



Malda District Central Co-operative Bank Ltd.

Sarju Prasad Road, Malda-732101

Phone: 03512-257013/257044 FAX: 03512-223676

Email: maldadccbldt@maldadccb.org

Visit our website: maldadccb.org

Memo No. HO/CEO/2023-24/1138

Date – 05/10/2023

Notice inviting quotation/rate for printing and supply of Official Diaries and Calendars for the year 2024 to Malda District Central Co-operative Bank Ltd.

Sealed quotations are invited seeking rates for printing calendars for the year 2024 from reputed printers/suppliers till 5 p.m. of 16/10/2023. The quotation, mentioning the amount (excluding GST) for carrying out the work, may be submitted in sealed envelope only super scribing "Quotation for printing and supply of Official Diaries and Calendars for the year 2024" at the following address :-

The Chief Executive Officer,
Malda District Central Co-operative Bank Ltd.,
Head Office,
Sarju Prasad Road,
Malda – 732101.

The interested parties can either submit their quotation in person at the Letter Receiving Section of the Head Office of the Bank on any working day during office hours or may send the same by post so as to reach this office within the stipulated date and time.

The quotations will be opened on 17/10/2023 at 4 p.m. at the Head Office of the Bank and the participants may remain present at the time of opening.

Terms and conditions:

1. Quotation Rate (As per Annexure-I) will be considered on Lower Rate basis for each item.
2. Rates are to be quoted only in the prescribed annexure (Annexure-I) attached with this notice.
3. Quoted rate submitted in any other format, will be liable to be cancelled.
4. The specimen of the paper (mentioning paper quality) is to be submitted with the quotation.
5. PAN and GST Registration number is compulsory for the bidders.
6. The rate/s will be inclusive of delivery charges but exclusive of GST etc. Applicable GST% that will be added is to be mentioned separately. Delivery to be made at the Head Office of Malda DCCB Ltd at Sarju Prasad Road, Malda – 732101.
7. TDS will be deducted as per applicable laws.
8. No quotation will be accepted after the scheduled date and time.
9. The Bank reserves the right to accept or cancel bid, unilaterally without assigning any reason prior to placement of supply order thereby incurring no liability to the affected bidder/s or any obligation to inform the affected bidder(s) for the cause of Banks action and no further correspondence will be entertained in this the regard.
10. In case, the supply is not found according to the specifications as per quotation or if the supply is not received by the Bank within the time mentioned in the Purchase Order, the Bank may deduct penal charges from the Bill Amount. The decision of the Bank in this regard will be final and binding to the parties.

Ady
5/10/23

11. Designing of the Calendars/Diaries as per the choice of the Bank has to be done by the printer/supplier.
12. The Selected printer/supplier will have to deliver the material within the quoted rate and within a maximum period of 30 days from the date of the Purchase Order.
13. All pages of the proposal/bid document along with Annexure-I are to be signed.
14. Materials will be rejected if any defect and/or deviation in quality from specification is found as given in the prescribed Annexure-I.
15. No part payment will be made. Payment will be made after satisfactory completion of work done against our order.
16. Selection of vendor shall be done on the basis of lowest price bid (total amount of expenditure excluding GST) for calendars and diaries separately.
17. Rates will be valid up to 31.03.2024.
18. Any violation of instruction/agreement or suppression of facts will attract cancellation of the Purchase Order without any reference or any notice period.
19. In case of any unexpected interruption due to events beyond control of the Purchase Committee of the Bank, the process will be continued on the subsequent working day at the scheduled time.
20. Any claim, dispute or difference arising out of or in connection with this document is to be settled by mutual negotiation with Malda DCCB Ltd and within the jurisdiction of Malda only.

Regards

for M. Sen 5/10/23
Chief Executive Officer
Malda District Central Co-op. Bank Ltd.

Chief Executive Officer
The Malda District Central
Co-operative Bank Ltd.
Copy forwarded for information to :-

1. Addl RCS & Special Officer, Malda DCCB Ltd.
2. Deputy General Manager.
3. Deputy General Manager (F&D).
4. Accountant.
5. Branch Manager, Branch with a request to display the notice in his Branch.
6. Branch Manager IT Section with a request to arrange uploading the notice in maldadccb.org.
7. Establishment Section

for M. Sen 5/10/23
Chief Executive Officer

Chief Executive Officer
The Malda District Central
Co-operative Bank Ltd.

for M. Sen 5/10/23

(to be printed in the letterhead of the printer/supplier)

Annexure – I

To,
The Chief Executive Officer,
Malda District Central Co-operative Bank Ltd.,
Head Office,
Sarju Prasad Road,
Malda – 732101.

Quotation/rate for printing and supply of Official Diaries and Calendars for the
year 2024 to Malda District Central Co-operative Bank Ltd.

Name of Printer / Supplier :

Contact Details :

GSTIN :

GST % to be charged separately:

PAN :

| Item No. | Name of Item | Size | Specification | Quality | Quantity (Pieces) | Rate Quoted /piece | Total Rate Quoted |
|----------|---------------------|-------------------|--|-------------------|-------------------|--------------------|-------------------|
| 1 | Wall Calendar | 50cm x 75cm | Multi Colour, Single Page, Offset Print, metal strip on top and bottom and as per design provided by Bank. Bank Holidays marked as per NI Act Holiday List 2024 published by Govt. of West Bengal. | Art Paper 170 GSM | 10,000 | | |
| 2 | Non-Executive Diary | 14 cm x 22 cm | Hard Cover Diary with Calendar, Personal Information, Holiday List etc. Separate page for each date. Bank Specific information of 15 pages provided by Bank has to be printed. Diary Cover printed with Bank Name, Logo, Picture etc. | 70 GSM | 1,100 | | |
| 3 | Executive Diary | 18.5 cm x 24.5 cm | Hard Cover Diary with Calendar, Personal Information, Holiday List etc. Separate page for each date. Bank Specific information of 15 pages provided by Bank has to be printed. Diary Cover printed with Bank Name, Logo, Picture etc. | 90 GSM | 300 | | |

Signature

Seal

Enclosure :- Paper Samples for items quoted above.



Date & Time for Submitting Quotation : **Within 5-00 p.m. of 16/10/2023.**

Date & Time of opening of Quotation : **17/10/2023 at 4-00 p.m at Malda DCCB Ltd, Head Office.**

July 5/10/23