

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 6133 /NKDA/Admn-258/2011

Date: 16.10.2015

## Notice Inviting Quotation (N.I.Q) No. 2014-15

Sealed quotations are invited from experienced, registered licensed, bonafide resourceful Agencies/Firms having proven experience in successful installation and implementation of at least two similar nature of works in a public sector unit or in an organization with at least 200 employees in the attendance system for **“Supply, Installation, execution and support for 01 (One) BIO-METRIC ATTENDANCE SYSTEM FOR NKDA” in the Area Office (Utility Building), 1<sup>st</sup> Floor, Action Area-II (Near Akanksha More), New Town, Kolkata – 700156.”**

Important Dates:

Last Date of Application : 02/11/2015 upto 2 P.M  
Date of Opening of Bids : 02/11/2015 at 3 P.M

### ELIGIBILITY CRITERIA:-

- The Bidder should be registered and have registered office at Kolkata.
- The bidder should have done similar work at least for last 3 years.
- Should have experience in successful installation and implementation of at least two similar biometric attendance systems in last three years in a public sector unit or in an organization with at least 200 employees in the attendance system.
- Bidder should possess valid statutory documents like, Trade Licence, Service Tax registration, PAN, etc.
- Should be capable of supplying the hardware and software for the attendance system.

### SYSTEM REQUIREMENT:-

- Single Terminal required for Arrival and Departure of employees.
- Terminal should be capable of operating on hand geometry reading print without any access card.
- Embedded single Software window for controlling/managing/updating the whole attendance system and report generation on daily, weekly and monthly basis with output in MS excel, MS access and pdf format capable of being handled through standard PC.
- There should be provision for future addition of terminals.
- It should be integrated with existing Biometric system database of NKDA.
- Service engineer to check the terminal once in every month and take print out of monthly attendance summary of the employees.
- The quotation inviting authority reserves the right to reject any or all the offers received in response to the N.I.Q. without assigning any reason whatsoever.
- For details of this tender and necessary terms and conditions pertaining to the tender, the intending tenderers are requested to contact the office of the undersigned within the specified dates at the address noted above on any working day within office hours.

### General Terms and Condition:

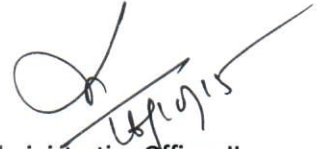
1. The general scope of the work includes:  
Bidder should have experience for such type of work in in government organization. Supporting document should be furnished, if any.
2. The terms and conditions of shall be as follows:
  - (i) The company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Number, Service Tax number, P.T clearance certificate, valid document in support of enlistment, S.T clearance certificate.

Phone : 033-2324-2324 / 2132 / 2148, 18003451571

Fax : 033-2324-2147

Website : www.nkdamar.org

- (ii) For any item/services not quoted, the highest quoted rate from other bidders will be loaded to the item by default. However, in case of successful bidding, the bidder shall execute the service at the lowest quoted rate.
3. The interested company may submit Bid in a sealed cover superscribed "**Supply, Installation, execution and support for 01 (One) BIO-METRIC ATTENDANCE SYSTEM FOR NKDA**" in the Area Office (Utility Building), 1<sup>st</sup> Floor, Action Area-II (Near Akanksha More), New Town, Kolkata – 700156."
4. Quotation received after due date/without separate sealed cover/ without rate quoted both in figure and words in specified proforma will not be accepted.
5. The accepting authority reserves the right to reject any or all the bids without assigning any reasons and will not be bound to accept either the lowest bid or any of the bids.
6. Payment terms:
- (a) Rates quoted should cover all types of taxes and charges. No request for extra payment on account of increase in prices on whatever account will be entertained.
- (b) No advance payment will be made for the job. Payment will be made after completion of the total job to the satisfaction of officials of New Town Kolkata Development Authority alongwith pre received bill.
- (c) The rate should be quoted in figures as well as in words. The rate should clearly specify whether any taxes are applicable and if so, at what rate. If this is not given, the rate quoted would be taken as inclusive of taxes.
- (d) Tenders received after due date and time will not be considered.
- (e) Any modification in offer after opening of quotations will not be admissible.



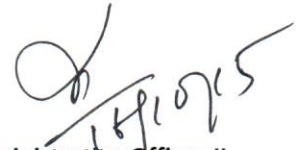
Administrative Officer-II  
New Town Kolkata Development Authority

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Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A to the CEO, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA Website ([www.nkdamar.org](http://www.nkdamar.org))



Administrative Officer-II  
New Town Kolkata Development Authority