



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 1090 /NTBC/NKDA/Admn-023/2018 (Vol.-II)

Date: 28.02.2018

NOTICE INVITING TENDER

Sealed quotations are invited from resourceful, bona-fide and experienced suppliers/agencies having knowledge in supplying and installation of similar nature of articles and equipments in Government Departments and working agencies of KMDA/NKDA/WB HIDCO /other Govt. Dept. /PSU for such work as appended below.

Name of Work : “**Design, printing, installation of flex, standee, certificate, cap, wrist band etc for the event of International Women’s Day at New Town Kolkata**”

SCHEDULE:

Sl. No.	Description	Qty
1	Flex with framing for Women’s Marathon (6’ X 3’)	100
2	Standee for Women’s Marathon (6’ X 3’)	60
3	Standee for Golf Competition (6’ X 3’)	2
4	Cap with Logo	1000
5	Wrist Band	1000
6	Certificate (9” X 7”)	1000
7	Flex for “Walks for Women” (10’ X 3’)	1
8	Checkered Flag	1

IMPORTANT DATES

Date of receiving quotations : 06.03.2018 up to 2-30 P.M.
Date of opening : 06.03.2018 at 3-00 P.M.

SCOPE OF WORK:-

- Printing to be done as per the size mentioned in schedule.
- All banners are to be framed.
- Supply, installation at different locations of New Town and surrounding areas to be done by the selected agency.
- Design will be provided from NKDA.
- No Flex/banner allowed to be installed at Biswa Bangla Sarani (MAR). Agency should remove all campaigning items after end of the event.

TERMS AND CONDITIONS

- Offer rate is inclusive of all taxes and duties.
- The deliveries must be made within 2 days intimation.

GENERAL TERMS AND CONDITIONS:

- Selected agency have undertake all the related work to make the branding of all events which includes design, printing, installation, transportation , and any other related services.

- 2) The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid", "EMD" and "Financial Bid" and both these three envelopes must be placed in a third envelope super-scribing "*Design, printing, installation of flex, standee, certificate, cap, wrist band etc for the event of International Women's Day at New Town Kolkata*".
- 3) Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Bureau. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS BIDDING DOCUMENT.
- 4) Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
- 5) Right of Acceptance: NKDA reserves all rights to reject any or all tenders without assigning any reason.
- 6) Corrigendum/Amendment to the tender will be effected if required.
- 7) Bidders sending their bids through courier/ by Speed post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
- 8) The offered rate is inclusive of tax and other levies. No extra payment will be made in this regards.
- 9) Document to be submitted for payment :
 - a) Challan copy of supply of all materials.
 - b) Bills in triplicate.
- 10) Agency has to quote detailed estimate for each location. NKDA has reserve right to accept all or exclude/ modified any items.
- 11) **Payment Terms :**
 - (a) Payment will be made on successful completion of work duly certified by NKDA and NTBC.


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. Notice Board


Administrative Officer - I
New Town Kolkata Development Authority

Financial Bid
[In Bidders Letter Head]

Sl. No.	Description	Qty	Unit Rate (in Rs)	Total Rate (in Rs)
1	Flex with framing for Women's Marathon (6' X 3')	100		
2	Standee for Women's Marathon (6' X 3')	60		
3	Standee for Golf Competition (6' X 3')	2		
4	Cap with Logo	1000		
5	Wrist Band	1000		
6	Certificate (9" X 7")	1000		
7	Flex for "Walks for Women" (10' X 3')	1		
8	Checkered Flag	1		
Total Rate (in Rs)				
Total Rate in Word :				

NB : Rate is inclusive of all Tax.

Signature

Name: Designation: Office Address: