



# Malda District Central Co-operative Bank Ltd.

Sarju Prasad Road, Malda-732101  
Phone: 03512-257013/257044 FAX: 03512-223676  
E-mail: [maldadccbld@maldadccb.org](mailto:maldadccbld@maldadccb.org)  
E-mail CEO: [maldadccbld@rediffmail.com](mailto:maldadccbld@rediffmail.com)  
Visit our website: [maldadccb.org](http://maldadccb.org)

Memo No.: HO/CEO/ 0923 /2022-23

Date: 19/08/2022

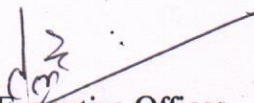
## Notice Inviting Quotation

As per approval of BOD Meeting dated 18/08/2022, Sealed quotations are invited from the recognized Vendors who are engaged in supplying Diary & Calendar in various offices since long. Intending Vendors are requested to follow the Information given below before submitting their quotation:

1. Date & Time for Submitting Quotation : 31/08/2022 within 3-00 p.m.
2. Date & Time of opening of Quotation : 31/08/2022 at 4-00 p.m.
3. Quotation should be submitted on the basis of format given below.
4. Sealed Envelope should be written as "Quotation for Calendar & Diary for the Year 2023".
5. Calendar should be of Multi Colour Offset Print in Art Paper having G.S.M. 170.
6. **Quantity of Calendar is 10000 Nos.**
7. Diary should be of date wise per page.
8. Diary should be of both categories i.e. Executive & Non-Executive Diary.
9. Rate should be quoted separately for Executive & Non-Executive Diary.
10. Paper quality of Non-Executive Diary should be of 72 G.S.M.
11. Paper quality of Executive Diary should be of 90 G.S.M.
12. **Quantity of Executive Diary & Non-Executive Diary is 300 & 1100 respectively.**
13. **Rate should be quoted with GST.**
14. GST No. must mention in the quotation format.
15. All concerns are requested to remain present at H.O. at the time of opening of Quotation.
16. Quantity of Diary & Calendar may be changed as per requirement of the Bank.
17. The Bank reserves the right to reject NIQ without showing any reason thereof.

### Quotation Format:

Sl. No.	Items	Paper Quality	Quantity	GST NO.	Rate with GST / No.	Total Amount (Rs)
1.	Calendar	170 GSM	10000 Nos.			
2.	Non-Executive Diary	72 GSM	1100 Nos.			
3.	Executive Diary	90 GSM	300 Nos.			

  
Chief Executive Officer  
Malda District Central Co-op. Bank Ltd.

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

