



THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

REGD. H.O.: 64, G.T. ROAD, P.O.- BURDWAN, DIST.- PURBA BARDHAMAN - 713 101 (WEST BENGAL)

Ref. No.: 87 / E & B / 2018-2019.

Date: November 5, 2018.

Quotation Notice for Diaries – 2019

Sealed quotations are invited from reputable and resourceful firms for supply of Diaries – 2017 as detailed out below for the bank: -

Specifications

Sl. No.	Quantity	Details
1.	900 (nine hundred)	1/8 th size Diaries of good quality.
2.	700 (seven hundred)	1/8 th size Double Crown Executive Diary (one date one page)
3.	100 (one hundred)	Super Executive Diary (One date one page)
4.	300 (three hundred)	Gupta's Pocket Diaries with Branch List & without Telephone Index.

Every Firm / Vendor must quote its GST Number in the Quotation.

Rates are to be quoted for each category taking into consideration charges such as GST etc. Delivery should be made at bank's Head Office, 64, G.T. Road, P.O.- Burdwan, Dist. – Purba Bardhaman, PIN. - 713 101, (Record Section). The quoted rate should include the cost of printing / embossing of bank's name/emblem and address with the words "With Best Compliments from:-" together with brief history of the bank printed in two or three pages in the front pages of the diaries.

Envelopes superscribed "Quotation for 2019 - Diaries" addressed to the Chief Executive Officer, The Burdwan Central Co-operative Bank Ltd., 64, G.T. Road, P.O.- Burdwan, Dist. – Purba Bardhaman, PIN. - 713 101, are to reach the undersigned **by 2-00 p.m. of 14th day of November, 2018** with sample of diaries and sealed quotations are to be deposited with the Record Section (H.O.) on the working days. Selection of diaries will be made on the basis of quality vis-à-vis cost of each category.


Quotations will be opened on the **14th day of November, 2018 at 2-30 p.m. Vendors are requested to remain present with sample of Diaries on 14th day of November, 2018 at 2-30 p.m.** during opening of Tender. The lowest rate would not be the sole criteria for selection of vendor. Selection will be made on the basis of sample and rate. The last date of supply will be **17th day of December, 2018.** Any change of date will be communicated in the Notice Board of the Head Office of this bank.

The vendors are requested to enclose one Demand Draft in favour of The Burdwan Central Co-operative Bank Ltd., payable at Burdwan of ₹3,000/= (Rupees three thousand) only as Earnest Money Deposit (EMD) along with the Tender. The earnest money deposit will not carry any interest and will be refunded after satisfactory completion of the work.

Quotations received after the last date and the time specified will not be considered at all and no advance payment will be allowed for any reason whatsoever. Payment after satisfactory supply will be made by A/c. Payee Cheque/Draft/Pay-order or NEFT.

Any change of date will be communicated in the 'Notice Board' of the Head Office of this bank.

The undersigned reserves the right to accept or reject any or all the quotations and also to increase/decrease/split the order without assigning any reason therefor.


(A. Chattopadhyay)
Joint Registrar of Co-operative Societies &
Chief Executive Officer