



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

**(A Statutory Authority under Government of West Bengal)
3, Major Arterial Road • New Town • Kolkata = 700156**

Memo No: 5808 / NKDA / Admn - 493 / 2015

Date : 01.10.2015

Notice Inviting Tender : 01/ADMN/2015-16

Sealed tenders are hereby invited from manpower supply agencies for supply of skilled personnel for following work:

“Supply of 05(five) nos. of personnel for Campaigning of Smart City Programme for citizen engagement in preparation of Smart City Proposal for New Town Kolkata, Managing Help desk and related works as per instruction of New Town Kolkata Development Authority for a **period on two months.**”

Rate to be quoted (word & figure) in own letter head of agency. Rate should to be quoted excluding Service Tax

Last date of submission of Tender : 07/10/2015 upto 02.30 P.M.
Date of Opening : 07/10/2015 at 03.30 P.M

Qualification of personnel:

- Minimum- Graduated from any recognized university.
- Well conversant in Bengali and English (reading, writing and conversation).
- Having basic knowledge in computer, typing, accessing of e-mail etc.

Terms & Conditions:

- Agency should have license issued by competent authority for such business.
- All statutory provisions shall be obeyed by the agency.
- Agency shall submit self attested copies of valid trade license, ESI Registration No., EPF Registration No., Service Tax Registration No, PAN No., Labour License & P.Tax Registration No.etc.
- Agency shall also submit earnest money amounting Rs.3,000.00 in Demand Draft drawn in favour of New Town Kolkata Development Authority payable at Kolkata.
- Payment to be made to the deployed personnel by the agency within 5th day of next month.
- All statutory provision related EPF, ESI and any other statutory provisions shall be strictly followed by agency.
- Tender accepting Authority reserved to rights of cancelling the tender at any time without assigning the reason thereof.

Payment will be made to the agency after successful completion of the work.

Sd/-

Administrative Officer – I
New Town Kolkata Development Authority

Memo No: 5808 / 1(7) / NKDA / Admn - 493 / 2014

Date: 01.10.2015

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Finance Officer, New Town Kolkata Development Authority.
3. The Administrative Officer – II, New Town Kolkata Development Authority
4. P.A to the Chairman, New Town Kolkata Development Authority.
5. P.A to the Member Secretary, New Town Kolkata Development Authority.
6. Office Notice Board.
7. Official Website. (www.nkdamar.org).

Administrative Officer – I
New Town Kolkata Development Authority