

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 543/NKDA/Admn-26/2009 (Pt.VII)

Dated: 04.02.2020

NOTICE INVITING e-TENDER

NIeT No. WBNKDA/01/ADMN of 2020

The Administrative Officer, New Town Kolkata Development Authority invites e-Tenders, for Item Rate Item contract, from the bonafide, reputed and resourceful suppliers with proven ability of functioning as a regular supplier for supply and delivery of items as shown in details in the Schedule-A,B annexed herewith in various Govt. offices/ Undertakings/Autonomous bodies/Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Development Authority, 03 , Major Arterial Road, New Town, Kolkata – 700 156 on the terms and conditions enumerated herein below:

Sl. No	Name of the Work	Estimated Amount (Rs.)	Earnest Money	Period of completion
01	Supply & Delivery of various items of Stationery, execution of printing job, and other items of office use for the office of the New Town Kolkata Development Authority.	Amount to be quoted by the bidders	Rs.20,000.00	365 (Three hundred sixty five) days.

- 1) Intending bidder shall have to download the tender documents from the website directly with the help of Digital Signature Certificate. All the bidders shall have to deposit **Earnest Money of Rs.20,000/- (Rupees twenty thousand) only** through the following payment modes as per Finance Department Order No.3975-F(Y) dt.28th July, 2016:
 - (i) **Net Banking** (any of the Banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Payment Gateway.
 - (ii) **RTGS/NEFT** in case of Offline Payment through Bank Account in any Bank. The EMD shall be deposited in favour of “**New Town Kolkata Development Authority**” payable at “**Kolkata**”.
Clause-8.B (G) of this NIET is to be read simultaneously. No hard copy of EMD will be allowed for participating in the Bidding process.
 - i. Tender documents may be downloaded from the website <http://wbtenders.gov.in> as per the Date & Time Schedule at **Clause-6** of this NIeT.
 - ii. Both Technical Bid and Financial Bid are to be submitted concurrently, duly digitally signed, in the website <http://wbtenders.gov.in>. as per the Date & Time Schedule at **Clause-6** of this NIET.
 - iii. **Rate should be quoted for each Item per unit basis, both exclusive of GST and inclusive of GST at applicable rates and other taxes, both in words and figures. Scope of Work detailed at Clause-4 & 7 of this NIET and Annexure-A & B should be gone through carefully before quoting rate.**
- 2) The **Financial Offer** of the prospective qualified tenderer (s) will be considered only if the **Technical Bid** of the tender (s) is found qualified by competent authority of New Town Kolkata Development

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Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

3) **The Financial Offer shall remain valid for 180 days from the date of opening of the tender.**

4) **Scope of Work:**

Supply & Delivery of various items of Stationery, execution of printing job, and other items of office use for the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156 for the year 2018-19.

5) New Town Kolkata Development Authority will have the right to reject any or all the Bid for which the authority shall not be bound to give explanation/clarification for such rejection/refusal.

6) **Important Dates & Time:**

Sl. No	Particulars	Date & Time
1	Date of uploading of NleT & other documents (online) (publishing date)	05/02/2020 at 03:00 p.m
2	Documents download start date	05/02/2020 at 03:00 p.m
3	Documents download end date	22/02/2020 at 06:00 p.m
4	Bid Submission start date	05/02/2020 at 03:00 p.m
5	Bid Submission closing date	22/02/2020 at 06:00 p.m
6	Date of opening for Technical Bid	25/02/2020 at 12:00 p.m
7	Date of uploading list of Technically Qualified Bidders	Will be intimated later on
8	Date of opening of Financial proposal	Will be intimated later on

7) **Other Terms & Conditions:**

A. Evaluation of the Financial Bid will be done on the basis of the following in combination of:
i. **Item wise Unit Rate is to be quoted and the bidder offering the Lowest Price in each item in Annexure-A & Annexure-B, will be selected.**

ii. **Best quality sample to be submitted by the bidder**

B. Item-rate contract for supply of different stationery and other items for use of New Town Kolkata Development Authority will be awarded to the bidders selected on the basis of evaluation of quotations as mentioned in Sl.No.7A above.

C. Supply orders will be placed upon the selected bidder in phased manner as per actual requirement.

8. **A. Eligibility of the intending participants for obtaining Quotation Papers.**

i) Possesses experience in similar nature of supplies as given in Schedule A and B for at least in 3 (three) Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc. in one financial/calendar year.

ii) Credential of similar nature of supplies shall be not less than Rs. 03 (three) lakh in a financial year during the last 03 years.

iii) Resourceful and having capacity of making supplies on emergency basis.

iv) Having own office/shop in and/ or around Kolkata.

v) The agency shall be a Limited Company or a Private Company registered under the Companies Act, 1956/ Partnership firm or a proprietorship. For proof, copies of relevant Certificate of Incorporation /Partnership deed or any other valid document issued by the respective registrar of Firms/ Companies etc. Should be uploaded. In case of Proprietorship Firm, self-declaration or self-certificate supported by PAN in the proprietor's name would suffice.

