

**OFFICE OF THE EXECUTIVE ENGINEER
WEST BANK DIVISION, SWM SECTOR, KMDA
5TH FLOOR, UNNYAN BHAWAN, KOL-91**

Memo No.: 121/EE/WBD/SWM/KMDA 2024-25

Date.: 07.01.2025

NIQ No: -06 /EE/WBD/SWM/KMDA of 2024-25

SHORT NOTICE INVITING QUOTATION

Invitation: -

Sealed quotations in Agency's Letter Head are invited by the Executive Engineer, West Bank 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 following circle and division under SWM sector , KMDA

1. SE, South Circle, SWM sector, KMDA
2. SE, Plng. Circle, SWM sector, KMDA
3. SE, Plng Circle (GAP), SWM sector, KMDA
4. SE, North Circle, SWM sector, KMDA
5. EE, West Bank Division, SWM Sector, KMDA
6. EE, Central Division, SWM Sector, KMDA,

from reliable, resourceful and bonafied agencies having successfully completed any similar nature of work in Government/Govt. Undertaking/Autonomous Bodies/Statutory Bodies and Local Bodies of value not less than i) 40% of the estimated amount in a single contract OR ii) two contracts each of at least 30% of the estimated amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this NIQ.

Details Tender Proceedings will as follows:

1)	Last date of receipt of application (in duplicate) along with all documents for quotation.	Up to 2.00 P.M. on 10.01.25
2)	Date and time for permission for participating and Purchase of Tender Documents.	At 4.00 P.M. on 10.01.25
3)	Last Date and time of submitting of quotation.	At 3.00 P.M. on 15.01.25
4)	Date and time of opening of quotation.	At 4.00 P.M. on 15.01.25

The last date and time limit for submission of sealed quotations to the undersigned is 15.01.2025. Up to 15:00 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.

Name of the Work: "Laser composing, printing, binding, PDF making (scanning) etc. of Tender Documents" for SWM Sector, KMDA

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. 1400/-** 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)

The contract will be for 1 (one) year and for a maximum value of Rs. 70,000.00 (Rupees Seventy thousand only) including all applicable taxes, whichever finishes earlier.


Tenders will be opened by the Executive Engineer (Civil), West Bank Division, SWM Sector, KMDA or his authorized representative in presence of the tenderer or their authorized representatives who may like to be present.

Price per copy of the complete set of tender documents for formal agreement (including printed tender Form-1) to be submitted by the vendor awarded the work:

Rs. 200/- for each set for works up to 2.00 Lacs.

SECURITY DEPOSIT is 10 (Ten) percent of the Contract Price. The amount already deposited as Earnest Money Deposit (EMD) will be converted as initial security deposit. Successful bidder has to submit the balance amount of 2% of the contract price, i.e., the tendered amount, if submitted EMD is less than 2% of the contract value, before execution of formal agreement. Balance security of 8% of the amount of each running account bill, will be recovered from each and subsequent bill till the balance of the amount of security deposit is realized.

Release of normal security deposit shall be made after 3 (Three) months from the date of successful completion of the work.


Executive Engineer (Civil),
West Bank Division
SWM Sector, KMDA

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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 I, SWM Sector, KMDA.
4. The Chief Engineer II, SWM Sector, KMDA
5. The Deputy Secretary, Public Relation Cell, KMDA for display this NIQ in KMDA Website.
6. The SE, South Circle / North Circle / Planning Circle / SE Plg. Circle (GAP) , SWM, Sector, KMDA.
7. The Executive Engineer, HD/EBD/Central Div., SWM Sector, KMDA.

8. The A.O, ~~S&S~~ SWM Sector, KMDA.
9. The Notice Board, West Bank Division, SWM Sector. KMDA.


07-01-25.
Executive Engineer (Civil),
West Bank 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		