



# 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. 10228/NKDA/EE-(P&GV) 11/2025

Dated : 23.12.2025

**SHORT NOTICE INVITING QUOTATION**  
**S.N.I.Q. NO. : 03/ EE-(P&GV) /NKDA of 2025-26**

Short sealed quotations are invited by the Executive-Engineer – P&GV, New Town Kolkata Development Authority from resourceful, bonafide and experienced contractors having proven experience in execution of similar nature of works in different Government Departments as working contractors of KMDA, WBHIDCO, NKDA or other Govt. organizations

Sl. No.	Name of Work	BOQ	Earnest Money. (In Rs.)	Time of Completion	Cost of Schedule including W.B.F. (In Rs.)
1.	Temporary erection of 1 no Stall for ensuing Book Fair at City Square, New Town, AA-I, under NKDA	To be quoted rate by the bidder in the enclosed BOQ.	2% of quoted amount( at the time of Formal Agreement)	02 days Or as decided (The work is to be completed on war footing basis)	As per Govt. norms during the agreement made with the successful bidder.

Last date of application : 24.12. 2025 up to 10.30 A.M.  
Last date of issued paper : 24 .12. 2025 up to 11.00 A.M.  
Date of Submission of Quotation Paper : 24 .12. 2025 up to 1.00 P.M.  
Date of opening : 24 .12.2025 at 1.30 P.M.

**General Terms & Condition**

1. The intending quotationer will have to get the permission from the undersigned for getting the quotation papers within the stipulated time against application with proven experience for completion of similar nature of work and on production of completion certificate and corresponding work order/(s) in individual contract value for a single job during the last five financial years, not less than 40 % of the estimated amount put to tender in single work or 30% of the estimated amount put to tender for two works. Completion/Payment certificate should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address and telephone number of the client. Xerox copies of valid certificates of GST, Permanent Account Number (PAN) of Income Tax Department and Professional Tax clearance from the concerned Dept. will have to be produced along with the originals. The originals will be refunded after verification.

2. Copy of address (address for correspondence) proof certificate by any govt. department, local authority, MLA, councilor of the area may have to be asked by the undersigned if necessary and intending tenderer have to be submitted the same along with the application. Originals will be returned after verification.



3. The undersigned reserves the right to refuse permission to issue tender papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the Quotations.
4. No Quotation will be entertained if sent by Post/Courier.
5. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quoted for, with .N.I.Q No.
6. The rates are to be quoted both in words and figures as per specification schedule and perusing necessary Terms & Conditions attached herewith. The rate quoted is valid for acceptance upto 6(six) months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
7. The quotationer should sign all corrections in the tender with the date. The Quotationer must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Bengali or Hindi. Signature of quotationer in all locations must be identical but the rates shall be quoted in English only.
8. **a) The Successful Quotationer will have to make an formal agreement with New Town Kolkata Development Authority with the Earnest Money 2% against the total work value in the form of Bank Draft/Banker's Cheque of any Nationalized/Scheduled Bank of India on its Kolkata Branch drawn in favour of New Town Kolkata Development Authority.**  
**b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.**
9. The entire two percent of the Earnest Money already deposited will be converted as initial Security Deposit. The Gross recovery of the balance security money will be made from each running bill @ 10% of the bill value less the amount already deposited as earnest money. The Security Deposit will be refunded after defect liability period of upto end date of the fair.
10. Quotationers who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
11. The Quotationers are bound by the terms and conditions of **W.B.F No.2911/2911 (i) / (ii)** along with the specification, notice for calling Tenders, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of the contract deeds.
12. Conditional Quotation will not be entertained and shall be deemed as 'informal'.
13. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. [If considered necessary, instant bid may be conducted immediately after opening of tenders in order to lower the rates obtained].
14. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received or to split up the work in different sub-groups without assigning any reason thereof.



15. Before submission of any Quotation, Quotationers may visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any Quotationer who shall submit Quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.
16. Income Tax and GST will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills.
17. The Contractor will remain liable for West Bengal Contract Labour (Regulation & Abolition) Rules in force and necessary certificates from appropriate authority are to be submitted within 7 (seven) days from the date of issue of the work order.
18. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated above will automatically be deferred to the next working day without further notice.
19. The quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
20. If any quotation withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting tender to this authority for a period as may be decided by the undersigned.
21. In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
22. Letter or other instrument submitted separately in modification of the sealed Quotation will not be entertained.
23. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Tender rejected summarily.
24. Intending quotationer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in future in the same site. The contractor will have to work in close co-operation and harmony with all the contractors engaged in the project. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
25. Departmental materials will not be issued under any circumstances. Department, unless otherwise stated means **New Town Kolkata Development Authority**.
26. The provision of the Power of Attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
27. Contractor should give declaration of history of arbitration/litigation if any in his application.
28. NKDA will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
29. The contractor shall furnish the postal address of his office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.

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32. The contractor shall furnish the postal address of his office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent ( on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
33. In case of controversy over any clauses/terms/conditions of the tender here of, the later will have the overriding effect over the former.
34. Arbitration clause of **W.B.F No. 2911/2911 (i) / (ii)** is deleted.
35. Any corrigendum to this tender will be circulated through Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org)). Participants are requested to follow the website.

  
**Executive-Engineer –(P&GV)**  
**New Town Kolkata Development Authority**

**Memo No. 10228/1(7/NKDA/EE-III/11/2016(Pt-II))**

**Dated : 23.12.2025**

**Copy forwarded for information and necessary action to :-**

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. PA to Hon'ble Chairman , New Town Kolkata Development Authority.
5. Office Notice Board.
6. Official Website of New Town Kolkata Development Authority ([www.nkdamar.org](http://www.nkdamar.org))

  
**Executive-Engineer – (P&GV)**  
**New Town Kolkata Development Authority**