

Memo No.: 771 /NKDA-14012(99)/1/2020- CHRMN (NKDA)-NKDA

Date: 04/02/2021

NOTICE INVITING QUOTATION (N.I.Q) No. 01/NKDA/Admn of 2021

Sealed quotations are herewith invited of Rate contract for Annual Maintenance Service Contract (TG) for 06 (Six) nos. Photocopiers Machines office of the NKDA from the reputed Firms /Agencies having experience and credentials for successful completion of similar nature of work preferably in a Government Department in respect of the following equipment off one year and as per Terms and Conditions: -

SCHEDULE:

SI No.	Description of items	Quantity
01.	Annual Maintenance Service Contract (TG) for 06 (Six) nos. photocopiers machines office of the NKDA. Models : iR2525, iR2525, iR2420L, iR2420L, iR2520, iRC3020	06 Nos.

Last date of submission of Bids : 19 /02/2021 upto 2.00 P.M

Date of opening of Bids : 19 /02/2021 at 3.00 P.M

Terms & Conditions:

1. The rate should be quoted for each item per Total Guarantee (TG) 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. 5,000/- (Rupees five 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 Terms:**
Payment will be made on quarterly basis on submission bill as per the consumption of pages with the following supporting document:
 - i. Payment will be made on submission of quarterly bills in triplicate along with challan.
 - ii. Certified copy of actual consumption details.
 - iii. Preventive maintenance report should be submitted to facilitate payment.
 - iv. Call sheet should be submitted during quarterly billing.
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 Sign in each page by the bidder.
- b. Valid Trade License showing local office in Kolkata.
- c. PAN.
- d. GST Registration Certificate.
- e. The bidder must experience of providing in any Govt. / Govt. undertaking organization department least for the last 3 years.
- f. Certificate of Cannon partner/ authorization.

11. The Contract will be made for a period of one year

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. 6 nos. of photocopier machines located at different offices of NKDA.
- b. The maintenance contract (TG) would inter alia include service, replacement of all defective spare parts and supply of consumables at the cost of the selected agency as and when required.
- c. The instruments will be serviced periodically once in three months, so that preventive action is taken for eliminating any possibility of malfunctioning and non-functioning of the same
- d. The firm will provide skilled engineer to attend the machine as and when complaints are received on the same day failing of which at the earliest, on the next day.
- e. Any transportation cost to be made by the agency.

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


Executive Engineer (Elect.)
New Town Kolkata Development Authority 

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Copy forwarded for kind information to:-

1. The Finance Officer, NKDA.
2. System Manager, NKDA
3. Shri. Sushil Dutta, SAE (Elect.), NKDA
4. PA to the Hon'ble Chairman, NKDA
5. PA to CEO, NKDA
6. Official Website (www.nkdamar.org)


Executive Engineer (Elect.)
New Town Kolkata Development Authority 

Financial Bid

SI No.	Description of items	Quantity (Approx.)	Unit Rate	Amount
01.	Annual Maintenance Service Contract (TG) for 06 (Six) nos. photocopiers machines office of the NKDA. Models : iR2525, iR2525, iR2420L, iR2420L, iR2520, iRC3020	06 (Six)		

N.B : Rate is inclusive of GST.

Yours faithfully,

Signature

Name:

Designation:

Office Address: