



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory body of the Government of West Bengal)

**Durgapur Office :**

1st Administrative Building  
City Centre, Durgapur 713216  
Phone : 0343 2546815, 2546716, 2546889  
Fax : 0343 2546665  
E-mail : adda\_durgapur@yahoo.com

**Asansol Office :**

Sahara Apartment, Kumarpur  
G.T. Road, Asansol 04  
Phone : 0341 2257377-78  
Fax : 0341 2257379

Ref. No. ADDDA/DGP .....

Date : .....

## QUOTATION

Sealed quotations are invited from the reputed Supplier/Printers for obtaining the rates of the following materials (**as per office specimen**) are given below by 3 p.m. on or before 10.02.2016 and will be opened on the same date.

Sl. No.	Name of the item	Quantity
1.	Attendance Register cloth binding as per office specimen	50 Nos.
2.	Bill register for Govt. as per office specimen	3 Nos.
3.	Cash Book (Big) as per office specimen	3 Nos.
4.	Dak Dispatch Register cloth binding as per office specimen	3 Nos.
5.	General Bill Register cloth binding as per office specimen	3 Nos.
6.	Water Bill Register cloth binding as per office specimen	10 Nos.
7.	File cover as per office specimen	1000 nos.

### Terms & Conditions:

- The Quotationers' must have documentary evidence of valid Trade License.
- The Quotationers' must submit Xerox copy of PAN Card.
- The Quotationers' must submit Xerox copy of Vat Registration.
- Rate should be quoted inclusive delivery charges.
- The work should be completed within 15 days after issuing work order.
- Specimen of the same may be seen from the A.D.D.A. office at any working day.
- The undersigned reserves the right either to accept the quotation or to reject the quotation without assigning any reason.

Sd/-

Chief Executive Officer,  
Asansol Durgapur Development Authority

Ref.No.ADDA/DGP/Est/Store/10/824 P/O/576 (7) Dated 01/02/16.

Copy forwarded to: -

- 1) The M.D., Durgapur Projects Ltd., Durgapur-1
- 2) The Commissioner, D.M.C., City Centre, Durgapur-16.
- 3) The M.D., S.B.S.T.C., Durgapur-1.
- 4) The S.D.M., Durgapur, City Centre, Durgapur-16.
- 5) The Post Master, City Centre, Durgapur -16.
- ✓ 6) The System Manager, ADDA with a request to upload in the ADDA website.
- 7) Notice Board. A.D.D.A., Durgapur.

  
Chief Executive Officer,

Asansol Durgapur Development Authority