



Notice inviting quotation/rate for printing and supplying Official Diaries and Calendars for the year 2026

Sealed quotations are invited seeking rates of the printing calendars and diaries for the year 2026 from reputed printers/suppliers on or before **25.11.2025**. The specimen of the paper (**mentioning paper quality**) is to be submitted with the quotation.

The quotation, quoting the amount (excluding GST) for carrying out the work, may be submitted in sealed envelope only super scribing "**Quotation for printing and supplying Official Diaries and Calendars for the year 2026**" addressed to the General Manager, GSAD Department, West Bengal Gramin Bank, Head Office, 3rd Floor, BMC House, NH-34, Chuanpur, PO- Chaltia, Berhampur, Dist- Murshidabad, West Bengal 742407 **so as to reach him not later than November 25, 2025**. The interested printers/suppliers/firms can either submit their quotation in person at banks Head Office (at letter receive section) on any working day during office hours or may send by post so that the same reaches this office within the stipulated date. The quotations will be opened on **26.11.2025 at 11.00 a.m.** The interested printers/suppliers/firms maybe present during opening of such quotations.

Terms and conditions:

1. Quotation Rate (**As per Annexure-I**) will be considered on Lower Rate basis for each item combined covering all types & specifications.
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 cancel.
4. Firms must have GST Registration number.
5. After expiry of the above time schedule no quotation will be accepted.
6. Earnest Money Deposit by means of Demand Draft of Rs. **25,000/- (Rs. Twenty-Five Thousand Only)** in favour of "**West Bengal Gramin Bank**" payable at Berhampur must be attached along with Tender Form. No exemption from Earnest Money Deposit will be given to any firm. Tender submitted without EMD shall be rejected. However, Firms registered under MSEs and Start up India would be exempted from payment of earnest money.
7. Earnest Money Deposited by the Successful bidder will be kept with the bank without any interest thereof and shall be released after completion of the work order. EMD of unsuccessful bidder will be refunded within 30 days after the bid opening day without any interest thereof.
8. Bank reserves right to accept / reject any or all of the offers either in whole or in part without assigning any reason whatsoever prior to placement of supply order thereby incurring any 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 regarding the matter. Bank does not bind himself to accept the lowest tender. Bank also reserves the rights to split the order amongst two or more vendors if required, to ensure timely supply/servicing and to avoid dependence on only one supplier. Bank reserve the right to negotiate with the lowest or any other tender/s.
9. In case, the supply is not found according to specifications as per tender or if the supply is not received by us in time, the deposited Security Deposit will be forfeited, besides delisting of your firm's name out of our list will also be done.
10. The printing materials are to be supplied in eighteen different Regional Offices, ADC office and Head Office.
11. Designing of the Calendars/Diaries as per the choice of the Bank will be done by the printer.
12. Selected printer will have to deliver the material within the quoted rate within due time.
13. The rate/s will be inclusive of delivery charges but exclusive of GST etc.
14. All pages of the proposal/bid document along with **Annexure-I** are required to be signed.
15. Materials will be rejected if any defect/deviation in quality from specification is found as given in the prescribed annexure (**Annexure-I**) attached.



(Handwritten signature)



16. No part payment will be made. Payment will be made after satisfactory completion of work done against our order.
17. Any claim, dispute or difference arising out of or in connection with this tender/agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Kolkata. The agreement is subject to the jurisdiction of the courts at Kolkata.
18. Selection of vendor shall be done on the basis of lowest price bid (total amount of expenditure excluding GST) for calendars and diaries separately.
19. Rates will be valid up to 31.03.2026.
20. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money/security deposit will be forfeited.
21. In case of any unexpected interruption due to events beyond control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.
22. Final order will be placed after declaration of Public Holidays under the N.I. Act by Finance Department, Government of West Bengal. But the design work should have been completed immediately after the selection of respective vendor and acceptance thereof.

Chief Manager (GSAD)
West Bengal Gramin Bank
Head Office





West Bengal Gramin Bank
GSAD DEPARTMENT
HEAD OFFICE

QUOTATION FOR SUPPLYING DIARIES / CALENDARS FOR THE YEAR 2026

Details to be filled in by bidder

1. Name of the Bidder:
2. Address:
3. Telephone No.
4. Mobile No.
5. E-mail address:
6. Fax No.
7. PAN No.
8. TAN No.
9. Registration No.:
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):
12. Work Experience of the Bidder (documents supporting to similar kind of work for at least five years to be submitted):
13. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):
14. Address of local Registered Branch/Office (under Bank's service area) with documentary proof: (Separate Sheet may also be attached)
15. Details of Earnest Money deposited:

Amount	DD / Banker's Cheque	Drawn on	Date

16. The bidder's Annual Turnover for last three Financial Years

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2024-25		
2023-24		
2022-23		



*Income Tax returns for the last three years to be attached

17. Details of the institution/s for which similar work have been done or are being carried out:
(Empanelment Letter and/or Satisfactory performance certificate to be submitted):

Sl. No	Name of the Institution	Address	Telephone Number, e-mail, Fax No.

18. Bankers Details:

Name of the Bank	Branch Address	Nature / Type of the Account	IFSC	Account Number

I / we hereby declare that I / we have read and understood the general instructions and special conditions for the bidder and also the contents of the standard agreement and accept the same. I/We declare that the particulars/information given by us is true.

Signature	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	



PRICE QUOTATION FOR DIARIES & CALENDARS FOR THE YEAR 2026

Annexure-I

Name of Item	Size	Specification	Quality	Quantity Required	Rate Quoted
Calendar-2026	Wall Calendar 17 inch X 22 inch	Double sheet print (Six Month in each page). Design will be done by vendor duly approved by Bank.	Foreign Art Paper 130 GSM Multicolor with tin mounting	73400 Pcs	
Diary-2026	24CM X 18CM (Full size Executive)	Coloured Cover & One inside Maps/information etc. and white for rest. One date one-page count. Saturday & Sunday are to be clubbed in one page.	70 GSM Balapur Map litho/Hard Bound, 1.5 Lbs. wt. Board Paper.	265 Pcs	
	21CM X 15CM	Coloured Cover & One inside Maps/information etc. and white for rest (160-240 Pages). Perfect bound Undated Diary. Soft PU Leather cover with elastic closure	70 GSM Balapur Map litho/Perfect Bound, 1.5 Lbs. wt. Board Paper.	4690 Pcs	
Signature					
(Authorised Person with Seal)					
Date					
Place					