



# 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 -700156

Ph. No. 033-3505-0000 (ext 109) Email Id: [seme@nkda.in](mailto:seme@nkda.in)

Memo No. 1575/E-1380765/NKDA/EE-E/2025-26

Date. 18/02/2026

## NOTICE INVITING ONLINE ITEM RATE TENDER NO.:

### WBNKDA/91/EE-E/NKDA OF 2025-26

#### ➤ SCHEDULE OF IMPORTANT DATES OF BIDS:

Sl No.	Particulars	Date & Time
I	Date of uploading of NleT and other documents	18/02/2026
II	Documents download start date (Online)	18/02/2026 from 06:55 PM
III	Documents download end date (Online)	09/03/2026 at 06:55 PM
IV	Pre-bid meeting in the Conference Board Room of New Town Kolkata Development Authority (NKDA)	25/02/2026 at 11:00 AM
V	Bid submission start date (Online)	19/02/2026 from 06:55 PM
VI	Bid Submission closing	09/03/2026 up to 06:55 PM
VII	Bid opening date for Technical Proposals (Online)	11/03/2026 at 11:00 AM
VIII	Last date of uploading list for Technically qualified Bidder(online)	Will be intimated in due course
IX	Date of opening of Financial Proposal(online)	Will be intimated in due course
X	Last date of intimation to the successful bidder	Will be intimated in due course
XI	Validity of bid.	<u>180 days</u> w.e.f the date of opening of financial bid.
XII	Contract Period	01 (One) Years.
XIII	Detailed Tender Documents can be downloaded from	NKDA website/ wbtenders.gov.in.

**NOTICE INVITING ONLINE ITEM RATE TENDER NO.: WBNKDA/91/EE-E/NKDA OF 2025-26**

**FOR**

The Executive Engineer -E NKDA invites Online (e-Quotation) item rate tenders in TWO BID SYSTEM from reliable, resourceful, Bonafide, and experienced firms/companies / individual contractors having requisite financial capability and sufficient technical credentials on the execution of similar nature of work. The details are given below:

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Cost of Bid Documents (Rs.)	Period of Completion
1.	Annual Rate contract for procurement of Ink Cartridges and Toners for New Town Kolkata Development Authority	The agency has to quote	Rs. 40,000.00 (Rupees Forty Thousand) only	N. A	01 Years

1.	Eligibility Criteria for "Pre-Qualification"	<p>1. The bidder should be a registered Indian Company under "The Company Act, 1956/2013" / Partnership firm/ Proprietorship firm/LLP/contractor license.</p> <p>2. The Agency should have successfully completed a similar nature of work value of at least in a single contract i.e. <b><u>Rs.7,00,000.00 only.</u></b></p> <p align="center"><b>OR</b></p> <p>The Agency should have successfully completed <b>2(two) Nos.</b> a similar nature of work value of at least <b><u>Rs.5,00,000.00 only.</u></b></p> <p align="center"><b>OR</b></p> <p>The Agency should produce credential of one single running work of a similar nature of work which has been completed to the extent of value of which is not less than the <b><u>Rs. 7,00,000.00 only,</u></b> (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer), in the last Five Financial years from the date of issue of NIT in any Government/Semi-Government/Undertakings/ Autonomous/ Statutory bodies/ Local Bodies. Credentials/completion certificates/ payment certificates of any sub-contract work shall not be accepted.</p> <p>N.B.: - Nature of work, estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</p> <p>3. Joint Ventures/MOU will not be allowed.</p> <p>4. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years (2023-24,24-25,25-26) should be equal to or more than <b><u>Rs. 50,00,000.00 only.</u></b></p> <p><b>3. Documents to be submitted in technical bid:</b></p> <p>a. Work Completion Certificate as Credential</p> <p>b. Filled up Form-I</p>
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		<ul style="list-style-type: none"> <li>c. Filled up Form-II</li> <li>d. Filled up Form-III</li> <li>e. Filled up <b>Annexure-I</b></li> <li>f. Copies of registration details of the Name, address, etc of the Firm.</li> <li>g. Copy of pan card</li> <li>h. Latest Income Tax return</li> <li>i. GST Registration No. with relevant document.</li> <li>j. Audited Balance Sheet of last 3 Financial years. (2023-24,24-25,25-26)</li> <li>k. Bank Solvency as per tender.</li> <li>l. Relevant document in support of annual turnover.</li> <li>m. MAF from OEM HP India Pvt Ltd Kolkata in their letterhead.</li> <li>n. MAF from OEM Canon India Pvt Ltd Kolkata in their letterhead.</li> <li>o. MAF from OEM Epson India Pvt Ltd Kolkata in their letterhead.</li> </ul>
2.	Earnest Money Deposit	<p><b><u>Rs. 40,000.00</u></b></p> <p><b><u>THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:</u></b></p> <p>The Earnest Money shall be deposited by the bidder online through his net banking-enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from the e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. &amp; IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link, <b>“<a href="http://wbttenders.gov.in">wbttenders.gov.in</a> → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD”</b></p> <p>Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.</p> <p>Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.</p> <p><b>NOTE:</b> Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.</p>
3.	Bid document Requisition	<p>Bid Document is available in the NKDA's official website <a href="http://www.nkdamar.org">www.nkdamar.org</a> and <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a>. Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Necessary assistance can also be obtained from the Office of the EE (E), NKDA. Document requisition shall be done as per instruction given in ITB.</p>

