



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 – 700156

Memo No. 2385/NKDA/EE-(WD&S)/06/2025-26

Dated : 12/03/2026

NOTICE INVITING e-QUOTATION

Notice Inviting e-Quotation No. : WBNKDA/01/EE-(WD&S)/NKDA OF 2025-26

The Executive Engineer-(WD&S), New Town Kolkata Development Authority at Plot No. DG/13, Premises No. 04-3333, Action Area-ID, Kolkata-700156 invites online **Item Rate e-Quotation**, from bona fide, 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 BOQ herewith in various Govt. Officers / Undertakings / Autonomous bodies / Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Development Authority. The time schedule, other details may be had from official web site <https://wbtenders.gov.in> or office of the undersigned: -

(Submission of Bid through **online**) List of Schemes :-

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Bid Documents (Rs.)	Period of Completion
1.	Supply and delivery of various items of Stationeries, execution of printing jobs and other items for Office use of NKDA for 1 (One) year.	Amount to be quoted by the Bidders	Rs. 30,000.00 (Rupees Thirty Thousand) only	To be paid only by the successful bidder at the time of agreement as per Govt. Norms.	1 (One) Year.

1) Intending bidders shall have to download the tender documents from the website directly with the help of Digital Signature Certificate. All the bidders shall have to deposit **Earnest Money of Rs. 30,000/- (Rupees Thirty Thousand) only** through the following payment mode as per Finance Department Order No.3975-F(Y) dt. 28th July, 2016.

(i) **Net Banking** (any of the Bank listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment gateway.

(ii) **RTGS/NEFT** in case of Offline Payment through Bank Account in any Bank. The EMD shall be deposited in favour of “**New Town Kolkata Development Authority**” payable at “**Kolkata**”. **Clause-8.B (G)** of this NIE-Q is to be read simultaneously. No hard copy of EMD will be allowed for participating in the Bidding process.

- (a) Tender documents may be downloaded from the website <http://wbtenders.gov.in> as per the Date and Time Schedule at **Clause-6** of this NleQ.
- (b) Both Technical Bid and Financial Bid are to be submitted concurrently, duly digitally signed, in the website <http://wbtenders.gov.in> as per the Date & Time Schedule at Clause-6 of this NleQ.

Rate should be quoted for each item per unit basis, inclusive of GST and all other Taxes as applicable, both in words and figures. Scope of work detailed at Clause-4 & 7 of this NleQ and Annexure-A & B should be gone through carefully before quoting rate.

- 2) The **FINANCIAL OFFER** of the prospective qualified tenderer(s) will be considered only if the **TECHNICAL BID** of the tenderer(s) is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
- 3) **The Financial Offer shall remain valid for 180 Days from date of opening of tender.**
- 4) **Scope of Work**

Supply and delivery of various items of Stationeries, execution of printing jobs and other items for Office use of NKDA for 1 (One) year.

- 5) New Town Kolkata Development Authority will have the right to reject any or all the Bid for which the authority shall not be bound to give explanation / clarification for such rejection / refusal.
- 6) **Date and Time Schedule :-**

Sl. No.	Particulars	Date & Time
1	Date of uploading of Nle-Q & other Documents (Online) (Publishing Date)	12.03.2026 at 17.55 PM
2	Documents download start date (Online)	13.03.2026 at 12.00 PM
3	Documents download end date (Online)	27.03.2026 at 12.00 PM
4	Bid submission start date (Online)	13.03.2026 at 12.00 PM
6	Bid Submission closing date (Online)	27.03.2026 at 13.30 PM
7	Bid opening date for Technical Proposals (Online)	30.03.2026 at 14.00 PM
8	Last Date of uploading list for Technically Qualified Bidder (Online).	To be notified later on
9	Date for opening of Financial Proposal (Online)	-Do-
10	Last Date of intimation to the successful bidder	-Do-

7) **Other Terms & Conditions :**

A) Evaluation of the Financial Bid will be done on the basis of the following in combination of :

- i) Item wise Unit Rate is to be quoted and the bidder offering the Lowest Price in each item in BOQ will be selected.
- ii) Best quality sample to be submitted by the bidder.

B) Item-rate contract for supply of different stationary 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.7A above.

C) Supply orders will be placed upon the selected bidder in phased manner as per actual requirement.

8) **A) Eligibility criteria of the intending Bidders to Participate in this Quotation.**

- i) Possesses experience in similar nature of supplies in Govt. Offices / Local Bodies / Undertakings / Mercantile Firms etc. in one financial / calendar year.
- ii) Credential of similar nature of supplies shall be not less than Rs. 3,00,000.00 (Rupees Three Lakh) in a financial year during the last 03 years.
- iii) Resourceful and having capacity of making supplies on emergency basis.
- iv) Having own office / shop in and / or around Kolkata.
- v) The agency shall be a Limited Company or a Private Company registered under the Companies Act, 1956 / Partnership deed or any other valid document issued by the respective Registrar of Firms / Companies etc. should be uploaded. In case of Proprietor's name would suffice.
- vi) **It is mandatory to all intending bidders to quote rate against all items of Bill of Quantities (BOQ) of this NIE-Q.**
- vii) **If any bidder(s) does / do not quote any rate or quote zero value against an item or a few items so as to be selected as lowest bidder, in that event, the said bidder if selected lowest bidder (L1) he will be contractually bound to supply the required materials against zero amount i.e. free of cost of NKDA. Otherwise, his Earnest Money Deposit / Security Deposit may be forfeited to be the Government Exchequer.**
- viii) **If any intending bidder quotes zero value against any item of BOQ shall not be technically qualified in NIE-T / NIE-Q of this office in future.**
- ix) **All intending bidders should quote fair rates against all BOQ items for the supply of materials during one year period of time from the date of agreement.**

B) Following certificates should also be uploaded :

- i) The bidder(s) shall upload photocopies of (a) GST Certificated, (b) PAN CARD, (c) IT Return / Audited Financial Report of last 3 (three) years, (d) Valid Trade License, (e) P.T. Registration Certificate, (f) Copies of Work Orders / Completion Certificates / Documents in support of his / her / their bonafide in the field of their performance as regular supplier of all office stationeries and other items in Govt. / Semi Govt. offices / NKDA / WBHIDCO.

- ii) Registered Partnership Deed, for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate / First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum of Association as non-statutory documents.
 - iii) **The agency / company / firm / organization should not be blacklisted by any organization. An affidavit in this respect duly signed and stamped is to be uploaded with the Technical Bid.**
 - iv) Each page of the documents must be duly signed and stamped by the authorized person submitting the bid. Failure to comply with will render the tender to be cancelled / rejected at the discretion of the tender inviting authority.
- C) The rate(s) one quoted in the bid will be treated as final and under no circumstances be withdrawn / changed / modified.
- D) Rate of each item is to be quoted in BOQ. The rate shall be quoted and inclusive of GST at applicable rate and other applicable taxes.
- E) 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.
- F) 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 documents.
- G) In case of successful bidder, the amount of Earnest Money amounting to Rs. 30,000/- (Rupees Twenty Thousand) only will be converted to Security Deposit and will be refunded after satisfactory completion of the work.
- H) i) Conditional quotation will not be entertained and shall be treated as 'invalid' / 'informal'.
ii) Join Venture / MOU will not be allowed.
- I) Samples to be submitted as and where necessary.
- J) Acceptance of any item(s) supplied / to be supplied is subject to full satisfaction of the Engineer-in-Charge of New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
- K) The selected supplier(s) will have to make supply of the items of any Schedule - A & B for which his / their rate(s) has / have been accepted and ordered for, direct to the office of the New Town Kolkata Development Authority at Plot No. DG/13, Premises No.04- 3333, Action Area-ID, New Town, Kolkata -700 156.
- L) 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.
- M) 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 as per West Bengal form 2911/2911 (i)/(ii).
- N) Canvassing in any form is strictly prohibited.

- O) The authority reserves the right to reject / refuse any of the items so supplied if proper standard as per specification is not maintained.
- P) No escalation in the cost of the product(s) / item(s) during the period in question will be entertained.
- Q) Rates are to be quoted in the boxes against each and every item shown in the BOQ.
- R) The authority reserves the right to issue addendum to the tender document, to clarify, to amend, modify, delete or supplement any portion of NIE-Q at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.
- S) No carriage charge will be paid extra.
- T) If any damage or deface of any portion of the office building made by the people of supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore it its original position at his / their own cost.
- U) The successful bidder will have to submit it bill(s) in triplicate immediately after delivery of the item.
- V) Income Tax and GST will be deducted at source at the time of making payment, if applicable.
- W) I) The acceptance of the tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender / bid and reserve the right to reject any or all the tenders received or to split up the work in different sub-group without assigning any reason thereof.
- II) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / forged / manufactured / fabricated, that bidder would not be allowed to participate in the tender process and that bid will be rejected without any prejudice.
- III) If there be any objection regarding the qualification of any agencies the same should be lodged online to the undersigned within time schedule from the date of publication online of the list of qualified agencies and beyond the said time no objection will be entertained.
- X) Before issuance of work order, the quotation inviting authority shall verify the credential and other documents of the lowest bidder in original, if found necessary. After verification if it is found that the documents submitted by the lowest bidders is either manufactured or fabricated or false in that case work order will not be issued in favour of the said bidder under any circumstances and his / their offer will be treated as cancelled.
- Y) If any discrepancy arises between two similar clauses or different notifications, the clause superseding others will solely be selected / decided upon as per the discretion of the quotation inviting authority.

