



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

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

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

1st Administrative Building,
City Centre,
Durgapur - 713216

Memo No:-ADDA/ASL/663/V1/3/P-2

Date:- 09.08.21

Notice Inviting Quotation

Tender/ Quotations in sealed cover are hereby invited from local supplier/consumer co-operative society for supplying various office **Stationeries materials & Printing** in this office as per list enclosed with the notice.

The suppliers will have to submit the rate of each article as per the schedule will have to be quoted as per enclosed format along with self-attested photocopies of the 1) **Valid Trade License**, 2) **GST Registration** 3) **Professional Tax Clearance Certificate**, 4) **Income Tax**, 5) **Pan Card**, 6) **Credential** (Job Completion certificate of Govt. Organization) and the sealed envelope containing the tenders along with a Bank Draft Rs.5000/ (Rupees Five Thousand) only as Earnest money in favour of Asansol Durgapur Development Authority, payable at Asansol must be addresses to CEO, ADDA .

The sealed cover of tender /Quotation will be dropped at Tender Box of ADDA on or before 31st Aug. 2021 up to 2.00 PM. at the chamber of AEO, ADDA Asansol and the said quotations will be opened as the same date on 3.00 PM in present of intending Tender / quotation.

Rate should be quoted inclusive all taxes and others charges with specification and shall be valid for one year from the date of approval.

The Authority reserve the right to reject or accept the quotation without assigning any reasons what so ever thereto.

Enclosed: - List of Article.

Conditions:-

- 1 Bidders have to produce all the original documents, submitted their Quotation on Owen letter head pad, as and when.
- 2 Bidders whose rates for the particular schedule/items will be accepted will have to supply such articles at the accepted rate for the two years as and when order will be placed.
- 3 They will have to supply the articles entirely within 7(seven) days from the date of receipt of the supply order without fail. In case of failure in more than one occasion the concerned firms/dealers/co-operative societies will be black listed and the security deposit will be forfeited.
- 4 The successful bidders will have to supply all the desired articles in the sealed packet of the specified company or brand-named articles and they will also have so supply current dated articles.
- 5 The offered rates should be inclusive of all taxes and charges and no extra claim like delivery charges etc or in any form will be entertained.
- 6 The successful bidders will have to supply the genuine articles as per specification. Otherwise same will be rejected and no payment will be allowed.
7. The income tax and GST will be deducted from the bill of the supplied articles as per rule.
- 8 Rates are vailed for **one year** from issue of Supply order.
- 9 The authority also reserves the right to split the works among one or more bidders, in case of same rate or table bid may be done.
- 10 The undersigned does not however bind him to accept the lowest or any rate and reserve the right to himself to reject or cancel any tender without assigning any reasons thereof.



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- 11 There will be no compromise as regards the specification/quality of supplied goods. In case of supplied articles is of poor quality, payment for the same will not be made from this end.

For details visit our website www.addaonline.in

Chief Executive Officer
Asansol Durgapur Development Authority

Memo No:-ADDA/ASL 663/1(9)/VI/3/P-2

Date:- 09.08.21

Copy forwarded for information with the request to paste a copy of the tender Notice in their Office Notice Board for wide publicity to:-

1. The District Magistrate, Paschim Bardhaman, Asansol
2. The Commissioner, Asansol Municipal Corporation.
3. The ADCP, Asansol-Durgapur Police Commissioner
4. The SDM, Sadar Asansol
5. The Asstt. Executive Officer, ADDA, Asansol
6. The Asstt. Executive Officer, (Admn), Durgapur
7. The Finance Officer, ADDA
8. The OSD (Estt.) ADDA, Asl
8. The H.A, ADDA, Durgapur.
- ✓ 9. The System Manager, ADDA, Asansol/ Durgapur

Chief Executive Officer
Asansol Durgapur Development Authority