4.	Document download start date	<b>18.02.2026 from 6:55 PM</b>
5.	Document download end date & time	<b>09.03.2026 at 06:55 PM</b>
6.	Date of Pre-Bid meeting	<b>25.02.2026</b> at 11:00 AM
7.	Bid submission start date	<b>19.02.2026 From 6:55 PM through E-portal.</b> It may be reiterated that the bidders shall submit the technical and financial bid only through online by following online bid submission procedure.
8.	Last date of Online submission of Technical Bid and Financial Bid.	<b>On 09.03.2026 at 6:55 PM</b>
9.	Opening of technical bid	<b>On 11.03.2026 at 11:00 AM</b> at the Office of the Executive Engineer (Electrical), New Town Kolkata Development Authority, Administrative building Plot No - DG/13, Premises No - 04-3333, Action Area-ID, New Town, Kolkata - 700156
10.	Technical Bid Evaluation	The technical bid will be evaluated by the respective evaluation committee of NKDA.
11.	Date and time of opening of Financial Bid submitted online of only the technically qualified bidders	<b><u>To be intimated after evaluation of Technical Bid,</u></b>
12.	Financial Bid	The rate shall be quoted in <b>Item Rate</b> against the tender value
13.	Validity of Bid	180 days from the date of declaration of L1
14.	E-Tender registration and bidding	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Online Tenders can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a></li> <li>• <b><u>ONLINE BID SUBMISSION:</u></b></li> </ul> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
15.	Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published subsequently after opening the financial bid. EE (E), NKDA (TIA), NKDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> </ul>

		<ul style="list-style-type: none"> <li>• All duties, taxes, royalties, cess, including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills.</li> <li>• To keep the <b><u>work</u></b> in good condition during the operation period if any additional / excess work is required over the stipulated quantity in the schedule for routine maintenance work, the same will be treated as part of defect liability and the Contractor has to do the maintenance work at his own cost.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>
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**Executive Engineer (E)**  
**New Town Kolkata Development Authority**

Memo No.1575/E-1380765/1(8)/NKDA/EE-E/2025-26

Date. 18/02/2026

**Copy forwarded for information to:**

1. Chief Executive Officer, NKDA
2. Chief Engineer, NKDA
3. Administrative Officer I&II, NKDA
4. Superintendent Engineer, NKDA
5. Finance Advisor, NKDA
6. Finance Officer, NKDA
7. Office Notice Board
8. Official website of NKDA.

**Executive Engineer (E)**  
**New Town Kolkata Development Authority**

## INFORMATION TO THE BIDDERS (ITB)

**1. Request for Tender**

Request for tender paper is to be placed online only through the NKDA Website/  
[www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**2. Submission of Tender**

The tender will be submitted in two bid systems i.e. Technical bid & Financial bid.

