



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/ASL/1368 /VI-3 Part-III

Date. 10/12/2021

NOTICE INVITING TENDER

Asansol-Durgapur Development Authority invites sealed tenders from experienced and resourceful Authorized Dealers / Distributors for *Printing & Supply of Office Wall Calendar, Office Table Calendar and Office Diaries (different shapes) for Asansol Durgapur Development Authority Dist.- Paschim Bardhaman.*

The tender should be submitted in **sealed cover** in two parts mentioning part no. and tender notice no. with date on top of the envelope of the parts. Two parts shall be put together in a separate sealed cover mentioning tender notice no. with date.

- The Technical Part** should contain self-attested photo copies of PAN Card, Trade License, GST Registration Certificate, Income Tax Return (latest) and initial Earnest Money of ₹ 10,000.00 (*rupees ten thousand only*) in the form of demand draft in favour of “Asansol Durgapur Development Authority”, payable at Asansol and credential for similar type of works.
- The Financial Part** should contain only Rate (*inclusive all taxes & duties*) quoted by the bidder in both figure and words in his / her letter-head pad. Prices quoted shall be complete for item including supply, installation, commissioning, etc. Quoted prices should be valid for a minimum of six months.

The Technical Parts will be opened first and the Financial Part of only technically qualified bidder(s) will be opened.

The required rates of the items with specifications are as follows –

Sl. No.	Item	Specification	Tentative Quantity
1	Office Wall Calendar – 2022	Containing 5 nos. of colour pages (250 GSM) [Page size 18-inch x 12-inch] with spiral binding on upper side. (As per design approved by the authority)	500
2	Office Table Calendar – 2022	Containing 13 nos. of colour pages (250 GSM) [One Page size 9.5-inch x 7-inch] [Six Pages size 9.5-inch x 5.5-inch] Back to Back Print. with Calendar Board and spiral binding on upper side. (As per design approved & supplied by the authority)	500
2	Office Diary – 2022	Different shapes (Executive quality) [Details of different categories at least 3 specimen paper to be submitted]	500

The terms and conditions :-

- All agencies are requested to visit the General Section before submitting their tender documents.
- The grand total of the rates of all items will be considered for selection of lowest bidder.

Contd. P/2.



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(2)

- (iii) Earnest Money of unsuccessful bidders will be refunded after issue of Work Order to the successful bidder. 2% of total quoted price of successful bidder will be considered as earnest money. Hence the successful bidder will have to deposit the balance amount was i.e. [(2% of total quoted price) – Rs. 10,000/-] in the form of demand draft in favour of “Asansol Durgapur Development Authority”, payable at Asansol. Earnest Money of successful bidder will be converted into security deposit.
- (iv) 8% of bill amount shall be deducted as security deposit so that the total security deposit becomes 10% of total quoted price. Security deposit will be refunded after three months from the date of successful delivery of the product.
- (v) The authority reserves the right either to accept or reject any or all the bids without assigning any reason whatsoever.
- (vi) Other terms and conditions will be followed as per Government rules.

The Tender will be received in Tender Box up to 3.00 P.M. on 20.12.2021 at ADDA Asansol office and will be opened on next working day at 3.30 P.M.


Chief Executive Officer,
Asansol-Durgapur Development Authority

Memo No.: ADDA/ASL/1362/1(5) /VI-3 Part-III

Date: 10/12/2021

Copy forwarded to :-

- (a) The AEO, ADDA, Asansol.
(b) The Finance Officer, ADDA
(c) CA to CEO, ADDA with a request to place it before CEO.
(d) System Manager, ADDA Dgp with a request to publish in office website.
(e) Notice Board.


Chief Executive Officer,
Asansol-Durgapur Development Authority