



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.: **8352** /NKDA/ADMN-428/2013(publicity/printing)

Dated: **18** .11.2019

NOTICE INVITING TENDER NO. : 03/NKDA/Admn of 2019

Sealed Tenders are hereby invited from benefices suppliers/agencies for "Printing, installation, removal of Banner/ Hoarding/ Leaflet, etc. for New Town Mela 2019" which will be held from 24.12.2019 to 05.01.2020 at New Town Mela Ground".

SCHEDULE:

Sl. No.	Description	Quantity
1	Printing of Hoarding Size : 12' X 8' Type : Framed Colour: Multi 10 onac	20 pcs
2	Printing of Hoarding Size : 6' X 4' Type : Framed Colour: Multi 10 onac	150 pcs
3	Printing of English Leaflet (Size – A5) 90 GSM Art Paper Four Colour single side	15,000 pcs
4	Printing of Bengali Leaflet (Size – A5) 90 GSM Art Paper Four Colour single side	15,000 pcs

Last Date of receiving Tender : 28.11.2019 upto 2-30 P.M.
Date of opening : 28.11.2019 at 3-00 P.M.

Scope of Work:

1. NKDA will provide the art work for base theme which is to be printed in leaflet and hoardings.
2. The quantity as mentioned under the schedule is indicative. Actual quantity will be finalised on issuance of work order.
3. Selected agencies have to install all hoardings/ banners in prime locations at Kolkata, Salt lake, New Town (which includes all housing societies and public places), Airport, Madhyamgram, etc. Before installation all the locations are to be approved by the NKDA.
4. All the hoardings will be removed by the selected agencies after end of the New Town Mela 2019.
5. Leaflets are to be delivered at the office of NKDA.

Terms and Conditions

1. Offer rate is inclusive of all taxes and duties (as applicable).
2. The deliveries must be made within 7 days from the date of issue of Work Order.
3. Payment will be made on successful delivery of all leaflets and on submission of the Bill in Duplicate.
4. The NKDA has right to accept / reject any of the Tender(s) without assigning any reason whatsoever and that shall be final and binding.
5. Any Corrigendum, notification in connection to this NIT will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) and will also be part of the NIT. The applicants are requested to please follow the websites for such notifications, corrigendum etc.
6. Any cost related to supply, installation and transportation is to be borne by the agency. NKDA will not pay in this regard.
7. Earnest money of Rs. 5000/- (Rupees Five Thousand) Only by way of Demand draft in favour of 'New Town Kolkata Development Authority' payable at "Kolkata", is to be furnished along with Tender document.
8. The bidder/Agency shall have previous experience in this field of work. They will submit certificate/document in this regard.
9. The Bidder/Agency shall submit copy of valid Trade License, PAN, GST etc. with the tender document.

Payment Terms:

Payment will be made on submission of bills in triplicate with the following deliverables:

1. All images showing the location of installation of hoardings and banners
2. Images showing the removal of Mela hoardings which are installed earlier.


Administrative Officer - I

New Town Kolkata Development Authority

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Copy forwarded for information and necessary action to:

1. The Chief Executive Officer, NKDA
2. The Finance Officer, NKDA.
3. Administrative Officer – II, NKDA.
4. NKDA official Website
5. Notice Board


Administrative Officer - I

New Town Kolkata Development Authority

Technical Document

Details	Checklist
Organization Details Name: Address:	
Tender Document – stamp and Sign in each page	
Valid Trade License	
PAN	
GST	
Contact Person Name: Address: Mobile No: Email ID:	
Earnest Money Deposit (EMD) details	

Seal and Sign :

Name:

Address :

**Financial Bid
[In letter Head]**

Sub : Rate for Printing, installation, removal of Banner/ Hoarding/ Leaflet, etc. for New Town Mela 2019 .

Sl. No.	Description	Quantity	Unit Rate (Rs)	Total Rate (Rs)	Total Rate in Word
1	Printing of Hoarding Size : 12' X 8' Type : Framed Colour: Multi 10 onac	20 pcs			
2	Printing of Hoarding Size : 6' X 4' Type : Framed Colour: Multi 10 onac	150 pcs			
3	Printing of English Leaflet (Size – A5) 90 GSM Art Paper Four Colour single side	15,000 pcs			
4	Printing of Bengali Leaflet (Size – A5) 90 GSM Art Paper Four Colour single side	15,000 pcs			

- Offer rate is inclusive of all taxes and duties (as applicable).

Seal and Sign :

Name:

Address :