

**PUBLIC RELATIONS CELL**  
**KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY**  
**UNNAYAN BHAVAN, 3<sup>RD</sup> FLOOR, SALT LAKE**  
**KOLKATA-700 091**

NO. 281/KMDA/PR-525/2013

Dated: 10/10/2025

Quotation is invited by the Deputy Secretary, Public Relations Cell, KMDA from an empanelled agency of I&CA Department, GoWB or an empanelled agency under any of the Statutory Body, Development Authority, Corporation, Municipality, Board of UD & MA Department, GoWB who have successfully completed similar nature of work during last 05 (Five) years

Sl. No.	Name Of Work	Estimated Amount	Time of Completion	Cost of Tender Paper (Rs.)
I.	Designing of the Cover Page of KMDA Diary 2026 and Composing of approximately 60 pages information related to KMDA officials along with the date pages in ready to print format and providing necessary support to the printer as and when required during printing works.	Rate to be Quoted (Excluding GST)	10 (Ten) Days	NIL

**Bid submission Last Date & Time: 16-10-2025 Time: 5:00 p.m.**

**Scheduled date & time for opening of tender document: 16-10-2025 Time: 6:00 p.m.**

**List of common documents shall have to be submitted by each bidder at the time of Submission of tender:-**

- i. Income Tax Return (For last 3yrs)
- ii. Pan Card
- iii. Professional Tax clearance certificate
- iv. Related GST Paper
- v. Trade License
- vi. Experience certificate of similar nature of work in Government/ Semi-Government/ Statutory Bodies

**Terms & Conditions:-**

- (i) Bidder shall mention their offered rate in figure and words written in indelible ink and in English scripts. Documents shall be signed by the tenderer /authorized signatory with company's seal on each page of the documents.
- (ii) The tender document so prepared shall be submitted in tender box kept in the above office within due date & time.
- (iii) Soft Copy of the document so prepared has to be handed over in Editable as well as Printable format to the office of the Deputy Secretary, PR Cell, KMDA.
- (iv) 05 (Five) nos of Sample Diary are required to submitted once the designing and composing works gets completed and the draft is finalized.
- (v) Adherence to the time limit after the issuance of work order must be strictly maintained.
- (vi) Bidder must be an empanelled agency of I&CA Department, GoWB or an empanelled agency under any of the Statutory Body, Development Authority, Corporation, Municipality, Board of UD & MA Department, GoWB etc.

**Right to reject any or all tenders without assigning any reasons whatsoever is reserved with KMDA**

  
Deputy Secretary,  
Public Relations Cell, KMDA