



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: **4851**/NKDA-13099/2/2020-IT SEC(NKDA)-NKDA

Date: **29**/07/2026

Notice Inviting Quotation (N.I.Q)

No : 05/NKDA/Admn of 2026

Sealed Quotations are hereby invited for bonafide Agencies for the “**Annual Maintenance Contract of the existing EPABX System running in the New Town Business Club**” as per the following Schedule, Terms & Conditions:

1. Schedule

Sl. No.	Description of Work
1	Annual Maintenance Contract of the existing EPABX System running in the New Town Business Club

2. Important Dates

Last Date of Receiving Tender : **07**/**08**/2026 up to 02:00 PM
Date of Opening : **07**/**08**/2026 at 03:00 PM

3. Scope of Work

1. Comprehensive Coverage: The maintenance contract shall be comprehensive in nature.
2. Repair and Replacement: The AMC includes the immediate replacement and/or repairing of critical components, specifically:
3. Power Supply Card for the NEOS EPABX System (except in cases of fire-induced burning).
4. EPABX CPU Card.
5. Telephone Sets and associated connectivity.
6. Intercom Handsets.
7. Exclusions: This AMC does not cover the replacement of any plastic parts in the event they are burnt.

4. Terms & Conditions

1. The proposed Rate should be inclusive of GST.
2. Preventive Maintenance to be done on monthly basis under the supervision of the respective official of NTBC. Requisite monthly report to be made duly signed by the official of NTBC and the Agency, and submitted to the respective Authority.
3. Maintenance Period: 01 (One) Year from the date of issuance of the formal Work Order.
4. NKDA has the right to Accept or Reject any of the Quotation(s) received without assigning any reason whatsoever and that shall be final and binding.
5. Any Corrigendum or Notification in connection to this NIQ will be published in the Official Website of NKDA (www.nkdamar.org) and will also be a part of the NIQ. The Applicants are requested to follow the Website for such Corrigendum or Notification.
6. Mandatory Documents: Applicants must submit necessary copies of the following documents along with their tender document, duly signed and stamped:
 - a. Valid Trade License
 - b. PAN Card
 - c. GST Registration Certificate
 - d. Work experience for AMC of EPABX System of at least 01 (One) year in last preceding 05 (Five) in any Government Organisation. A satisfactory completion certification is to be submitted. Value of the completion work should be less than ₹ 15,000/-.

7. All bids to be submitted in two separate envelopes marked as – “Technical Bid” and “Financial Bid” and both two envelopes are to be put into 3rd envelop mentioning name of work, Agency name and Contract No.
8. **Payment Terms:** Payment will be released on a half-yearly basis. The agency must submit invoices in triplicate, accompanied by all requisite monthly maintenance reports duly signed by the respective official of the engaged authority.



Administrative Officer
New Town Kolkata Development Authority

Memo No: ~~485~~1/1(4)/NKDA-13099/2/2020-IT SEC(NKDA)-NKDA

Date: ~~29~~/07/2026

Copy forwarded for the information to:

- (1) Finance Officer, NKDA.
- (2) System Manager, NKDA.
- (3) PA to Hon'ble Chairman, NKDA.
- (4) PA to the Chief Executive Officer, NKDA.



Administrative Officer
New Town Kolkata Development Authority

Financial Bid
[In Official Letter Head]

To
The Administrative Officer
New Town Kolkata Development Authority
Administrative Building, 4th Floor
Plot No - DG/13, Premises No - 04-3333
Action Area - ID, New Town
Kolkata – 700156

Sub: Annual Maintenance Contract of the existing EPABX System running in the New Town Business Club

Sl. No.	Description of Work	Unit Rate (in ₹)	GST (%) Amount (in ₹)	Total Amount (in ₹)
1	Annual Maintenance Contract of the existing EPABX System running in the New Town Business Club			

*Proposed Rate is inclusive of GST.

Name of the Agency: _____

Signature of the Applicant: _____
(with Agency Stamp)