

Memo: 471/NKGSCCL/Engg-578/2024

Date: 19.12.2024

NOTICE INVITING QUOTATION
N.I.Q. NO. : 01/ CTO/NKGSCCL of 2024-25

Sealed quotations are invited by the Chief Technical Officer, New Town Kolkata Green Smart City Corporation Limited from resourceful, bonafide and experienced contractors having proven experience in supply of similar nature of materials in different Government Departments as working contractors of KMDA, WBHIDCO, NKDA and NKGSCCL.

Sl. No.	Name of Work	Earnest Money. (In Rs.)	Time of Completion
1.	Supplying, Printing Delivery of Diary 2025 for office of the New Town Kolkata Green Smart City Corporation Ltd. (Schedule Annexed)	2000.00(Rupees Two Thousand) only	7 days

Last Date of Submission of Quotation Paper : 27/12/2024 Up to 2:00 P.M.

Date of opening : 27/12/2024 at 2:30 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 supply. The name, address and telephone number with 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. The quotation documents will be available to the agencies from this office on all working days between 11 a.m and 4.00 p.m on production of the aforesaid documents upto the scheduled date.
2. 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.
3. No Quotation will be entertained if sent by Post/Courier.
4. Quotation should be submitted in sealed cover and super scribed with the Name of the Work quotationed for, with .N.I.Q No.

NEW TOWN KOLKATA GREEN SMART CITY CORPORATION LTD.

Regd. Office : 'Administrative Building', 1st Floor, Plot No. - DG/13

Premises No. -04-3333, Action Area - ID, New Town, Kolkata - 700 156

CIN :- U93000WB2018SGC228590, Telephone No. : 033-3505-0020 ● Website : newtowngreencity.in

5. 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 up to 6(six) months from the date of opening of the Quotation. The rates quoted should be considered as inclusive of all taxes and all other charges. No claim for any extra charge what so ever will be entertained.
6. The quotationer should sign all corrections in the tender with the date. The Quotationer must sign each page of the quotation paper, notice, 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.
7. **a)The Successful Quotationer will have to make an formal agreement with New Town Kolkata Green Smart City Corporation Limited in WBF 2911. Earnest Money Rs.2000 to be submitted along quotation paper in 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 Green Smart City Corporation Limited.**
b) Earnest Money will not be accepted by cheque / cash or in any form other than mentioned above.
8. 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.
9. Conditional Quotation will not be entertained and shall be deemed as 'informal'.
10. 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].
11. 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.
12. 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.
13. 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.
14. 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.
15. In case of any inadvertent typographical mistake the same will be treated to be so corrected as to confirm with the prevailing sanctioned estimate.

16. 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.
17. 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.
18. NKGSCCL 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.
19. Notice will be circulated through Official Website of New Town Kolkata Green Smart City Corporation Ltd. Participants are requested to follow the website.

Asim
19/12/24

Chief Technical Officer
New Town Kolkata Green Smart City Corporation Ltd.

Memo: 471/1(4)/NKGSCCL/Engg-578/2024

Date: 19.12.2024

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, NKGSCCL.
2. The Chief Finance Officer, NKGSCCL.
3. Technical Officer, NKGSCCL
4. Office Notice Board, NKGSCCL.

Asim
19/12/24

Chief Technical Officer
New Town Kolkata Green Smart City Corporation Ltd.