



**Kolkata
Metropolitan
Development
Authority**

No. 470/KMDA/CSC/MT-296/17 (Vol-II)

Date: 06.01.2025

N.I.Q. No. 55/ 2024-2025


Date: 06.01.2025

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, Hq.) 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 in sealed cover will be received upto **1-30 P.M. on 13th January, 2025** in the office of the undersigned and will be opened on the **same date at 2-00 P.M.** in presence of intending questioners. The supply should be made within 30 (Thirty) working days of issuance of the Supply Order.

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



Deputy Secretary,
Common Service Cell, HQ, KMDA

No. 470/1(4)/KMDA/CSC/MT-296/17(Vol-II)

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Copy forwarded for information to:-


- 1) The Deputy Secretary, PR Cell, KMDA is requested for display in KMDA Website.
- 2) The Accounts Officer, O&M Cell, KMDA
- 3) The Accountant, CS Cell, KMDA.
- 4) Notice Board, CS Cell, HQ, KMDA.


Deputy Secretary,
Common Service Cell, HQ, KMDA



SCHEDULE

Sl. No.	Description of Printing Items	Quantity required
1.	Letter Head	30,000 nos.
2.	Note Sheet	30,000 nos.
3.	Envelop White (10'x4')	30,000 nos.
4.	Stock Book	20 nos.
5.	Hand Receipt (Cash)	100 nos.
6.	Bill Register (6.1)	50 nos.


Deputy Secretary,
Common Service Cell, HQ, KMDA
