



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.3361/NKDA/Admn-26/2009/pt (ii)

Dated : 09.09.2013

## NOTICE INVITNG QUOTATION No. 01/ADMN/2013-14 of NKDA

**Sub : Supply & Delivery of various items of Stationery, execution of printing job, Computer accessories/Consumables 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.**

Sealed Quotations are invited 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,C & D 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 for the year 2013-2014 (upto 31.10.2014) on the terms and conditions given herein below.

New Town Kolkata Development Authority will have the right to reject any application/refuse to accord permission to participate in the quotation for which the authority shall not be bound to give explanation/clarification for such rejection/refusal.

Intending quotationers should apply to the undersigned in their Letter Head Pad along with all requisite documents for obtaining permission to participate in the Quotation within the time and date as specified below.

### Salient Features

#### Eligibility of the intending participants for obtaining Quotation Papers.

1. Possesses experience in similar nature of supplies as given in Schedule A,B, C & D for at least in 3 (three) Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc. in one financial/calendar year.
2. Credential of similar nature of supplies shall not be less than Rs.03 (three) lakhs in a financial year during the last 03 years.
3. Resourceful in having capacity of making supplies on emergent basis.
4. Possession of VAT Certificates/PAN CARD/ valid Trade License.
5. Having own office/shop in and around Kolkata.

|   |          |                    |                        |
|---|----------|--------------------|------------------------|
| <b>Last Date of application</b>             | <b>:</b> | <b>19.09.2013</b>  | <b>up to 1.00 P.M.</b> |
| <b>Last Date of permission</b>              | <b>:</b> | <b>20.09.2013</b>  | <b>upto 4.00 P.M.</b>  |
| <b>Last Date of submission of quotation</b> | <b>:</b> | <b>23.09.2013</b>  | <b>upto 2.00 P.M.</b>  |
| <b>Date of Opening</b>                      | <b>:</b> | <b>23.09..2013</b> | <b>at 3.00 P.M.</b>    |

**Other Terms & Conditions:**

1. The quotationer(s) shall submit copies of VAT Certificates/PAN CARD/ valid Trade License in support of his/their bonafide in the field of their performance as regular supplier of all office stationers and other items.
2. The rate(s) once quoted in the quotationer will be treated as final and under no circumstances be withdrawn/changed/modified.
3. No conditional offer will be entertained, nor shall the contract be sub-let. In case of sub-letting action as per Clause 11 of WBF 2908 shall be taken against the supplier.
4. The quotationer(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.
5. The intending quotationer(s) will have to deposit Earnest Money in the shape of Bank Draft drawn in favour of New Town Kolkata Development Authority on any Nationalized/Scheduled Bank in India @ 2% of the quoted amount subject to maximum of Rs. 20,000/- (Twenty Thousands) only. In case of successful quotationers, this amount of earnest money will be converted to Security Deposit provided they have to deposit balance amount of earnest money, if necessary, equal to 2% of the value accepted. The balance amount of earnest money will have to be deposited at the time of making agreement in WBF 2908. Mode of deposit of the balance amount will be the same as quoted above. Non-compliance of the above at any stage will lead to cancellation of the agreement.
6. The Quotationer(s) who will sign on the Quotation as a key person of a Company or Firm must produce the registered letter of authorization on a Court Fee Stamp paper in respect of their competency to do so failing which the quotation will not be considered for acceptance. For a proprietorship Firm/Company only the proprietor is eligible to sign on the quotation paper and none else.
7. Conditional quotation will not be entertained and shall be treated as 'invalid'/'informal'
8. The Quotation form/ Schedule issued from the office of the undersigned must be returned with all enclosures to this office within the last date of receipt of the Quotation. Otherwise, it will not be entertained.
9. (a) Quotation Documents are not transferable.  
(b) Quotation for Schedule A, B, C & D is to be submitted separately along with the samples as and where necessary.
10. The Quotation will be opened in presence of the Quotationer or their duly authorized representatives who may be present at the time of opening, if they so desire and may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation, as the case may be.
11. The undersigned reserves the right to reject any or all the quotation(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

12. If any quotationer(s) withdraws his / their 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 1 (One) year.
13. 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 in Form No. WBF-2908.
14. The selected supplier will have to make supply & delivery of the items required by this office to the office of the New Town Kolkata Development Authority as and when asked for to do so within the schedule date/time. In case of non-compliance, the relevant items will be purchased at the risk of the concerned supplier Firm and any extra amount if involved for such purchase from outside shall be adjusted from his/their subsequent bill (s) or from Security Deposit in hand.
15. The successful quotationers will have to submit warranty as per prescribed proforma given in the quotation document on a non-judicial stamp paper of Rs. 100/- (One hundred) only duly authenticated by the Notary Public.
16. Acceptance of any item(s) supplied/to be supplied is subject full satisfaction of the New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
17. Canvassing in any form is strictly prohibited.
18. The authorities will have the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
19. No escalation of the cost of the product(s)/ item(s) during the period in question will be entertained.
20. From the ongoing/Final bill (s) of the selected Firm/Agency Security Deposit will be deducted @8% of the bill value to cover 10% of the value of supplies made. Security Deposit so deducted will be refunded at the end of security period i.e. 1 (One) month after the contractual period.
21. No letter or other instrument submitted separately in modification of the sealed quotation shall not be considered.
22. 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 then the rate quoted in word shall be taken as correct.
23. The authority reserves the right to issue addendum to the quotation document, to clarify, to amend, modify, delete or supplement any portion of Schedule A,B,C & D at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.

24. In any of the cases of failure to execute formal agreement and/or failure to commence the supplies within the scheduled date or failure to make proportionate supply within the proportionate time so elapsed from the date of commencement, the Security money to be deposited by the selected agency shall either in full or part, as the case may be, be forfeited to New Town Kolkata Development Authority or absence of Security money in hand the agreement will be determined forthwith with a debar of participating in Tender/Quotation under this Authority for 1 (one) year or more as may be decided by this Authority.
25. The selected supplier(s) will have to make supply of the items of any schedule – A,B,C & D for which his/ their rate (s) has/have been accepted ordered for, direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata – 700156.
26. No carriage charge will be paid extra.
27. 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.
28. Overwriting, if there be any in the quotation document is to be corrected by crossing through under the initial of the person eligible to sign and submit the quotation document and to be written the correct one be the same ink. No correction Fluid will be allowed.
29. Rates are to be quoted either in the boxes against each and every item shown in the Schedule A, B, C & D or cross mark (s) to be put against the unquoted item(s). No box should be allowed to remain blank.
30. The supplier firm will have to submit bill(s) in Triplicate immediately after delivery of the items.
31. Income Tax/VAT will be deducted at source at the time of making payment, if applicable under rule.

Sd/-  
Chief Executive Officer  
New Town Kolkata Development Authority

Memo No.3361/1(6)/NKDA/Admn-26/2009/part (ii)

Dated:09.09.2013

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 New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)).
3. The Sr. Accountant, NKDA
4. PA to Chairman, NKDA
5. Notice Board of NKDA
6. Guard File

Sd/-  
Chief Executive Officer  
New Town Kolkata Development Authority