



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

Memo No: 1136/NKDA-14012(11)/1/2021-IT SEC(NKDA)-NKDA

Date: 01/02/2023

Notice Inviting e-Tender (NIeT) No: 56 /EE(E)/NKDA/ 2022-23

Sealed Quotations are hereby invited from reliable Agencies for Cleaning & Disinfection of Servers, Desktop Computers, Plotters, Printers (attached with / not with Scanners), separate Scanners, UPS, Landline / Intercom Telephones installed at different locations i.e., New Town Kolkata Development Authority, Administrative Building, Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata - 700156, New Town Business Club, Utility Building near Akansha More, all Health Centres under NKDA, Zero Waste Shop near New Town Bus Stand, Cattle Pound, Dog Creche Centre and Office of the Commission of Inquiry for One Year as per the following Schedule, Terms and Conditions:

Schedule:

Sl No.	Description of Job	Estimated Amount (in ₹)	Earnest Money (in ₹)	Price of Tender Documents	Period of Job Completion
1	Cleaning & Disinfection of Servers, Desktop Computers, Plotters, Printers (attached with / not with Scanners), separate Scanners, UPS, Landline / Intercom Telephones installed at different locations i.e., New Town Kolkata Development Authority, Administrative Building, Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata - 700156, New Town Business Club, Utility Building near Akansha More, all Health Centres under NKDA, Zero Waste Shop near New Town Bus Stand, Cattle Pound, Dog Creche Centre and Office of the Commission of Inquiry	Agency has to quote	Earnest Money Deposit (EMD) in form of A/C Payee Bank Demand Draft of ₹ 10,000/- (Rupees Ten Thousand) only in favour of "New Town Kolkata Development Authority" payable at Kolkata	N.A	01 (One) Year

Terms & Conditions:

1. The Rate should be quoted for each Item per cleaning. Rate will be inclusive of GST and the Rate is to be quoted both in figures and words separately.
2. In the event of e-filling, intending bidder may download the Tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and submit their Quotation through the Portal.
3. Evaluation of the Tender will be done on the basis of Lowest Price of maximum number of Items quoted by a bidder.
4. Conditional Tender will be entertained and shall be treated as 'invalid' / 'informal'. In case of conditional bids. EMD may be forfeited.
5. Canvassing in any form is strictly prohibited.
6. Joint venture will not be allowed in the bidding.
7. **EMD (Bid Security):** All bidders have to submit Earnest Money Deposit (EMD) in form of A/C Payee Bank Demand Draft of ₹ 10,000/- (Rupees Ten Thousand) only in favour of "New Town Kolkata Development Authority" payable at Kolkata.

8. The work should be done once in a week and the Working Certificate to be signed by the User on each time.
9. Payment milestone quarterly upon satisfactory receipt of report from concerned section.
10. Interested Agencies are requested to submit their Quotations through with the requisite documents to the office of the undersigned well within the scheduled date and time.

Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIEt and other Documents (online) (Publishing Date)	01/02/2023
2	Documents download start date (Online)	01/02/2023 from 06:55 P.M.
3	Documents download end date (Online)	08/02/2023 up to 02:00 P.M
4	Bid submission start date (Online)	01/02/2023 from 06:55 P.M.
5	Bid submission closing date (Online)	08/02/2023 up to 02:00 P.M
6	Bid opening date for Technical Proposals (Online)	08/02/2023 at 03:00 P.M
7	Last Date of uploading list for Technically Qualified Bidder (Online)	Will be intimated in due course.
8	Date for opening of Financial Proposal (Online).	Will be intimated in due course.

11. **Document to be submitted:** -

- a. Tender Document – Stamp and Signed in each page by the Bidder.
- b. Valid Trade License showing local Office in Kolkata.
- c. PAN
- d. GST Registration Certificate.
- e. Audited IT Return / Financial Statement last 01 (One) year.
- f. Cleaning Experience of computers or others equipment last 01 (One) year.

12. The Contract will be made for a period of One Year. Due to increase or decrease of quantity, charges to be made on actual basis.

13. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.

14. This Authority has right to cancel the order at any point of time during the contract period.

15. **Scope of Work:**

- a. Cleaning & Disinfection of Servers, Desktop Computers, Plotters, Printers (attached with / not with Scanners), separate Scanners, UPS, Landline / Intercom Telephones.
- b. Cleaning and Disinfection to be made 1st or 2nd working day of each week.
- c. Cleaning Materials such as Dusters, Cloths, Brushes, Colin and other related Cleaning Utilities along with Transportation Cost are to be borne by the Agency.

16. Any loss / damage during cleaning / service of any equipment, is to be recover from the Agency.

17. Service Level Agreement (SLA) of Cleaning as follows: -

Condition	Coverage Hours	Baseline Performance	Measurement and Reporting	Penalty
Weekly Cleaning	Weekly	100%	Cleaning report of counter signed by NKDA User	1% of total Monthly bill value per weekly basis
Discontinuation of work	-	-	Discontinuation of work without any intimation or approval	EMD will be forfeited

Executive Engineer (E)

New Town Kolkata Development Authority

Copy forwarded for kind information to:-

1. Chief Executive Officer, NKDA.
2. Finance Officer, NKDA.
3. System Manager, NKDA.
4. PA to Hon'ble Chairman, NKDA.
5. Official Website of NKDA i.e., (www.nkdamar.org).
6. Official Website of e-Tender site of West Bengal i.e., (<https://wbtenders.gov.in>).



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New Town Kolkata Development Authority