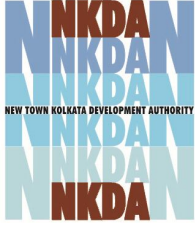


NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)
03, Major Arterial Road, New Town, Kolkata – 700156

Memo No: 873 / NKDA / Engg – 36 / 2010 (VII)

Date : 15/02/2017

NOTICE INVITING QUOTATION

N.I.Q. No. : 03 / EE – I / NKDA of 2016 – 17.

Sealed Quotations are invited by the Executive Engineer – I, New Town Kolkata Development Authority from experienced event organizers for organizing the programme of New Town Women Marathon, 2017 for New Town business Club, New Town, Kolkata. The event organizers must have past experience of organizing such event / events.

Details of quotation are enclosed in separate Annexure –

Last date of application	: 22/02/2017	upto 2.00 P.M.
Last date of issue of quotation paper	: 22/02/2017	upto 4.00 P.M.
Date of Submission of Quotation Paper	: 23/02/2017	upto 2.00 P.M.
Date of opening	: 23/02/2017	at 2.30 P.M.

General Terms & Condition

1. The intending Quotationer will have to get the permission from the undersigned for getting the quotation papers within the stipulated time against application and Xerox copies of valid certificates of Trade License, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. along with the originals. The originals will be refunded after verification. Quotation form and other documents will be issued to the event organizers free of cost from this office on all working days between 11 a.m and 4.00 p.m on production of the aforesaid documents upto the scheduled date.
2. The undersigned reserves the right to refuse permission to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The organisers will also not be entitled for any compensation for rejection of the application.
3. No application will be entertained if sent by Post/Courier.
4. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
5. The rates are to be quoted both in words and figures as per schedule and necessary Terms & Conditions attached herewith. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
6. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.

7. Quotationer who will sign on the Quotation on behalf of the organizing agency must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
8. Conditional quotation will not be entertained and shall be deemed as 'informal'.
9. The Quotation form issued from the Office of the undersigned must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and does not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the quotationer to participate in any Quotation up to a period as may be decided by the undersigned.
10. Quotation Documents are not transferable.
11. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. If considered necessary, instant bid may be conducted immediately after opening of quotations in order to lower the rates obtained.
12. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received without assigning any reason thereof.
13. Before submission of any Quotation, Quotationers may visit the site and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Quotationer who shall submit quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.
14. Income Tax, VAT and others Taxes as admissible will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills. The rate quoted would remain same throughout the period of contract and should be inclusive of **all taxes** which are and will also be applicable during the entire tenure of the contract.
15. Bill in triplicate may be placed to New Town Kolkata Development Authority for payment after completion of the work.
16. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
17. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
18. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.
19. The organiser will have to work in close co-operation and harmony with all staffs of New Town Business Club. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
20. The provision of the Power of Attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such Power of Attorney.

21. NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
22. Any corrigendum to this tender will be circulated through Official Website of New Town Kolkata Development Authority (www.nkdamar.org). Participants are requested to follow the website.

Executive-Engineer – I
New Town Kolkata Development Authority

Memo No: 873 / 1(10) / NKDA / Engg – 36 / 2010(VII)

Date: 15/02/2017

Copy forwarded for information and necessary action :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Administrative Officer – I, New Town Kolkata Development Authority.
4. The General Manager, New Town Business Club.
5. The Finance Officer, New Town Kolkata Development Authority.
6. The Assistant Engineer – I, New Town Kolkata Development Authority.
7. The Estimator/ Sr. Accountant / Cashier, New Town Kolkata Development Authority.
8. P.A to the Chairman, New Town Kolkata Development Authority.
9. Office Notice Board.
10. Official Website.(www.nkdamar.org).

Executive Engineer – I
New Town Kolkata Development Authority

ANNEXURE

N.I.Q. No. – 03 / EE – I / NKDA of 2016 – 17.

Sl. No.	Name of Work	Quantity	Eligibility	Accepting authority
01.	Organizing event of New Town Women Marathon, 2017 on 11/03/2017 at 6.00 A.M. for New Town, Business Club, New Town, Kolkata.	As per schedule.	The event organizers must have past experience of organizing such event / events.	Executive-Engineer – I , New Town Kolkata Development Authority

**Executive Engineer – I
New Town Kolkata Development Authority**