

OFFICE OF THE EXECUTIVE ENGINEER
EAST BANK DIVISION, SD & SWM SECTOR, KMDA
SALT LAKE, KOLKATA-700012

Memo No.: /EE/SWM-EB/SD&SWM/KMDA

Dated: 20.11.2024

NIQ No: - 01/SWM-EB/SD&SWM/KMDA OF 2024-2025

SHORT NOTICE INVITING QUOTATION

Invitation: -

Sealed quotations in Agency's Letter Head are invited by the Executive Engineer, East Bank Division, Sewerage, Drainage and 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 East Bank Division, Sewerage, Drainage and 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 up to Hrs. Quotation will be opened on the same day at 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.

Sl. No.	Name of Work	Earnest Money (Rs.)	Time of Completion	Cost of Tender Paper (non-refundable) (Rs.)
1.	<i>Printing, Xeroxing, Binding etc. for preparation of Project Report and Tender Document.</i>	2% of the Quoted Amount. Initial Earnest Money deposit shall be Rs: 1800.00 and balance (if any) of 2% shall have to be deposited on acceptance of bid.	365 Days	350/- (Cash/ Demand Draft)

1)	Last date of receipt of application (in duplicate) along with all documents for quotation.	Up to 2.00 P.M. on 28.11.2024
2)	Date and time for permission for participating and Purchase of Tender Documents.	At 4.00 P.M. on 28.11.2024
3)	Date and time of submitting of quotation.	At 1.00 P.M. on 01.12.2024
4)	Date and time of opening of quotation.	At 3.00 P.M. on 01.12.2024

Executive Engineer
East Bank Division
SD & SWM Sector, KMDA

(Annexure – A)

Sl. No.	Description of Item	Unit	Rate (Rs) Including GST & other Taxes.	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		
	Cover design on Glossy / Photo Glossy Paper for cover including Normal Book Binding with Art Board:			
6	(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		

No: ___/1(13)/EE/SWM-EB/SD&SWM/KMDA

Dated: 20.11.2024

Copy forwarded for information & necessary action to:-

- 1 The C.E.O, KMDA.
- 2 The DOF, KMDA.
- 3 The Special Secretary, KMDA.
- 4 The Chairman, Barrackpore/Titagarh /Kamarhati Municipality.
- 5 The Chief Engineer, SD Sector, KMDA.
- 6 The Deputy Secretary, Public Relation Cell, KMDA along with 4 (four) copies of this NIQ for display this NIQ in KMDA Web Site.
- 7-10 The SE, South/North Circle/Planning/Programme, SD&SWM Sector, KMDA.
- 11 The A.C.F.A, SD&SWM Sector, KMDA.
- 12 The Estimator, East Bank Division, SD & SWM, Sector, KMDA.
- 13 Notice Board, East Bank Division, SD & SWM Sector. KMDA.

**Executive Engineer, EBD.
SD & SWM Sector, KMDA**