



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 2618 /NKDA/Admn-258/2011

Date: 03.06.2019

## Notice Inviting Quotation

N.I.Q No. 10/NKDA/Admn of 2019

Sealed quotations are invited from registered firm/companies having experience in undertaking Half Yearly Maintenance Contract for **07 Bio metric system** and other related peripherals installed in both the office buildings of New Town Kolkata Development Authority located at 03, and 01 MAR, Business Club & Utility Building AA-II and Property Tax Section of NKDA, New Town, Kolkata - 700 156.

Name of Work: Maintenance Contract of Bio Metric System and other related peripherals installed in the office buildings of New Town Kolkata Development Authority located at 03, and 01 MAR, Business Club & Utility Building AA-II and Property Tax Section of NKDA, New Town, Kolkata -700 156

### IMPORTANT DATES:

Sl No.	Particulars	Date & Time
01.	Last Date of Submission	11.06.2019 up to 2.30 P.M.
02.	Date of opening of Bids	11.06.2019 at 3.00 P.M.

### ELIGIBILITY CRITERIA:-

- The Bidder must have been in the business of same field with regard to its maintenance/ hardware / software / system management etc. at least for the last 03 years.
  - The bidder should have the registered office in Kolkata having minimum no of employee 25. The bidder should have done similar work regarding AMC at least for last 03 years.
  - The engineers should be well qualified and having at least 3 years of working experience in this similar kind of work.
  - Bidder should possess valid statutory documents like, Trade License, GST registration, bidder registration, PAN and GST, etc. Original certificates as aforesaid are to be produced for verification, without which no quotation forms will be issued to the applicant. Consortium or joint venture is not allowed.
  - The bidder should have tender specific power of attorney from the competent authority to quote.
  - The quotation inviting authority reserves the right to reject any or all the offers received in response to this 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.
- (a) The engineer will visit NKDA site within first week of every month for at least one day for preventative maintenance, report validation and checking/printing of monthly leave records.

- (b) All hardware and software except server will under the contract. The contract would be comprehensive i.e. including replacement of parts of Original Equipments Manufacturers (OEM) except replacement of exhausted battery.
- (c) Any problem occurs in system (i.e. hardware and software) engineer will attend the call within 48 hrs.
- (d) Estimated extra cost to be paid in case of Re-installation of the Software due to major problem.

**General Terms and Condition:**

1. The general scope of the work includes:
  - i. The contract would be comprehensive i.e. including replacement of parts of Original Equipments Manufacturers (OEM) except replacement of exhausted battery. Equipments under warranty and future procurements shall fall under Vendor Management. The Bidder has to give a separate list for item wise rate per quarter for new equipments under warranty.
  - ii. Preventive/ Corrective Maintenance shall be carried out during the first week of every month.
    - a) Inspection for hardware and software issues and defects shall have to be rectified or resolved satisfactorily.
    - b) Checking of Bio-metric devices for any problem and battery conditions.
    - c) Checking of all reports and other issues.
  - iii. To provide and maintain the required drivers for additional peripherals and hardware for maintaining the equipments.
  - iv. Repair to be carried out at the location of the equipments installed.
  - v. Any other maintenance work to be undertaken related to the above mentioned items.
2. Interested bidders are hereby requested to furnish their proposals / rates through two bid systems i.e. Technical Bid (Annexure –A) and Financial Bid (Annexure –B).
3. The Technical and financial terms and conditions of **HYMC** shall be as follows:
  - (i) The firm/company should have a previous experience for at least 02 (Two) years in maintenance of such equipments with Government Departments / Public Sector Undertaking in Kolkata. Necessary papers must accompany the technical bid.
  - (ii) The firm/company applying for this tender should produce certificates for the previous 02(two) financial years from the concerned authorities about the payment of service tax , income tax , works contract tax and any other tax applicable.
  - (iii) The firm/company should produce the self attested photocopies of documents related to allocation of Registration Number, PAN Number, GST, valid document in support of enlistment.
4. The interested firm/company may submit 02 (two) sealed separate envelopes respectively envelopes for “Technical Bid “ and “Financial Bid” in a big outer sealed cover super scribed “Quotation for **HYMC** of Bio- Metric system”.
5. Quotation received after due date/without separate sealed cover/without rate quoted both in figure and words in specified proforma will not be accepted.
6. The contractor shall be responsible for any loss or damage caused to any of the machines owing to negligence on their part. The contract will be on comprehensive basis inclusive of repairing and replacement of spare parts without extra payment.

7. 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.
8. The Contractual Period is for **06 (Six) months** from the date of awarding the contract.
9. The rate is exclusive of GST, (*NKDA Local Body GST is exempted*).
10. Payment shall be made in two equal installments on the completion of each quarter based on performance.



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

*T.M.*

Memo No.: *2618* /1(4)/NKDA/Admn-258/2011

Date: *03.06* .2019

Copy forwarded for information to:

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



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

*T.M.*

## Technical Bid

1	Name of the Firm/Company :-	
2	Registered office Address :-	
3	Corporate Profile :-	
4	Office for correspondence :- Contact person's name :- Designation :- Address :-	
6	Valid Trade License – showing Registered office in Kolkata for current financial year 2019-2020.	
	Income tax no. (GIR/PAN) :-	
7	GST Regn. No. and Date :-	
8	Financial(for last 3 years):	
	Turnover (Rs in Lakhs)	
	Profit after Tax (Rs in Lakhs)	
9	Tender Document – stamp and Sign in each page by the bidder :-	

Date  
Place:

Signature :  
Name :  
Designation:  
Company :  
Seal of the Company:

**Documentary Evidences:** Photocopy of Trade License, latest Income Tax Return, IT PAN, Audited Profit & Loss Statements, Company Registration, and GST.

**Financial Bid**

To

The Chief Executive Officer  
New Town Kolkata Development Authority

Sub: Financial proposal for 06 (Six) Months Maintenance Contact of Bio Metric System and its related accessories of New Town Kolkata Development Authority (NKDA).

Sir,

We hereby propose that a total cost of Rs. < Rupees in Figure and whole number > (Rupees in words) only inclusive of all costs, taxes and levies for 06 (Six) Months Maintenance Contact of Bio Metric system and its related accessories of New Town Kolkata Development Authority (NKDA). This amount is valid for the whole period of the contract for the work.

Yours Faithfully,

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Signature

Name:

Designation:

Office Address: