



**KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY**

Unnayan Bhavan, Salt Lake, Kolkata - 700 091

Public Relations Cell

**NOTICE INVITING QUOTATION (NIQ)**

NIQ No.: KMDA/PR/NIQ-01/2026-27

Date: 03.07.2026

Sealed quotations are invited from experienced firms / agencies for the following work on behalf of the Kolkata Metropolitan Development Authority (KMDA), Public Relations Cell, Unnayan Bhavan, Salt Lake, Kolkata - 700 091:

Sl. No.	Name of the work	Rate per Booklet	Quantity	Time of Completion
1.	Designing, Printing and supplying of KMDA Service Rules Booklet	<b>to be Quoted (excluding GST)</b>	50 (Fifty) copies	15 days
2.	Designing, Printing and supplying of Death - cum-Retirement Benefit (DCRB) Booklet	<b>to be Quoted (excluding GST)</b>	50 (Fifty) copies	15 days

**Specifications:**

- Number of copies: 50 copies each booklet.
- Printing: Offset/Digital printing of good quality.
- Paper: As per approved sample/specification.
- Cover: Monochrome cover 300 GSM with proper binding.
- Inner pages: Black & white printing 90 GSM paper quality.
- Binding: Perfect binding/centre pin binding as applicable.
- Delivery: At Public Relations Cell, KMDA, Unnayan Bhavan, Salt Lake, Kolkata - 700 091.

**TERMS AND CONDITIONS:**

1. Quotation should be submitted in a sealed envelope superscribed 'Quotation for Printing of KMDA Service Rules Booklet & DCRB Booklet' addressed to the Senior Deputy Secretary, Public Relations Cell, KMDA, Unnayan Bhavan, Salt Lake, Kolkata - 700 091.

2. The quotation should be submitted on or before 09.07.2026 upto 14:30 Hrs. The quotation will be open on 09.07.2026 at 16:30 Hrs.



3. The agency should be registered under GST and must furnish GSTIN and PAN & Trade License details along with the quotation.
4. The selected firm shall deliver the completed booklets at KMDA, Unnayan Bhavan, Salt Lake, Kolkata – 700091, within a time frame to be specified in the work order.
5. Payment shall be made after satisfactory delivery of the printed material as per the agreed specifications and verification.
6. Sample copies of the existing booklets may be inspected at the Public Relations Cell, KMDA, during office hours on prior appointment.
7. In case of any dispute, the decision of the Competent Authority, KMDA, shall be final and binding.

*3/08/2026*

**Senior Deputy Secretary,  
Public Relations Cell, KMDA**