



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.

Date :

QUOTATION

Sealed quotation is hereby invited from the reputed company/supplier for obtaining the rates of the following printing material by 3:00 P.M. on or before 09.09.2022 and will be opened on the same day at 4:00 P.M.

SL. NO.	Description of Item	Quantity
1.	Govt. Bill Register (as per office specimen)	04 Nos.
2.	Small Cash Book (as per office specimen)	04 Nos.
3.	Bill form for contractor (as per office specimen)	100 Pad

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/ESM/stone/10/82(Pt-R)/225(5) Dated..... 31-08-2022
Copy forwarded to: -

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

Chief Executive Officer
Asansol Durgapur Development Authority