



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. ADDA/DGP/PC - 83/25-26/132

Date 11.12.2025

NOTICE INVITING QUOTATION (NIQ)

Name of Work: Scanning & Digitization of Old Hand Drafted Land Map (Triple B0 size) of ADDA Land, Durgapur.

1. Scope of Work & Deliverables

Sl. No.	Description of Work	Quantity / Specification
1.	Taking over of original hand-sketched map (Triple B0 size)	1 map Size = 3200 X 1000 mm
2.	High-resolution scanning of the map	1 map
3.	Delivery of scanned copy in 1:1 scale	2 copies (hard copy)
4.	Digitization into editable/georeferenced formats	1 map
5.	Indexing & cataloguing	1 record
6.	Delivery of digitized copies:	
	a. Hard copy	4 sets in same scale
	b. Editable version through PD and cloud storage [Systems of units used in drawing : decimal and inches where 1" represents 330']	1 copy
7.	Return of original map	1 original

2. Important Dates

Sealed item rate quotations are hereby invited by the undersigned from the intending Quotationer(s), so as to reach the O/o the undersigned on or before the timeline mentioned below, and will be opened on the same day in presence of the intending Quotationer(s) or their authorized representatives.

The Authority reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

CALENDAR	DATES	TIME
Date of submission of quotation	19.12.2025	3.:00 PM
Date of Opening of Quotations	19.12.2025	3.:30 PM

N.B. In case of public holiday, the next working day shall be considered as per schedule mentioned above.

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3.EMD:

An EMD amount of INR 5,000/- (Indian Rupees Five Thousand only) to be deposited Indian Bank via Netbanking/RTGS/NEFT in the following account details:

Name of the Account: Asansol Durgapur Development Authority EMD

Account Number: 192601000243

IFSC Code: ICIC0001926

Bank: - ICICI Bank Ltd

The EMD of the unsuccessful quotationers shall be refunded after complete evaluation and selection of successful Bidders. In case of successful quotationer (L1), the EMD shall be kept as Security Deposit, to be released after successful completion of the Work.

3. Eligibility / Pre-Qualification Criteria

The bidder / agency should submit (self-attested copies) of the following along with the quotation:

- Company / Firm Registration certificate
- Submission of EMD as per prevailing conditions
- Copy of PAN card issued by Income Department of India.
- Copy of IT/GST Certificate/GST Registration Certificate Copy.
- Professional Tax Registration & Up-to-date challan

Desirable - Experience certificate / work order copy of at least one similar project executed in last 5 years (scanning & digitization of large-format maps or documents).

4. Price Schedule

The quotation must contain the following (in a tabular format):

Sl. No.	Description	Format of submission	Unit Price (₹)	Unit Price (Words)	Total (₹)
1	Scanning of Triple B0 size map	500-600 dpi reso. PDF 1 copy	—	—	—
2	Digitization of Triple B0 size map	Editable format with correct scale and all layers intact			

Total Quoted Amount (in ₹): _____ (in words _____)
Inclusive of all taxes and charges.

The agency must fill in the 'Annexure-1' which includes Quotation, duly signed by authorized signatory with seal and date.

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5. Terms & Conditions

- The agency must handle the original map with utmost care. Any damage/loss during handling will render the agency liable for compensation.
- The agency must complete the work and deliver digitized copies within 30 days from date of award of work / work order.
- The quoted rate in the quotation must be inclusive of all taxes, duties, etc.
- TDS will be deducted from the bill as applicable for the work.
- Payment will be made as per below schedule:
 - On submission of scanned copy in 1:1 scale – 20%
 - On satisfactory completion of the entire work (i.e. after receiving digitized copy and return of original map in original condition) – 80%
- **The deliverables shall be followed as per the table mentioned under “1. Scope of Work & Deliverables”.**
- The agency has to make modification to draft/final deliverable any number of times if required by this Authority without any extra cost.
- The Authority reserves the right to accept or reject any or all quotations without assigning any reason. Minimum or lowest quotation will not guarantee award unless all eligibility, scope and quality conditions are satisfied.
- The agency must maintain confidentiality of the map content; no copies or data to be shared or disclosed without written permission.
- Rights of final maps/digitized output will remain with the client. The vendor cannot use or share them elsewhere.


Chief Executive Officer

Asansol Durgapur Development Authority

2



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ANNEXURE-1

(To be filled in by the Agency & to be submitted with the quotation)

Name of the Work
(with Ref. No. and Date)

Address & Contact Details :

Name: _____

Designation: _____

Office /

Organization: _____

Address: _____

Phone /

Mobile: _____

Email: _____

PAN No. _____

GSTIN. No. _____

Quoted Amount:

Sl. No.	Description	Format of submission	Unit Price (₹)	Unit Price (Words)	Total (₹)
1	Scanning of double A0 map	200-300 dpi reso. PDF 1 copy	—	—	—
	Digitization of double A0 map	Dwg format with correct scale and all layers intact			

Declaration

I/We hereby agree to carry out the work as per NIQ requirements.

Signature: _____

Name: _____

Seal: _____

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