

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 5418/ NKDA/Admn-186/Solar City Cell/2011

Date: **22.10.2014**

NOTICE INVITING QUOTATIONS

1. Sealed quotations are hereby invited from reliable agencies for Designing and Printing of solar related Brochure for New Town Kolkata Development Authority located at 01 MAR, New Town, Kolkata - 700156. The details of the specification of the brochure is as given below:

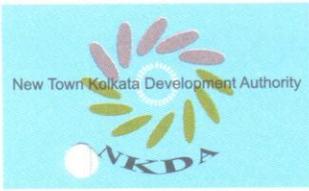
Date of Submission of Tender : **22-10-2014**
Last date for submission of Tender : **29-10-2014 (2 PM)**
Date of Opening of Tender : **29-10-2014 (3 PM)**

01	No. of copies	(i) English - 250 Nos. (ii) Bengali - 250 Nos.
02	Size	8 inch x 6 inch
03	Paper	130 GSM (Best Quality)
04	Type of Printing	By Digital offset process
05	Language	English and Bengali separately
06	Binding	Centre stich
07	Lamination	Mat lamination
08	Printing Time	Total 15 days' time for designing and printing from the date of issue of work order
09	Delivery Place	At 03 MAR, New Town Kolkata, Kolkata-700156

2. Reputed Creative Agencies, those are interested to design and print the brochure, may submit sealed tenders in two separate sealed envelopes alongwith an earnest money of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft in favour of New Town Kolkata Development Authority as per following details:

- (i) One for Technical Offer as per the above mentioned requirement alongwith Earnest money in a sealed cover superscribing "Technical Bids" and our NIQ reference number on the top of the envelop, and
- (ii) The other one for Financial Offer (for both English and Bengali Version) in a sealed cover superscribing "Financial Bids" and our NIQ reference number on the top of the envelop.

3. The sealed tender can be sent by post or deposited by hand to the Administrative Officer, NKDA at 03 MAR, New Town Kolkata, Kolkata-700156. It may please be noted that tenders received not as per prescribed format will be rejected.



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Terms and Conditions

1. Rates quoted should cover all types of taxes and charges for Typesetting, Composing, designing, processing, scanning of photographs (if required) and printing. No request for extra payment on account of increase in prices on whatever account will be entertained.
2. No advance payment will be made for the job. Payment will be made after completion of the total job to the satisfaction of officials of New Town Kolkata Development Authority alongwith pre received bill.
3. The rate should be quoted in figures as well as in words. The rate should clearly specify whether any taxes are applicable and if so, at what rate. If this is not given, the rate quoted would be taken as inclusive of taxes.
4. Tenders received after due date and time will not be considered.
5. Any modification in offer after opening of quotations will not be admissible.
6. Copies of documents to be submitted.
 - (a) PAN card.
 - (b) Trade License.
 - (c) Work Order/Work Completion certificate/letter (if any).
 - (d) Service Tax Registration.
7. The printer selected for printing of brochure should be of high quality printer.
8. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.

Administrative Officer
New Town Kolkata Development Authority

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Date: 22.10.2014

Copy forwarded to:

1. The Finance Officer, New Town Kolkata Development Authority
2. PA to CEO, New Town Kolkata Development Authority
3. Office Notice Board

Administrative Officer
New Town Kolkata Development Authority