



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.: 5009 /NKDA14012/1/2020-IT SEC(NKDA)-NKDA

Date: 30/09/2020

NOTICE INVITING QUOTATIONS (N.I.Q) No. 14/NKDA/Admn of 2020

Sealed quotations are herewith invited for reliable agencies for Cleaning & disinfection of Servers, Computers & peripherals, Telephones, Faxes Etc. installed in both the office buildings of New Town Kolkata Development Authority located at 01 and 03 MAR, New Town Business Club, Utility Buildings (Mutation Section) AA-II, Property Tax Section, AA-I and All Health Centre under NKDA, New Town, Kolkata -700 156 in respect of the following equipment off one year and as per terms and conditions:-

SCHEDULE:

Sl No.	Description of items	Quantity (Approx.)
01.	Servers	09 Nos.
02.	Plotters	05 Nos.
03.	Desktop PCs	163Nos.
04.	Printers	134 Nos.
05.	Telephone&Intercom	110 Nos.
06.	Fax	01 No

Last date of submission of Bids : 08/10/2020 upto 2.00 P.M
Date of opening of Bids : 08/10/2020at 3.00 P.M

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. Evaluation of the Tender will be done on the basis of Lowest Price of Maximum number of items quoted by a bidder.
3. Conditional Tender will be entertained and shall be treated as 'invalid'/'informal'. In case of conditional bids. EMD may be forfeited.
4. Canvassing in any form is strictly prohibited.
5. Joint venture will not be allowed in the bidding.
6. **EMD (Bid Security):** All bidders have to submit Earnest Money Deposit (EMD) in shape of **A/c. Payee Bank Draft of Rs. 10,000/- (Rupees Ten Thousand) only** in favour of "New Town Kolkata Development Authority" payable at Kolkata.
7. The work should be done once in a week and the Working Certificate to be signed by the user on each occasion.
8. Payment milestone quarterly upon satisfactory receipt of report from concerned section.
9. Interested agencies are requested to submit their quotations with the requisite documents to the office of the undersigned well within the scheduled date.
10. **Document to be submitted: -**
 - a. Tender Document – stamp and Sign 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.

11. The Contract will be made for a period of one year. Due to increases and decreases of quantity charges to be made on actual basis.
12. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.
13. This Authority has right to cancel the order at any point of time during the contract period.
14. **Scope of Work:**
 - a. Cleaning & disinfection of Servers, Computers & peripherals, Telephones, Faxes for all offices of NKDA.
 - b. Cleaning & disinfection to be made 1st or 2nd working day for each week.
 - c. Any transportation cost to be made by the agency.
15. Any loss/damage during Cleaning/ service of any equipment to be recover from the agency.
16. 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.


Administrative Officer – I
 New Town Kolkata Development Authority

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Copy forwarded for kind information to:-

1. The Finance Officer, NKDA.
2. PA to CEO, NKDA, for placing before CEO, NKDA
3. Office Notice Board
4. Official Website (www.nkdamar.org)


Administrative Officer – I
 New Town Kolkata Development Authority

Financial Bid

SI No.	Description of items	Quantity (Approx.)	Unit Rate	Amount
01.	Servers	09 Nos.		
02.	Plotters	05 Nos.		
03.	Desktop PCs	163 Nos.		
04.	Printers & Scanner	134 Nos.		
05.	Telephone & Intercom	110 Nos.		
06.	Fax	01 No		

N.B : Rate is inclusive of GST.

Yours Faithfully

Signature

Name:

Designation:

Office Address: