



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

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

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur - 713216

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

Memo No. ....

Date : .....

## QUOTATION

Sealed quotation is hereby invited from the reputed company/supplier for obtaining the rates of the following printing and stationery material by 3:00 P.M. on or before 14.10.2022 and will be opened on the same day at 4:00 P.M.

| SL. NO. | Description of Item                                         | Quantity |
|---------|-------------------------------------------------------------|----------|
| 1.      | Treasury Bill Register - 150 folio (as per office specimen) | 06 Nos.  |
| 2.      | Log Book - 200 folio (as per office specimen)               | 50 Nos.  |
| 3.      | Guard File - 200 leaf (as per office specimen)              | 50 Nos.  |
| 4.      | File Movement Register - 150 folio (as per office specimen) | 06 Nos.  |

### Terms & Conditions:

- The participants must submit self attested copies of valid **Trade License, PAN Card & GST Registration.**
- Rate should be quoted in figure and words on separate Letter Head Pad inclusive of all taxes and delivery charges.
- The work should be completed within 15 days after issuing work order.
- The undersigned reserves the right either to accept the quotation or to reject the tender without assigning any reason.
- In case of any Unscheduled Holiday on the aforementioned dates, the next working date will be treated as scheduled prescribed date for the same purpose.

Sd/-

Chief Executive Officer  
Asansol Durgapur Development Authority

Memo. No. ADDA/DGP/~~ESAA~~/stone/10/82(Pt-8)/277 (5) Dated..... 26.09.2022

Copy forwarded to: -

- The Commissioner, D.M.C., Durgapur-16.
- The S.D.M., Durgapur, City Centre, Durgapur-16.
- The System Manager, ADDA with a request to upload in the authority website.
- Notice Board. A.D.D.A., Durgapur.
- Notice Board, A.D.D.A., Asansol Office.

Chief Executive Officer  
Asansol Durgapur Development Authority