



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2719/NKDA/Admn-32/2009(Part)

Dated: 10/06/2019

Notice Inviting Quotation (N.I.Q) No: 11/NKDA/ADMN of 2019

Sealed quotations are invited from registered software firm/companies having similar experience for undertaking the work of “**Hosting & Maintenance of NKDA official website in existing dedicated server, renewal of SSL certification and configuration of different security toll like Anti Spam ware for New Town Kolkata Development Authority Website**”.

1. Important Dates:

Last date of Application	:	20/06/2019 up to 2:00 PM
Date of Opening of Technical and Financial bid	:	20/06/2019 at 03:00 PM

- The tender document may also be downloaded from our web site www.nkdamar.org.
- The NKDA has right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

4. GENERAL CONDITIONS:-

- The bids received without prescribed performance certificate shall be rejected.
- Validity of the contract: The period of contract shall be for a period of 12 (Twelve) months from the date of issue of the Work Order.
- Conditional tender will not be entertained and shall be deemed as 'informal'.*
- The quoted rates should include all taxes and charges related to the entire work and **GST exempted**.
- The rates should be mentioned in figures as well as in words.
- The Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annual the tendering process at any point of time without prejudice to further action and without assigning reason thereof.

5. MINIMUM ELIGIBILITY CRITERIA:-

- The bidder shall have an experience of at least 3 years or more in similar type of work. The bidder shall submit necessary work order from any 2(two) Govt. Departments/ PSUs.
- The bidder should have a valid trade license.
- The bidders shall have to submit their audited financial statement / audited annual report of the last three financial years.
- PAN/ TAN.

6. Bidding Procedure

The bidder have to submit 2(two) sealed separate envelopes respectively envelopes for “**Technical Bid** “ and “**Financial Bid**” in a big outer sealed cover superscri bed “*“Hosting & Maintenance of NKDA official website in existing dedicated server, renewal of SSL certification and configuration of different security toll like Anti Spam ware for New Town Kolkata Development Authority Website”*”.

7. Other Conditions of Contract

- 1) The quoted rate is inclusive of all taxes and duties as applicable.
- 2) **Payment terms:**
 - a) **For Dedicated Server :**
Payment will be made on Half yearly basis on submission of server detail, log report, up-time report.
 - b) **For SSL certification and configuration of different security toll like Anti Spam :**
 - 90% payment will be made on renewal of SSL.
 - Remaining 10% will be made after completion of 1 yr. year.

8. Scope of Work

- a) Supply, configuration and hosting of existing website in a dedicated server for a period of 1 yr.
- b) Maintenance of server with regular backup to be taken during the period of contact.
- c) Renewal of SSL in the website of NKDA for a period of 1 yr.
- d) Configuring security tool like Anti Spam ware in the server.
- e) Submissions of detailed report sever security to be submitted.
- f) Dedicated server should have web console with necessary permission.
- g) The server should be available 24X 7 hrs. Declaration to be submitted about the availability.

Service Level Benchmark (SLA) of server as follows

Conditions	Coverage Hours	Baseline Performance	Measurement and Reporting	Penalty
PORTAL APPLICATIONS & SERVICES				
Portal Availability	24 X 7 X 365	99.7%	Measure Daily Report Monthly/ Quarterly Using an automated tool with no manual intervention.	Less than 99.7% but more than 95%: penalty 3 % of Work order value for Server. Less than 95%: penalty 15 % of Work order value for Server.
Performance	24 X 7 X 365	99.7%	Measure Daily Report Monthly/ Quarterly	Less than 99.7% but more than 95%: penalty 3% of Work order value for Server. Less than 95%: penalty 15% of Work order value for Server.
Security	24 X 7 X 365	0	Measure Daily Report Monthly/ Quarterly	More than 0 and Less than 3 Security Breaches: penalty 10% of

Conditions	Coverage Hours	Baseline Performance	Measurement and Reporting	Penalty
				Work order value for Server for each Security Breach More than 3 Security Breaches: penalty 25% of Work order value for Server for each additional Security Breach
System Backup	24 X 7 X 365	0 Data Loss	Measure Daily Report Monthly/ Quarterly	Penalty of 10% of Work order value for Server for each data loss case.

Administrative Officer-I
New Town Kolkata Development Authority

Memo No. /1(5)/NKDA/Admn-32/2009(part)

Dated: /06/2019

Copy forwarded to kind information of

1. The Finance Officer, New Town Kolkata Development Authority
2. PA to Hon'ble Chairman, New Town Kolkata Development Authority
3. PA to Chief Executive Officer, New Town Kolkata Development Authority
4. Notice Board, New Town Kolkata Development Authority for displaying
5. Official website on New Town Kolkata Development Authority (NKDA) (<http://www.nkdamar.org>)

Administrative Officer- I
New Town Kolkata Development Authority

TECHNICAL BID

Name of Work: Notice Inviting Quotation for Supply, configure & maintenance of dedicated server, SSL certification and configuration of different security toll like Anti Spam ware for New Town Kolkata Development Authority Website

DETAILS OF THE APPLICANT

Details to be furnished with specific enclosure		Remark
1.	Name of the applicant firm : (Attach company Profile)	
2.	Address of the Registered Office :	
3.	Telephone Numbers :	
4.	Fax Number :	
5.	E-mail & Website Address :	
6.	Turnover of Previous three Year :	
7.	Check List for Enclosures: i. Copy Company Profile ii. Copy of PAN/TAN/TIN (As applicable) iii. Financial Statement for last 3 yrs.	
8.	Copy of Work order	
9.	Stamp and sign of the NIQ in each page	

FINANCIAL BID

Name of Work: Notice Inviting Quotation for Supply, configure & maintenance of dedicated server, SSL certification and configuration of different security toll like Anti Spam ware for New Town Kolkata Development Authority Website

SL No	Description of Work	Quoted Rate (In Figures)	Quoted Rate (In Words)
1.	Supply, configuration and maintenance of existing dedicated server per month		
2.	SSL certification and configuration for 01 year		

N.B. – The above quoted rate is inclusive of all taxes and duties as applicable and GST exempted.

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email: _____

Place: _____

Date: _____