



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building,
City Centre,
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo. No. ADDA/RGP/Store/20/79/Pt-XIII/654

Date. 24.06.2020

QUOTATION

Sealed quotations are hereby invited from the reputed suppliers for obtaining the rates of **Stationery and Drawing materials** which will be valid for **01 (one) year** from the date of issuance of Work Order. The rates should be submitted against each item in the prescribed form and the same should be dropped in sealed cover in the Authority's tender box kept in the Chamber of **A.E.O., ADDA** at 1st. Administrative Building, City Centre, Durgapur-713216 with superscription "**Quotation for Stationery and Drawing Materials**" by 3.00 P.M. on or before **22-07-2020** and will be opened on the same day at 3.30 P.M.

Terms & Conditions:

1. The participants must submit authenticated & self-attested copies of credential certificates (with payment details) of supplying similar materials to **Govt. offices/Undertakings/ULBs** for amount not less than **Rs. 1 (One) Lakh/annum** for the last **three** financial years.
2. The Quotationer(s) must submit Xerox copy of PAN Card.
3. The Quotationer(s) must have documentary evidence of valid Trade License. (Copy to be annexed).
4. The Quotationer(s) must submit Xerox copy of GST registration.
5. Rate should be quoted inclusive of all charges.
6. Specimen of the above mentioned items may be seen from the ADDA office, Durgapur at any working day.
7. Interested Quotationer(s) are requested to collect the prescribed **list of materials** from this office on any working day w.e.f. **06-07-2020 to 17-07-2020** on deposition of **Rs.500/-** in cash in the cash section of the authority for the cost of quotation papers and also requested to submit quotation along with the said prescribed list positively.
8. An amount of **Rs.5000/- (Rupees Five thousand)** only in the form of **Demand Draft** in favour of **Asansol Durgapur Development Authority** payable at **Durgapur** should be submitted along with the quotation as 'Earnest Money'.
9. The undersigned reserves the right either to accept the quotation or to reject the same without assigning any reason.


Chief Executive Officer,
Asansol Durgapur Development Authority

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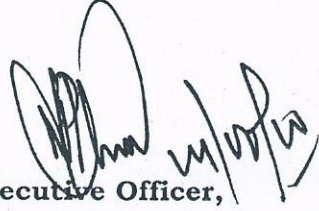
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Near Kalyanpur Housing More,
Asansol - 713305

Memo. No. ~~ADD/ADDA/RGP/Stone/20/79/EX(II)/654~~ (10)

Date 24.06.2020

Copy forwarded to: -

1. The S.D.M., Durgapur, City Centre, Durgapur-16.
2. The M.D., S.B.S.T.C., Durgapur-1.
3. The Assistant Executive Officer, ADDA (Asansol/Durgapur).
4. Finance Officer, ADDA.
5. The Secretary, D.M.C., Durgapur-16.
6. The System Manager, ADDA with a request to upload in ADDA Website.
7. Cash Section, ADDA, Durgapur.
8. The Post Master, City Centre, Durgapur-16.
9. Notice Board. A.D.D.A., Durgapur.
10. Notice Board, A.D.D.A., Asansol.


Chief Executive Officer,
Asansol Durgapur Development Authority