



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 09.12.2022 and will be opened on the same day at 4:00 P.M.

SL. NO.	Description of Item	Quantity
1.	Four Folder File (as per office specimen)	100 Nos.
2.	Hand Receipt Book (as per office specimen)	25 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/Estt/Stone/10/82(Pt-D)/343/1(5) Dated..... 28.11.2022
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