



**Office of the Chief Executive Officer  
Haldia Development Authority (ISO 9001:2015**

**Certified)**

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-  
721657, Dist: Purba Medinipur  
Ph.: (03224) 255926,  
Fax-255927,  
e-mail : [ceo.hda@gmail.com](mailto:ceo.hda@gmail.com)  
Web : [www.hda.gov.in](http://www.hda.gov.in) ,  
Toll Free No. 1800-345-3224

**Memo No.: 769 /HDA/ XVI-18**

**Dated : 06 / 08 / 2020**

**QUOTATION NO. 29 /HDA/ESTABLISHMENT/2020-21**

For celebration of Independence Day, 2020, a huge no. of cotton masks are required to for distributing among the general public under **Tamluk Sub-Division** for awareness and safety from COVID-19 pandemic.

Quotation is hereby invited on **urgent basis** from authorized agencies to provide Cotton Masks at Tamluk for fighting against **pandemic COVID-19**. The rate will have to be quoted inclusive all Taxes & GST charges and the details are given in the following format.

Date of invitation of Quotation : 06.08.2020

Last Date and Time of submission of Quotation : 13.08.2020 upto 2.00 p.m.

Date and Time of opening of Quotation : 13.08.2020 at 2.30 p.m.

**Rate submission Format :**

Sl. No.	Safety materials	Specifications	Quantity	Rate to be quoted per Pc. (including all taxes)	Amount (in Rs.) (Including all taxes)
1	Mask	Cotton Mask- 3 layer	3500 pc.		
Total :					

**Terms and conditions**

1. All the Cotton Masks should be supplied on or before 14.08.2020 upto 5.00 p.m..
2. The rate will have to be quoted including materials, transportation and loading and unloading charges, all taxes.
3. The rate has to be quoted in the own pad of the firm as per lump sum basis. Work will be awarded to the agency who quoted the lowest.
4. The quotation will have to furnish Trade License, PAN, GST Registration details (if available) etc. along with the quotation.
5. Last date for submission of quotation **13.08.2020 upto 2.00 p.m.** and opening will be at **2:30 p.m.** on the same day.
6. No advance payment will be made by the Authority.
7. Defective material should be changed by the agency at his own cost within one days after communicating the same by the Authority.
8. Payment will be made after satisfactory supply of all the materials to the Authority.

  
**Chief Executive Officer  
Haldia Development Authority**

Copy forwarded for information to:

1. The Chairman, Haldia Development Authority
2. The District Magistrate, Purba Medinipur.
3. The Chairman, Haldia Municipality.
4. The District Information & Cultural Officer, Purba Medinipur
5. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
6. Smt. Tapasi Samanta, Computer Operator - with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
7. CA to the CEO, HDA
8. Reception / Notice Board.

  
**Chief Executive Officer**  
**Haldia Development Authority**