

Memo No:

Date:

Proforma for quotation

To

The Chief Executive Officer

Bankura District Central Co-operative Bank Ltd

Machantala, Bankura – 722101.

Dear Sir,

Ref: Your Tender Notice in Sambad Pratidin dated 20/11/2025

We are pleased to quote our price in prescribed proforma supplied by you for the undernoted items:

Sr No	Item Description	Quantity Required	Rate Offered (Including GST)
1.	Single Page Wall Calendar (Size 75cm x 50cm) (Art paper 120 GSM)	40000	Rs. per piece
2.	Six Pages Wall Calendar (Size 60 cm x 45 cm) (Art paper 120 GSM with sample colour pictures) (folding, spiral binding with 6 pages, colour offset printing and 1 cover page).	1000	Rs. per piece
3.	Table calendar (Size 22cm x 18cm) (Art paper 170 GSM with sample colour pictures) (folding, spiral binding with 13 leaves including 1 cover leaf, colour offset printing and hard binding for support).	2000	Rs. per piece
4.	Diary (Big Executive) (Size 24.5cm x 18.5cm appx.) (having single date in a single page).	600	Rs. per piece
5.	Diary (Medium) (Size 21cm x 15cm appx.) (having single date in a single page).	1500	Rs. per piece

Accepted terms and conditions:

1) Payment will be made by a/c payee cheque/transfer to our account within seven days after receiving the items in good and satisfactory condition and as per order by Form Section, of your Head Office, Bankura and on production of bill as per our quotation and copy of supply/delivery order.

2) If the ordered items are not delivered within the date specified by me, three days' grace period may be allowed by the Bank and if the items are not supplied within the grace period, the supply/delivery order may be deemed to be cancelled by the Bank.

3) If the items supplied are not as per ordered quality, the items may be rejected by the Bank.

Signature of Supplier

Enclosed:

1. Valid Trade License, 2. GST Registration Certificate

TENDER NOTICE

Bankura District Central Cooperative Bank Ltd.

Head Office: Machantala, Bankura, PIN-722101

Tel: 03242-250302

Sealed rate quotations are invited in the Banks prescribed proforma from the reputed suppliers within 01/12/2025 1.00 p.m. for supplying 40000 Single Page Wall Calendars (selection as per choice), 1000 Six Pages Wall Calendars (selection as per choice), 2000 Table Calendars (selection as per choice), 600 Executive Diaries (selection as per choice) and 1500 Medium Diaries (selection as per choice) for the year 2026.

Date of opening tender: 01/12/2025 at 2.00 p.m. in prescribed proforma.

For detail visit Bank's website (www.bankuradccb.com) or dial 8016090339/9474184448

Sd/-

Chief Executive Officer