



# 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. ADDA/ASL/1067 /VI-3 Part-IV

Date. 07/12/2022

## NOTICE INVITING QUOTATION

Asansol-Durgapur Development Authority invites sealed quotations from experienced and resourceful Authorized Dealers / Distributors / Proprietor for **Printing & Supply of Office Wall Calendar, Office Table Calendar for Asansol Durgapur Development Authority Dist.- Paschim Bardhaman.**

The quotation 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.

- A. **The Technical Part** should contain self-attested photo copies of PAN Card, Trade License, GST Registration Certificate and initial Earnest Money of ₹ **2,000.00** (*rupees two thousand only*) in the form of demand draft in favour of “*Asansol Durgapur Development Authority*”, payable at *Asansol*.
- B. **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	Quantity
1.	Office Wall Calendar - 2023	Containing 7 nos. of colour pages (220 GSM) [single page print] [Page size: length 18-inch, breadth 12-inch] (As per design approved by the Authority)	250
2.	Office Table Calendar - 2023	Containing total 10 nos. of colour pages (250 GSM) in which - 1 no. of colour page [single page print] (size: length 10-inch, breadth 6.5-inch); 1 no. of colour page [back to back page print] (size: length 10-inch, breadth 6.5-inch); 7 nos. of colour pages [back to back page print] (size: length 10-inch, breadth 5.25-inch); 1 no. of colour page [single page print] (size: length 10-inch, breadth 5.25-inch) (As per design approved by the Authority)	250

### The terms and conditions :-

- (i) All agencies are requested to visit the General Section before submitting their tender documents.
- (ii) The grand total of the rates of all items will be considered for selection of lowest bidder.
- (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. 2,000/-] 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) 1% of bill amount shall be deducted as security deposit so that the total security deposit becomes 3% of total quoted price. Security deposit will be refunded after three months from the date of successful delivery of the product.



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(2)

- (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 **16.12.2022** 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/1067/1CS /VI-3 Part-IV

Date: 07/12 /2022

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