



Memo.....1015/WBTDCC/.....D:8/86-87

Date:....16-11-21

TENDER FOR PRINTING OF DIARY-2022

Sealed quotations are invited from bona fide agency for printing of **DIARY-2022** as per following specifications.

Specifications:-

01.	Quantity:	01 pcs	06.	Binding:	BOARD BINDING
02.	Size :	(L- 8.75" x W-6.75")	07.	Sample of diary	One copy to be submitted
03.	Page nos.	248	08.	Cover design	As per sample supplied at our end
04.	Paper:	Map Litho (good Qly) 80 gsm/15.5 Kgs	09.	Inside matter & Picture	Matter & picture to be inserted in the first few pages as per sample supplied at our end
05.	Printing:	Four colour	10.	Rate per piece :	Inclusive taxes with Or. charges

Terms & Conditions:-

01.	The material will be supplied within 15 days after receiving the work order.
02.	The necessary documents are to be submitted with quotation such as PAN no./VAT registration no./ /Credential letters etc.
03.	The material to be supplied at the above office address and regarding no. of bundle instruction will be mentioned in the work order.
04.	The Corporation will supply the matter /images/design for printing inside the DIARY as per sample for insertion in first few pages of the diary.
05.	The payment will be made by cheque after satisfactory supply of material and thereafter submission of supporting bill and challan.
06.	Sample Copy will be shown on any working days within office hours

Interested agency may quote their rates as per above specifications with terms and conditions given above within **23.11.21 (till 1 p.m)** and the same will be **opened at 2.00 p.m** in the presence of intending quotationers on the same day.

The Corporation reserves the right to accept /reject any /all quotations without showing any reasons whatsoever.

The further details, if any, the undersigned may be contacted within office days and hours at the office.

MANAGING DIRECTOR

Copy forwarded to with a **request to display it on the Office Notice Board & Website.**

Memo no. 1015/I(03)/WBTDCC/E

1. Backward Class Welfare Department. Govt. of West Bengal.
2. MDS SCST & OBC Corporation.
3. Forest Development Corporation.

4. official website
5. office Notice Board

Dated: 16-11-21

MANAGING DIRECTOR