(M): 8373077725 (Chief Executive Officer)
(M): 8373077601 (General Manager)

THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

REGD. H.O.: 64, G.T. ROAD, P.O.- BURDWAN, DIST.- PURBA BARDHAMAN, PIN. - 713 101 (WEST BENGAL)

Ref. No.: E & B.: / 135 / 2026-2027. **Date: 30 Sep, 2026.**

e-Tender Document

FOR PRINTING AND SUPPLY OF NOTE BOOK & CALENDAR-2027 OF THE BANK

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for the purpose other than that for which they are specifically issued.

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

(M): 8373077725 (Chief Executive Officer)
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REGD. H.O.: 64, G.T. ROAD, P.O.- BURDWAN, DIST.- PURBA BARDHAMAN, PIN. - 713 101 (WEST BENGAL)

Ref. No.: E & B / 135 / 2026-2027. **Date: .30 Sep 2026**

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

The Burdwan Central Co-Operative Bank Ltd. intends to select vendor for Printing and Supply of Calendar – 2027 through online e-Tender. The tentative quantity of the required items along with technical configuration of each items are mentioned. This is looking for interested vendor who have experience in supplying of above type of material and may follow the instructions as given below for submission of their tenders under online mode.

1) **General Instructions: -**

Intending vendor may download the Tender Documents from the website directly with the help of Digital Signature Certificate. Last date of submission is **14/10/2026 (Wednesday)** at **23:59 hrs. Bid opening** time is **15/10/2026 (Wednesday) at 11:00 hrs.**

2) **Submission of bids: -**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website – www.tenderwizard.com/eproc. All papers must be submitted in English language.

3) **Time Schedules for the e-tender: -**

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 1 given below.

4) **Eligibility of the vendor for Quoting: -**

i) Interested Vendors just have at least 05 years experience in similar kind of jobs.

ii) Intended vendors must have one successful work completion certificate, each for Banking Sector and other sectors i.e., Central / State Government / PSU.

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iii) Further, vendors who were declared black-listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

iv) Manufacturers or Dealers/Distributers/Agents duly authorized by the manufacturers who have requisite Certificates, as per mentioned in the Sl. No. 3 of My Documents (Non-Statutory cover) are eligible for quoting.

5) **Submission of Tenders: -**

5.1 General process of submission Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations / folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

5.2. **Technical Bid: -**

The Technical Bid should contain scanned copies and / or declarations in the following Standardized formats in two folders: -

I. **Technical Bids (Statutory Cover) containing: -**

1. **Annexures: -**

   a) Basic Information (Annexure I).

   b) Application for Tender – (Annexure II).

   c) Affidavit Proforma (Annexure III).

2. Technical details of the Items Quoted as per BOQ.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2023-2024 , 2024-2025 & 2025-2026 in "Accounts" folder.

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Note: -Tenders will be summarily rejected if any item in the statutory cover is missing.

II **My Document (Non-Statutory Cover) containing as follows: -**

Sl No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			UDYAM Registration Certificate
2	Company Details	Company Details 1	Trade License / Enlistment Certificate
			Registration with Registrar of Companies (if any)
			Memorandum of Articles for Limited Companies (if any)
3	Credential	Credential 1	Intending vendors must have one successful work completion certificate of PSU.
4	Financial Information	Certificate 1	Income tax Returns submitted for the financial year 2023-2024 , 2024-2025 and 2025-2026.
		Certificate 2	GST Returns of the year 2022-23, 2023-24 and 2024-25

Note: - L-***1 may not be the sole criteria in selection of Vendor.***

6) **Financial Bid: -**

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder) available in the online e-tender portal www.tenderwizard.com/eproc. For any technical queries regarding submission of e-Tender please contact **Helpdesk No.- 9073677150/151/152 or Mr. Kusal Bose- 9674758719.**

7) The tenderers are not required to submit hard copies of Technical File (Statutory Cover) or My documents (Non- Statutory Cover) . Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line via e-Tender portal.

8) **Evaluation of the tenders: -**

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be indentified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc.

9) **Terms & Conditions Regarding Purchase Policy of Tendering Authority: -**

9.1. Bid Information:

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a) Partial Quotation within the same item (if any) will not be accepted and tender will be liable for cancellation.

b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.

c) The rate quoted by the bidder shall be fixed for the duration of the contract for the first year and the rate may be negotiated before renewal of the contract annually.

d) Vendor must follow the instruction for filling up BOQ as per Clause 6.3.

