



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 3901/NKDA/ADMN-706/2017

Dated: .05.7.2017

## NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited by Administrative Officer, New Town Kolkata Development Authority (NKDA) from reputed Studios of Kolkata having experience in both Still and Video Photography for rate contract for capturing Still and Video Photographs of different events, indoor and outdoor, of New Town Kolkata Development Authority, New Town, Kolkata-700156.

Details of the work	Time	Important Date & Time	Time of completion
Capturing and delivering (both in Unedited and Edited form) of Still and Video Photographs of different events of New Town Kolkata Development Authority (NKDA), New Town	Any time on any day as and when required by NKDA.	Last date of submission: 17.7.2017 upto 14:00 hrs.  Bid Opening on: 17.7.2017 at 15:00 hrs.	07 (seven) days

### A. General Conditions:

1. Conditional and incomplete quotation will not be entertained and will be summarily rejected.
2. The tender will be of two bids system i.e., **Technical Bid** and **Financial Bid**, in sealed covers. The **Technical Bid** will provide the experience details of the Studio/Photographer with complete address and contact number, details of camera to be used, clientele whereas the **Financial Bid** will contain the rates for each category/type of Photography indoor and outdoor (Financial Bid in Annexure-I). Both the sealed envelopes i.e. Technical Bid and Financial Bid are to be put in large sealed cover which is to be superscripted as "**Quotation for Still and Video photography**".
3. This Authority will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.
4. There will be a **Rate Contract, per hour basis** between NKDA and the Bidder and Rate quoted will remain valid for 01(one) year from the date of issue of work order.

### B. Scope of Work:

- i. Still and Video Photographs of different events of New Town Kolkata Development Authority(NKDA), New Town should be made at any time on any day including Sundays/Holidays as and when required by NKDA or as directed by NKDA or its representative.
- ii. Soft Copy(ies) (both in Unedited as well as in Edited forms) of the photographs (Still and Video) taken should have to be e-mailed to the concerned officer, NKDA within 02 (two) hours of every work and hard copy(ies) of the same are to be submitted, within two days of the day of work, at the office of NKDA at 03, MAR, New Town, Kolkata-700156.

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- iii. In case of Still Photography maximum number of photographs that can be clicked in one hour is to be taken.
- iv. Work should be done as per instruction of the officer authorised by New Town Kolkata Development Authority (NKDA).

**C. Eligibility Criteria:**

The bidder should have the following qualifications:

- a. The bidder Should have sufficient experience and expertise in Still and video photography.
- b. Studios should have valid Trade License, PAN number, VAT/Sales Tax registration.

**C: Documents to be submitted:**

- a) Photocopy of Valid Trade License.
- b) Previous experience of last 02 (two) years (corresponding work order/satisfactory report to be submitted).
- c) Photocopy of PAN.
- e) Photo copy of GST registration or other relevant documents.

D. Deduction(s) towards Tax, as applicable in terms of relevant Govt. orders from time to time, will be made before making payment.

E. The rate shall be inclusive of all Tax & Duties as applicable.

**F. Payment Terms:**

Payment will be released quarterly basis after satisfactory performance on submission of Invoice/Bill in duplicate alongwith a copy of Work order.

G. The undersigned reserves the right to accept or to reject any or all the quotations without assigning any reason whatsoever.

H. The undersigned reserves the right to terminate the contract, at any point of time, without assigning any reason whatsoever.

I. Further details, if required, may be obtained from the office of New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata- 700156.

  
Administrative Officer,  
New Town Kolkata Development Authority.

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Dated : ...7.2017.

Copy forwarded to:

1. The Finance Officer, NKDA.
2. The System Manager, NKDA for Uploading the NIQ in the Website of NKDA i.e.,  
<http://www.nkdamar.org>.
3. Notice Board.

Administrative Officer,  
New Town Kolkata Development Authority.

*Handwritten signature*

**ANNEXURE-I.**

**FINANCIAL BID in respect of NIQ circulated vide  
Memo No...../NKDA/Admn-706/2017.**

**Work: Capturing and delivering (both in Unedited and Edited form) Still and Video Photographs of different events of New Town Kolkata Development Authority, New Town, Kolkata-700156.**

<b>Sl. No.</b>	<b>Name of the Work</b>	<b>Unit</b>	<b>Rate offered</b>	
01	Still Photography	Indoor	Per Hour (Maximum No.of Photography that can be clicked)	
		Outdoor		
02	Video Photography	Indoor	Per Hour	
		Outdoor	Per Hour	

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Signature with Seal of authorized person