

TENDER FOR
SUPPLY OF DIARY AND CALENDAR FOR THE YEAR-2025
FOR RAIGANJ CENTRAL CO-OPERATIVE BANK LTD

Memo No: 648/CE

Date: 25-11-2024



Raiganj Central Co-operative Bank Limited

Head Office

Ukilpara, Po & PS- Raiganj, Dist- Uttar Dinajpur Pin No: 733134
WEST BENGAL

RBI License No: RPCD(KOL) 18-C, Dated: August 29, 2013

Email ID: ho@rccbltd.com

NOTICE

Bank Authority of Raiganj Central Co-operative Bank Ltd invites applications from the reputed and experienced printers for supply of Diary and Calendar for the Year-2025 for Raiganj Central Co-operative Bank Ltd.

TENDER DETAILS & TERMS & CONDITIONS ARE HERE UNDER:

a) Table-1:

SI No	Particulars	Date & Time Schedule
i	Tender Name	Tender for supply of diary and calendar for the Year-2025 for Raiganj Central Co-operative Bank Ltd
ii	Tender Publishing Date	25-11-2024
iii	Bid submission start date	25-11-2024
iv	Bid Submission closing date	03-12-2024 at 4.00 P.M.
v	Date for opening of Bid	03-12-2024 at 5.00 P. M.
vi	Address for Communication and submission of bid/tender	Chief Executive Officer, Raiganj Central Co-operative Bank Ltd At Ukilpara, Po & Ps: Raiganj, Dist: Uttar Dinajpur, Pin No: 733134, West Bengal
vii	Bid submission process (Financial bid with credential)	Duly filled up Quotation Form Annexure-1 attached with credential to be submitted in a sealed envelope



Chief Executive Officer In-Charge
Raiganj Central Co-op. Bank Ltd.

b) Table-2: Item details

SL	Item Name	Quantity	Specifications
i)	Diary	2500 Pcs	Short Executive Diary, Special colourful cover, Additional eight pages for insertion, Size 9 X 7 inch and minimum 54 gsm page as per bank requirement.
ii)	Calendar	25000 Pcs	Multi-coloured glazy paper wall calendar, Size (30 X 20) inch and Minimum 100 gsm art paper page with both side iron support channel

c)Table-3: Credentials

SL	Required credentials to be submitted with financial bid form Annexure-1
i)	Valid Trade License, GST Certificate, PAN, Authorisation Letter in case of Partnership/Company/Others
ii)	Earnest Money Rs. 500/- to be deposited to our A/c no 91431000015 through our bank challan and attached with Quotation form Annexure-1
iii)	Last three years' experience certificate issued by the authority (Institutions Private or Govt/Semi Govt. dept)

d) Special Terms & Conditions:

- i) No Tender will be received after the expiry of the scheduled date and time under any circumstances whatsoever.
- ii) Any Expenses/Costs/Fees/ incurred by participating bidders regarding Tender is not refundable.
- iii) No deviation of the terms and conditions of the tender document is acceptable in any circumstances.
- iv) Tender calling authority has the right to cancel this Tender or modify the Date & Time Table of bidding process without assigning any reason to the bidders.
- v) Bank/ Tender calling authority may seek any documents or clarification from the bidder on any time during the tender process and take decision accordingly.
- vi) The bidder may contact the following bank officials & contact details, if any query regarding the Tender:
DGM(IT) : 8373888898, AGM(M&BO): 8373096236, email: dgmitrccbltd@rccbltd.com
- vii) Tender inviting authority reserves the right to cancel or reject or withdraw the tender in full or part as the case may be without assigning any reason thereof.
- viii) All items should be supplied to the HO within fourteen (14) days from the receiving of the work order and no caring/other cost/charges beard by the Bank.
- ix) Rates quoted should be inclusive of 18% GST.
- x) If the quantity of the items is increased, winning bidder has to supply the same with same cost mentioned in the quotation form.



Chief Executive Officer-In-Charge
Raiganj Central Co-operative Bank Ltd.

Chief Executive Officer In-Charge
Raiganj Central Co-op. Bank Ltd.

Annexture-1

QUOTATION FORM

(on the official letter head of the bidder)

To
The Chief Executive Officer
Raiganj Central Co-operative Bank Ltd
Raiganj, Uttar Dinajpur, West Bengal

Sub: Tender for supply of diary and calendar for the Year-2025 for Raiganj Central Co-operative Bank Ltd

Tender Memo No:

Date:

Name of the bidder:

Correspondence Address:

Email ID and Tel/Mobile No:

Sir/Madam,

I/We hereby confirm and declare that I/We have carefully studied all the tender documents therein and undertake myself/ourselves to abide by the all terms and conditions laid down in the tender documents. I/we hereby quote below our rates for the job.

SL	Item Name	Quantity	Rate Amount in figure(Including GST)	Rate Amount in words (Including GST)
i)	Diary	2500 Pcs (Size 9 X 7 inch)		
ii)	Calendar	25000 Pcs Size (30 X 20) inch		

If the quantity of the above items is increased, I/We will supply the increased quantity with same cost as mentioned in the above table abide by the all terms and conditions.

Date:
Place:



AUTHORISED SIGNATORY
(With seal of the company / Firm)

Chief Executive Officer in-Charge
Raiganj Central Co-op. Bank Ltd.