



Memo no –GD/1/03-04(Pt-I)(Printing) <sup>123</sup>

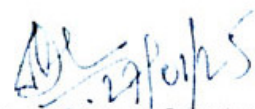
Date: 28/01/2025

Sub:- Rate of Printing materials for KMDA (HIT Wing) for 1<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026.

"NOTICE INVITING QUOTATION"

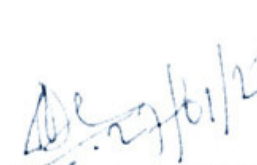
Sealed Quotations are invited by The OSD & EO Senior Deputy Secretary, KMDA (HIT Wing), from bonafied, reliable, experienced in similar nature for the supply of Printing items as per enclosed schedule at the Central Store (General Department Store room) of KMDA at (HIT Wing)-19, G.T Road (s), Howrah-711101. The rate is to be quoted both in figures and word and also with GST. The quotations with photocopy of Trade License, GST certificate & Pan Card in Sealed cover will be received up to 1:30 P.M on 10<sup>th</sup> February, 2025 in the office of the undersigned and will be opened on the same date at 2:00 P.M in presence of the Supply Order. The rate to be quoted shall be treated as valid w.e.f. 01/04/2025 to 31/03/2026. and the successful quotationer should be able to supply the items as per the supply order to be issued time as per requirement of this office.

The Authority reserves the right to accept or reject any or all the quotations Without assigning any reasons whatsoever.

  
OSD & EO Senior Deputy Secretary.  
KMDA (HIT Wing),

Memo no- GD/1/03-04(Pt-I) (Printing) <sup>123</sup> <sup>123(1) to 123(9)</sup> Date: 28/01/2025  
Copy forwarded for information to:-

- 1) The District Magistrate & District Collector, Howrah.
- 2) The Commissioner, Howrah Municipal Corporation. Howrah.
- 3) The Deputy Secretary, PR Cell, KMDA is requested for display in KMDA Website.
- 4) The Accounts Officer, O & M Cell, KMDA
- 5) The Accountant, C S Cell, KMDA
- 6) The Additional Executive Officer, Howrah Zilla Parishad Howrah.
- 7) Notice Board CS Cell, HQ, KMDA.
- 8) Notice Board, KMDA (HIT Wing),
- 9) Office Copy.

  
OSD & EO Senior Deputy Secretary  
KMDA (HIT Wing),

Sl no-	Printing items list	Particular of items	Rate to be quoted for
1	Attendance Book	As per Sample	One piece
2	Casual Leave Register	50 pages & As per Sample	One piece
3	Earned Leave from	(100 pages book)	One Book
4	Envelop (Big) Brown	50 pieces As per Sample	Per 50 piece
5	Envelop (Big) White	50 pieces As per Sample	Per 50 piece
6	Envelop window(Medium) White	As per Sample	Per 50 piece
7	Envelop (Medium) Brown	As per Sample	Per 50 piece
8	File Cover for General Dept.	As per Sample	One piece
9	File Cover for fund Dept.	As per Sample	One piece
10	File Cover for pension Dept.	As per Sample	One piece
11	File Cover for Valuation Dept.	As per Sample	One piece
12	File Cover for Accounts Dept.	As per Sample	One piece
13	File Cover for Establishment Dept.	As per Sample	One piece
14	File Cover for Engineer Dept.	As per Sample	One piece
15	File Cover for Estate Dept.	As per Sample	One piece
16	File Cover for Law Dept.	As per Sample	One piece
17	File Cover for Salary Dept.	As per Sample	One piece
18	Four Folder File	As per Sample	One piece
19	Plastic cover File blue	As per Sample	One piece
20	H.I.T Act 1956 Books printing with spiral binding (2025)	As per Sample	One Book
21	Note sheet 1 <sup>st</sup> page	As per Sample	Per 50 piece
22	Note sheet 2 <sup>nd</sup> page	As per Sample	Per 50 piece
23	Services Book	As per Sample	One Book
24	Provident Fund Register	As per Sample	One Book
25	Peon Book	As per Sample	One piece
26	Log Book	As per Sample	One piece
27	Issue Register	As per Sample	One piece
28	Mise Bill From	As per Sample	One piece
29	Mise Register	As per Sample	One piece
30	Register of Letter issued	As per Sample	One piece
31	File Index Register	As per Sample	One piece
32	Cashier Cash Book	As per Sample	One piece
33	Journal Entry Register	As per Sample	One piece
34	Letter Herd pad (KMDA)	As per Sample	Per 100 piece(pad)

AKK/01  
15.10.25  
DA

SK. Sarikul  
SA  
15.10.25

HA  
15/10/25

SO  
15.10.25

The OSD & EO Senior Deputy Secretary.  
KMDA (HIT Wing),