



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, Senrleigh Road,
Near Kalyanpur Housing More,
Asansol - 713305

Memo No. ADDA/DGP/.....

Date. 22.05.2025

QUOTATION

Sealed quotation is hereby invited from the reputed company/supplier for obtaining the rates inclusive of all taxes and delivery charges of the following printing materials by 3:00 p.m. on or before 05.06.2025 and will be opened on the same day at 4:00 p.m.

Sl. No.	Name of the printing material	Quantity
1	General Bill Register - 400 Folio (as per Office specimen)	04 No. Register
2	Govt. Bill Register - 300 Folio (as per Office specimen)	04 No. Register
3	Letter Head Pad (100 pages in each Pad)	100 Pad
4	File Cover (as per Office specimen)	1500 No.
5	Tender Register - 200 Folio (as per Office specimen)	04 No. Register

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 10 days after issuing work order.
- The undersigned reserves the right either to accept the quotation or to reject the quotation 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/EAH/11021(14)/1/2023/527(5).....Dated. 22.05.2025

Copy forwarded to:-

- The Secretary, Durgapur Municipal Corporation, City Centre, Durgapur-16.
- The S.D.M Office, City Centre, Durgapur - 16.
- The System Manager, ADDA, Durgapur with a request to upload in the Authority website.
- Notice Board, ADDA, Durgapur.
- Notice Board, ADDA, Asansol.

Chief Executive Officer
Asansol Durgapur Development Authority