

Memo No. 5946 /NKDA/Admn-172/2011(Pt)

Dated: 09/10/2015

Sealed quotations are invited from registered limited companies/firms/ Organizations having experience in undertaking "Domain E-mail Service for New Town Kolkata Development Authority, New Town , Kolkata – 700 156".

Important Dates:

| | | |
|---|---|-------------------------|
| Last date of Application | : | 16/10/2014 upto 2:00 PM |
| Date of Opening of Technical and Financial bid | : | 16/10/2014 at 03:00 PM |

Bidding Procedure

The prescribed tender documents consisting of

- (i) Technical Bid and
- (ii) Financial Bid

Technical Bid

Technical bid should contain all the technical specifications, recommendations and other details as deem fit by the company/firm/Organizations evaluate their capability of undertaking the Domain E-mail Service for New Town Kolkata Development Authority work.

The vendors will be first assessed based on the Company Profile having various factors related to their organization, area of expertise, similar type of work and mainly technical proposal and their understanding of the work and demonstrating their capability to successfully execute the work.

Vendors who may not be able to demonstrate their understanding / capability will be rejected from the process of further evaluation.

Financial Bid

For successfully selected Vendors, the financial bid shall be opened and compared for financial proposals.

Scope of Work

1. To provide the service and set-up for 30(Thirty) email ids to NKDA.
2. Domain name should be as desired by this Authority.
3. The domain e-mail service should be high secure having HTTPS enable.
4. Space for email Inbox should be unlimited. Allocation space should be done by the system administrator by secure admin panel.
5. Each email accounts will get separate and individual interface for browser based webmail. The design of interface should be customized as desired by this Authority.
6. Administrative panel should provide following functionality:
 - a) Add/Edit/ Delete facility in e-mail user.
 - b) Change/ Reset of password for email user.
7. Email service should have POP3 and IMAP enable facility.
8. Vendor should be responsible for restore /backup of individual email service if required.
9. One day training program should arrange by successful bidder for Officer/Staffs on this Authority. No extra payment will made for this training program.
10. Mail Server/ Any Backup Server should be hosted in India. Required document should be furnished along with the technical bid.

Instructions to Bidders

- 1) Registered Companies / firms/ Organizations having experience in **Domain E-Mail Service** are eligible to submit bid.
- 2) The tender documents can be downloaded from NKDA website (<http://www.nkdamar.org>).
- 3) Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company/firm and signature of the authorized signatory conveying acceptance of all terms and conditions of this tender.
- 4) The prescribed tender document consisting of (i) Technical Bid and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Bid" and "Financial Bid", and placed in a duly sealed big single envelope superscribing "**Notice Inviting Quotation for Domain E-mail Service for New Town Kolkata Development Authority, New Town , Kolkata – 700 156**", may be submitted by hand/by Speed Post to office of "**New Town Kolkata Development Authority, 03 MAR, New Town Kolkata-700156**" so as to reach within the scheduled date and time.
- 5) Financial bid will be opened only for those bidders who will qualify on the basis of technical Bids.
- 6) The bidder shall quote the price of the complete project inclusive of all taxes and duties.
- 7) No price escalation will be allowed.

Other Conditions of Contract

- 1) To assist the examination, evaluation and comparison of bids, NKDA, may at its discretion ask the bidder for clarification of its bid including price. The request for clarification and the response shall be in writing.
- 2) **Delivery and hosting period:** Within 07(Seven) days from the date of work order.
- 3) **Payment terms:** On successful and satisfactory deployment certified by authorized Representative of NKDA, payment will made subject to Taxes and duties as applicable will be deducted from the bill.
- 4) **Maintenance:** The vendor shall maintain the web application for 01 (One) year after the date of implementation.
- 5) NKDA reserves the right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the work.
- 6) Documents to be submitted: Interested vendors eligible shall furnish the following documents along with Technical Bid :-
 - a. Company Profile. Write up on company's experience as a provider for software solutions
 - b. Details of similar and relevant work handled.
 - c. Valid Trade License, PAN No, Service Tax Registration certificate.

- d. Certificate of work undertaken from the agency or department.
- e. Financial bid should be enclosed in a separate sealed envelope.


A handwritten signature in blue ink, consisting of a large loop followed by a diagonal stroke and some smaller scribbles.

Administrative Officer
New Town Kolkata Development Authority

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Copy forwarded to kind information of

- 1) The Finance Officer, New Town Kolkata Development Authority.
- 2) PA to Chairman, New Town Kolkata Development Authority.
- 3) Notice Board, New Town Kolkata Development Authority for displaying.
- 4) Official website on New Town Kolkata Development Authority (NKDA)
(<http://www.nkdamar.org>)


A handwritten signature in blue ink, similar in style to the one above, with a large loop and a diagonal stroke.

Administrative Officer
New Town Kolkata Development Authority

FINANCIAL BID

Name of Work: Domain E-mail Service for New Town Kolkata Development Authority, New Town , Kolkata – 700 156

| SL No | Description of Work | Quoted Rate (In Figures) | Quoted Rate (In Words) |
|-------|---|--------------------------|------------------------|
| 1. | Domain E-mail Service for New Town Kolkata Development Authority, New Town , Kolkata – 700 156 | | |

N.B. – The above quoted rate is inclusive of all taxes and duties as applicable.

Total Bid Price in Rs. _____

In words _____

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No. _____

Email: _____

Place: Date