



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 1560 /NKDA/Admn - 26 / 2009/ Part

Dated: 05. 08.2011

NOTICE INVITING QUOTATION No. 21 / ADMN / 2011 – 2012 OF NKDA

SUB : Supply & Delivery of various items of Stores, Computer accessories /Consumables and other items of office use for the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata- 700156.

Sealed Quotations are invited from the bonafide, vibrant and resourceful suppliers with proven ability of functioning as a regular Supplier for supply and delivery of items as shown in details in the Schedules – A, B, C, annexed hereinafter in various Govt. offices / Undertakings / Autonomous bodies / Corporate offices for supply and delivery of those items in the office of the New Town Kolkata Development Authority, 03, Major Arterial Road, New Town, Kolkata- 700156 for the year 2011 – 2012 (up to 31.03.2012) on the terms and conditions given hereinbelow.

Development Authority will have the right to reject any application / refuse to give permission to participate in the quotation and he shall not be bound to give explanation / clarification for such rejection / refusal.

Intending quotationers should apply to the undersigned in their Letter Head along with all requisite documents for obtaining permission to participate in the Quotation within the time and date as specified below..

Salient Features

Eligibility of the intending participants for obtaining Quotation Papers.

- 1) Possesses experience in similar nature of supplies as given in Schedule A, B & C for at least in 03 (Three) Govt. Offices / Local bodies / Undertakings / Mercantile firms etc. in one financial / calendar year.
- 2) Credential of similar nature of supplies shall be not less than Rs 03 (Three) lakhs in a financial year during the last 03 years.
- 3) Resourceful in having capacity of making supplies on emergent basis.
- 4) Possession of VAT Certificates / PAN CARD / valid Trade License.
- 5) Having minimum turnover of Rs.10 (Ten) lakhs per annum for at least 03 (Three) financial years / accounting years.
- 6) Having own office / shop in and around Kolkata.

Last date of application	:	25.08.2011	up to	1.00 P.M.
Last date of permission	:	26.08.2011	up to	4.00 P.M.
Last date of submission of quotation	:	29.08.2011	up to	2.00 P.M.
Date of opening	:	29.08.2011	at	3.00 P.M.

Other Terms & Conditions:

- 1) The quotationer(s) shall submit copies of VAT Certificates / PAN Card /valid Trade License. in support of his / their bonafide in the field of their performance as a regular supplier of all office stationeries and other items
- 2) The rate(s) once quoted in the quotation will be treated as final and under no circumstances be withdrawn /changed /modified.
- 3) No conditional offer will be entertained, nor the contract shall be sub-let. In case of sub-letting action as per clause 11 of WBF 2908 shall be taken against the supplier.
- 4) The quotationer(s) must put his / their signature(s) in one language on each page of the quotation papers / Schedules which forms part of the quotation document.
- 5) The intending quotationer(s) will have to deposit Earnest Money in the shape of Bank Draft drawn in favour of New Town Kolkata Development Authority on any Nationalized / Scheduled Bank in India @ 2% of the quoted amount subject to maximum of Rs. 20,000/- (Twenty Thousand) only. In case of successful quotationers, this amount of earnest money will be converted to Security Deposit provided they have to deposit balance amount of earnest money, if necessary, equal to 2% of the value accepted. The balance amount of earnest money will have to be deposited at the time of making agreement in WBF 2908. Mode of deposit of the balance amount will be the same as quoted above . Non-compliance of the above at any stage will lead to cancellation of the agreement.
- 6) The Quotationer(s) who will sign on the Quotation as a key person of a Company or Firm must produce the registered letter of authorization on a Court Fee Stamp paper in respect of their competency to do so -- failing which the Quotation will not be considered for acceptance. For a proprietorship Firm / Company only the proprietor is eligible to sign on the quotation paper and none else.
- 7) Conditional quotation will not be entertained and shall be treated as 'invalid' / 'informal'
- 8) The Quotation form / Schedule issued from the office of the undersigned must be returned with all enclosures to this office within the last date of receipt of the Quotation. Otherwise, it will not be entertained.
- 9) (a) Quotation Documents are not transferable.
(b) Quotation for Schedule A, B and C is to be submitted separately alongwith the samples as and where necessary.
- 10) The Quotation will be opened in presence of the Quotationers or their duly authorized representatives who may be present at the time of opening , if they so desire and may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation, as the case may be.
- 11) The undersigned reserves the right to reject any or all the quotation(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

- 12) If any quotationer(s) withdraws his / their offer before acceptance or refuse to make supply within a reasonable time without giving any satisfactory explanation for such withdrawal, he/ they shall be disqualified for submitting quotation to this authority at least for 1 (One) year.
- 13) After acceptance of the quotation(s), the Firm / Agency / Supplier will have to undergo a formal Contract / Agreement with the authorities of the New Town Kolkata Development Authority in Form No. WBF - 2908.
- 14) The selected supplier will have to make supply & delivery of the items required by this office to the office of the New Town Kolkata Development Authority as and when asked for to do so within the schedule date / time. In case of non-compliance, the relevant items will be purchased at the risk of the concerned supplier Firm and any extra amount if involved for such purchase from outside shall be adjusted from his / their subsequent bill(s) or from Security Deposit in hand.
- 15) The successful quotationers will have to submit warranty as per prescribed proforma given in the quotation document on a non-judicial stamp paper of Rs. 100/- (One hundred) only duly authenticated by the Notary Public.
- 16) Acceptance of any item(s) supplied / to be supplied is subject to full satisfaction of the New Town Kolkata Development Authority and must be conforming to the samples submitted along with the quotation.
- 17) Canvassing in any form is strictly prohibited.
- 18) The authorities will have the right to reject /refuse any of the items so supplied if proper standard as per specification is not maintained.
- 19) No escalation of the cost of the product(s) / item(s) during the period in question will be entertained.
- 20) From the ongoing / Final bill(s) of the selected Firm / Agency Security Deposit will be deducted @ 8% of the bill value to cover 10% of the total value of supplies made. Security Deposit so deducted will be refunded at the end of security period i.e. 1 (One) month after the contractual period.
- 21) No letter or other instrument submitted separately in modification of the sealed quotation shall not be considered.
- 22) Rate is to be quoted both in figures and in words. If the rate written in figures and in words does not tally with each other then the rate quoted in word shall be taken as correct.
- 23) The authority reserves the right to issue addenda to the quotation document, to clarify, to amend, modify, delete or supplement any portion of Schedule A, B, C at any time before submission of the quotation document under issuance of a separate notice as a corrigendum to the original quotation notice
- 24) In any of the cases of failure to execute formal agreement and / or failure to commence the supplies within the scheduled date or failure to make proportionate supply within the proportionate time so elapsed from the date of commencement.,

25) The selected supplier(s) will have to make supply of the items of any Schedule – A, B, C for which his / their rate(s) has / have been accepted ordered for, direct to the office of the New Town Kolkata Development Authority at 03, Major Arterial Road, Jyoti Basu Nagar, Kolkata- 700156.

No Carriage charge will be paid extra.

For any damage or deface of any portion of the office building made by the people of the supplier by carriage vehicles during the time of delivery, the supplier shall be liable to restore in its original position at his / their own cost.

26) Overwriting, if there be any in the quotation document is to be corrected by crossing through under the initial of the person eligible to sign and submit the quotation document and to be written the correct one by the same ink. No Correction Fluid will be allowed.

27) Rates are to be quoted either in the boxes against each and every item shown in the Schedule A, B & C or cross mark(s) to be put against the unquoted item(s). No box should be allowed to remain blank.

28) The supplier Firm will have to submit bill(s) in duplicate immediately after delivery of the items.

29) Income Tax / VAT will be deducted at source at the time of making payment, if applicable under rule.


Chief Executive Officer
New Town Kolkata Development Authority

Memo No. 1560 /NKDA/Admn - 26 /2009 / Part

Dated: 05.08.2011

Copy forwarded for information and necessary action to :

- 1) The Member Secretary, New Town Kolkata Development Authority.
- 2) The Finance Officer, New Town Kolkata Development Authority
- 3) The Executive Engineer, New Town Kolkata Development Authority
- 4) The System Manager, New Town Kolkata Development Authority. She is requested to up-load the matter in the official website of New Town Kolkata Development Authority (www.nkdamar.org).
- 5) The Accountant, New Town Kolkata Development Authority
- 6) P.A to Chairman, New Town Kolkata Development Authority
- 7) NOTICE BOARD of New Town Kolkata Development Authority.
- 8) Guard File.


Chief Executive Officer
New Town Kolkata Development Authority

SCHEDULE—A (COMPUTER RELATED ACCESSORIES)

Sl No.	ITEMS	BRAND / SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Toner Cartridge for Photo Copier Machine (NPG - 28)	Canon Machine No.	Piece	4 (Four) Pcs.	
2.	Pen Drive 2 GB	Transcend	Piece	6 (Six) Pcs.	
3.	Pen Drive 4 GB	Transcend	Piece	6 (Six) Pcs.	
4.	Pen Drive 8 GB	Transcend	Piece	4 (Four) Pcs.	
5.	Pen Drive 16 GB	Transcend	Piece	2 (Two) Pcs.	
6.	Plotter Paper Roll - 42"	COMPU COLOR	Roll	20(Twenty) Rolls	
7.	Plotter Paper Roll - 36"	COMPU COLOR	Roll	100 (One hundred) Rolls	
8.	Drum Unit for Photo-copier Machine (NPG - 28)	Canon Machine No.	Piece	1 (One) Pc	
9.	D V D (SONY) [6X 4.5]	10, 50, 50 or 100 Pack	Piece	100 (One hundred) Pcs.	
10.	Computer Printer Cartridge No. - 920	H.P. Printer A3	Piece	12 (Twelve).Pcs	
11.	Computer Printer Cartridge No. - 21	H.P. Printer	Piece	12 (Twelve) Pcs.	
12.	Computer Printer Cartridge No. - 22	H.P. Printer	Piece	6 (Six) Pcs.	
13.	Computer Printer Cartridge No. - 818 (Black)	H.P. Printer	Piece	24 (Twenty Four) Pcs.	
14.	Computer Printer Cartridge No. - 818 (Colour)	H.P. Printer	Piece	15 (Fifteen) Pcs.	
15.	Cartridge for Photo-copier (No. NPG - 25)	Canon Machine No.	Piece	4 (Four) Pcs.	

Sl No.	ITEMS	BRAND / SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
16.	Cartridge for Photo-copier (No. NPG – 28)	Canon Machine No.	Piece	4 (Four) Pcs.	
17.	Cartridge for Photo-copier No – 45A	H.P Machine No.	Piece	3 (Three) Pcs.	
18.	Cartridge for Laser-jet Printer No. 88A	H.P Machine No.	Piece	10 (Ten) Pcs.	
19.	Cartridges for HP Plotter Machine No. Z-6100 PS Maintenance Cartridge	Cartridges Nos. C9468A C9471A C9465A C9464A C9469A C9470A C9466A C9467A C9518A	Piece	1 (One) Pcs. " " " " " " " "	
20. 21.	Compact Disc.	Mosser baer	Piece	600 (Six hundred) Pcs.	
22.	C.D. Cover packet with spong	(Single)	Piece	600 (Six hundred) Pcs.	
23.	C.D Album	With 20 C.D holding capacity	Album	30 (Thirty) Album	

SCHEDULE – B (STATIONERY ARTICLES)

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Alpin	1-1/2" in length	Box	12 (Twelve) Boxes	
2.	Arch File [Good Quality]	Standard Size	Piece	40 (Forty) Pcs.	
3.	Attendance Register	Standard	Book	4 (Four) Books	
4.	Board Pin	Standard	Box	4 (Four) Boxes.	
5.	Blade for knife	Sliding Knife	Piece	24 (Twenty Four) Pcs.	
6.	Busket (Polymer)	14" x 10"	Piece	12 (Twelve) Pcs.	
7.	Battery (For remote control)	No.	Piece	12 (Twelve) Pcs.	
8.	Brasso	Medium	Piece	3 (Three) Pcs.	
9.	Calculator (Normal)	12- Digit	Piece	10 (Ten) Pcs.	
10.	Calculator (Scientific)	Standard	Piece	6 (Six) Pcs.	
11.	Candle	Medium size	Packet of 6 Pcs.	2 (Two) Packets	
12.	Carbon Paper	Kores	Packet	1 (One) Packet	
13.	Cello Tape - 1/2"	Transparent	Piece	6 (Six) Pcs.	
14.	Cello Tape - 1"	Transparent	Piece	12 (Twelve) Pcs.	
15.	Cello Tape - 1-1/2"	Transparent	Piece	12 (Twelve) Pcs.	
16.	Cello Tape - 2"	Transparent	Piece	6 (Six) Pcs.	
17.	Channel File	A – 4 Size.	Packet of 5 (Five) Pcs.	40 (Forty) Packets	
18.	Channel File	U – 1 Size	Packet of 5 (Five) Pcs.	10 (Ten) Pcs.	
19.	Clip Board	Full scape size	Piece	12 (Twelve) Pcs.	
20.	Clutch Pencil with Lead	Normal	Piece	3 (Three) Pcs.	
21.	Colin	500 ML.	Piece	18 (Eighteen) Pcs.	

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
22.	Colour Sketch Pen	Camlin	Set	3 (Three) Sets	
23.	Computer Continuous Paper	15" x 12"		1000 (One thousand) Sheets	
24.	Computer Continuous Paper	12" x 10"			
25.	Correction Fluid Pen	Oval	Piece	48 (Forty eight) Pcs	
26.	Correction Pencil	Red & Blue	Box	1 (One) Box	
27.	Cotton Tape (White)	½" Wide.	Piece	48 (Forty eight) Pcs.	
28.	Dak Receipt Register (Bound)	No. 10	Book	3 (Three) Book	
29.	Date Calander Stand	Omega	Piece	6 (Six) Pcs.	
30.	Date Calander Refil	Good Quality	Piece	24 (Twenty four) Pcs.	
31.	Dictionary	As per order			
32.	Duster [Good Quality]	2' x 2' Size.	Piece	72 (Seventy two) Pcs.	
33.	Envelop (Brown)	11" x 5"	Packet of 50 Pcs.	100 (One hundred) Pcs.	
34.	Envelop (White)	11" x 5"	Packet of 50 Pcs.	200 (Two hundred) Pcs.	
35.	Envelop (White) without Logo	11" x 8"	Packet of 50 Pcs.	50 (Fifty) Pcs.	
36.	Envelop (White) with Logo	11" x 5"	Packet of 500 Pcs.	1500 (One thousand five hundred) Pcs.	
37.	Envelop (White)	7" x 9"	Packet of 50 Pcs.	50 (Fifty) Pcs.	
38.	Envelop (Brown)	A - 4	Packet of 50 Pcs.	100 (One hundred) Pcs.	
39.	Envelop (Cloth)	A4	Packet of 50 Pcs.	150 (One hundred fifty) Pcs.	
40.	Envelop (Cloth)	16" x 12"	Packet of 500 Pcs.	50 (Fifty) Pcs.	
41.	Erase-Ex	Kores	Piece	6 (Six) Pcs.	
42.	Eraser	Apsara	Piece	40 (Forty) Pcs.	
43.	Executive Bond Paper A-4	Royal	Ream	3 (Three) Reams	

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
44.	Envelop (White)	13" x 10"	Packet of 50 Pcs.	50 (Fifty) Pcs.	
45.	Fevi Stick [Kores]	15 Grams	Piece	48 (Forty eight) Pcs.	
46.	File Cover (Two Fold) with Logo	14" x 10"	Packet of 500 Pcs.	500 (Five hundred) Pcs.	
47.	File Cover (Four Fold) with Logo	14" x 10"	Unit of 50 (Fifty) files	200 (Two hundred) Pcs.	
48.	File Cover (Four Fold) without Logo	14" x 10"	Unit of 50 (Fifty) files	50 (Fifty) Pcs.	
49.	File Cover (Four Fold) with Logo	16" x 12"	Unit of 50 (Fifty) files	300 (Three hundred) Pcs.	
50.	File with Clip	14" x 10"	Piece	24 (Twenty four) Pcs.	
51.	Flaps for files	Good quality	Unit of 100 Pcs.	1500 (One thousand five hundred) Pcs.	
52.	Folder with Cover / Flap / Button	Standard size & quality	Piece	50 (Fifty) Pcs.	
53.	Gum Pot (Liquid)	Superior Quality	Piece	6 (Six) Bottles	
54.	Gala Stick	Good quality	Box	2 (Two) Boxes	
55.	Hand Towel	18" x 24"	Piece	2 (Two) Doz.	
56.	Hi-Lighter Pen	Fabre Castel	Packet	4 (Four) Packets	
56.	Index Register	No. 10	Piece	2 (Two) Pcs.	
57.	Issue & Receipts Register	No. 12	Piece	2 (Two) Pcs.	
58.	Icy Gel Pen	Agni	Piece	125 (One hundred twenty five) Pcs.	
59.	Knife (Normal) - 6" Blade	Royal (Stainless Steel)	Piece	6 (Six) Pcs.	
60.	Knife (Folding) - 5" Blade	Royal (Stainless Steel)	Piece	6 (Six) Pcs.	
61	Bucket	14" Height	Piece	6 (Six) Pcs.	

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
62.	Letter Head Pad with Logo	As per specification	Book of 100 (One hundred) pages	40 (Forty) Books.	
63.	Liquid Soap (Dettol / Lifebuoy)	Medium size.	Piece	6 (Six) Pcs.	
64.	Measuring Steel Tape	30 Mtrs.	Piece	2 (Two) Pcs.	
65.	Measuring Steel Tape	05 Mtrs	Piece	2 (Two) Pcs.	
66.	Measuring Steel Tape	03 Mtrs.	Piece	2 (Two) Pcs.	
67.	Marker Pen (Thin)	Camlin	Piece	4 (Four) Doz.	
68.	Marker Pen (Thick / Wide)	Camlin	Piece	1 (One) Doz.	
69.	Note Sheet Pad with Print	As per specification	Book of 100 Pages	40 (Forty) Books	
70.	Paper Holder Stand	Good Quality	Piece	6 (Six) Pcs.	
71.	Paper Tray (Table Tray)	Good Quality	Piece	1 (One) Doz.	
72.	Pen Stand with Date Calander	Superior Quality	Piece	6 (Six) Pcs.	
73.	Pen Holder Stand	Good Quality	Piece	6 (Six) Pcs.	
74.	Pen Book	Normal	Piece	3 (Three) Pcs.	
75.	Pen (Gel)	Blue, Black, Red, Green	Piece	100 (One hundred) Pcs.	
76.	Paper Weight [Normal]	Big Size	Piece	3 (Three) Doz.	
77.	Paper Weight [Hexagonal - Colour]	Standard Size	Piece	2 (Two) Doz.	
78.	Punch Machine (Single)	Kangaroo	Piece	3 (Three) Boxes	
79.	Punch Machine (Double)	Kangaroo	Piece	6 (Six) Pcs.	
80.	Pencil (Wooden)	Apsara Gold - 2B	Box	5 (Five) Boxes	
81.	Pin Cushion	Magnetic	Piece	6 (Six) Pcs.	
82.	Prompts / Post it [Tri - Colour]	3" x 3"	Packet	20 (Twenty) Packets	
83.	Prompts / Post it [Mono - Colour]	3" x 3"	Packet	10 (Ten) Packets	

Sl No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
84.	Pencil Sharpener [Long Point]	Apsara	Box	3 (Three) Boxes	
85.	Plain Paper (White)	Size - U1	Ream	3 (Three) Reams	
86.	Pencil Carbon	Kores	Packet	1 (One) Box	
87.	Plastic Folder	As per specification	Piece	2 (Two) Doz.	
88.	Paper Binder Clip	Size - 1"	Box	10 (Ten) Boxes	
89.	Paper Binder Clip	Size - 1-1/2"	Box	8 (Eight) Boxes	
90.	Paper Binder Clip	Size - 2"	Box	6 (Six) Boxes	
91.	Photo Paper for Certificate	120 GSM (Desmat)	Packet	4 (Four) packets of 100 pages each	
92.	Printing of Bank Challan	As per specification	Each Book of 100 Pages	40 (Forty) Books	
93.	Printing of Trade Licence Forms	As per order.	Piece	300 (Three hundred) Pcs.	
94.	Refil (Gel) Blue, Red, Black etc.	Cello Gel.	Piece	80 (Eighty) Pcs	
95.	Register (Bound)	No. 4	Piece	24 (Twenty four) Pcs.	
96.	Register (Bound)	No. 6	Piece	24 (Twenty four) Pcs.	
97.	Register (Bound)	No. 8	Piece	18 (Eighteen) Pcs.	
98.	Register (Bound)	No. 10	Piece	18 (Eighteen) Pcs.	
99.	Register (Bound)	No. 12	Piece	18 (Eighteen) Pcs.	
100.	Register (Bound)	No. 14	Piece	12 (Twelve) Pcs.	
101.	Room Freshner	Premier (Sandal)	Piece	15 (Fifteen) Pcs.	
102.	Rubber Stamp (Polymer)	As per specification	Per Sq. inch		
103.	Stamp (Presto)	As per specification	Per Sq. inch		
104.	Rubber Stamp (Normal)	As per specification	Per Sq. inch		

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
105.	Rubber Band / Gurder	Large (4" in length)	Per Kilogramme	2 (Two) Kgs.	
106.	Roller Refil	As per specification	Piece	3 (Three) Pcs.	
107.	Self Inking Stamp with Date	As per specification	Piece	3 (Three) Pcs.	
108.	Self Inking Stamp	As per specification	Piece		
109.	Short Hand Note Book	Standard	Book	3 (Three) Books	
110.	Staple Machine No - 10	Kangaroo	Piece	18 (Eighteen) Pcs.	
111.	Staple Machine No - 24/6	Kangaroo	Piece	6 (Six) Pcs.	
112.	Staple Machine No - HP - 45	Kangaroo	Piece	3 (Three) Pcs.	
113.	Spong / Damper		Piece	6 (Six) Pcs.	
114.	Stamp Pad Ink (60 MI)	Fabre Castel	Bottle	6 (Six) Bottle	
115.	Stapler Pin No. - 10	KANGAROO	Piece	50 (Fifty) Pcs.	
116.	Stapler Pin No. - 24/6	KANGAROO	Piece	8 (Eight) Pcs.	
117.	Scale - 12"	Normal	Piece	12 (Twelve) Pcs	
118.	Scale - 12"	Steel	Piece	12 (Twelve) Pcs	
119.	Scissors -- 8"	Stainless Steel	Piece	12 (Twelve) Pcs	
120.	Stamp Pad (Medium)	Fabre Castel	Piece	12 (Twelve) Pcs	
Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY	PRICE QUOTED

