



Ref. No.: 86 / E & B / 2018-2019.

Date: November 5, 2018.

Quotation Notice for Calendars – 2019

Sealed quotations are invited from reputable and resourceful firms for printing and supply of 40,000 (forty thousand) – One page Wall Calendar – 2019 with machine tin mounting (double top bottom black/blue colour on both ends).

Specifications: -

- 1) (A) Size (75 x 51) sq. cm. (B) Print area (73 x 49) sq. cm.
- 2) Both English and Bengali dates with calculation of Bengali "TITHIS" are to be printed in Black/Bottle Green/other colour, as specified.
- 3) Sundays & Holidays declared under Negotiable Instruments Act are to be printed in Orange/Deep Saffron/other colour to be specified.
- 4) Horizontal and vertical division and border lines should be printed in Orange/Deep Saffron/other colour to be specified.
- 5) Bank's emblem should be printed in the left hand corner at the top, prominently in Deep Saffron/other colour to be specified.
- 6) Quality of paper – Good quality 'Maplitho' paper of **90 gsm** (Sample may be collected from the Head Office).

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

Consolidated rates per thousand pieces are to be quoted taking into consideration all charges such as GST etc. Delivery at the bank's Head Office, 64, G.T. Road, P.O.- Burdwan, Dist.- Purba Bardhaman, PIN. – 713 101, Record Section (H.O.). Colours mentioned are subject to change before final approval of the proof.

Envelopes superscribed "Quotation for 2019 Wall Calendars" 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.** on **14th day of November, 2018**. Sealed quotations are to be deposited with the Record Section (H.O.) on the working days.

Quotations will be opened on the **14th day of November, 2018** at **2-30 p.m.** and Vendors are requested to remain present at the time of opening of Tender. The lowest rate would not be the sole criteria for selection of vendor. The last date of supply will be on **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 on submission of proper GST Bill.

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)