



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 1386/NKDA/Admn-493/Pt/2014

Date: 16.03.2015

## NOTICE INVITING QUOTATIONS

1. Sealed quotations are hereby invited from reliable agencies for Designing and Printing of Smart City Booklet for New Town Kolkata Development Authority located at 03 MAR, New Town, Kolkata - 700156. The details of the specification of the booklet is as given below:

**Date of Submission of Tender** : 16-03-2015  
**Last date for submission of Tender** : 25-03-2015 (2 PM)  
**Date of Opening of Tender** : 25-03-2015 (3 PM)

01	No. of copies	30
02	Size	21 cms x 30 cms
03	Paper	130 GSM (Best Quality)
04	Type of Printing	By Digital offset process
05	Language	English
06	Binding	25 (Booklet) and 05 (Spiral)
07	Lamination	Mat lamination
08	Printing Time	Total 07 days' time for designing and printing from the date of issue of work order
09	Delivery Place	At 03 MAR, New Town Kolkata, Kolkata-700156

2. The sealed tender can be sent by post or deposited by hand to the Administrative Officer, NKDA at 03 MAR, New Town Kolkata, Kolkata-700156. It may please be noted that tenders received not as per time schedule will be rejected.

### Terms and Conditions

1. Rates quoted should cover all types of taxes and charges for Typesetting, Composing, designing, processing, scanning of photographs (if required) and printing. No request for extra payment on account of increase in prices on whatever account will be entertained.
2. No advance payment will be made for the job. Payment will be made after completion of the total job to the satisfaction of officials of New Town Kolkata Development Authority alongwith pre receipted bill.
3. The rate should be quoted in figures as well as in words. The rate should clearly specify whether any taxes are applicable and if so, at what rate. If this is not given, the rate quoted would be taken as inclusive of taxes.
4. Tenders received after due date and time will not be considered.
5. Any modification in offer after opening of quotations will not be admissible.

6. Copies of documents to be submitted.
  - (a) PAN card.
  - (b) Trade License.
  - (c) Work Order/Work Completion certificate/letter (if any).
  - (d) Service Tax Registration.
7. The printer selected for printing of booklet should be of high quality printer.
8. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.



Administrative Officer  
New Town Kolkata Development Authority

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Copy forwarded to:

1. The Finance Officer, New Town Kolkata Development Authority
2. PA to Chairman, New Town Kolkata Development Authority
3. PA to CEO, New Town Kolkata Development Authority
4. Office Notice Board



Administrative Officer  
New Town Kolkata Development Authority