**3. Online Bid submission procedure**

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration, computer setting and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders:* General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

**A. Technical Bid:**

The Technical bid should contain scanned copies of the following documents (**all in PDF files**) and uploaded under "Other Important Document (OID)" of the e-tender portal.

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of documents towards Earnest Money Deposit (EMD) as prescribed in the NIT.
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. Duly Filled in **FORM-III** (Details of bidder)
7. Duly Filled in Affidavit as given under Annexure-I
8. Applicants should have a similar nature work experience.
9. MAF from OEM HP India Pvt Ltd Kolkata in their letterhead.
10. MAF from OEM Canon India Pvt Ltd Kolkata in their letterhead.
11. MAF from OEM Epson India Pvt Ltd Kolkata in their letterhead.

AND

All the documents as given under **TECHNICAL BID (Clause 3.1.1 Mandatory Documents)**

**Note: - Failure of submission of any of the above-mentioned documents (as applicable) will render the tender is liable to be rejected.**

**B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder) i.e. **Bill of quantities (BOQ)**:

The contractor is to quote the rate online through Computer only in the space marked for quoting rate in the **BOQ**. Only downloaded copies of the above documents are to be uploaded in (**Excel file**) Digitally Signed by the contractor.

**3.1 TECHNICAL BID**

**3.1.1 Mandatory Documents**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) The bidder should be a registered Indian Company under “The Company Act, 1956/2013” / Partnership firm/ Proprietorship firm/LLP/contractor license.
- ii) Completion certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value (in accordance with **Clause 3.1.5.1**).
- iii) GST registration No with relevant document
- p. Audited Balance Sheet of last three Financial Years (2023-24,24-25,25-26).
- iv) PAN Card (Xerox Copy)
- v) Income Tax return of last financial year.

**Note: The tender will be summarily rejected if any of these documents are not submitted online.**

**3.1.2 Additional Documents for the Bid (to be submitted in Non-Statutory Cover, A-2)**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) All the disputes arising from the provisions of the said agreement come under the jurisdiction of Calcutta High Court or any other competent court as the case may be.
- iii) Documents of proof of ownership or hire of the machineries/equipments.
- iv) Any other information to indicate technical management competence.

**3.1.3 THE EARNEST MONEY SHALL BE DEPOSITED BY THE BIDDER ELECTRONICALLY:**

The Earnest Money shall be deposited by the bidder online-through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT /RTGS challan from the e-tender portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank to the Beneficiary Bank Account No. The name of Beneficiary bank (at present ICICI Bank), Account No. & IFSC Code are given in the e-tender portal. The details of deposition of EMD can be obtained from the following link,

**“wbttenders.gov.in → Home Page → Bidders Manual Kit → Help for on-line receipt and refund of EMD”**

Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and Bid can be submitted only after receipt of EMD.

**NOTE:** Earnest money through offline instruments like Bank Draft, Pay Order etc. will not be accepted for e-tender procurement of this office.

### **3.1.4 Average Annual Turnover**

Average Annual Turnover during last 3 (three) years should be more than **Rs. 50,00,000.00**

### **3.1.5 CREDENTIAL**

#### **3.1.5.1 Technical:**

The Agency should have successfully completed Similar nature of work a **single** tender value of at least **Rs. 7,00,000.00 only.**

**OR**

The Agency should have successfully completed **2(two) Nos.** Similar nature of work **single** tender value of at least **Rs. 5,00,000.00 only.**

**OR**

The Agency should produce credential of one single running work of Similar nature of work which has been completed to the extent of \_ value of which is not less than the **Rs. 7,00,000.00 only.** (In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency/ tenderer), in the **last 5 (five) financial years** from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. Credential/completion certificate/ payment certificate of any sub-contract work shall not be accepted.

**The completion certificate to be uploaded shall necessarily mention the Work Order reference and date, date of commencement and date of completion of work, major items executed under the said work and final completed value of work in the technical bid for verification of the credential. Only Work Order or only Payment certificate shall not be treated as credential.** After opening the technical bid, the Tender Inviting Authority may request the bidders to submit any additional documents for any clarification (if necessary) before the opening of the financial bid. The same shall be communicated through email. The Technical Bid may be declared non-responsive if the requisite documents are not furnished by the bidder for ascertaining the Technical Credential.

**3.1.5.2 Form - I for fully (100 %) completed works during the last 3 (three) years from the date of NIT will only be accepted.** The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work is mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

**3.1.5.3** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender



including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

#### **3.1.5.4 Financial**

The average Annual Turn Over from contracting business for the past three financial years of the firm should be more than Rs. 50,00,000.00.

of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

- 3.1.6** If the applicant is an authorized signatory, he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

#### **3.1.7 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

#### **3.2 FINANCIAL BID:**

1. Single rate shall be quoted in the financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes (including GST) and duties, demands, etc. The tenderer shall include income tax as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim whatsoever in this account shall be entertained.
4. Tax Invoice(s) needs to be issued by the supplier for raising claim for the bill under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
5. The Quoted price is firm, inclusive of all applicable taxes and no escalation will be admissible during the pendency of the contract in the event of any increase of prices of materials or as a result of Government Notification.

#### **3.3 Taxes & duties to be borne by the bidder:**

It may again be reiterated that Income Tax, Royalty, Construction Workers Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

#### **3.4 Site inspection before submission of tender:**

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

**3.4.1 Conditional and incomplete tender:**

Conditional and incomplete tenders shall be summarily rejected.

**4. Acceptance of Tender:**

Lowest valid rate may be accepted; however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason.

**5. Payment**

5.1 No Advance payment shall be made.

5.2 The bidder has to generate separate invoice for every demand/Supply order raised by NKDA to supply the required Toners during the contract period.

5.3 Payment will be processed after the supply of required toners and on submission of bill by the bidder along with the respective supply order raised by NKDA.

**6.4 Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 180 days from the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

**6. Other Terms & Conditions:**

**6.1 E-Tendering:**

**ONLINE BIDS:**

The bidders interested to submit the bid Online shall get registered and obtain a digital signature as per the procedure prescribed below:

Agencies/Bidders who are interested in participating in NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

Online Tenders can be submitted by logging in [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

**ONLINE BID SUBMISSION:**

The Bidders are required to submit the Technical and Financial Bid documents ONLINE by following the Online Bid submission procedure.

**a. SPECIFICATION OF WORK:**

6.2 Tenderers/Authorized Representatives are requested to be present in person during the opening of technical and financial bids.

- 6.3 The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 6.4 The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, NKDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 6.5 Tenderer can approach only the Tender Inviting Authority, NKDA for any clarification with respect to the tender.
- 6.6 The decision of authority with respect to the tender is final and binding.
- 6.7 All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document and drawings must be signed by the Tenderer.
- 6.8 The Contractor, whose tender is accepted shall within 15 (fifteen) days of issue of LOI has to submit formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- 6.9 Tenderers who will sign on Tender on behalf of a company or Firm must submit the relevant documents in respect of their competency to do so, failing which their tender will not be considered.
- 6.10 No escalation of cost is permissible.
- 6.11 In case of any modification/addition/deletion of any item which has been pointed out during pre-bid meeting will be published by Tender Inviting Authority through publication of corrigendum in the web portal.
- 6.12 The scope of work may be modified as per the discretion of the Authority and the contractor has to accept that modification within the sanctioned amount of the work.
- 6.13 **Provision of blacklisting:**
- i) Submission of false/ misleading credential or documents during the tender process.
  - ii) Inability to maintain the specification as mentioned in the tender document.
  - iii) Poor performance in execution of the work.
  - iv) Misconduct or noncompliance of the instruction of the authority.
  - v) Negligence /failure to maintain the work within the stipulated time frame during the defect liability period.
- 6.14 **Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons.
- i) Poor Progress of work.
  - ii) Poor Quality of work.
  - iii) Adoption of any unfair means during execution of work.
  - iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 15 days' notice to the agency/contractor to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**6.15 Discretion of the authority inviting tender** - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute the decision of the Chief Executive Officer, NKDA with the approval of Chairman NKDA will be final and will be binding upon both the parties (i.e TIA and the contractor)

**6.16 Scope of Work:**

- i. The Rate contract for the supply of printer cartridges to NKDA offices at New Town Kolkata for a period of 01(one) Year from the date of acceptance of Rate Contract Order by the bidder.
- ii. The cartridges should be delivered by the bidder during the contract period when NKDA issues supply order and it will be sent to the bidder through e-mail/ WhatsApp.
- iii. The selected bidder should supply new / Genuine / Original cartridges / toners of HP/Canon/ Epson (refilled cartridges are not acceptable).
- iv. List of Printer Cartridges:

<b>Printer Cartridges OEM: HP India Pvt. Ltd</b>			
1.	HP Laserjet Pro M202dw	HP	Toner 88A
2.	HP Officejet Pro 8020	HP	Cartridge 915XL(BK,C,M,Y)
3.	HP Laserjet P1108	HP	Toner 88A
4.	HP Laserjet P1606dn	HP	Toner 78A
5.	HP Laserjet M208dw	HP	Toner 137A
6.	HP Ink Tank 319 AIO	HP	Bottle GT51(BK)GT52(C,M,Y)
7.	HP Laserjet P1007	HP	Toner 88A
8.	HP Laserjet P1106	HP	Toner 88A
9.	HP Smart Tank 790	HP	Bottle GT52(color),GT53(BK)
10.	HP Laserjet 1020 plus	HP	Toner 12A
11.	HP Laserjet Pro P1108 Plus	HP	Toner 88A
12.	HP Officejet Pro 8610	HP	Cartridge 950XL(BK),951XL(C,M,Y)
13.	HP Officejet Pro 6970	HP	Cartridge 905XL(BK,C,M,Y)
14.	HP Color Laserjet Pro MFP M183w	HP	Toner 215A
15.	HP Color Laserjet Pro MFP M180n	HP	Toner 204A(BK,C,M,Y)
16.	HP Laserjet Pro MFP M128fn	HP	Toner 88A
17.	HP Officejet pro 6230	HP	Cartridge 934XL(BK)935XL(C,M,Y)
18.	HP Laserjet Pro M104a	HP	Toner 18A
19.	HP OFFICEJET PRO 9720	HP	Cartridge 938(BK,C,M,Y)
20.	Standby Pantum M7105dn HP OFFICEJET 7612(A3)	Pantum	TL-425X
21.	HP Color LaserJet Managed MFP E78228	HP	W9220MC(BK),W9221MC(C,M,Y)

<b>Printer Cartridges OEM : CANNON India Pvt. Ltd</b>			
1	CANON IMAGE CLASS MF641CW	CANON	Toner 054(BK,C,M,Y)
2	CANON MAXIFY MB5170	CANON	Cartridge 2700XL(BK,C,M,Y)
3	Canon IC LBP 6230dn	CANON	Toner 326
4	CANNON PIXMAR IP8770	CANON	Cartridge PGI-750(BK),CLI-751(Color)
5	CANON LBP 151 DW	CANON	Toner 337
6	CANON MAXIFY MB5470	CANON	Cartridge 2700XL(BK,C,M,Y)
7	Canon ImageRunner C3226	CANON	NPG-67 (C,M,Y,B)
8	Canon ImageRunner C3020	CANON	NPG-67 (C,M,Y,B)
9	Canon ImageRunner Advanced DX C3826	CANON	NPG-67 (C,M,Y,B)
10	Canon ImageRunner 2006N	CANON	NPG-59 BLACK
11	Canon ImageRunner C3326	CANON	NPG-88 (C,M,Y,B)
12	Canon ImageRunner 2525	CANON	NPG-59 BLACK
13	Canon ImageRunner 2520	CANON	NPG-51 BLACK
14	Canon ImageRunner 2204N	CANON	NPG-59 BLACK

