

Memo No.: 3116/NKDA/Admn-02/2009(Pt. – III)

Date: 02.07.2019

NOTICE INVITING QUOTATIONS (N.I.Q) No. 12/NKDA/Admn of 2019

Sealed quotations are herewith invited for reliable agencies for Cleaning & disinfection of Servers, Computers & peripherals, Telephones, Faxes Etc. installed in both the office buildings of New Town Kolkata Development Authority located at 01 and 03 MAR, New Town Business Club, Utility Buildings (Mutation Section) AA-II, And Property Tax Sec AA-I, Health Centre at Eco Park; New Town, Kolkata -700 156 in respect of the following equipment off one year and as per terms and conditions:-

SCHEDULE:

SI No.	Description of items	Quantity (Approx.)	Unit Rate	Amount
01.	Servers	09 Nos.		
02.	Plotters	05 Nos.		
03.	Desktop PCs	125 Nos.		
04.	Printers	95 Nos.		
05.	Telephone & Intercom	110 Nos.		
06.	Fax	01 No		

Last date of submission of Bids : 10/07/2019 up to 2.00 P.M

Date of opening of Bids : 10/07/2019 at 3.00 P.M

Terms & Conditions:

1. The rate should be quoted for and every equipment and the rates should be quoted in figures and words separately and inclusive GST.
2. **EMD (Bid Security)** : All bidders have to submit Earnest Money Deposit (EMD) in shape of **A/c. Payee Bank Draft of Rs. 10,000/- (Rupees Ten Thousand) only** in favour of “New Town Kolkata Development Authority” payable at Kolkata.
3. The work should be done once in a week and the Working Certificate to be signed by the user on each occasion.
4. Payment will be made on monthly basis after expiry of the month supported with Working Reports duly signed by the users.
5. Interested agencies are requested to submit their quotations with the requisite documents to the office of the undersigned well within the scheduled date.
6. Document to be submitted :
 - a. Tender Document – stamp and Sign in each page by the bidder.
 - b. Valid Trade License showing local office in Kolkata.
 - c. PAN.
 - d. GST Registration Certificate
 - e. Audited IT Return / Financial Statement last 01 (One) year.
 - f. Work Experience in any Govt. /PSU last 01Year.

7. The Contract will be made for a period of one year. Due to increases and decreases of quantity charges to be made on actual basis.
8. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.
9. This Authority has right to cancel the order at any point of time during the contract period.
10. Scope of Work :
 - a. Cleaning & disinfection of Servers, Computers & peripherals, Telephones, Faxes for all offices of NKDA.
 - b. Cleaning & disinfection to be made 1st or 2nd working day for each week.
 - c. Any transportation cost to be made by the agency.
11. Any loss /damage during Cleaning/ service of any equipment to be recover from the agency.


Administrative Officer – I
New Town Kolkata Development Authority

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Copy forwarded for kind information to:-

1. The Finance Officer, New Town Kolkata Development Authority.
2. PA to CEO, New Town Kolkata Development Authority.
3. Office Notice Board
4. Official Website.(www.nkdamar.org)


Administrative Officer – I
New Town Kolkata Development Authority

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Financial Bid

SI No.	Description of items	Quantity (Approx.)	Unit Rate	Amount
01.	Servers	09 Nos.		
02.	Plotters	04 Nos.		
03.	Desktop PCs	97 Nos.		
04.	Printers	80 Nos.		
05.	Telephone & Intercom	75 Nos.		
07.	Fax	01 No		

N.B: Rate is inclusive of GST.

Yours Faithfully

Signature

Name:
Designation:
Office Address: