



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: 5306/ NKDA-14013/1/2020-IT SEC(NKDA)-NKDA

Date: 24/08/2026

NOTICE INVITING E-TENDER: WBNKDA/14/EE-E/IT-SEC/NKDA OF 2026-27

Name of Work: Supply and Maintenance of Google Workspace Email Service Subscription Licenses for a period of one year

New Town Kolkata Development Authority invites e-tender supply and maintenance of Google Workspace email service subscription licenses for a period of one year.

General:

1. New Town Kolkata Development Authority, invites e-tender under two bid system (Technical and Commercial/Financial) from Bonafide Agencies/Companies for Google Workspace Email Service Subscription Licenses for in this Offices of NKDA for a period of one year.
2. Tender documents can be downloaded and uploaded through the website:
<http://wbtenders.gov.in> and <https://nkdamar.org/tender/new>
3. Details of Bid:

a. Date and Time Schedule:

Sl. No.	Key Activities	Date & Time
1	Publishing of Tender (Online Based)	24/08/2026
2	Document Download Start Date & Time	25/08/2026 from 10:00 Hours
3	Bid Submission Start Date & Time	25/08/2026 from 10:05 Hours
4	Document Download End Date & Time	03/09/2026 up to 15:00 Hours
5	Bid Submission End Date & Time	03/09/2026 up to 15:05 Hours
6	Opening of Technical Bid Date & Time	05/09/2026 up to 15:05 Hours
7	Uploading of Qualified Bidders	Will be uploaded later

b. Bidding Procedure:

- (i) Bids are invited in two Bid systems, (1) Technical and (2) Commercial/Financial.
- (ii) Any bid received after the submission deadline prescribed by the NKDA, shall be rejected.
- (iii) NKDA may ask to produce original documents for verification as and when required.
- (iv) All relevant rules and regulation of Government of West Bengal will be final and binding on all bidders.
- (v) NKDA retains the right to reject any or all bids at any stage and the decision of the NKDA in this regard shall be final.

c. Eligibility/Qualification Criteria:

Bids may be submitted by interested Authorized Service Provider as single entity (Consortium or JV in any manner is not allowed) having similar type of service record/ work experience within last three (03) years for providing Supply Google Workspace Email Service Subscription Licenses at Central/State Government Departments, Statutory bodies or Public Sector Organizations and fulfilling the following conditions:

- a) The bidder must be an Authorized by Google works space.
 - b) It should be a registered company under the Companies' Act 1956/2013 or, Proprietorship firm or Partnership firm or Registered Co-operative Society, in existence for a minimum of 05 years on the date of issue of this tender.
 - c) The bidder should be registered with GST, PAN, Income Tax etc. as required in the normal course of business to render similar services. (Self-attested copy to be submitted).
 - d) The bidder should have a valid Trade License. (Self-attested photocopy to be submitted).
 - e) The bidder should have a full-fledged office with necessary technical staff in Kolkata Pin code area (self-attested address proof copy to be submitted).
 - f) The bidder should have an experience of similar work with minimum contract value (in a single order) of Rs. 80,000/- per annum in any Financial Year within last 05(five) years, for Government/ Autonomous bodies/PSUs [Work Order and Completion Certificate from clients to be attached].
 - g) The bidder should have an experience of similar work with minimum contract value (in a two order) of Rs. 60,000/- per annum in any Financial Year within last 05(five) years, for Government/ Autonomous bodies/PSUs [Work Order and Completion Certificate from clients to be attached].
 - h) The company should have minimum annual average turnover of Rs. 6,00,000/- Lakhs in any of last 03 (three) Financial years [2022-23, 2023-24 and 2024-25].
 - i) The bidder must work in the area of managing and providing support for Supply Google Workspace Email Service Subscription Licenses
 - j) The company must not have been blacklisted by any Government / Ministry / Department / PSU, nor should they have been debarred from dealing with any public Department.
 - k) The bidder must be a profit-making company. (Attested copy to be submitted as proof).
- Note: Similar types of projects cover the following: Working of Google Workspace Email Service Subscription Licenses. The bid may be summarily rejected on not meeting any one or more criteria mentioned above.
- l) The bidder shall have to furnish all documentary evidences that it has financial, technical and operational and production capacity and capability necessary to perform the contract, an indicative qualification checklist has been provided for submission by the bidders. The bids shall be accompanied by documentary proof of criteria including but not limited to those mentioned in the pre-qualification checklist in the same order mentioned in the following table.

Sl. No.	Criteria	Documentary Evidence
1	Income Tax, GST etc. Professional Tax clearance Certificate.	Income Tax, GST return, Certificate etc.
2	The bidder should have an experience of similar work with contract value (in a single order) of Rs. 80,000/- Lakh per annum in any Financial Year in last 05 years, for Government/ Autonomous Bodies/ PSUs.	Work order and Completion Certificate from clients.

3	The bidder should have an experience of Current work (in a single order) of Rs. 1,60,000/- Lakh per annum in any Financial Year in last 05 years, for Government/ Autonomous Bodies/ PSUs.	Authorized work order Copy. Any Government/ Autonomous Bodies/ PSUs.
4	The bidder should have an experience of 2 Similar Nature of work (in a single order) of Rs. 60,000/- Lakh per annum in any Financial Year in last 05 years, for Government/ Autonomous Bodies/ PSUs.	Work order and Completion Certificate from clients.
5	Authorized service provider as single entity (Consortium or JV in any manner is not allowed) having similar type of service record within last 05 years for providing of Google Workspace Email Service Subscription Licenses at Central/State Government Departments, Statutory bodies or Public Sector Organizations.	Work order and Completion Certificates confirming that firm is in the relevant business for last 05 years (01/04/2021 to 31/03/2026).
6	The company should have minimum annual average turnover of Rs. 6,00,000.00 in any of last 03 (three) financial years [2022-23, 2023-24 and 2024-25]	(i) Audited Balance Sheets for last 03 years. (ii) Profit & loss Account for last 03 years. (iii) IT returns for last 03 years.
7	Authorized by Google Works Space	Copy of valid OEM certificate.
8	The bidder should not have been currently blacklisted/ debarred due to any unethical practice or poor performance by any Central/ State Government/ Department/ Organizations.	An Affidavit of same has to be given by bidder.
9	Bank Solvency Certificate	Bank Solvency Certificate of value Rs. 50,000/- only. Respectively amount to be submitted by the bidder. Bank Solvency Certificate not older than 6 months from the date of publication of this NIT shall be furnished for Technical Evaluation.

d. Information to the Prospective Bidders:

- a) **Liability of the Bidder:** Bidders are advised to study the bid documents carefully. Bids not complying with all the clauses in the tender document are liable to be rejected. Failure to furnish all the information required by the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

b) Amendments to the Bidding Document:

At any time prior to the deadline of the submission of bids, the New Town Kolkata Development Authority may, for any reason, whether at its own initiative, or in response to a clarification requested by the prospective bidders, amend the bidding document. In case of any amendments to be considered the New Town Kolkata, Development Authority may, at its own discretion, extend the last date for submission of bids and the same will be reflected in the e-Tender portal along with the amended bid document.

c) Documents comprising the bid:

The bids prepared by bidder shall comprise the following components, in the following lines:

- i. Work of similar nature performed in the past.
- ii. Copies of the balance sheet, Audited Accounts.
- iii. Certificate confirming the annual average turnover of at least Rs. 6,00,000.00 during the last three financial years.
- iv. Income tax return for the last three years.

d) The Technical Bid comprises of the following:

- i. Statutory Cover containing:
 - a. e-NIT [with all corrigendum and addendum, if any]. Download upload the same Digitally Signed.
 - b. **Technical Documents:** Qualified Application for the Google Workspace Email Service Subscription Licenses.
Note: Download & upload the same Digitally Signed except quotation rate, quotation rate will only be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in tender document the tender will be summarily rejected.
- ii. Non-Sensitive covers Containing (scanned copy):
 - a. PAN Card, Latest ITR, GST Registration Certificate, Professional Tax clearance Certificate.
 - b. Registration Certificate under Companies Act or Registered Deed of Partnership firm/Memorandum and Article of Association. Or Power of Attorney (for partnership Firm/private limited company, if any).
 - c. **All original Credential Certificates Note:** Failure of submission of any of the above-mentioned documents (as stated above will render the tender liable to be summarily rejected for both statutory & Non-statutory Cover (Non-Sensitive Document).
- iii. **Financial Bid comprising the following:** The Financial proposal should contain the following documents in one cover (folder) i.e. Item Rate of Bill of Quantities (BOQ). The bidders shall quote their rate in enclosed format online through computer in the space marked for quoting rate in the BOQ. Quoting rate in any other form or in any other document will render the tender liable to be summarily rejected.
- e. **Clarification of Bids:**
To assist the examination, evaluation and comparison of bids the New Town Kolkata Development Authority with the help of consultant may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- f. **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.

A. TECHNICAL:

1. Scope of Work:

- 1.1. Google Workspace Email Service one year Subscription Licenses for 41 nos of email ids (36 nos Google Workspace Business Starter and 5 nos of email ID for Google Workspace Business Standard)
- 1.2. The contract period of the services will be either One (1) year
- 1.3. If the services are found not satisfactory, Purchaser reserves the right to terminate the services by giving one-month notice period.
- 1.4. In the event of end/termination of contract by any means, the contractor shall provide support to NKDA for transferring the email data to any other platform smoothly.
- 1.5. In such cases the contractor shall ensure that the OEM shall keep the data on their platform for a minimum period of 30 days from the effective date of end/termination of contract at no extra cost to NKDA.
- 1.6. The ownership of all data, including but not limited to customer data, personal data, business data or any other information / details / records of NKDA / its client / its associate companies / suppliers/ any parties related to NKDA, provided by NKDA or received during the performance of services, shall remain the sole and exclusive property of NKDA.

2. GENERAL TERMS AND CONDITIONS:

a) Proprietary Information/ Public Disclosure:

- (i) License to this competitive procurement shall become the property of the New Town Kolkata Development Authority.
- (ii) All bids received shall remain confidential until the contract, if any resulting from this tender is awarded, i.e. signed and approved by all parties. Thereafter, the bids shall be deemed public records.

b) Taxes and Duties:

- (i) The Prices shall be inclusive of all taxes duties along with GST and indicated separately in the price Schedule. The Bidder should include GST in the cost of products/services. However, the Employer / Authority will pay to the Bidder, GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Bidder.
- (ii) For the purpose of the contract, it is agreed that the Contract Price specified in Price schedule, is based on the taxes, duties and charges prevailing one day prior to the last date of bid submission date. If any rates of tax are increased or decreased or a new tax is introduced or an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of the performance of contract, which was or will be assessed on the bidder in connection with performance of the contract, an equitable adjustment of the contract price shall be made fully taking into account any such change by addition to the contract price or deduction therefrom as the case may be.

c) Income Tax & GST Certificate:

Attested copies of the following documents must be submitted along with the tender:

- ITR (the original of which may have to be produced by the successful bidder before the issue of the work order).
- Valid GST Registration Certificate.
- Valid Trade License Certificate.

d) Discrepancies in Bid:

In case of discrepancies in bids, the following methodology will be adopted to correct the arithmetical errors for the purposes of evaluation:

- In case of discrepancies between the original and Copies of bid, the original bid will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.
- In case of discrepancy between unit price and total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal prices shall prevail, and the total prices shall be corrected accordingly.

e) Tender Acceptance and Rejection:

- Bidder must provide a response to all sections and requirements of this tender to be considered complete. Bidder's failure to comply with any part of the tender may result in the bidder's bid being disqualified for being non-responsive.
- NKDA reserves the right to reject any tender without assigning any reason whatsoever.
- All components in tender must qualify in technical specification. If any component fails to qualify in technical evaluation this will lead to rejection of the technical bid.

f) Authorized Representatives:

Any action required or permitted to be taken, and any documents required or permitted to be executed under this contract by the NKDA or the bidder may be taken or executed by the officials authorized for this purpose.

g) Bid Evaluation Process:

Earnest Money Deposit: Rs.4,000/- (Rupees Four thousand only) as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the e-Tender Website). This amount will be converted to security deposit for the successful bidder.

The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 3 months of completion of the work. No interest shall be payable on the deducted amount.

h) **Bid Security/ Earnest Money Deposit:**

Bid for further evaluation subsequently, a single step two-stage bidding procedure will be used for the evaluation. Under this process, the technical bid will be opened and evaluated prior to opening and evaluating the financial bid.

i) **Preliminary examination of bids:**

NKDA will examine both the bids to determine whether they are complete, whether any computation errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

j) **Arithmetical errors will be rectified on the following basis:**

If there is a discrepancy between words and figures, the amount in words will prevail and the bid shall stand corrected to that effect. If the bidder does not accept the correction of errors, its bid will be rejected and its earnest money will be forfeited. NKDA may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.

j.1. Prior to the detailed evaluation, the selection committee will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning performance security, warranty, applicable law and taxes and duties will be deemed to be a material deviation. NKDA's determination of the responsiveness of a bid will be based on the contents of the bid itself without recourse to extrinsic evidence.

j.2. If a bid is not substantially responsive, it will be rejected by the NKDA and may not subsequently be made responsive by the bidder by correction of the nonconformity or through clarifications.