<b>Printer Cartridges OEM : EPSON India Pvt. Ltd.</b>			
1.	EPSON EcoTank L6270	EPSON	Bottle 001(BK,C,M,Y)
2.	EPSON Ecotank L6460	EPSON	Bottle 008(BK,C,M,Y)
3.	EPSON WorkForce PRO WF C579R	EPSON	T01D1(BK),T01D2(C),T01D3(Y),T01D4(M)
4.	EPSON Eco Tank L6490	EPSON	Bottle 008(BK,C,M,Y)
5.	EPSON Eco Tank L15150 (A3)	EPSON	Bottle 008(BK,C,M,Y)
6.	EPSON Eco Tank L3216	EPSON	Bottle 003(BK,C,M,Y)
7.	EPSON Ecotank L3115	EPSON	Bottle 003(BK,C,M,Y)
8.	Epson M1100	EPSON	Bottle 005
9.	Fargo DTC1250C (CARD Printer)	Fargo	Fargo Colour Ribbon

v. Delivery Period:

- a) The required Toners should be delivered within Four (04) days excluding holidays from the date of supply order by NKDA.
- b) **In case of delay in delivery of the toners, penalty will be imposed @ 0.5% of the value of the toners demanded, maximum penalty may be imposed up to 10% value of the toners demanded.**
- c) The penalty amount (if any) will be deducted from the respective invoice amount while processing the bill.

- vi. Validity of Prices: Prices shall remain the same during the contract period and no escalation in prices would be acceptable to NKDA.

**FORM - I**  
**CREDENTIAL CERTIFICATE**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Amount after full completion of Work (i.e. the total value of work already executed)	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

**(Signature of the bidder)**

**FORM - II**

**STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Assessment Year	Turnover (rounded of)	
1			
2			
3			
Total			
Average Turnover			

**Signature of the Bidder**



**FORM-III**  
**DETAILS OF THE BIDDER**

Sl. No.	Particulars	Details
1	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / Agency	
3	Full Address of Registered Office, if any	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
4	Full Address of operating/ Branch Office	
(i)	Telephone No./ FAX	
(ii)	Mobile No.	
5	E-mail Id	
6	Banker of Company/Firm/ Agency with full address (Attach evidence)	
7	PAN No. (Attach self attested copy)	
8	GST Registration No.	

\_\_\_\_\_  
(Signature of the Bidder with date and Seal)

### Technical Compliance Sheet

(Bidders are requested to fill the form and upload with technical bid and non-submission of any supportive document will lead to bid rejection/disqualified)

S.N	Description	Submitted YES/ NO
1. (a)	MAF from OEM HP India Pvt Ltd Kolkata in their letterhead (ORIGINAL).	
1. (b)	MAF from OEM Canon India Pvt Ltd Kolkata in their letterhead (ORIGINAL).	
1. (c)	MAF from OEM Epson India Pvt Ltd Kolkata in their letterhead (ORIGINAL).	
2. (a)	Suitable proof for supplying HP Cartridges/ Tonner to any Central or State Govts. / PSUs / Subordinate offices/ Autonomous Bodies/ etc. in the previous three years	
2. (b)	Suitable proof for supplying Canon Cartridges/ Tonner to any Central or State Govts. / PSUs / Subordinate offices/ Autonomous Bodies/ etc. in the previous three years	
2. (c)	Suitable proof for supplying Epson Cartridges/ Tonner to any Central or State Govts. / PSUs / Subordinate offices/ Autonomous Bodies/ etc. in the previous three years	
3	Copies of GST registration, PAN/TIN of the bidder	
4	Bidders terms and conditions such as delivery period, mode of delivery, tax details etc (if any).	
5	Self-certificate stating the status of the local content supplier as per format given	
6	Self-certificate mentioning that if there is any defective found in the supply items, they should be replaced with new one by the supplier during the warranty period of the item.	
7	Bidder must have fully operational/functional office in Kolkata and the details of complete contact address along with copy of registration	

**ANNEXURE-I**

**SAMPLE FORMAT FOR AFFIDAVIT**

I, Sri.....S/o Sri....., aged.....Years, Residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with “XXX(Name of Work)” NIT No.- XXXXX of NKDA dated XXX as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding.
3. The undersigned also certifies that neither we have been backlisted for any work awarded to us, nor any penal action was taken against us by any department of Central Government/State Government/Corporations/Municipal Bodies/ Development Authorities/Panchayats, etc. within the last three years. The undersigned also declares that we do not have any running litigation with any department.

**Place:**

**Date:**