



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,

New Town, Kolkata - 700 156

Memo No: 6297/NKDA/ADMN (ESTT)-102/2025

Date: 29/09/2026

NOTICE INVITING QUOTATION RATE TENDER NO

NIQ No: 07/NKDA/Admn of 2026-27, 2ND CALL

Sealed Quotations are invited from the reliable Agencies for "Printing and Supply of design of creative design for social media, branding of vehicles, printing of Identity card for Durga Puja Samman, Immersion of Durga Puja, Chhath Puja, and Diya Utsav – 2026 in New Town.

" as per the following Schedule, Terms and Condition: -

1. Schedule:

Sl No.	Description of Item	Qty.
1	Design of different creatives for printing and social media (for all 3 events)	10 nos
2	Printing of Identity Cards (with plastic jacket, laminated, and Lanyard with NKDA Logo/text) for Durga Puja Samman – 2026 and for all 3 events	300 pcs
3	Printing and Branding of Official Vehicles	4 nos

2. Important Dates:

Last date of submission of Bids : 06/10/2026 up to 2.00 P.M

Date of opening of Bids : 06/10/2026 at 3.00 P.M

3. Scope of Work:

- Preparation of Creative design for different awards categories of 'Durga Puja Samman-2026'.
- Preparation of guide Line, social media post, etc related to 'Durga Puja Samman-2026' & Dhunuchi Naach competition-2026.
- Printing of Identity Card, plastic jacket with laminated, Lanyard with NKDA logo and text
Printing and Branding of Vehicle.
- The quantity as mentioned in schedule is indicative only.
- Branding of Official Vehicles 'Durga Puja Samman-2026' in Vehicles doors and bonnet.

4. Payment: Payment will be made on delivery of schedule items and submission of Invoice in triplicate copies along with delivery challan duly signed by the respective official of NKDA along with the following documents:

- Delivery challan.
- Printout of all design prepared during the contract.
- Installation and dismantled images for banner.

5. Terms & Condition:

1. The Rate should be inclusive of GST.
2. Interested Agencies are requested to submit their Quotation with the requisite document to the office of the undersigned well within the scheduled date.
3. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason whatsoever.
4. This Authority has the right to cancel the order at any point of time during the contract period.
5. Tender documents must be submitted with the agency's original stamp and the signature of the agency owner.
6. NKDA may ask to produce original documents for verification as and when required.
7. All relevant rules and regulation of Government of West Bengal will be final and binding on all bidders.
8. The bidder should be registered with GST, PAN etc. as required in the normal course of business to render similar services. (Self-attested copy to be submitted).
9. The bidder should have a valid Trade License. (Self-attested photocopy to be submitted).
10. Experience document.
11. The bidder should have a full-fledged office with necessary technical staff in Kolkata Pin code area (self-attested address proof copy to be submitted).

6. Technical and financial documents to be submitted as per guidelines:

1. Duly sealed and signed NIQ document.
2. GST registration document.
3. Tender Bid and Financial Bid should be put into two different envelopes mentioning the name of Bid. Both two envelop should be put into a big envelope mentioning the name of work.


Administrative Officer

New Town Kolkata Development Authority

Memo No: ~~6297~~1(4)/NKDA/ADMN (ESTT)-102/2025

Date: 29/09/2026

Copy forwarded for kind information to :

1. Chief Executive Officer, NKDA
2. Finance Officer, NKDA
3. Office Notice Board.
4. Official website of NKDA.


Administrative Officer

New Town Kolkata Development Authority

Financial Bid

To,

Administrative Officer

New Town Kolkata Development Authority

New Town

Kolkata – 700156

Sub : **Financial Proposal for Printing and Supply of design of creative design for social media, branding of vehicles, printing of Identity card for Durga Puja Samman, Immersion of Durga Puja, Chhath Puja, and Diya Utsav – 2026 in New Town.**

SI No.	Description of Item	Qty.	Unit Price with GST (in ₹.)	Total Amount inclusive of GST (in ₹.)
1	Design of different creatives for printing and social media (for all 3 events)	10 nos		
2	Printing of Identity Cards (with plastic jacket, laminated, and Lanyard with NKDA Logo/text) for Durga Puja Samman – 2026 and for all 3 events	300 pcs		
3	Printing and Branding of Official Vehicles	4 nos		

NB: Rate is inclusive of GST.

Signature:

Name and Designation:

Name of the Organisation:

Contract Details: