

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.4798/NKDA/Admn-26/2009/pt (ii)

Dated: 16.08.2017

NOTICE INVITING QUOTATIONS

Sub : Supply & Delivery of various items of Stationery, execution of printing jobs for office use of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.

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 and 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 Development Authority, 03 , Major Arterial Road, New Town, Kolkata – 700 156 for a period of one year from the date of execution of agreement on the terms and conditions given herein below.

New Town Kolkata Development Authority 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.

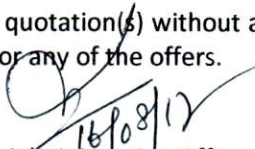
Other Terms & Conditions:

1. Evaluation of the quotations will be done on the basis of the following:
 - a) Lowest Price quoted by a bidder and
 - b) Best quality sample submitted by the bidder for the items mentioned in Schedule-A.
2. Item-rate contract for supply of different stationery items and printing job 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.
3. Supply orders will be placed upon the lowest bidders of individual items in phased manner as per actual requirement.
4. The bidder(s) shall submit Xerox copies of GST Registration 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.
5. Sealed quotations will be received at the office of New Town Kolkata Development Authority upto
6. 2-00 p.m. on 31st August, 2017 which will be opened on the same day at 2-30 p.m. in presence of the bidders.

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7. The rate(s) once quoted in the bid will be treated as final and under no circumstances be withdrawn/changed/modified. Rates should be quoted exclusive of GST.
8. 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.
9. 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 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.
10. Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'
11. 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.
12. (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.
13. The Quotation will be opened in presence of the bidder or their duly authorized representatives who may be present at the time of opening.
14. Acceptance of any item(s) supplied/to be supplied is subject full satisfaction of the New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
15. 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 Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.
16. 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.
17. 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.
18. Canvassing in any form is strictly prohibited.
19. The authorities will have the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.

20. No escalation of the cost of the product(s)/ item(s) during the period in question will be entertained.
21. 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.
22. 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.
23. 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 be the same ink. No correction Fluid will be allowed.
24. 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.
25. No carriage charge will be paid extra.
26. 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.
27. The supplier firm will have to submit bill(s) in Triplicate immediately after delivery of the items.
28. Income Tax will be deducted at source at the time of making payment, if applicable.
29. 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.


16/08/17
Administrative Officer
New Town Kolkata Development Authority

Memo No. 4798/1(4)/NKDA/Admn-26/2009/part (ii)

Dated: 16.08.2017

Copy forwarded for information and necessary action to:

1. The Finance Officer, NKDA
2. The System Manager, NKDA..... He is requested to up-load the matter in the official website of New Town Kolkata Development Authority (www.nkdamar.org).
3. PA to Chairman, NKDA
4. Notice Board of NKDA


16/8/17
Administrative Officer
New Town Kolkata Development Authority