



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No : 2961 /NKDA/Admn-462/2014

Date: 03/06/2016

## NOTICE INVITING TENDER

Notice Inviting Tender No. 20/ADMN/NKDA/2016-17.

New Town Kolkata Development Authority (NKDA) invites sealed tenders under two bid systems from eligible firms/companies for providing support in Linux Administration for New Town Kolkata Development Authority.

The Sealed bidding document (Technical Bid & Financial Bid duly filled and signed) should be addressed to the Administrative Officer –I at the office of New Town Kolkata Development Authority. Tender received after stipulated time and date shall be rejected summarily

### 1. Important Date :

SL No.	Particulars	Date & Time
01.	Last Date of Submission	10/06/2016 upto 3.00 P.M
02.	Date of opening of Technical Proposal	10/06/2016 at 3:00 P.M.
03.	List of Last Date of uploading list for Technically Qualified Bidder	Will be intimated in due Course
04.	Date for opening of Financial Proposal	Will be intimated in due course

2. The tender document may also be downloaded from our web site [www.nkdamar.org](http://www.nkdamar.org).

3. The NKDA right to accept / reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding.

### 4. GENERAL CONDITIONS

- 4.1. The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "Tender for providing support in Linux Administration". This third envelope should be sealed and delivered to the Administrative Officer –I , New Town Kolkata Development Authority, 03 Major Arterial Road, New Town Kolkata-700156.
- 4.2. Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Bureau. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.
- 4.3. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 4.4. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids or any other requirements, stipulated in the tender documents are liable to be rejected.
- 4.5. Validity of the Bids: The quoted bids shall have the validity for a period of 180 days from the date of opening of the tenders.
- 4.6. Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender.

Page 1 of 5

- 4.7. Right of Acceptance: NKDA reserves all rights to reject any or all tenders without assigning any reason.
- 4.8. Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled.
- 4.9. Corrigendum/Amendment to the tender will be effected if required.
- 4.10. Bidders sending their bids through courier/ by Speed post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
- 4.11. The agencies who qualifies the Technical bid shall be called for next meeting for opening of Financial Bid for which the date, time and venue will be intimated to the qualified agencies separately.
- 4.12. The bidder or the authorized person of the bidder are allowed to take part in the financial and technical bid opening meeting and they are required to sign the attendance.
- 4.13. Financial bid will be opened for the qualified technical bidders.
- 4.14. The offered rate in all inclusive of taxes and other dualities.

**5. MINIMUM ELIGIBILITY CRITERIA**

- 5.1. The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. (A Proof in support of the following criterion by the Bidder shall be submitted).
- 5.2. The agency shall be a Limited Company or a Private Limited Company registered under the companies Act 1956/partnership firm or a proprietorship. For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The Bidder should have a PAN issued by the Income Tax department. Bidder shall have valid Service Tax Registration.
- 5.3. The agency shall be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.
- 5.4. The agency should have experience in providing IT support and services in the Government departments / Public sectors (Central or State) / Private limited company at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document.
- 5.5. Income Tax Return of the company/firm /proprietor for the last two years should be enclosed.
- 5.6. Service Tax Return of the Company/firm for the last two years should be enclosed.

**6. Scope of Work**

- 6.1. Deploying resident engineer who have more than 5 yrs. Experience in working in Linux environment. Timing of working hour as per NKDA. But support on holiday may be required as and when required. Scope as follows:



- 6.1.1. Providing support in Linux environment. (Like : Red hat 6.3/ 7 or higher, CentOS).  
Installation, Updating, Patching, backup in a virtual environment.
  - 6.1.2. Providing support in different database like MySQL, Postgresql. Configuration in Linux,  
Maintaining daily backup.
  - 6.1.3. Application configuration in tomcat/ apache environment.
  - 6.1.4. Support in security and networking.
  - 6.1.5. Maintaining log of application server and database server in daily basis.
- 6.2. Essential scope of agency
- 6.2.1. Expert level in installation, configuration, administration, and on-going maintenance of  
Linux servers in a virtual environment
  - 6.2.2. Advanced understanding of computer networking (TCP/IP, Ethernet, LAN & WAN  
environments etc.)
  - 6.2.3. BIND DNS server administration, support & security
  - 6.2.4. Expert level in Apache management
  - 6.2.5. Security hardening of Linux platforms
  - 6.2.6. Security hardening of Web sites
  - 6.2.7. Ability to provide back-end support. In case resident engineer not able to solve the problem  
within stipulated time then Agency will provide the expert level support. Failure, contact will  
be terminated.
7. The contract will be valid for a period of 01(one) year.
8. Payment will be made on quarterly basis on submission of bills.

*P. Thakur*

**Administrative Officer – I**  
**New Town Kolkata Development Authority**  
Date: 03/06/2016

**Memo No : 2961/NKDA/Admn-462/2014**

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**

**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

SL No	Particulars	
1.	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2.	Experience certificate.	Copies shall be enclosed
3.	03 (three) nos Experience in Facility management service order	Copies shall be enclosed
4.	Income Tax Return for the Past two years	Copies shall be enclosed
5.	Resident Engineer Details (with Experience)	Copies shall be enclosed
6.	All the bid document	signature & stamp bid document

(Name and Signature of Tenderer  
with stamp of the firm)

**FINANCIAL BID DOCUMENT**  
(To be submitted separately in sealed envelope)

SL No	Details of Manpower	Total Amount	Total Amount (in word)
1	Tender for providing support in Linux Administration for the period of one year		

NB : The offered rate is all inclusive of taxes and other duties.

(Name and Signature of Tenderer  
with stamp of the firm)