



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 9727 /NKDA-14025/1/2020-IT SEC(NKDA)-NKDA

Date: 05.10.2021

## NOTICE INVITING QUOTATIONS (N.I.Q) No. 13 / NKDA / Admn of 2021

**Sub: Rate Contract for Capturing and Delivering (Both in Unedited and Edited from) of Still and Video Photographs of Different events, indoor & outdoor of New Town Kolkata Development Authority (NKDA); Located at 03, Major Arterial Road, New Town, Kolkata – 700 156.**

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 – 700 156.

### 1. Important date & Time:

Last date of receiving bids : 29 .10.2021 up to 2:30 p.m.  
Date of opening of bids : 29 .10.2021 at 3:00 p.m.

### 2. General Conditions: -

1. Conditional and incomplete quotation will 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.
5. No conveyance charge is to be provided.

### 3. 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 Photography (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 days of work, at the office of NKDA at 03 MAR, New Town, Kolkata – 700 156.

- 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 authorized by New Town Kolkata Development Authority (NKDA).

**4. Eligibility Criteria:**

**The bidder should have the following qualifications:**

- a. The bidder should have sufficient experience of minimum 5 years and expertise in Still and Video Photography.
- b. Studios should have valid Trade License, GST Certificate, PAN Number and Experience Certificate.

**5. Documents to be submitted:**

- a) Photocopy of Valid Trade License showing local office at Kolkata.
  - b) Previous experience of last 05 (five) years (corresponding work order / Satisfactory report to be submitted).
  - c) Photocopy of PAN.
  - d) Photo Copy of GST Certificate or other relevant documents.
6. Deduction (s) towards Tax, as applicable in terms of relevant Govt. orders from time to time, will be made before making payment.
7. The rate shall be inclusive of GST as applicable.

**8. Payments Terms:**

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

9. The undersigned reserves the right to accept or to reject any or all the quotations without assigning any reason whatsoever.
10. The undersigned reserves the right to terminate the contract, at any point of time, without assigning any reason whatsoever.
11. Further details, if required, may be obtained from the office of New Town Kolkata Development Authority at 03, MAR, New Town, Kolkata – 700 156.

**Executive Engineer (E)**

New Town Kolkata Development Authority

Memo No. 9727 1(3)/NKDA-14025/1/2020-IT SEC(NKDA)-NKDA

Date: 05.10.2021

Copy forwarded for the information to :-

1. Finance officer, NKDA.
2. PA to Hon'ble Chairman, NKDA
3. PA to Chief Executive Officer, NKDA

**Executive Engineer (E)**

New Town Kolkata Development Authority

**FINANCIAL BID in respect of NIQ circulated vide**

**Memo No. /NKDA-14025/1/2020-IT SEC(NKDA)-NKDA**

**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 – 700 156

<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

\_\_\_\_\_  
Signature with Seal of authorized person

**Technical Document**

<b>Sl. No.</b>	<b>Details</b>	<b>Checklist</b>
01.	Organization Details: - Name: Address:	
02.	Tender Document – stamp and Sign in each page by the bidder	
03.	Valid Trade License – showing Registered office in Kolkata for current financial year 2018-2019.	
04.	PAN	
05.	GST	
06.	Contact Person Name: Address: Mobile No: Email ID:	
07.	Audited IT Return / Financial Statement last 01 years.	
08.	Work Experience in any Govt. /PSU last 01Years.	

**Seal and Sign:**

**Name:**