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B. Following certificates should also be uploaded:

i. The bidder(s) shall upload photocopies of (a) GST Certificates, (b) PAN CARD, (c) IT Return/ Audited Financial Report of last 3 (three) years, (d) Valid Trade License, (e) P.T Registration Certificate, (f) Copies of Work Orders/ Completion Certificates/ Documents in support of his/her/their bonafide in the field of their performance as regular supplier of all office stationeries and other items in Govt./Semi Govt. offices/NKDA/WBHIDCO.

ii. Registered Partnership Deed, for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate / First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum of Association as non-statutory documents.

iii. The agency/ company/ firm/ organisation should not be blacklisted by any organisation. An affidavit in this respect duly signed and stamped is to be uploaded with the Technical Bid.

iv) Each page of the requisite documents must be duly signed and stamped by the authorised person submitting the bid. Failure to comply with will render the tender to be cancelled/ rejected at the discretion of the tender inviting authority.

C. The rate(s) once quoted in the bid will be treated as final and under no circumstances be withdrawn/changed/modified.

D. Rate of each item of Annexure-A and B in Annexure-A and B wise is to quoted. The rate shall be quoted both Exclusive and inclusive of GST at applicable rate and other applicable taxes.

E. Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other than the rate quoted in word shall be taken as correct.

F. The bidder(s) must put his/their signature(s) in one language on each page of the quotation papers/Schedules which forms part of the quotation document.

G. In case of successful bidder, the amount of **earnest money Rs.20,000/- (Rupees Twenty Thousand) only** will be converted to Security Deposit and will be refunded after satisfactory completion of the work.

H. i) Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'.

ii) Joint Venture / MOU will not be allowed.

I. The rates for Schedule A and B is to be submitted along with the samples as and where necessary.

J. Acceptance of any item(s) supplied/to be supplied is subject to full satisfaction of the New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.

K. The selected supplier(s) will have to make supply of the items of any schedule – A and B for which his/ their rate (s) has/have been accepted and ordered for, direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.

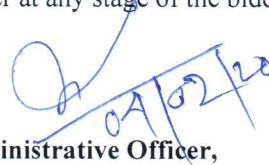
L. If any bidder withdraws the offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, he/she shall be disqualified for submitting quotation to this authority at least for 2 (Two) years.

M. After acceptance of the quotation(s), the Firm/Agency/Supplier will have to undergo a formal Contract/Agreement with the authorities of the New Town Kolkata Development Authority on a non-Judicial stamp paper of Rs.50/- (Rupees Fifty) only.

N. Canvassing in any form is strictly prohibited.

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- O. The authority reserves the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
- P. No escalation in the cost of the product(s)/item(s) during the period in question will be entertained.
- Q. Rates are to be quoted in the boxes against each and every item shown in the Annexure-A and B or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
- R. The authority reserves the right to issue addendum to the tender document, to clarify, to amend, modify, delete or supplement any portion of Annexure-A and B at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.
- S. No carriage charge will be paid extra.
- T. For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his/their own cost.
- U. The successful tenderer will have to submit bill(s) in triplicate immediately after delivery of the items.
- V. Income Tax will be deducted at source at the time of making payment, if applicable.
- W. i. The acceptance of the tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender /bid and reserve the right to reject any or all the tenders received or to split up the work in different sub-group without assigning any reason thereof.
- ii. During scrutiny, if it came to the notice of the tender inviting authority that the credential or any other paper found incorrect/ forged/ manufactured/fabricated, that bidder would not be allowed to participate in the tender process and that bid will be rejected without any prejudice.
- iii. If there be any objection regarding the qualification of any agencies the same should be lodged online to the undersigned within 2 (two) days from the date of publication of the list of qualified agencies and beyond the said time schedule no objection will be entertained.
- iv. Before issuance of work order, the tender inviting authority shall verify the credential and other documents of the lowest tenderer in original, if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or fabricated or false in that case work order will not be issued in favour of the said tenderer under any circumstances and his /their offer will be treated as cancelled.
- v. If any discrepancy arises between two similar clauses on different notifications, the clause superseding others will solely be selected / decided upon as per the discretion of the tender inviting authority.
- vi. The intending Bidder (s) shall clearly understand that whatever may be the outcome of the present invitation no cost of bidding shall be reimbursable by NKDA. NKDA is not liable for any reimbursement of any cost that might have been incurred by any tenderer at any stage of the bidding.



**Administrative Officer,
New Town Kolkata Development Authority.**

Memo No. 543/1(6)/NKDA/Admn-26/2009 (Pt.VII)

Dated: 04.02.2020

Copy forwarded for information and necessary action to:

1. The Finance Officer, NKDA.
2. The System Manager, NKDA - He is requested to up-load the matter in the official website of Govt. of West Bengal (<http://wbtenders.gov.in>) as well as that of New Town Kolkata Development Authority (www.nkdamar.org).
3. PA to Hon'ble Chairman, NKDA.
4. PA to Chief Executive Officer, NKDA
5. Notice Board of NKDA.
6. Guard File.



**Administrative Officer,
New Town Kolkata Development Authority.**