At the end of this stage, the NKDA will agree on:

- Those bids which should not be considered for further evaluation.
- Any clarification that should be requested from qualified bidders.

k) **Examination of short-listed Technical Bids:**

The short-listed technical bids shall be examined for completeness and clarifications if any shall be sought for from the respective bidders in case the same is considered essential.

l) **Examination of Financial Bids:**

NKDA will determine whether the financial Bids are complete, i.e. whether the bidder has included all components as per the tender documents. All price bids shall include all taxes, etc. No assumptions shall be allowed and the financial bid should be complete in all respects.

m) 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.

n) **Award of Contract:**

The Method of selection will be Least Cost Selection (LCS) Method. The client/ Authority will select the Bidder with the lowest evaluated total price and rank the Bidders accordingly.

o) **Payment:**

Payment will only be made in Indian Rupee (INR). No advance payment shall be made for this project. Payments shall be made on renewal of license with supporting document.

p) **Other Terms & Conditions:**

i. **Obligation to Contract:**

This Tender does not obligate the New Town Kolkata Development Authority to contract for service(s) specified herein. New Town Kolkata Development Authority also reserves the right to cancel or to reissue the tender in whole or in part, prior to execution of a contract.

ii. **Bid Rejections:**

New Town Kolkata Development Authority will make the sole determination of clarity and completeness in the response to any of the provisions in this Tender. New Town Kolkata Development Authority reserves the right to seek clarification, additional information and materials in any form relating to any or all provisions or conditions of this Tender. New Town Kolkata Development Authority reserves the right to accept or reject any or all of the bids submitted in response to this Tender.

q) **Governing Laws:**

This Tender Document and the contract shall be governed by and interpreted in accordance with laws in force in India. High Court at Calcutta shall have exclusive jurisdiction in all matters arising under the contract.

r) **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 bidder 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., etc.

s) Defect liability period starts from the date of completion of the work and release of Security Money (10% of the contract value) will be released as already specified.

t) **Termination of contract for default:**

New Town Kolkata Development Authority, without prejudice to any other remedy available for breach of contract, may terminate the contract in whole by a thirty (30) days' notice in writing to the bidder in the event of any one or all of the following:

- i. If the bidder fails to provide any one or all services as per this contract, and fails to set right the disruption in service within the thirty (30) days' notice period or show a valid reason to the New Town Kolkata Development Authority for the lapse.
- ii. If the bidder has engaged in corrupt or fraudulent practices in executing the contract.

u) **Provisions for Unsatisfactory Services:**

If services of bidder are not found satisfactory, at any stage during the period of contract, in such situations the bidder shall be bound to remove the deficiencies at its own cost within the time period fixed by the New Town Kolkata Development Authority. In case the bidder is not able to remove and rectify the deficiencies within the given time period, the New Town Kolkata Development Authority will be competent to make alternative arrangements of the services at the risk and cost of the bidder and the costs so incurred shall be deducted from the due amount payable to the bidder.

Executive Engineer (Electrical)
New Town Kolkata Development Authority

Memo No. 5206 /1(9)/ NKDA-14013/1/2020-IT SEC(NKDA)-NKDA

Date: 24/08/2026

Copy forwarded for information to:

- 1) Administrative Officer, NKDA.
- 2) Advisor-Finance, Resource Mobilisation & IT, NKDA.
- 3) Finance Officer, NKDA.
- 4) System Manager, NKDA.
- 5) PA to Hon'ble Chairman, NKDA.
- 6) PA to the Chief Executive Officer, NKDA.
- 7) PA to the Chief Engineer, NKDA.
- 8) Office Notice Board.
- 9) Official Website of NKDA.

Executive Engineer (Electrical)
New Town Kolkata Development Authority

FORM-I
DETAILS OF THE BIDDER

Sl. No.	Particulars	Details
1	Name of Tendering Company/ Firm/ bidder (Attach certificates of registration)	
2	Name of Proprietor / Director of Company/ Firm / Bidder	
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/ bidder with full address (Attach evidence)	
7	PAN No. (Attach self-attested copy)	
8	GST Registration No.	
9	Bid Specification OEM authorization	

(Signature of the Bidder with Date and Seal)

AFFIDAVIT – “Y”

**(To be furnished in Non – Judicial Stamp paper of
Rs.100/- (One Hundred only) duly notarized)**

- 1) I, the under-signed do certify that all the information furnished & statements made in the bid documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this e-N.I.T. No._____.
- 3) Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority's decision will be final and binding
- 4) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 5) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 6) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signature of the authorized person of the firm

Name of the Firm with Seal

Date: