

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2574 /NKDA/Admn-26/2009 (Part.VII)

Dated: 29<sup>TH</sup> May, 2019.

## NOTICE INVITING TENDER

Sub : Supply and delivery of office stationery like 80 GSM Window Envelope of A4 size with NKDA logo (As per sample of NKDA) at 03, Major Arterial Road, New Town, Kolkata – 700156.

Sealed Quotations are invited from the bonafide, reputed and resourceful suppliers for supply and delivery of office stationery like 80 GSM Window Envelope of A4 size with NKDA logo (as per sample of NKDA) in the office of the New Town Kolkata Development Authority, 03, Major Arterial Road, New Town, Kolkata – 700 156. Experience in supply, delivery & execution of printing jobs in various Govt. offices/Undertakings/Autonomous bodies/Corporate offices is mandatory. Terms and conditions are given below.

New Town Kolkata Development Authority reserves the right to reject any application/refuse to accord permission to participate in the quotation for which the authority shall not be bound to give explanation/clarification for such rejection/refusal.

### **Terms & Conditions:**

Evaluation of the quotations will be done on the basis of the following:

1. Lowest Price quoted by a bidder and
  2. Best quality sample to be submitted by the bidder.
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1. Item-rate contract for supply of different stationery and other items for use of New Town Kolkata Development Authority will be awarded to the bidders selected on the basis of evaluation of quotations as mentioned in Sl.No.1 above.
  2. Supply order will be placed upon the lowest bidder in phased manner as per actual requirement and *as and when required*.
  3. The bidder(s) shall submit Xerox copies of GST Certificates/PAN CARD/ valid Trade License in support of his/their bonafide in the field of their performance as regular supplier of all office stationeries and other items.

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**NKDA**

## 4. Salient Features

Eligibility of the intending participants for submission of Tender.

5.1 Possesses experience in similar nature of supplies Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc. in one financial/calendar year.

5.2 Credential of similar nature of supplies shall be not less than Rs. 03 (three) lakhs in a financial year during the last 03 years.

5.3 Resourceful in having capacity of making supplies on emergency basis.

5.4 Possession of GST Certificates/PAN CARD/ valid Trade License.

5.5 Having own office/shop in and around Kolkata.

**Last Date of submission of quotation :** 10.06.2019 upto 2.00 P.M.

**Date of Opening :** 10.06.2019 at 3.00 P.M.

5. The rate(s) once quoted in the bid will be treated as final and under no circumstances be withdrawn/changed/modified. *The price shall be quoted exclusive of GST and other applicable taxes.*
6. The bidder(s) must put his/their signature(s) in one language on each page of the quotation papers/Schedules which forms part of the quotation document.
7. The intending bidders will have to deposit Earnest Money of Rs.15,000/- (Rupees Fifteen Thousand) against job value approx. 1,50,000/- or more only in the shape of Bank Draft/Demand Draft drawn in favour of **New Town Kolkata Development Authority** payable at **Kolkata** on any Nationalized/Scheduled Bank in India. In case of successful bidder, this amount of earnest money will be converted to Security Deposit.
8. Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'
9. *The Quotation will be opened in presence of the bidders or their duly authorized representatives who may be present at the time of opening.*
10. Acceptance of any item(s) supplied/to be supplied is subject to full satisfaction of the New Town Kolkata Development Authority and must be conforming with the samples submitted along with the quotation.
11. The selected supplier(s) will have to make supply of the ordered items direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata - 700156.



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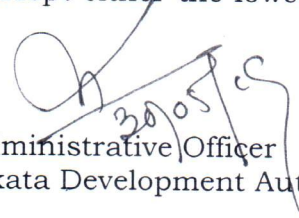
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12. If any bidder withdraws the offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, he/she shall be disqualified for submitting quotation to this authority at least for 2 (Two) years.
13. After acceptance of the quotation(s), the Firm/Agency/Supplier will have to undergo a formal Contract/Agreement with the authorities of the New Town Kolkata Development Authority on a non-Judicial stamp paper of Rs.100/- (Rupees One Hundred) only.
14. Canvassing in any form is strictly prohibited.
15. The authority reserves the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
16. No escalation of the cost of the product(s)/item(s) during the period in question will be entertained.
17. Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other than the rate quoted in word shall be taken as correct.
18. Overwriting, if there be any in the quotation document is to be corrected by crossing through under the initial of the person eligible to sign and submit the quotation document and to be written the correct one by the same ink. No correction fluid will be allowed.
19. The authority reserves the right to issue addendum to the quotation document, to clarify, to amend, modify, delete or supplement any portion of any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.
20. No carriage charge will be paid extra.
21. For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his/their own cost.
22. The supplier firm will have to submit bill(s) in triplicate immediately after delivery of the items.
23. Income Tax will be deducted at source at the time of making payment, if applicable.

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24. The undersigned reserves the right to reject any or all the quotation(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.



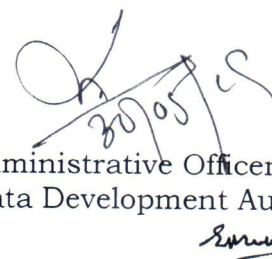
Administrative Officer  
New Town Kolkata Development Authority

Memo No. 2574 /NKDA/Admn-26/2009 (Part.VII)

Dated: 29<sup>TH</sup> May, 2019.

Copy forwarded for information and necessary action to:

1. Finance Officer, NKDA
- ✓ 2. System Manager, NKDA - He is requested to up-load the matter in the official website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).
3. PA to Hon'ble Chairman, NKDA
4. PA to Chief Executive Officer, NKDA
5. Notice Board of NKDA



Administrative Officer  
New Town Kolkata Development Authority