



OFFICE OF THE EXECUTIVE ENGINEER
COMMON SERVICE DIVISION, E&AM SECTOR, KMDA.
UNNAYAN BHAVAN, 1st FLOOR, 'B' BLOCK
SALT LAKE CITY, KOLKATA -700 091.

**Kolkata
Metropolitan
Development
Authority**

Memo No: 108 /EE/CSD/E&AM/KMDA/E- 11/2025-26

Date: - 10.09.2026

REQUEST FOR PROPOSAL

1. THE EXECUTIVE ENGINEER, COMMON SERVICE DIVISION, E&AM SECTOR, KMDA, for and on behalf of Kolkata Metropolitan Development Authority (KMDA) invites *REQUEST FOR PROPOSAL* from bonafide, reliable and resourceful experienced agency /firms / companies / individual contractors having experience of similar nature of work.

Sl. no.	Description of work	Unit	Qty.
A.	Designing, Printing, Binding and supplying of 2000 copies of KMDA Diary 2027 at Unnayan Bhawan, Salt Lake, Kol-700091.	Each	2000 Nos.

Note: -Quoted rate shall be including GST, and any other Govt. statutory taxes as applicable as per latest Govt. norms.

Proposal submission Last Date & Time: 16-09-2026 Time: 4:00 P.M.

Proposal (as Annex-I) shall have to be submitted in their company letter head to THE EXECUTIVE ENGINEER, COMMON SERVICE DIVISION, E&AM SECTOR, KMDA, UNNAYAN BHAVAN, 1st FLOOR, 'B' BLOCK SALT LAKE CITY, KOLKATA -700 091 IN HARD COPY / SOFT COPY THROUGH E-MAIL: eeekmda@gmail.com

1. List of common documents shall have to be submitted by each bidder at the time of Submission of Proposal:-

- Income Tax Return (For last)
- Pan Card issued by GOVT. OF INDIA.
- Professional Tax clearance certificate.
- GST registration Certificates.
- Valid Trade License.

2. Scope of work:-

- Quantity of Diary to be Supplied-2000 Pcs (Two thousand) only.
- Size of Diary-8.5" (H) X 5.5" (W).
- Each Diary contains Approx. 256 nos pages text, 4 pages 12 Dividers, End paper.
- Papers specification-90 gsm Ballarpur Super printing for text, 170 gsm at paper for case, 120 gsm ssp for Endpaper, 4 pages 12 dividers on 130 gsm art paper, 300 gsm art board for book mark.
- Colour-4 col single side for case and divider 12 times both sides 4 colour, 1 colour Black & White although for text & end paper.
- Binding method- Matte Lamination outer cover, Hard Case bound, Shrink Wrapping individually.
- Ribbon bookmark for allows for quick navigation to the current date or an important page.

- Process-Offset.
- As a proof check like, to find and correct any errors related to text, layout, and colour to ensure the finished product meets expectations, about 05(five) nos copies of said diary including, Printing & Binding in hard copy shall have to be submitted to the TIA for approval within 05(Five) days from the date of issuance of work order & no extra payment will be allowed for supplying such type of proof checking documents in hard copy as mentioned above.

Note: This proposal only for Assessment of rate for Estimating Purpose

For detail information please visits <https://kmda.wb.gov.in>.

edl-
Executive Engineer,
CSD, E&AM Sector
K .M .D. A

MEMO NO: - 108/1(6) EE/CSD/E&AM/KMDA/ E- 11/2025-26

Date: - 10.09.2026

Copy forwarded for information and necessary action to:-

- The Chief Engineer, E&AM Sector, KMDA
- The Deputy Secretary, Public Relation Cell, KMDA along with 4(four) copies of this Proposal for timely Publication in KMDA Web Site..
- The Superintending Engineer/Const/E&AM/KMDA.
- The Divisional Estimator, CSD/E&AM Sector, KMDA.
- The Account Assistant, CSD, E&AM Sector, KMDA.
- The Notice Board, CSD/E&AM Sector, KMDA.

10/09/26
Executive Engineer,
CSD, E&AM Sector
K .M .D. A.

Annex-I

Proposal Sheet for Quoting Rate (in company letter head).

To,
The Executive Engineer,
Common Service Division,
E&AM Sector, KMDA.

Name of Work:- Designing, Printing, Binding and supplying of 2000 copies of KMDA Diary 2027 at Unnayan Bhawan, Salt Lake, Kol-700091.

Ref: - Memo No: 108 /EE/CSD/E&AM/KMDA/E- 11/2025-26

Date: - 10.09.2026

Sl. no.	Description of work	Unit	Rate to be quoted including GST & All other applicable taxes as per Govt. rules. (INR, maximum 2 decimal points).
A.	Designing of the Cover Page of KMDA Diary 2027 and Composing of approximately 60 Pags information related to KMDA Officials along with the date pages in ready to print format and providing necessary support to the printer as and when required.	01 Job. (Lum sum)	
B.	Supplying 2000 (Two Thousand) nos KMDA Diary for 2026 including Printing and binding according to the Scope & as per instruction of EIC at KMDA, Unnayan Bhawan, Salt Lake, Kol-91.	Per copy	

Signature of agency with seal