



**OFFICE OF THE EXECUTIVE ENGINEER
BARANAGAR DIVISION, W&S. SECTOR, KMDA.
1, R.N. TAGORE ROAD, KOLKATA - 700076.**

**Kolkata
Metropolitan
Development
Authority**

Notice Inviting Quotation No: 04/EE/BD/W&S/KMDA of 2026-27

Dated 17/08/26

QUOTATION NOTICE

Sealed Quotations are invited for and on behalf of Kolkata Metropolitan Development Authority by the Executive Engineer, Baranagar Division, W&S Sector for the following under mentioned work from Bonafide, Reliable & Resourceful agency/firm having experience similar nature of work and successfully & satisfactorily completed the work of value not less than 40% (Twenty Percent) of similar nature of the work in a single contract within last 5 (Five) years from the date of publication of this NIQ in any Government/ Semi-Government /Undertaking/ Autonomous Body/Local Bodies:-

SL. No.	Name of the Work	Reserved Amount (Rs.)	Time of Completion
1.	Computer type, Xeroxing and Tender Documents & Project Report Binding under Baranagar Division. Project Code - O&M 131	Rate to be quoted on items mentioned on the attached sheet herewith	1 Year

- Intending bidder must submit seal quotation together with self attested photocopy of documentary evidence of following-
 - Income Tax Return (For last three Years)
 - PAN Card
 - Valid 15 Digit GSTN under GST Act 2017 & Registration Certificate and /or Latest Trade License
 - Credential Certificate
 - Payment Certificate of the same work.
- Security deposit @10% (Ten percent) of the work value will be deducted from the running bill/final bill.
- Intending Bidder should quote the rate including all Government, Statutory Taxes including GST and Labour Welfare Cess as applicable. GST and Labour Welfare Cess as applicable per rule will be deducted from the bill. The Tax invoices need to be issued by the agency for raising claim under the contract showing separately, the tax charges in accordance with the provision of GST Act 2017.
- The Defect Liability Period for this work shall be 3 (Three) Months from completion of the work.
- Maximum ceiling limit is up to Rs. 65,000/- only.

Date of Publishing : 18.08.2026
Last Date of Submission of Bid : 27.08.2026 up to 15:00 Hrs.
Date & time of Opening : 27.08.2026 at 19:30 Hrs.

Bid will be opened by the Executive Engineer, B.D, W&S Sector, KMDA or his Authorised representative in presence of bidder or their authorised representative who may like to be present.

The authority reserves the right to accept or reject any or all the Quotation without assigning any reason whatsoever.

[Signature]
17/08/26
Executive Engineer
BD/ W&S Sector/ K.M.D.A.

Memo No.:-105/1(6)/EE/BD/W&S/KMDA/NIQ/2026-27

Date : 17.08.2026

Copy forwarded for information & necessary action to :-

- (1) The Chief Engineer-in-charge, W&S. Sector, K.M.D.A
- (2) The Deputy Secretary, Public Relation Cell, KMDA
- (3) The Executive Engineer, H.D,W&S. Sector, K.M.D.A.
- (4) The A.C.F.A, W&S. Sector, K.M.D.A.
- (5) The Divisional Accountant, Baranagar Division, W&S. Sector, K.M.D.A.
- (6) The Estimator, Baranagar Division, W&S. Sector, K.M.D.A.
- (7) NOTICE BOARD

1
Executive Engineer
B.D/ W&S. Sector/ K.M.D.A

Sl. No.	Items	Unit	Rate (Rs.)
1	Composition of pages in P.C. in A4/Legal Size in a paper layout software including printing the same in Legal size Bond paper including the supply of paper	Each Page	Rate to be quoted
2	a)Xeroxing/Photocopying in A4/Legal size Bond Paper including the supply of paper.	Each Page	Rate to be quoted
	b)Xeroxing/Photocopying in A3 size Bond Paper including the supply of paper	Each Page	Rate to be quoted
3	Zambo Xeroxing (Including Supply of Paper)		
	a) 40" X 34"	Each Page	Rate to be quoted
	b) 30" X 25"	Each Page	Rate to be quoted
	c) 25" X 23"	Each Page	Rate to be quoted
	d) 20" X 15"	Each Page	Rate to be quoted
4	Cover design in P.C. & Digital Printing of the same on Glossy/Mat finish art board for cover including binding the Project Report/Tender Documents as per direction. Including Supply of Art Board.		
	I. Spiral Binding		
	a) Upto 50 pages	Each Binding	Rate to be quoted
	b) Above 50 pages and Upto 100 pages	Each Binding	Rate to be quoted)
	c) Above 100 pages and Upto 200 pages	Each Binding	Rate to be quoted
	d) Above 200 pages and Upto 300 pages	Each Binding	Rate to be quoted
	e) Above 300 pages and Upto 500 pages	Each Binding	Rate to be quoted
	II. Slit Binding with film Transparent Sheet covering up to 50 pages.	Each Binding	Rate to be quoted
	III. Normal Book Binding		
	a) Upto 50 pages	Each Binding	Rate to be quoted
	b) Above 50 pages and Upto 100 pages	Each Binding	Rate to be quoted
	c) Above 100 pages and Upto 200 pages	Each Binding	Rate to be quoted
	d) Above 200 pages and Upto 300 pages	Each Binding	Rate to be quoted
	e) Above 300 pages and Upto 500 pages	Each Binding	Rate to be quoted
5	Computer Printout in black and white by LaserJet in A4 size including the supply of paper.	Each Page	Rate to be quoted
6	Computer Printout in colour by InkJet in A4 size including the supply of paper.	Each Page	Rate to be quoted
7	Converting Tender Documents into PDF Format including necessary software all complete	Each Page	Rate to be quoted
8	Creating e-tendering including Uploading of Tender Documents for e-tendering including necessary software all complete	Each Page	Rate to be quoted