

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. 5333 /NKDA/EE-III/11/2016 (Pt-II)

Dated : 12.07.2022

NOTICE INVITING QUOTATION

NIQ NO. : 02 / EE-III /NKDA of 2022-23

Item Rate Sealed Quotations are invited by the Executive-Engineer – III, New Town Kolkata Development Authority from resourceful, bonafide and reputed Firms/Agency/Supplier having experience in the supply of Vending Products in different Govt. Departments and or working as an empaneled Agency of KMDA, WBHIDCO Ltd. & NKDA as detailed in the Schedule below in the office of the New Town Kolkata Development Authority, Plot No. DG/13, Premises No. 04-3333, Action Area ID, New town Kolkata-700156.

Last date of application	:	19.07.2022	up to 3.00 P.M.
Last date of issued paper	:	21.07.2022	up to 4.00 P.M.
Date of Submission of Quotation Paper	:	25.07.2022	up to 2.00 P.M.
Date of opening	:	25.07.2022	at 2.30 P.M.

1. A. Eligibility criteria of the intending Bidders to participate in this NIQ.

- i) Possesses experience in similar nature of supplies in Govt. Offices/Local Bodies/Undertakings/Mercantile Firms etc.in one financial/calendar year.
- ii) Resourceful and having capacity of making supplies on emergency basis.
- iii) Having own office/shop in and/or around Kolkata.
- iv) 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.

B. Following certificates should also be uploaded :


- i. The bidder(s) shall upload photocopies of (a) GST Certificated, (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 / organization 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 documents must be duly signed and stamped by the authorized 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 is to be quoted in Schedule. *The rate shall be quoted 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. Samples to be submitted as and where necessary.
- H. Acceptance of any item(s) supplied / to be supplied is subject to full satisfaction of the Engineer-in-Charge of New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
- I. The selected supplier(s) will have to make supply of the items 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 Plot No. DG/13, Premises No.04-3333, Action Area-ID, New Town, Kolkata-700 156.
- J. 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.
- K. 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 as per West Bengal Form 2911/2911 (i)/(ii).
- L. Canvassing in any form is strictly prohibited.
- M. The authority reserves the right to reject/refuse any of the items so supplied if proper standard as per specification is not maintained.
- N. No escalation in the cost of the product(s) / item(s) during the period in question will be entertained.
- O. The authority reserves the right to issue addendum to the tender document, to clarify, to amend, modify, delete or supplement any portion of NIQ at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice.
- P. No carriage charge will be paid extra.

- Q. If any damage or deface of any portion of the office building made by the people of supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore it its original position at his/their own cost.
- R. The successful bidder will have to submit bill(s) in triplicate immediately after delivery of the items.
- S. Income Tax and GST will be deducted at source at the time of making payment, if applicable.
- T. 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. Before issuance of work order, the quotation inviting authority shall verify the credential and other documents of the lowest bidder in original, if found necessary. After verification if it is found that the documents submitted by the lowest bidders is either manufactured or fabricated or false in that case work order will not be issued in favour of the said bidder under any circumstances and his/their offer will be treated as cancelled

General Terms & Condition

1. Conditional Rate quotation will not be entertained and the same summarily shall be rejected.
2. Statutory deduction(s) towards IT, GST as well as other statutory deduction(s), if any, will be made before making payment.
3. Contractual period will be for a period of 12 months from the date of issue of Work Order.
4. The undersigned reserves the right to accept or to reject any or all the quotation papers without assigning any reason whatsoever.
5. Further details, if required, may be obtained from the office of undersigned.
6. Supply Order will be placed upon the selected bidder in phased manner as per actual requirement of during the Agreement period.



Executive-Engineer – III
New Town Kolkata Development Authority

Memo No. 5333 /1(7) /NKDA/EE-III/11/2016 (Pt-II)
Copy forwarded for information and necessary action to :-

Dated : 12.07.2022

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The Administrative Officer-I, New Town Kolkata Development Authority.
5. PA to Hon'ble Chairman, New Town Kolkata Development Authority.
6. Office Notice Board.
7. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)

Executive-Engineer – III
New Town Kolkata Development Authority

SCHEDULE OF ITEMS
NIQ No. 02/EE-III/NKDA Of 2022-23

Sl. No.	Name of Work	Unit	Quantity	Rate (including GST and other Taxes)	Amount
1.	Nescafe Premix	Kg.	1		
2.	Lemon Tea Premix	Kg.	1		
3.	Tea Bag (Taj mahal)	Packet of 200 Pcs	1		
4	Tea Bag (Darjeeling-Twining)	Packet of 200 Pcs	1		
5	Green Tea (Quality Brand)	Packet of 25 Pcs	1		
6	Paper Cup (100 ml)	Cartoon of 4000 Pcs	1		
7	Milk Sachet	Box of 100 Pcs	1		
8	Sugar Sachet	Packet of 200 Pcs	1		
9	Low Sugar Milk creamer	Kg.	1		
10	Dabor Honey	Bottle 500 ml.	1		

Rate offered by Quotationer :-


In Figure :

In Words :

Name & Address of the Quotationer with contact no.

PAN NO :-

GST NO :


 - 18/7/22
Executive Engineer - III
New Town Kolkata Development Authority
Action Area - II, Utility Building,
Kolkata - 700161.