



Memo No.: 471/EE/HD/SD&SWM/KMDA/NIQ/2024-2025

Dated.: 23.12.2024

NIQ No: - 01/EE/HD/SWM/KMDA of 2024-25

SHORT NOTICE INVITING QUOTATION

Invitation: -

Sealed quotations in Agency's Letter Head are invited by the Executive Engineer, Howrah Division, Solid Waste Management Sector, Kolkata Metropolitan Development Authority, for the following mentioned items (*Annexure – A*) for "*Printing, Xeroxing, Binding etc. for preparation of Project Report and Tender Documents etc.*" for the office of the Executive Engineer, Howrah Division, Solid Waste Management Sector, KMDA, from reliable, resourceful and bonafied agencies having experience in similar nature of work.

The last date and time limit for submission of sealed quotations to the undersigned is 03.01.2025. up to 14.00 Hrs. Quotation will be opened on the same day at 16.00 Hrs. in presents of the intending Quotations who may present at that time. The rates quoted for each of the items should be firm and to be given in both figure and word. It should be inclusive of all Taxes and Duties, if any, all complete. If any anomaly has been seen in the quoted rate given in figure and in word, the lesser of the two will be guiding.

The agency is to submit self-certified photocopies of his/her PAN, photo identity proof, address proof, previous any experience certificate / work order of similar nature of work, along with his / her quotation.

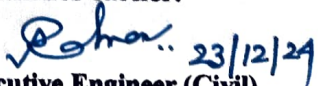
The undersigned reserves the right to accept or reject any or all quotation without assigning any version what so ever.

Earnest Money: An Earnest Money 2% of the maximum estimated amount i.e. Rs. 1800/- in the form of DD / Bank Draft /Pay order issued from any Nationalised / Scheduled Bank in favour of **KMDA** payable at **Kolkata** shall have to be deposited along with quotation.

Cost of Tender Paper (Non-refundable) Rs. 350/- (Cash/ Demand Draft)

Name of work: *Printing, Xeroxing, Binding etc. for preparation of Project Report and Tender Document.*

The contract will be for 1 (one) year and for a maximum value of Rs. 90,000.00 (Rupees ninety thousand only) including all applicable taxes, whichever finishes earlier.



Executive Engineer (Civil),
Howrah Division
SWM Sector, KMDA

Memo No.: 471/1(8)/EE/HD/SD&SWM/KMDA/NIQ/2024-2025

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Copy forwarded for information & necessary action to: -

1. The DOF, KMDA.
2. The Joint Secretary (Works), KMDA.
3. The Chief Engineer, SWM Sector, KMDA.
4. The Chief Engineer, SD Sector, KMDA.
5. The Deputy Secretary, Public Relation Cell, KMDA for display this NIQ in KMDA Website.
6. The Superintending Engineer, Programme Circle, SD Sector, KMDA.
7. The A.O, SWM Sector, KMDA.
8. The Notice Board, Howrah Division, SWM Sector. KMDA.


23/12/24
Executive Engineer (Civil),
Howrah Division
SWM Sector, KMDA

(Annexure – A)

Sl. No.	Description of Item	Unit	Rate (Rs)	Rate in Word
1	Computer type with black & white printing including the supply of paper:			
	(i) A4 size, single side of paper	Each		
	(ii) A4 size, both side of paper	Each		
	(iii) Legal size, single side of paper	Each		
	(iv) Legal size, both side of paper	Each		
	(v) A3 size, single side of paper	Each		
	(vi) A3 size, both side of paper	Each		
2	Computer type with color printing including the supply of paper:			
	(i) A4 size, single side of paper	Each		
	(ii) A4 size, both side of paper	Each		
	(iii) Legal size, single side of paper	Each		
	(iv) Legal size, both side of paper	Each		
	(v) A3 size, single side of paper	Each		
	(vi) A3 size, both side of paper	Each		
3	Photocopying / Xeroxing of Black and White including the supply of paper:			
	(i) A4 size, single side of paper	Each		
	(ii) A4 size, both side of paper	Each		
	(iii) Legal size, single side of paper	Each		
	(iv) Legal size, both side of paper	Each		
	(v) A3 size, single side of paper	Each		
	(vi) A3 size, both side of paper	Each		
4	Photocopying / Xeroxing of Color including the supply of paper:			
	(i) A4 size, single side of paper	Each		
	(ii) A4 size, both side of paper	Each		
	(iii) Legal size, single side of paper	Each		
	(iv) Legal size, both side of paper	Each		
	(v) A3 size, single side of paper	Each		
	(vi) A3 size, both side of paper	Each		
	Cover design on Glossy / Photo Glossy Paper for cover including Spiral Binding with Plastic coated cover:			

5	(i) upto 50 pages	Each		
	(ii) above 50 pages and upto 100 pages	Each		
	(iii) above 100 pages and upto 200 pages	Each		
	(iv) above 200 pages and upto 300 pages	Each		
	(v) above 300 pages and upto 500 pages	Each		
	(vi) above 500 pages	Each		
6	Cover design on Glossy / Photo Glossy Paper for cover including Normal Book Binding with Art Board:			
	(i) upto 50 pages	Each		
	(ii) above 50 pages and upto 100 pages	Each		
	(iii) above 100 pages and upto 200 pages	Each		
	(iv) above 200 pages and upto 300 pages	Each		
7	Supply of A4 size 75 GSM paper for printing tender documents or project documents	Ream		
8	Supply of Legal size 75 GSM paper for printing tender documents or project documents	Ream		