Z) The intending Bidder(s) shall clearly understand that whatever may be the outcome of the present invitation no cost of bidding shall be reimbursable by NKDA. NKDA is not liable for any reimbursement of any cost that might have been incurred by any bidders at any stage of the bidding.

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**

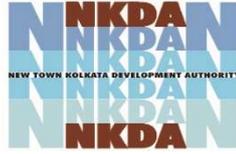
Memo No. 2385/(1/6)/NKDA/EE-(WD&S)/06/2025-26

Dated : 12/03/2026

Copy forwarded for information to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. P.A. to Hon'ble Chairman, New Town Kolkata Development Authority.
5. Office Notice Board, New Town Kolkata Development Authority.
6. Official Website of New Town Kolkata Development Authority.
(www.nkdamar.org).

**Executive Engineer-(WD&S)
New Town Kolkata Development Authority**



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 - 700156

SECTION-A

INSTRUCTION TO BIDDERS

NIE-Q No : WBNKDA/01/EE-(WD&S)/NKDA OF 2025-26

General guidance for e-Tendering

The Instructions/ Guidelines for electronic submission of the tenders have been elucidated in this section for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. **Details are available at NIC (National Informatics Centre) Web Site and are stated in Clause 2 of Guideline to Tenderer. DSC is given as a USB e-Token.**

3. Search & Download

The contractor can search & download NIE-Q & Tender Documents electronically from computer once he logs on to the website mentioned as above in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders.

Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded duly virus scanned and Digitally Signed. The documents will get encrypted (transformed into non readable formats).

5. Technical proposal

The Technical proposal should contain scanned and digitally signed copies of the following further two covers(folders).

A-1. Statutory Cover Containing:-

- a) Demand Draft (follow the instructions as in Cl.-1 and Cl.-13) in the NIE-Q, against each serial of work in favour of "New Town Kolkata Development Authority" payable at Kolkata.
- b) Tender form No. WBF 2911(ii) & NIE-Q with all addenda and corrigenda (***In case quoting any rate in WBF 2911(ii) the tender is liable to be summarily rejected.***)
- c) Special Terms, Conditions & Technical Specifications of works, if any as included in the bid document.

A-2. Nonstatutory Cover Containing :-

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate. PAN. P Tax (Challan) Valid for current financial year. Latest 03 (three) years Income Tax return.
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License</i>) Society (<i>Society Registration Copy, Trade License</i>) Power of Attorney. Proof of address from any Govt. Department, local authority, MLA, Councilor of the area with telephone no. etc.
C.	Credential	Credential – 1 Credential – 2.....	Similar nature of work done & completion certificate which is applicable for eligibility in this tender.

B. Financial proposal :-

- i. The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate (percentage Above/Below/ At par) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6.0 Tender Documents consisting of the following shall be submitted digitally signed by the bidders without which the tender is liable to be rejected.

- i) Notice Inviting e-Quotation.
- ii) Instruction to Bidders. (Section A & B)
- iii) Schedule of work.
- iv) WBF 2911 (i)/(ii).

SECTION-B

FORM-II

STRUCTURE AND ORGANISATION

1.0 Name of Applicant :

2.0 Office Address :

Telephone No. :

Fax No. :

Mobile No. :

e-mail ID :

3.0 Name and address of Bankers :

Phone No. :

e-mail ID :

4.0 Attach an organization chart :
Showing the structure of the
Company with names of Key
Personnel and technical staff
With Bio-data

Note :- Application covers proprietary Firm, Partnership, Limited
Company Or Corporation.

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Signature of applicant including title
And capacity in which application is
Made

Seal and Signature of the Tenderer