to 2900 mAh  
Talk Time Up to 48 hours  
Torch Light 15 ft beam  
Environment Waterproof / Dustproof  
Emergency Alert Yes  
Service Support Within 48 hours.

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

This is to certify that **Name of Agency** of **Details address of the agency** was entrusted with the work of “**Name of work**” under **Name of Govt organization with Address**. Salient features of the work given below:-

1.	Name or work	:-	
2.	Agreement No:	:-	
3.	Work order No. & Date	:-	
4.	Estimated Value put to Tender	:-	
5.	Contractual Percentage	:-	
6.	Tendered Amount	:-	
7.	Brief Description of work	:-	
8.	Date of Commencement:	:-	
9	Schedule date of Completion	:-	
10.	Actual date of completion	:-	
11.	Whether penalty imposed during extended period	:-	
12.	Completion Cost of work before adding / deducting contractual percentage	:-	

**Signature of Executing Authority**  
Designation & Name of Govt. organization with seal

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.

<b>Sl. No.</b>	<b>Financial</b>		<b>Remarks</b>
	<b>Assessment Year</b>	<b>Turnover (rounded off)</b>	
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**

One affidavit before Notary in Rs. 10.00 in Govt. stamp paper will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Govt. / Semi Govt. /Autonomous body / Institution / Local body.

Points / Declaration to be furnished in the **AFFIDAVIT**

I, Sri....., S/o Sri....., aged..... Years, Residing at....., Proprietor/Partner/Director of....., having office at (business address) ..... do hereby solemnly affirm and declare in connection with "**Integrated Facility Management Services at New Town Business Club & The Club Banquet (Gr. Floor of Pride Hotel) at Action Area – I, New Town, Kolkata (for 02 years)**" vide **Notice Inviting e-Tender No. 43 /EE-I /NKDA /2024-25 of New Town Kolkata Development Authority dated 29/11/2024** as follows:

- i) Partnership details:
- ii) All documents submitted by me are genuine, authentic, true and valid.
- iii) All information furnished are true to the best of my knowledge and behalf.
- iv) Department has got full right to cancel the same with penal measure, if any, in case any of statements is provide to be false.
- v) The undersigned also certifies that neither any penalty nor debarment was made against me or nor against the firm in any way at any Govt. / Semi Govt. /Autonomous body / Institution / Local body.
- vi) The undersigned also certifies that timely pay all government duties like E.S.I, PF, Cess & G.S.T. in timely.
- vii) Never faced any blacklisting for poor performance / non performer or any other reason or debarred from contract due to no full filling the contract agreement or due to unnecessary delay in completion of the project work assigned to this company by any department of Central Government/State Government/ Corporations/ Municipal Bodies/ Development Authorities/Panchayats, etc as punishment in the last 5 (five) years continuing start date as date of publication of the NIET of the tender.

If it is found upon enquiry that the undertaking given by the concerned company is false and untrue, the Authority will take necessary steps in accordance with law for making false and untrue statement before the Authority.

**Signature of the Contractor**

**Name:**

**Place:**

**Date:**