



Office of the Joint Secretary  
Common Service Cell, HQ  
Kolkata Metropolitan Development Authority  
Unnayan Bhavan, DJ - 11, Sector - II,  
Bidhannagar, Kolkata - 700 091.

**Kolkata  
Metropolitan  
Development  
Authority**

No. 391/KMDA/CSC/MT-295/17

Date: 10.11.2017

N.I.Q. No. 32/ 2017-2018

Date: 10.11.2017

**Notice Inviting Quotation**

Sealed Quotations are invited by the Joint Secretary, Common Service Cell, Hqr., KMDA from bonafide, reliable, experienced in similar nature for the printing and supply of Stationary Items as per the enclosed schedule at the Central Store (Common Service Cell, Hq.) of KMDA at Unnayan Bhavan, Salt Lake City, DJ-11, Sector-II, Kolkata-700 091.

The rate is to be quoted both in figures and words. The quotations in sealed cover will be received upto 3-00 P.M. on 20<sup>th</sup> November, 2017 in the office of the undersigned and will be opened on the same date at 3-30 P.M. in presence of intending questioners. The supply should be made within 10 (Ten) days of issuance of the Supply Order.

The Authority reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever.


Sd/-  
Section officer  
Common Service Cell, HQ, KMDA

No. 391/1(7)/KMDA/CSC/MT-295/17

Date: 10.11.2017

Copy forwarded for information to:-

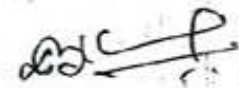
- 1) The Deputy Secretary, PR Cell, KMDA for Notice Board.
- 2) The ADFA (A&C), Finance Wing, HQ, KMDA.
- 3) Sri Subrata Mukherjee, Divisional Accountant, CS Cell, HQ, KMDA.
- 4) The Store Officer, C.S Cell, HQ, KMDA.
- 5) Sri Sayantan Guha Thakurta, SA, CS Cell, HQ, KMDA.
- 6) Sri Raju Saha, T.C.C., CS Cell, KMDA.
- 7) Notice Board, CS Cell, HQ, KMDA.

  
Section officer  
Common Service Cell, HQ, KMDA



**SCHEDULE**

Sl. No.	Description of Items	Require Quantity
1	Pencil Carbon	12 packets
2	Type Carbon	6 packets
3	Photocopy paper A4	400 Reams
4	Photocopy paper F.S.	100 Reams
5	Photocopy Paper A3	20 Reams
6	Duster Small 24" x 24"	600 nos
7	File Flap	5000 nos
8	Red & Blue Dot Pen	200 nos.
9	Phenyl (Bengal chemical)	60 bottles
10	James Clip	400 boxes
11	Tag 9"	300 Bundles
12	Refill ordinary (blue, red & black)	600 nos
13	Correction Pen (white)	150 nos
14	Towel chair	30 nos
15	Botkin	50 nos
16	Basket	60 nos
17	Phool Jharu	25 nos,
18	Four Fold File cover	50 nos.
19	Vim Powder	50 packets
20	Dak File	50 nos.
21	Duster (Big) 36"x36"	60 nos.

  
Section officer  
Common Service Cell, HQ, KMDA  
10/11/2017