9.2 **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 **Award of Contract :** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and justified with the market price both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4. **Adequate infrastructural facility:** The vendor should have registered establishment set up with in West Bengal.

9.5. **Credentials:** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.

9.6 **DSIR Certification:** The Burdwan Central Co-operative Bank Ltd. does not possess the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.

9.7 **Time Schedule:** The supply of the item(s) must be completed within the time frame from the date of receipt of the purchase order /work order.

9.8 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a period of fixed by the authority from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.9 **Period of Contract :** An offer letter to be issued to the selected vender with the quoted rate and period.

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9.10 Place of delivery: The Burdwan Central Co-operative Bank Ltd., Record Section, Head Office.

9.11 Payment Schedule: Payment will be made after successful completion and installation (Wherever required) of the Item(s). Advance payment will be as desire by the bank made in this regard. Credit period will be minimum 15 working days and 20 working maximum from the date of receiving of the Invoice/Bills.

9.12 Quantity Changeability: Quantity as stated in the tender document /BOQ is only for getting rate. The actual quantity will be ordered as per requirement and subject to availability of fund and it may be change at the time of issuing purchase order for other valid reasons.

9.13 Earnest Money Deposit (E.M.D.): E.M.D. of Rs. 3,000.00 (Rupees three thousand) only payable in favour of the Bank through on-line, E-Tender Portal for all participant except MSME.(Should provide certificate).

9.14 Requisite Documents to be submitted: Vendor must have adequate documents relating to Trade License and updated returns for Income Tax. GST, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender along with photocopy of the E.M.D. documents.

9.15 Disposal of Disputes: In case of any dispute, the Bank's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.16 The Bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

10) **Discretion of the Bank:**

10.1 The Bank may take decision about non-purchase of the said equipment even after selection vendor due to its fund constraints.

10.2 The Bank may seek documents from the bidder in addition to scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

10.3 The Bank reserves the right to relax any clause as stated hereinabove for selection of responsive vender. The decision of the Bank in this respect will be final.

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

11) **Dates & Information**: -

Sl. No.	Activities	Date & Time
1	Date of uploading in the e-tender portal	30.09.2026
2	Documents download (online)	30.09.2026
3	Bid Submission Start Date (online)	30.09.2026
4	Bid Submission Closing Date (online)	14.10.2026 (Wednesday) at 23:59 hrs.
5	Bid Opening Date (online)- Technical Bid	15.10.2026 (Wednesday) at 11:00 hrs.
6	Date of uploading list for technically qualified bidder (online)	15.10.2026 (Wednesday) at 16:00 hrs.
7	Date opening of Financial Bid	15.10.2026 (Wednesday) at 11:30 hrs.
8	Date of uploading of list of bidders along with the approved Rate	15.10.2026 (Wednesday) at 16:00 hrs.

12) Opening the financial bid as per schedule will be NOTIFIED LATER ON. Financial bid can be seen & accessed by the bidder through the e-Tender Portal online after opening of financial bid online. No objections raised by the Bidder in this respect will be entertained by the Bank. No informal tender will be entertained in the Bid further.

13. During the Scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.

14. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

Peali Saha 30/9/26

Chief Executive Officer

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

(M): 8373077725 (Chief Executive Officer)
(M): 8373077601 (General Manager)

THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

REGD. H.O.: 64, G.T. ROAD, P.O.- BURDWAN, DIST.- PURBA BARDHAMAN, PIN. - 713 101 (WEST BENGAL)

Ref. No.: E & B /135/ 2026-2027. **Date: Sep 30, 2026.**

Quotation Notice for Calendars – 2027

A) Printing and supply of 50,000 (Fifty Thousand) – One page Wall Calendar – 2027 with machine tin mounting (double top bottom black/blue colour on both ends).

Specifications: -

1) (a) Size (75 x 51) sq. cm. (b) Print area (73 x 49) sq. cm.

2) Both English and Bengali dates with calculation of Bengali "TITHIS" are to be printed in Black/Bottle Green/other colour, as specified.

3) Sundays & Holidays declared under Negotiable Instruments Act are to be printed in Red/Orange/Deep Saffron/other colour to be specified.

4) Horizontal and vertical division and border lines should be printed in contrast and distinctive colour to be specified.

5) Bank's emblem should be printed in the left hand corner at the top, prominently in Deep colour to be specified.

6) Quality of paper – Good quality Art Paper of **100 GSM** (Sample may be **collected** from the Head Office).

