



# 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: 1961 /NKDA/ Admn- 836/2018

Date : 15 /03/2022

## NOTICE INVITING QUOTATION

N.I.Q. No. : 08 / EM – IV /NKDA of 2021 – 22.

Sealed Quotations are invited by New Town Kolkata Development Authority from resourceful, bonafide and experienced agency / individual having experience in similar nature of works as per annexure – A for different Government Departments like NKDA, K.M.D.A, WBHIDCO, PWD etc.

**Details of quotation are enclosed in separate Annexure –**

<b>Last date of application</b>	<b>: 22/03/2022</b>	<b>upto 2.00 P.M.</b>
<b>Last date of issue of quotation paper</b>	<b>: 23/03/2022</b>	<b>upto 4.00 P.M.</b>
<b>Date of Submission of Quotation Paper</b>	<b>: 24/03/2022</b>	<b>upto 2.00 P.M.</b>
<b>Date of opening</b>	<b>: 24/03/2022</b>	<b>at 4.00 P.M.</b>

### 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 with proven experience and photocopies of valid certificates of GST, 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 contractors 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. Copy of address (address for correspondence) proof certificate by any Govt. department, local authority, MLA, councilor of the area will have to be submitted along with the application. Originals will be returned after verification.
3. 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 contractor will also not be entitled for any compensation for rejection of the application.
4. No application will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
6. The rates are to be quoted both in words and figures as per schedule and perusing necessary Terms & Conditions attached herewith. The rate quoted is valid for acceptance upto 6(six) months from the date of opening of the Quotation. 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.

7. The quotationer should sign all corrections in the quotation with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, 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.
8. a) The successful quotationer will have to deposit 2% (Two percent) Earnest Money of quoted price of the total job in the form of Bank Draft/ Banker's Cheque of any Nationalized / Scheduled Bank of India on its Kolkata Branch drawn in favour of **New Town Kolkata Development Authority**. at the time of making formal agreement  
b) Earnest Money will not be accepted by cheque or in any form other than mentioned above.
9. Security amounting to 1% (*one percent*) of the value of the work apart from the 2% earnest money of the quoted amount shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on the money retained for Security Deposit. The Security Deposit will be refunded after defect liability period of 06(six) months from the date of completion of the work.
10. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
11. The Quotationers are bound by the terms and conditions of **W.B.F No.2911(i)/(ii)** along with the specification, notice for calling Quotations, Special Terms & Conditions, if any, and schedule of works etc. which forms part and parcel of the contract deeds.
12. Conditional quotation will not be entertained and shall be deemed as 'informal'.
13. The Quotation form issued free of cost 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 not state satisfactory reason of non submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
14. Quotation Documents are free of cost & not transferable.
15. 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.
16. 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 or to split up the work in different sub-groups without assigning any reason thereof.
17. Before submission of any Quotation, Quotationers may visit the sites 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.

18. Income Tax, GST and others Taxes as admissable 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.
19. The successful quotationer on receipt of letter of acceptance from the Quotation Accepting Authority, New Town Kolkata Development Authority will have to purchase 3(three) nos WBF 2911(i)/(ii) and 3(three) quotation documents through Bank receipt challan of Syndicate Bank, New Town Branch under CA No. 9525/307/4652 (Head of Account 150-1101) for the purpose of making agreements.
20. The Contractor will remain liable for West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary certificates from appropriate authority are to be submitted within 7 (seven) days from the date of issue of the work order .
21. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.
22. The Quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the quotationing process at any point of time without prejudice to further action and without assigning reason thereof.
23. 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.
24. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
25. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
26. 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.
27. Intending quotationer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
28. Departmental materials will not be issued under any circumstances. Department, unless otherwise stated means **New Town Kolkata Development Authority**.
29. 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.
30. Contractor should give declaration of history of arbitration/litigation if any in his application.

31. 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.
32. The quotationer shall furnish the postal address of his office. Any notice or instruction to be given to the quotationer under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent ( on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
33. Arbitration clause of WBF 2911(ii) stands deleted, Settlement of disputes & arbitration shall be according to the 'Memorandum' for the modification of clause relating to settlement of disputes under conditions of contract vide no. 8182-F(Y) dated: Kolkata, the 26<sup>th</sup> September, 2012 of Secretary to the Govt. of West Bengal, Finance Department, Audit Branch
34. Any corrigendum to this tender will be circulated through Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)). Participants are requested to follow the website.



**Estate Manager -IV**  
**New Town Kolkata Development Authority.**

**Memo No: 1961 /1(7) /NKDA/ Admn- 836/2018**

**Date : 15 /03/2022**

**Copy forwarded for information and necessary action to :-**

1. Chief Executive Officer, NKDA
2. Administrative Officer – I/II, NKDA.
3. Finance Officer, NKDA.
4. Sr. Accountant / Cashier, NKDA.
5. P.A to the Chairman, NKDA.
6. Office Notice Board.
7. Official Website.([www.nkdamar.org](http://www.nkdamar.org)).



**Estate Manager -IV**  
**New Town Kolkata Development Authority**

ANNEXURE-A

N.I.Q. No. : 08 / EM – IV /NKDA of 2021 – 22.

Sl. No.	Name of Work	Quantity	E.M.D (In Rs.)	Time of Completion	Cost of quotation document.	Eligibility	Accepting authority
01.	Providing ToTo ( fully battery operated) along with PA System for awareness campaigning programme of New Town Kolkata Development Authority and various purpose of NKDA.	As per schedule.	Rs. 10,000.00 (Rupees Ten Thousand) only	01(One) year.	As will be specified by the authority for each set, to be paid only by the successful bidder during the time of agreement	Working agencies / individual having experience of different Government Departments like NKDA, K.M.D.A, WBHIDCO, PWD etc.	Estate Manager – IV , New Town Kolkata Development Authority



Estate Manager -IV  
New Town Kolkata Development Authority

**Schedule**

**Name of Work: Providing ToTo ( fully battery operated) along with PA System for awareness campaigning programme of New Town Kolkata Development Authority and various purpose of NKDA.**

It. No.	Description of Items	Quantity	Unit	Rate to be quoted by bidders		Total Amount (Rs.)
				Rs.	P.	
1	Providing ToTo ( fully battery operated) along with PA System & required numbers of manpower for awareness campaigning programme of New Town Kolkata Development Authority on daily basis or as and when required for various purpose of NKDA. Operation & maintenance of Toto and PA System for 8 hours daily basis over the designated area as assigned by the authority as per direction of Estate Manager - IV, (Rate is inclusive of Providing ToTo along with PA System & required numbers of manpower & all transportation charges with G.S.T. & all other taxes complete) Quantity = 3Nos. Toto × 365 days = 1095	1095	per days			
<b>Total =</b>						



**Estate Manager - IV**

**New Town Kolkata Development Authority**

Name & Address of the Quotationer:

Contact No:

Signature of the Quotationer: