



Memo No: 171/KMDA/SD&SWM/EE (Plng Divn.)/W-330

Dated: 27/11/2025

NOTICE INVITING QUOTATION

NIQ NO: - 04/KMDA/SD/EE (Plng Divn.) of 2025-26, Dt: 27/11/2025

Sealed Quotations in Letter head pad are hereby invited by the **Executive Engineer, Planning Division, SD Sector, KMDA**, Block – B (1st Floor), Unnayan Bhavan, Kolkata – 700 091 from bonafide, reliable, experienced & resourceful firms / individuals contractors, who have successfully completed works in Government / Govt. Undertaking / Govt. Autonomous Bodies / Semi-Govt. / Statutory Bodies/Local Bodes having credentials of **1 (One) Similar Nature Of Completed Work** during last 5 (five) years prior to the date of issue of the tender notice for the emergent work of “**Preparation (necessary DTP, printing & binding) of Tender documents, Project reports & other books related to the works under Planning Division, SD Sector, KMDA for the tenure of one year**”.

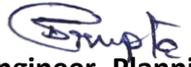
- Rates should be quoted clearly both in figures & words for each item (as per Annexure – I) and the quoted rates must be inclusive of every demand no conditional quotation will be accepted.
- Sealed quotation will be received by this office on **08/12/2025 up to 3:00 pm** along with all relevant papers and will be opened by the undersigned in the presence of the quotationer or their authorized representatives at **3:30 pm** on the same day.
- **Acceptance of the lowest and/or any other quotation is not obligatory. The undersigned reserves the right to accept or reject any of all quotations without assigning any reason whatsoever.**

**Executive Engineer, Planning Division,
SD Sector, KMDA.**

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Copy forwarded to the Deputy Secretary, P.R. Department, KMDA- enclosed please 2 (two) copies of the NIQ. He is requested to kindly circulate the NIQ as per the prevailing norms of KMDA.


**Executive Engineer, Planning Division,
SD Sector, KMDA.**

Memo No: 171/1(4)/KMDA/SD /EE (Plng Divn.)/W-330

Dated: 27/11/2025

Copy forwarded for kind information to:

1. The Chief Engineer, SD Sector, KMDA.
2. The Superintending Engineer (South Circle), SD Sector, KMDA.
3. The Accounts Officer, SD Sector, KMDA.
4. The Sr. Accounts Assistant, Planning Divn, SD Sector, KMDA.
5. Notice Board, Planning Division, SD, KMDA.


**Executive Engineer, Planning Division,
SD Sector, KMDA.**

Annexure - I

Sl. No.	Description of Items	Unit
1.	Computer type & 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 including supply of paper	Per copy
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 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 B & W Jumbo Xerox including supply of paper	Per copy
12.	A0 size B & W Jumbo Xerox including supply of paper	Per copy
13.	A4 Auto CAD colour printing including supply of paper	Per copy
14.	A3 Auto CAD colour printing including supply of paper	Per copy
15.	A2 Auto CAD colour printing including supply of paper	Per copy
16.	A1 Auto CAD colour printing including supply of paper	Per copy
17.	A0 Auto CAD colour printing including supply of paper	Per copy
18.	Print out Black & White	Per copy
19.	Cover design in P.C & Silk screen printing of the same on P.V.C. sheet/ glossy or mat 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 including supply of paper	Per book
ii.	Spiral Binding up to 80 pages including supply of paper	Per book
iii.	Spiral Binding up to 125 pages including supply of paper	Per book
iv.	Spiral Binding above 125 pages including supply of paper	Per book
v.	Slit binding with film transparent sheet covering up to 50 pages	Per book
vi.	Normal book binding up to 50 pages including supply of paper	Per book
Vii.	Normal book binding up to 80 pages including supply of paper	Per book
Viii.	Normal book binding up to 125 pages including supply of paper	Per book
ix.	Normal book binding above 125 pages including supply of paper	Per book



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