B) Printing and Supply of 1000 (One thousand) Special Type Wall Calendar – 2027

Specifications:

Wall Calendar (Size 18" x 23") Seven(6+1)-sheeter printed on minimum **128 GSM** Art Paper with spiral hanging metallic hanger multi-colour off-set printing machine process(Sample may be collected from the Head Office).Other relevant specifications are same as mentioned in Clause-A.

C) Printing and Supply of 1500 (One thousand Five Hundred) Table Calendar – 2027

Specifications:

Table Calendar (Size 8.5" x 11") Thirteen(12+1)-sheeter printed on minimum **170 GSM** Art Paper with spiral binding multi-colour off-set printing machine process(Sample may be **collected** from the Head Office).Other relevant specifications are same as mentioned in Clause-A.

Every Firm / Vendor must quote its GST Number in the Quotation.

Consolidated rates per thousand pieces are to be quoted taking into consideration all charges such as GST etc. Delivery at the bank's Head Office, 64, G.T. Road, P.O.- Burdwan, Dist.- Purba Bardhaman, PIN. – 713 101, Record Section (H.O.). Colours mentioned are subject to change before final approval of the proof.

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

Dilip Mandal

(M): 8373077725 (Chief Executive Officer)
(M): 8373077601 (General Manager)

THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

REGD. H.O.: 64, G.T. ROAD, P.O.- BURDWAN, DIST.- PURBA BARDHAMAN, PIN. - 713 101 (WEST BENGAL)

The financial bill shall contain Bill of Quantity (BOQ) in one cover (folder) available in the on-line e-Tender Portal: www.tenderwizard.com / eproc. For any technical query regarding submission of e-Tender, please contact Help Desk No.: 9073677150/151/152 or Sri Kushal Bose, (M): 9674758719 .

Quotations will be opened electronically on the 15th **day of October, 2026** at **11-00 hrs.** and Vendors are requested to **remain present at the time of opening of Tender. The lowest rate would not be the sole criteria for selection of vendor.** The last date of supply of Calendars and Diaries will be on day of 05th Day of **December, 2026.** Any change of date will be communicated in the Notice Board and Website of this bank.

The vendors are requested to enclose one Demand Draft in favour of The Burdwan Central Co-operative Bank Ltd., payable at Burdwan of `3,000/= (Rupees three thousand) only as Earnest Money Deposit (EMD) along with the Tender. The earnest money deposit will not carry any interest and will be refunded after satisfactory completion of the work.

Quotations received after the last date and the time specified will not be considered at all and no advance payment will be allowed for any reason whatsoever. Payment after satisfactory supply will be made by A/c. Payee Cheque/Draft/Pay-order or NEFT on submission of proper GST Bill.

Any change of date will be communicated in the Notice Board and Website of this bank.

The bank reserves the right to accept or reject any or all the quotations and also to increase/decrease/split the order without assigning any reason.

Pearl Saha 30/9/26

Chief Executive Officer

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

(M): 8373077725 (Chief Executive Officer)
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Ref. No.: E & B /135 / 2026-2027. **Date:30 September , 2026.**

Quotation Notice for Note Book

Printing and supply of 1,800 (Approx) – Note Book (Special Type): -
Quotations through e-Tender is invited from reputed Vendors for supply of 1,800 (One thousand eight hundred) nos. of Note Book (Special Type).
Specifications: -

Size A-5 Note Book with cover Matt Black PU Foam (soft), inside 70 GSM paper flap with magnetic lock. Logo and Bank's Name with website embossing on cover, shrink rapping and short history printing as per sample.

Every Firm / Vendor must quote its GST Number in the Quotation.

Consolidated rates per thousand pieces are to be quoted taking into consideration all charges such as GST etc. Delivery at the bank's Head Office, 64, G.T. Road, P.O.- Burdwan, Dist.- Purba Bardhaman, PIN. – 713 101, Record Section (H.O.). Colours mentioned are subject to change before final approval of the proof.

The financial bill shall contain Bill of Quantity (BOQ) in one cover (folder) available in the on-line e-Tender Portal: www.tenderwizard.com / eproc. For any technical query regarding submission of e-Tender, please contact Help Desk No.: 9073677150/151/152 or Sri Kushal Bose, (M): 9674758719 .

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Any change of date will be communicated in the Notice Board and Website of this bank.
The bank reserves the right to accept or reject any or all the quotations and also to increase/decrease/split the order without assigning any reason.

Pearl Saha 30/9/26
Chief Executive Officer

The Burdwan Central Co-Operative Bank Ltd. ★ Regn. No.-76, dated-26.07.1917 ★


The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★