Sl. No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
121.	Stamp Pad (Large)	Gripex	Piece	3 (Three) Pcs	
122.	Tag - 6"	Good Quality	Bundle	24 (Twenty four) Bundles	
123.	Tag - 9"	Good Quality	Bundle	60 (Sixty) Bundles.	
124.	Towel (Large)	Standard quality	Piece	6 (Six) Pcs	
125.	Tissue Paper Roll	Safex /	Piece	3 (Three) Doz.	
126.	Thread Ball	Normal	Piece	2 (Two) Doz.	
127.	Waste Paper Busket	12" or 14" in height	Piece	6 (Six) Pcs.	
128.	Writing Pad (Good Quality)	Paperkraft (9" x 7")	Piece	8 (Eight) Doz.	
129.	Writing Pad	Medium Quality (7" x 6")	Piece	4 (Four) Doz.	
130.	Xerox Paper A4	JK Copier	Ream	250 (Two hundred fifty) Reams	
131.	Xerox Paper A3	JK Copier	Ream	10 (Ten) Reams	
132.	Xerox Paper U-1	JK Copier	Ream	2 (Two) Reams.	

SCHEDULE - C (OTHER ITEMS)

Index No.	ITEMS	SPECIFICATION	UNIT	QUANTITY (APPROX.)	PRICE QUOTED PER UNIT
1.	Binding of Books (Accounts)	As per order	Number		
2.	Drawing - T	Engineering purpose	Piece	2 (Two) Pcs.	
3.	Fax Cartridge (PG - 40)	Canon	Piece	3 (Three) Pcs.	
4.	Fax Roll	Canon	Piece	3 (Three) Rolls	
5.	Float Glass / Table Glass (White)	5 or 6 mm thick	Per Sq. foot.		
6.	Glass for drinking water	Good quality	Piece	18 (Eighteen) Pcs.	
7.	Glass Lid	Standard quality	Piece	12 (Twelve) Pcs.	
8.	HIT (Large)	Godrej	Piece	18 (Eighteen) Pcs.	
9.	Level Book	No.	Piece	12 (Twelve) Pcs.	
10.	Milk Maid		Piece	4 (Four) Pcs.	
11.	Mosquito Repellant	Good Night (for 60 days)	Piece	6 (Six) Pcs.	
12.	Measurement Book	Normal	Piece	6 (Six) Pcs.	
13.	Mosquito Repellant Oil	Good Night 90 Days	Piece	18 (Eighteen) Pcs.	
14.	Name Plate [Polymer]	As per specification	Per Sq. inch		
15.	Wall Clock	Ajanta Quartz.	Piece	2 (Two) Pcs.	

ANNEXURE

N.I Q No. 21 / ADMN / 2011 – 2012 OF NKDA

Memo. No. 1560 /NKDA/Admn ----26 /2009 Part

Date of Opening: 29.08.2011
At 3 P.M.

Sl. No.	Description of the items to be supplied.	Approximate quantity to be supplied	Earnest Money	Period of Contract	Eligibility	Accepting Authority
1.	Computer related accessories	As per Schedule – A of the Quotation documents	2% of the Quoted amount subject to maximum of Rs.20,000/-	Up to 31.03.2012 from the date of Supply order during 2011 – 2012	Suppliers of Govt. Department / Undertakings / Local bodies / Reputed Marcantile Firms in India.	Chief Executive Officer, New Town Kolkata Development Authority.
2.	Various Stationery articles	As per Schedule B of the quotation documents.	“	“	“	“
3.	Other Items.	As per Schedule C of the quotation documents.	“	“	“	“

Chief Executive Officer
New Town Kolkata Development Authority