



NO. 355 / KMDA/CSC/MT -296/17 (Vol-II)

Date : 18.11.2025

NIQ No. 27 /2025-2026

Date : 18.11.2025

**Notice Inviting Quotation**

Sealed Quotations are invited by the Deputy Secretary, Common Service Cell , Hqr, KMDA from bonafide, reliable , experienced in similar nature for the printing and supply of printing items as per the enclosed schedule at the Central Store (Common Service Cell, Hqr.) of KMDA at Unnayan Bhavan, Salt Lake City , DJ-11, Sector-II , Kolkata- 700 091.

The rate is to be quoted both in figures and words and also with GST and without GST (otherwise the quotation treated as cancelled). The quotations with photocopy of Trade License, GST certificate & Pan Card (Self-attested) in sealed cover will be received upto 12:30 P.M. on 25.11.2025 in the office of the undersigned and it will be opened on the same date at 01:30 P.M. in presence of intending questioners. The supply should be completed within 10 (Ten) working days from the date of the issuance of the supply order/work order.

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

*[Signature]*  
18.11.2025  
**Deputy Secretary**  
**Common Service Cell, HQ, KMDA** *[Initials]*

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Copy forwarded for information to:

1. The Deputy Secretary, PR Cell, KMDA is requested for display in KMDA's website
2. The Accounts Officer, O &M Cell ,KMDA
3. Notice Board, CS Cell, KMDA

*[Signature]*  
18.11.2025  
**Deputy Secretary**  
**Common Service Cell, HQ, KMDA**



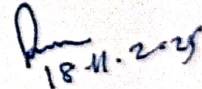
Annexure to Memo No. \_\_\_\_\_/KMDA/CSC/MT-296/17 (Vol-II) Date :18.11.2025

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**SCHEDULE**

<b>Sl. No.</b>	<b>Description of Printing Item</b>	<b>Quantity required</b>
01.	Note Sheet	30,000 Nos.
02.	Letter Head (A4)	30,000 Nos.
03.	E.M.D. Register	100 Nos.
04.	Payment Voucher	200 Nos.

  
18.11.2025

Deputy Secretary  
Common Service Cell, Hqr., KMDA