



# 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 : 1137/NKDA-14099/3/2020-IT SEC(NKDA)-NKDA

Date: 01/02/2023

## NOTICE INVITING QUOTATION N . I . Q No : 01 /NKDA/Admn of 2023

Sealed Quotations are invited from reliable Organisations for Annual Maintenance Contract for 07 (Seven) numbers of Bio-Metric Attendance Devices including the Software System and other related peripherals installed in the Administrative Building of New Town Kolkata Development Authority, New Town Business Club, Utility Building near Akansha More.

### 1. Important Dates :

Last date of submission of Bids : 07/02/2023 up to 2.00 P.M  
Date of Opening of Bids : 07/02/2023 at 3.00 P.M

### 2. Scope of Work :

Annual Maintenance Contract for 07 (Seven) numbers of Bio-Metric Attendance Devices including the Software System and other related peripherals installed in the Administrative Building of New Town Kolkata Development Authority, New Town Business Club, Utility Building near Akansha More.

### 3. Terms & Condition :

1. The Rate should be quoted with figures and words separately and inclusive of GST.
2. Quarterly visit to be made at all the Devices location to check all the devices health, back-up to be taken and Reports are to be submitted on time.
3. Call must be attended within 24 working hours after intimation of hardware and software related problem arises.
4. Interested Agencies are requested to submit their Quotation with the requisite document to the office of the undersigned well within the scheduled date.
5. The undersigned reserves the/ right to reject any or all the quotations so received without assigning any reason whatsoever.
6. This Authority has the right to cancel the order at any point of time during the contract period.

### 4. Payment :

Payment will be made on half-yearly basis after submission of Invoice in triplicate copies along with Call Reports.

### 5. Document to be submitted :

- a. Seal and Signature of NIQ Document.
- b. PAN / TAN Document.
- c. Proof of previous experience (s).

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

Memo No : 1137/1(5)/NKDA-14099/3/2020-IT SEC(NKDA)-NKDA

Date: 01/02/2023

Copy forwarded for kind information to:

1. Chief Executive Officer, NKDA.
2. Finance Officer, NKDA.
3. System Manager, NKDA.
4. P.A to Hon'ble Chairman, NKDA.
5. Official Website of NKDA ([www.nkdamar.org](http://www.nkdamar.org)).

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

**Financial Bid**

To  
**The Executive Engineer (Electrical)**  
New Town Kolkata Development Authority  
Administrative Building. Plot No - DG/13  
Premises No - 04-3333, Action Area - ID,  
New Town, Kolkata - 700156

**Sub : Financial Proposal for Annual Maintenance Contract for 07 (Seven) numbers of Bio-Metric Attendance Devices including Software System and other related peripherals installed in the Administrative Building of New Town Kolkata Development Authority, New Town Business Club, Utility Building near Akansha More**

| Sl No.              | Description of Item  | Amount (Rs.) |
|---------------------|--|--------------|
| 1                   | Annual Maintenance Contract for 07 (Seven) numbers of Bio-Metric Attendance Devices including the Software System and other related peripherals installed in the Administrative Building of New Town Kolkata Development Authority, New Town Business Club, Utility Building near Akansha More |              |
| <b>Total Amount</b> |  |              |
| Rupees _____        |  |              |

**NB :** Rate is inclusive of GST.

Signature :

Name and Designation :

Name of the Organisation :

Contact Details :

Seal & Stamp of the Agency: