



OFFICE OF THE EXECUTIVE ENGINEER  
SOUTH DIVISION, S.D. SECTOR, K.M.D.A.  
BAGHAJATIN STP COMPLEX, KOLKATA - 700 094  
Email: eesdbaghajatin@gmail.com

Memo no. : 54/EE/South/SD Sector/KMDA/N-03

Date: 21.01.2025

NIQ No : 10/EE/ South /SD Sector/KMDA Of 2024-2025

**SHORT NOTICE INVITING QUOTATION**

Invitation: -

Sealed quotations in Agency's Letter Head are invited by the Executive Engineer, South Division, SD Sector, KMDA, Baghajatin STP Complex, Kolkata - 700 094, for the following mentioned items (*Annexure - A*) for "*Printing, Xeroxing, Binding etc. for preparation of Project Report and Tender Documents etc.*" for office of the Executive Engineer, South Division, SD Sector, KMDA, from reliable, resourceful and bonafide agencies having experience in similar nature of work.

**Name of work:** *Printing, photocopying, typing, binding etc. for preparation of Project Report and Tender Document etc. for office of the Executive Engineer, South Division, SD Sector, KMDA.*

**Earnest Money:** Initial Earnest Money deposit shall be **Rs: 2,000.00** and balance (if any) of **2%** of quoted rate shall have to be deposited on acceptance of bid 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)**

Last date of receipt of application along with all documents for quotation **29.1.2025 upto 2.00pm** and Date and time for permission for participating and Purchase of Tender Documents **29.1.2025 upto 4.00pm**. The last date and time limit for submission of sealed quotations to the undersigned is **05.02.2025 up to 1:00 pm**. Quotation will be opened on the **same day at 4.00 pm**. in presence of the intending Quotationers 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, including al. The quoted rate must 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.

*The agency has to submit self-certified photocopies of his/her PAN, photo identity proof, address proof, previous any experience certificate / work order & completion certificate 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.

The contract will remain valid for 1 (one) year from the date of commencement of the work and for a maximum value of Rs. 99,000.00 (Rupees ninety nine thousand only) including all applicable taxes, cess etc. , whichever finishes earlier.

Successful bidder shall have to execute formal agreement in five (5 ) set in the prescribe format which will be available from the office of the undersigned @ Rs. 200 per copy.

**Scope of the work:**

The agency have to take print out from PDF/any soft file, computer typing & taking print out of any type of line/paragraph etc. , taking photocopies , preparing tender books/ project report & binding tender documents, books/reports etc. all complete as per instruction of engineering-in-charge.

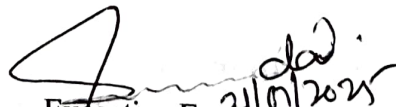
  
Executive Engineer  
South Division, SD Sector, KMDA

**Memo no. : 54/1(6)/EE/South/SD Sector/KMDA/N-03**

**Date: 21.01.2025**

Copy forwarded for kind information and necessary action to:

1. The Chief Engineer, SD Sector, KMDA
2. The Superintending Engineer, Prog. Circle, SD Sector, KMDA
3. The Deputy Secretary, P.R.O., KMDA ... Enclosed please 3 (three) copies of the NIT. He is requested to kindly circulate the NIQ as per prevailing norms of KMDA.
4. The Accounts Officer, SD Sector, KMDA.
5. The Sr. Accounts Assistant, South Divn., SD Sector, KMDA.
6. The Notice Board, South Div., SD Sector, KMDA

  
Executive Engineer  
South Division, SD Sector, KMDA