

Memo No. 525/NKGSCCL/Admn-21/2019

Dated: 05.12.2019

NOTICE INVITING E-QUOTATIONS

No. 04/CTO/NKGSCCL of 2019-20

Sub : Supply & Delivery of various items of Stationery, execution of printing job, and other items of office use for the office of the New Town Kolkata Green Smart City Corporation Ltd. at Utility Building, 5th Floor, Plot No. AI/154/1, Premises No. 09/1-0024, AA-1A, New Town, Kolkata – 700 156

Sealed Quotations are invited from the bonafide, reputed and resourceful suppliers with proven ability of functioning as a regular supplier for supply and delivery of items as shown in details in the Schedule-A,B annexed herewith in various Govt. offices/Undertakings/Autonomous bodies/Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Green Smart City Corporation Ltd. at Utility Building, 5th Floor, Plot No. AI/154/1, Premises No. 09/1-0024, AA-1A, New Town, Kolkata – 700 156 on the terms and conditions given herein below.

New Town Kolkata Green Smart City Corporation Ltd. will have 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.

(Submission of Bid through **online**)

Other Terms & Conditions:

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

1. Lowest Price quoted by a bidder and Best quality sample to be submitted by the bidder.
 - 1.1 Item-rate contract for supply of different stationery and other items for use of New Town Kolkata Green Smart City Corporation Ltd. will be awarded to the bidders selected on the basis of evaluation of quotations as mentioned in Sl.No.1 above.
 - 1.2 Supply orders will be placed upon the lowest bidders of individual items in phased manner as per actual requirement.
 - 1.3 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.

2 **Salient Features**

Eligibility of the intending participants for obtaining Quotation Papers.

- 2.1 Possesses experience in similar nature of supplies as given in Schedule A and B for at least in 3 (three) Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc. in one financial/calendar year.
- 2.2 Credential of similar nature of supplies shall be not less than Rs. 03 (three) lakh in a financial year during the last 03 years.
- 2.3 Resourceful in having capacity of making supplies on emergency basis. Possession of GST Certificates/PAN CARD/ valid Trade License.
- 2.4 Having own office/shop in and around Kolkata.
- 2.5 Registration WBSIDCL will be prefer.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.e.T. & other Documents (online) (Publishing Date)	05-12-2019
2	Documents download start date (Online)	06-12-2019
3	Documents download end date (Online)	26-12-2019
4	Bid submission start date (On line)	06-12-2019
5	Bid Submission closing (On line)	27-12-2019
6	Bid opening date for Technical Proposals (Online)	31-12-2019

- 3 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.*
- 4 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.
- 5 The intending bidders will have to deposit Earnest Money of Rs.20,000/- (Rupees Twenty Thousand) only in the shape of Bank Draft/Demand Draft drawn in favor of **New Town Kolkata Green Smart City Corporation Ltd.** 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.
- 6 Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'

- 7 The Quotation form/ Schedule issued from the office of the undersigned must be returned with all enclosures to this office within the last date of receipt of the Quotation. Otherwise, it will not be entertained.
- 8 (a) Quotation Documents are not transferable.
(b) Quotation for Schedule A and B is to be submitted along with the samples as and where necessary.
- 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 Green Smart City Corporation Ltd. and must be conforming to the samples submitted along with the quotation.
- 11 The selected supplier(s) will have to make supply of the items of any schedule – A and B for which his/ their rate (s) has/have been accepted ordered for, direct to the office of the New Town Kolkata Green Smart City Corporation Ltd. at Utility Building, 5th Floor, Plot No. AI/154/1, Premises No. 09/1-0024, AA-1A, New Town, Kolkata – 700 156.
- 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 Green Smart City Corporation Ltd. 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 Rates are to be quoted in the boxes against each and every item shown in the Schedule A and B or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
- 19 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.
- 20 The authority reserves the right to issue addendum to the quotation document, to clarify, to amend, modify, delete or supplement any portion of Schedule A and B at any

time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.

- 21 No carriage charge will be paid extra.
- 22 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.
- 23 The supplier firm will have to submit bill(s) in triplicate immediately after delivery of the items.
- 24 Income Tax will be deducted at source at the time of making payment, if applicable.
- 25 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.

Chief Technical Officer
New Town Kolkata Green Smart City Corporation Ltd.

Memo No. 525/NKGCCL/Admn-21/2019

Dated: 05.12.2019

Copy forwarded for information and necessary action to:

1. Chief Finance Officer, **NKGCCL**
2. Technical Officer, **NKGCCL**
3. PA to Hon'ble Chairman, **NKDA & NKGCCL**
4. EA to Chief Executive Officer, **NKGCCL**
5. Notice Board of **NKGCCL**

Chief Technical Officer
New Town Kolkata Green Smart City Corporation Ltd.