



Memo No: 22/EE/KCMD/W&S/KMDA/NIT

Date: 01.07.2025

Notice Inviting Sealed Quotation No:- 01/EE/KCMD/W&S/KMDA Of 2026-27

The Executive Engineer, Kalyani Construction Division, Roads & Bridge Sector, KMDA, Unnayan Bhavan, (7th Floor), Salt Lake City, Kolkata-700091 for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites sealed quotation for the undernoted work from consortium /joint venture, reliable, resourceful, bonafied, experienced & eligible agencies for the below mentioned work:-

1. Project Head: O&M-131

NAME OF WORK	TIME OF COMPLETION	QUOTED RATE (including 18% GST)
Printing, Book-Binding, Copy-making of various office documents such as Contract Agreements, Formal, DPR books, estimates, drawings etc. of different works under the KCM Division, W&S Sector for One Year.	One Year	To be quoted

2. Scheduled of work:


SL. No.	DESCRIPTION OF ITEM	UNIT	RATE (Rs.)
1	Computer type and Black & White (B & W) printing (A4 Size) including supply of paper	Per page	
2	Computer type & colour printing (A4 size) including supply of paper	Per page	
3	A4 size B&W Xerox (single side) including supply of paper	Per page	
4	A4 size B&W Xerox (both side) including supply of paper	Per page	
4	A3 size B&W Xerox including supply of paper	Per copy	
5	A2 size B&W Jumbo Xerox including supply of paper	Per copy	
6	A1 size B&W Jumbo Xerox including supply of paper	Per copy	
7	A0 size B&W Jumbo Xerox including supply of paper	Per copy	
8	A4 size Colour Xerox including supply of paper	Per copy	
9	A3 size Colour Xerox including supply of paper	Per copy	
10	A2 size Colour Jumbo Xerox including supply of paper	Per copy	
11	A1 size Colour Jumbo Xerox including supply of paper	Per copy	
12	A0 size Colour Jumbo Xerox including supply of paper	Per copy	
13	A4 size Auto Cad Colour printing including supply of paper	Per copy	

14	A3 size Auto Cad Colour printing including supply of paper	Per copy	
15	A2 size Auto Cad Colour printing including supply of paper	Per copy	
16	A1 size Auto Cad Colour printing including supply of paper	Per copy	
17	A0 size Auto Cad Colour printing including supply of paper	Per copy	
18	Print Out (Black & White) A4 size	Per copy	
19	Print Out (Black & White) A3 size	Per copy	
20	Print Out (Black & White) A2 size	Per copy	
21	Print Out (Black & White) A1 size	Per copy	
22	Print Out (Black & White) A0 size	Per copy	
23	Print Out (Colour) A4 size	Per copy	
24	Print Out (Colour) A3 size	Per copy	
25	Print Out (Colour) A2 size	Per copy	
26	Print Out (Colour) A1 size	Per copy	
27	Print Out (Colour) A0 size	Per copy	
28	Cover Design in P.C. & silk screen printing of the same on P.V.C. sheet/glossy or matt finish art board for cover including binding the project report/Tender documents as per direction, including supply of P.V.C. sheet or art board.		
i.	Spiral binding up to 50 pages	Per Book	
ii.	Spiral binding up to 80 pages.	Per Book	
iii.	Spiral binding up to 125 pages including supply of paper	Per Book	
iv.	Spiral binding above 125 pages	Per Book	
v.	Slit binding with film transparent sheet covering up to 50 pages.	Per Book	
vi.	Normal book binding up to 50 pages	Per Book	
vii.	Normal book binding up to 80 pages	Per Book	
viii.	Normal book binding up to 125 pages	Per Book	
ix.	Normal book binding above 125 pages	Per Book	
	Total	=	Rs.

3. Time schedule for Publishing and opening quotation: -

a)	Last date & Time of receiving sealed quotation	07.07.2026 UPTO 1.00 P.M
b)	Date & Time for Opening of sealed quotation for bidding	07.07.2026 AFTER 2.00 P.M
c)	Place of submission of quotation	1) Office Of the Executive Engineer KCMD/ W&S Sector / KMDA, Baghajatin STP Complex, Kolkata-700094

4. Scope of work will include preparation of various tender documents as and when required and instructed by the undersigned and submit the same to the Executive Engineer, KCM Division, W&S Sector, KMDA within the specified time period. Successful bidder has to submit specified bills and challans prepared on the basis of the accepted rate chart for making necessary payment against work so done.
Cumulative Cost: Not more than Rs. 50,000/- (Fifty Thousand), including all.
5. Valid time period for this work will be 1 (One) Year from the date of issuance of Work Order. The work time may be extended as per availability of fund. The GST and other Taxes will be applicable during processing of the bill as per the prevailing rules and regulations of KMDA.



Executive Engineer
KCMD/W&S Sector/KMDA

Date: 01.07.2025

Memo No: 22/1(44)/EE/KCMD/W&S/KMDA/NIT

Copy forwarded with the requested to kindly display the N.I.T in the Notice Board for wide circulation to :

1. The Deputy Secretary, PR Cell.,KMDA- Enclosed please 5(five) copies of this N.I.Q. He is requested to kindly circulate the N.I.Q as per prevailing norms of KMDA.
- 2-6. The Chief Engineer, R&B/Water & Sanitation /Estate& Assets Management/Housing /PM & Cordination Sector,KMDA.
- 7-17. The Superintending Engineer, Program,Planning,East,West,South,FAWS-II,FAWS,GRWW,D&P,East Bank,GRWW-II Circle, W&S Sector, KMDA
- 18-40. The Executive Engineer, Program,WCD,NWD,KD,EMD,ND,BD,HD,O&M-IIB,IB,O&M-IIA,IX,VI,X,DP&E,XI,VII,O&M-VI,III,O&M-1C,IV,O&M-1A,Material Wing, W&S Sector, KMDA
- 41.The A.O, O&M Cell, KMDA
42. The Estimator-In-Charge, KCM Division, W&S Sector, KMDA- for n.a.pl
43. The Accountant, KCMD/W&S/KMDA. - for n.a.pl
44. NOTICE BOARD.


Executive Engineer
KCMD/W&S Sector/KMDA