



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

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

Memo No: 5809 / NKDA / Admn – 493 / 2014

Dated: 01. 10. 2015

NOTICE INVITING TENDER

N.I.T. NO. : 02/ADMN/2015-16

Sealed Tenders are invited by the Administrative Officer-I, New Town Kolkata Development Authority(NKDA) from resourceful, bonafide and experienced contractors having proven experience in execution of similar nature of works in different government departments for the work of “**Online Digital promotion and online campaign up to 31-11-2015 for citizen participation and related data management through mygov.in & in official website of NKDA and different social Media (like Facebook, twitter, youtube) and providing Wi-Fi- hot spot facility integrated with required system in the field during citizen engagement in different location of New Town , Kolkata**”.

Last date of application	: 07/10/2015	upto 2.30 P.M.
Date of opening	: 07/10/2015	at 3.00 P.M.

Scope of Work

1. Capturing and publishing daily activities related to citizen engagement for Smart City campaigning in web format through website of myGov, NKDA, various social medias like Facebook, Twitter, Youtube.
2. Providing live streaming support to NKDA for any citizen interaction programme in New Town Kolkata.
3. Providing Wi-Fi- hot spot facility integrated with required system in the field during citizen engagement in different location of New Town Kolkata.
4. Publication of different events in different social media and related web platform as mentioned in above.
5. Circulation of SMS, email to the citizens and other stakeholders of New Town Kolkata.
6. Customization with the latest technology of existing website of NKDA to make more user friendly, attractive and communicative.

General Terms & Condition

1. Bidder shall also submit earnest money amounting Rs.4,000.00 in Demand Draft drawn in favour of New Town Kolkata Development Authority payable at Kolkata.
2. Right of all information shared by NKDA with the Agency shall always with be NKDA and shall not be shared by the agency with any other party without prior written approval of NKDA.
3. Any material need to be placed in public domain on behalf of NKDA, shall only be done after obtaining prior approval of NKDA.
4. Entire project shall be exclusive property of NKDA and all project information and related documents which also includes but not restricted to source code, data base and similar information, works, shall be handed over to NKDA without any prejudice within 07 days of completion of contract period.
5. Detailed log of the entire project should be chronologically maintained.
6. All statutory provisions for this type of business shall be observed by the agency.
7. The intending tenders will have to submit the Tender document duly signed by the competent authority with proven experience for completion of similar nature of work and on production of completion certificate and corresponding work order/(s) during the last three financial years. Completion/Payment certificate should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. will also have to be submitted.
8. No application will be entertained if sent by Post/Courier.
9. Tender should be submitted in sealed cover and superscribed with the Name of the Work tendered for, with N.I.T No.
10. The rates are to be quoted both in words and figures in own pad of the agency. The rates quoted should be exclusive of service tax.
11. The Tenderer should sign all corrections in the tender with the date. The Tenderer must sign each page of the tender paper, notice supporting documents etc. which forms part and parcel of the tender document.
12. Conditional tender will not be entertained and shall be deemed as 'informal'.
13. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
14. The Authority reserves the right to cancel any or all tenders without assigning any reason at any point of time.
15. Successful Bidder have to execute a formal agreement within stipulated time frame of NKDA.

Administrative Officer -I
New Town Kolkata Development Authority

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Administrative Officer-II , New Town Kolkata Development Authority.
3. The Finance.Officer, 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 Web Site of New Town Kolkata Development Authority ([www. nkdamar.org](http://www.nkdamar.org)).

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

Financial Bid

[To be submitted in the Letter head of Agency]

Sl. No.	Name of Work	Time of Completion	Cost in Rs (in word)
01.	Online Digital promotion and online campaign up to 31-11-2015 for citizen participation and related data management through mygov.in, official website of NKDA and different social Media (like Facebook, twitter, youtube) and providing Wi-Fi- hot spot facility integrated with required system in the field during citizen engagement in different location of New Town , Kolkata	2 month	
02.	Providing Support for photography (Still and Video)	Per day rate	

**Signature
Address
Mobile No
Email ID**

