



# The Howrah District Central Co-operative Bank Ltd.

*Legacy of a Century*

Ref No. HWB/HO/1564/25-26 Date: 01-12-2025

## NOTICE INVITING e-TENDER for printing of Calendar & Diary of The Howrah District Central Co-operative Bank Ltd.

e-Tender is invited from the eligible printing presses to quote the rates inclusive of G.S.T for printing and supply of following items. The Bank reserves the right to accept or reject any quotation without stating the reason whatsoever. All the articles to be delivered must be according to the sample. The interested concerns are advised to visit this Bank to see the samples. The articles are to be delivered at the registered office of the Bank within 21 (twenty-one) days after issuance of Work Order.

**The Bank is not bound to accept the lowest rate if otherwise ineligible.**

Sl. No.	Item	Specification	No. of Copies
1	<b>Calendar of 2026 Year</b>	20 inch x 30 inch , 130 GSM Art Paper, Both Side Mounting, 4 Colour Printing	10,000
2	<b>Spiral Binding Diary, 2026</b>	A5 Diary one a day page , 70 GSM Paper, Durable Long Life Cover, 360 Pages along with Single Page Bi-Colour Printing on Both Side customized by the Bank	750

Prices of the above item should be inclusive of all Taxes, GST, Duties, Work contract Tax & delivery cost etc. GST amount should be mentioned separately for each item positively.

A comprehensive PDF file, comprising:

- The GST Certificate
- Current Trade License
- PAN Card and
- Clearly outlining the composite rates is to be generated.

On-Site Training to Authorized Operator will be provided free of cost by the vendor along with handhold support.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	03-12-2025 11:00 AM onwards
2	Documents download/sell start date (Online)	04-12-2025 11:00 AM onwards
3	Documents download/sell end date (Online)	06-12-2025 till 3:00 PM
4	Bid submission start date (On line)	08-12-2025 11:00 AM onwards

Registration No. 309 dated 19-09-1919

Head Office: Uluberia, Dist: Howrah, West Bengal, PIN: 711316

Phone: (033) 3570 2749 / Email: dccbhowrah@gmail.com



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5	Last Date of submission of original copies for the cost of Tender, Documents and Earnest Money Deposit (Offline)	11-12-2025 till 3:00 PM
6	Bid Submission closing (On line)	12-12-2025 at 3:00 PM
7	Bid opening date for Technical Proposals (Online)	15-12-2025 at 3:30 PM

**E-Tender process to be followed:**

This Tender will follow e-Tendering process (e-bids) as under which will be conducted by Bank's authorized e-Tendering Service Provider M/s. Antares Systems Ltd. through the website <https://www.tenderwizard.com/eproc>.

Following activities will be conducted online through above website:

- Submission of Technical Bid & Price Bid by the Vendor
- Opening of Technical Bid & Price Bid by the Bank
- Clarification, if any, sought by the Bank
- On-line evaluation by the Bank

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc> through the "**Register**" link provided on the home page. Registration charges in e-Tendering Website for Vendor/Supplier is Rs.2,000/- plus GST.

THE BANK AUTHORITY RESERVES THE RIGHT TO ACCEPT AND/OR REJECT ANY OR ALL THE TENDERS WITHOUT ASSIGNING ANY REASONS THERETO AND THE BANKS DECISION SHALL BE BINDING AND FINAL.

For any queries, please contact: 033-3570-2749 (from 11:30 a.m. to 4:30 p.m.) on all working days.

**E-Tender Vendor Help Desk:** 9073677150 / 9073677151 / 9073677152 / 9674758723 / 9674758726 / 9674758506 / 9686449042 / 9708966660 / 9044314492 / 8951944383 / 9771414548 / 9708966664 / 9731967722 / 9606921010

**Contact Person:** Mr. Kushal Bose, Mob: 9674758719, E-Mail: [helpdesk857@etenderwizard.com](mailto:helpdesk857@etenderwizard.com)

Office Hours: (Monday – Friday: 9:00 AM – 06:00 PM (IST) and Saturday: 9:00 AM – 4:00 PM (IST)) (Exclusion: Sunday, Holidays and 2nd and 4th Saturday)

**Chief Executive Officer**

Registration No. 309 dated 19-09-1919

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