



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

**Memo No: 394 / NKDA / Engg – 36 / 2010 (XI)**

**Date : 25/01/2021**

## **NOTICE INVITING QUOTATION**

**N.I.Q. No. : 09/ EE – I/NKDA of 2020 – 2021 .**

Sealed Quotations are invited by the Executive Engineer– I, New Town Kolkata Development Authority from reputed & renowned interior decorating firm having experience in similar nature of beautification work as per annexure –A for different Government Departments like NKDA, K.M.D.A, WBHIDCO, PWD are requested to submit their offer for the work:

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

<b>Last date of application</b>	<b>: 09/02/2021</b>	<b>upto 2.00 P.M.</b>
<b>Last date of issue of quotation paper</b>	<b>: 10/02/2021</b>	<b>upto 4.00 P.M.</b>
<b>Date of Submission of Quotation Paper</b>	<b>: 11/02/2021</b>	<b>upto 2.00 P.M.</b>
<b>Date of opening</b>	<b>: 11/02/2021</b>	<b>at 2.30 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 for completion of similar nature of work in any government department / other organisation, not less than 40% of the quoted amount in a single tender in the last 3 years. Completion / Payment certificate/ work order value should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client. Xerox copies of valid certificates of Trade License, GST Registration Certificate, 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. Eligibility of Applicants :-  
Interior Decoration Firm.
3. The intending quotationer should produce the following with application to participate in the quotation:-
  - a) Name and Address of the Quotationer Organisation
    - a. Registered Office, address, telephone no.
    - b. Local Address and telephone no.
    - c. Information regarding any other Quotations being executed by the organization.
  - b) Quotationer / Organisation, Sub proprietor or partners (if existing) Address and
  - c) Telephone no of partners/directors with registration document.
  - d) Quotationer /Organisation ownership.
  - e) Contact person's Telephone no. in case of emergency.

4. 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.
5. No application will be entertained if sent by Post/Courier.
6. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with N.I.Q No.
7. 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 G.S.T and all other taxes and charges. No claim for any extra charge what so ever will be entertained.
8. 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.
9. 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 executing formal agreement  
b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
10. The entire two percent of the Earnest Money already deposited will be converted as initial Security Deposit. The Gross recovery of the balance Security Deposit money will be made from each running bill @ 10% of the bill value less the amount already deposited with the agreement as earnest money. The Security Deposit will be refunded after defect liability period from the date of completion of the work.
11. Quotationer who will sign on the Quotation on behalf of the company / service provider must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
12. 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 form part and parcel of the contract deeds.
13. Conditional quotation will not be entertained and shall be deemed as 'informal'.
14. The Quotation form issued from the Office of the undersigned free of cost 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 authority.
15. Quotation Documents is free of cost & not transferable.
16. 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.

17. 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.
18. 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.
19. GST, Income Tax and all 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.
20. The successful quotationer on receipt of letter of acceptance from the Quotation Accepting Authority, i.e. New Town Kolkata Development Authority will have to purchase 3(three) nos WBF 2911 only each and 3(three) quotation documents at the specified rate each 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.
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. 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.
23. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to conform with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
24. 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.
25. 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.
26. 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.
27. 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 or representative or sent by registered letter to his official address as furnished.
28. Any corrigendum to this Quotation 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.

29. Arbitration clause of **W.B.F No.2911/2911 (i) / (ii)** is deleted, notwithstanding whatever has the object of deletion of Clause-25 from the Contract Form of WBF-2911(ii), the parties entering into the agreement pertaining to this NIQ, if so desire, may go for money suit for any dispute in his / there opinion arising out of this contract and he/ they may file such suit in any court of law situated in Kolkata proper in the district of West Bengal.

30. The bidder should have office / set up in Kolkata.

31. No idle time will be allowed during performance of work.

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

**Memo No: 394/ 1(9) / NKDA / Engg – 36 / 2010(XI)**

**Date: 25/01/2021**

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

1. Chief Executive Officer, NKDA.
2. Engineer-in-Chief, WB HIDCO & Chairman, Works & Tender Selection Committee, NKDA
3. Chief Engineer, NKDA.
4. Finance Officer, NKDA.
5. Assistant Engineer - IV, NKDA.
6. Estimator/ Sr. Accountant / Cashier, NKDA.
7. P.A to the Chairman, NKDA.
8. Office Notice Board.
9. Official Website.( [www.nkdamar.org](http://www.nkdamar.org) ).

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

**ANNEXURE**

**N.I.Q. No. – 09 / EE – I / NKDA of 2020 – 2021.**

<b>Sl. No.</b>	<b>Name of Work</b>	<b>E.M.D (In Rs.)</b>	<b>Time of Completion</b>	<b>Cost of quotation document including 2911(ii)</b>	<b>Eligibility</b>	<b>Accepting authority</b>
01.	<b>Aesthetical exterior beautification with the recyclable and upcycled waste materials surrounding the Zero Waste Shop cum Museum campus near 1<sup>st</sup> Rotary of New Town, Kolkata.</b>	<b>2% (Two percent) of the quoted rate at the time of agreement.</b>	<b>01 (one) month after issuance of work order.</b>	<b>As will be specified by the authority.</b>	<b>Reputed &amp; renowned interior decorating firm with experience of different Government Departments like NKDA, K.M.D.A, WBHIDCO, PWD</b>	<b>Executive-Engineer – I , New Town Kolkata Development Authority</b>

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

