



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No: 11055/NKDA-14012(11)/1/2021-IT SEC(NKDA)-NKDA

Date: 18/11/2021

## NOTICE INVITING QUOTATIONS (N.I.Q) No: 14 /NKDA/Admn of 2021

Sealed Quotations are hereby invited from reliable Agencies for Cleaning and Disinfection of Servers, Plotters, Computers and Peripherals, Printers, Scanners, UPS and Telephone & Intercom Set installed at New Town Kolkata Development Authority, Administrative Building, Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata - 700156, New Town Business Club, Utility Building (Mutation Section), All Health Centre under NKDA, Zero Waste Shop, Cattle Pound, Dog Creche Centre and Justices' Commission Office located at 01, Major Arterial Road, New Town, Kolkata for One Year as per the following Schedule, Terms and Conditions:

### SCHEDULE:

SI No.	Description of Items	Quantity (Approx.)
1	Servers	10 Nos.
2	Plotters	05 Nos.
3	Desktop PCs, UPS, Telephone and Intercom Set	181 Nos.
4	Printers	129 Nos.
5	Scanners	15 Nos.

Last date of submission of Bid : 01/12/2021 up to 2.00 P.M

Date of opening of Bid : 01/12/2021 at 3.00 P.M

### Terms & Conditions:

1. The Rate should be quoted for each Item per cleaning. Rate will be inclusive of GST and the Rate is to be quoted both in figures and words separately.
2. Evaluation of the Tender will be done on the basis of Lowest Price of maximum number of Items quoted by a bidder.
3. Conditional Tender will be entertained and shall be treated as 'invalid'/ 'informal'. In case of conditional bids. EMD may be forfeited.
4. Canvassing in any form is strictly prohibited.
5. Joint venture will not be allowed in the bidding.
6. **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.
7. The work should be done once in a week and the Working Certificate to be signed by the User on each occasion.
8. Payment milestone quarterly upon satisfactory receipt of report from concerned section.
9. Interested agencies are requested to submit their quotations with the requisite documents to the office of the undersigned well within the scheduled date.

10. **Document to be submitted:** -

- a. Tender Document – Stamp and Signed in each page by the Bidder.
- b. Valid Trade License showing local Office in Kolkata.
- c. PAN
- d. GST Registration Certificate.
- e. Cleaning Experience of computers or others equipment last 01 (One) year.

11. The Contract will be made for a period of One Year. Due to increase or decrease of quantity, charges to be made on actual basis.

12. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.

13. This Authority has right to cancel the order at any point of time during the contract period.

14. **Scope of Work:**

- a. Cleaning and Disinfection of Servers, Plotters, Computers and Peripherals, Printers, Scanners, UPS and Telephone & Intercom Set.
- b. Cleaning and Disinfection to be made 1<sup>st</sup> or 2<sup>nd</sup> working day for each week.
- c. Transportation Cost to be made by the Agency.

15. Any loss/damage during Cleaning/ service of any equipment to be recover from the Agency.

16. Service Level Agreement (SLA) of Cleaning as follows: -

Condition	Coverage Hours	Baseline Performance	Measurement and Reporting	Penalty
Weekly Cleaning	Weekly	100%	Cleaning report of counter signed by NKDA User	1% of total Monthly bill value per weekly basis
Discontinuation of work	-	-	Discontinuation of work without any intimation or approval	EMD will be forfeited

**Executive Engineer (E)**  
New Town Kolkata Development Authority

**Memo No:** 11055/1(5)/NKDA-14012(11)/1/2021-IT SEC(NKDA)-NKDA

**Date:** 18/11/2021

Copy forwarded for kind information to:-

1. Finance Officer, NKDA.
2. PA to Hon'ble Chairman, NKDA.
3. PA to Chief Executive Officer, NKDA, for placing before Chief Executive Officer, NKDA.
4. Office Notice Board.
5. Official Website ([www.nkdamar.org](http://www.nkdamar.org)).

**Executive Engineer (E)**  
New Town Kolkata Development Authority

**Financial Bid**

<b>SI No.</b>	<b>Description of items</b>	<b>Quantity (Approx.)</b>	<b>Unit Price (in Rs.)</b>	<b>Total Amount (in Rs.)</b>
1	Servers	10 Nos.		
2	Plotters	05 Nos.		
3	Desktop PCs, UPS, Telephone and Intercom Set	181 Nos.		
4	Printers	129 Nos.		
5	Scanners	15 Nos.		

N.B : Rate is inclusive of GST.

Yours Faithfully,

Signature:

Name:

Designation:

Office Address: