



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.: 3825/NKDA/Admn-02/2009(Pt. – IV)

Date: 08/08/2018

## NOTICE INVITING QUOTATIONS

N.I.Q No. 23/NKDA/Admn of 2018

Sealed quotations are herewith invited for reliable agencies for AMC of EPABX System including with all accessories installed in Utility Building of New Town Kolkata Development Authority, Action Area –II, New Town, Kolkata in respect of the following equipment off one year and as per terms and conditions:-

### 1. SCHEDULE:

SI No.	Description of items	Quantity (Approx.)	Unit Rate	Amount
01.	EPABX System	01 No.		
02.	Telephone Set	12 Pcs.		

Last date of submission of Bids : 16/08/2018 up to 2.00 P.M  
Date of opening of Bids : 16/08/2018 at 3.00 P.M

### 2. Scope of works:-

- All hardware parts come under AMC.
- Monthly: preventive maintenance to be made on each month. Copy of the call report for each month counter signed by representative of NKDA, to be submitted at the time of payment.
- Any issued related to intercom should be attend on same day on next day.

### 3. Payment: Quarterly Payment will be made on submission of preventive maintenance report and bills in triplicate.

### 4. Terms & Conditions:

- The rate should be quoted for and every equipment and the rates should be quoted in figures and words separately and inclusive of all taxes and duties but as NKDA is a local body, hence GST is exempted.
- EMD (Bid Security) :** All bidders have to submit Earnest Money Deposit(EMD) in shape of **A/c. Payee Bank Draft of Rs. 5,000/- (Rupees Five Thousand) only** in favour of "New Town Kolkata Development Authority" payable at Kolkata.
- The work should be done once in a week and the Working Certificate to be signed by the user on each occasion.
- Interested agencies are requested to submit their quotations with the requisite documents to the office of the undersigned well within the scheduled date.
- The Contract will be made for a period of one year. Due to increases and decreases of quantity charges to be made on actual basis.
- The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.
- This Authority has right to cancel the order at any point of time during the contract period.

### 5. Document to be submitted:

- Seal & signature of NIQ document.
- Pan / Tan.
- Experience Certificate.

  
Administrative Officer – I  
New Town Kolkata Development Authority

**Memo No.: 3825/1(4)/NKDA/Admn-02/2009(Pt. – IV)**

**Date: 08/08/2018**

Copy forwarded for kind information to:-

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

R.P.

**Administrative Officer – I**  
New Town Kolkata Development Authority