



NADIA DISTRICT CENTRAL COOPERATIVE BANK LIMITED

REGD. OFFICE: M. M. GHOSH STREET, KRISHNAGAR, NADIA, PIN - 741101

(E-Mail : ndccbldt@nadiadccb.bank.in /Phone : 03472- 252394/252683/256771)

MEMO NO. -

974

DATE: 08-10-2026

E-TENDER NO. NDCCBL HO 2026-27-7

E-Tenders are invited from the intending authorized dealers / companies / agencies having sound experience in supply of six sheeted wall calendar both side printed for Nadia District Central Cooperative Bank Ltd for the year 2027 and supply of Notebook (Special Type) of Nadia District Central Cooperative Bank Ltd for the year 2027. the successful bidder should have the capability of providing onsite delivery.

The intending parties are requested to submit their E-Tenders for their technical and financial bid by **26.10.2026** within **3.00 pm** at our e-Tender website **www.tenderwizard.com/eproc**. The bank reserves the right by itself to cancel any or all the bids without assigning any reasons thereto. The Bank is not bound to accept the lowest rate if otherwise ineligible. Detailed specification of the aforementioned Wall Calendar and Notebook (Special Type) are as follows;

Sl No.	Name of the Items	Specifications	Quantity
1.	Six Sheeted Wall Calendar both side printed	The core physical requirements demand that each calendar is produced using premium White Foreign Maplitho paper with a weight of 120 GSM. The exact dimensions for the paper size are set at 11¼" × 17¼" inches. For the structural layout, the top tin mounted calendars will be assembled as a six-sheeted format featuring double-sided printing to display the calendar months efficiently on both sides of each sheet. The printing design is restricted to a clean, two-color palette consisting exclusively of Royal Blue and Red ink. The calendar grid will feature an office-type layout displaying both English and Bengali dates. Content must explicitly include traditional elements such as Tithi, Amabashya (New Moon), Purnima (Full Moon), Ekadashi, Bibah (Marriage dates), and Annaprashan dates. Furthermore, all official holidays must strictly align with the West Bengal State Cooperative Bank Ltd. schedule and be printed in Red ink. The 2nd and 4th Saturday Bank holidays must also be highlighted in Red ink, and a distinct visual focus must be applied to designate Cooperative Week, which runs from 14th November to 20th November, the calendar strictly utilizes premium A Grade paper brands like ITC, JK, West Coast, and Century. For the hanging and binding arrangement, the six sheets must be securely bound at the top. The assembly must include a good quality, durable lace that allows for easy hanging and permits both sides	22500 pcs





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		of the sheets to be displayed clearly without damage. The packaging instruction requires that each individual wall calendar is first wrapped in its own transparent plastic sleeve to protect it from dust and environmental damage. The calendars are then to be bundled into groups of 100 pieces. Ensuring the final boxes are optimized for easy handling, transport, and distribution.	
2.	Notebook (Special Type)	Customised Notebook with dimensions of 14.5 CM x 22.5 CM. The outer construction features a sophisticated Thermal PU Foam (Changer) cover with an embossed Bank Logo, all securely supported by a rigid 28 Ounce Pitch Board. For added structural durability, it incorporates a Pustainy Front & Back 190 GSM Virgin Board pasting integrated with a Cover Pitch Board, and it is neatly lined using 70 GSM NS Paper (A Grade) Pasting with Virgin Board. The exterior design is completed with clean Edge Binding, Shailza and a secure Flip Magnetic Lock. Inside, the Notebook is organized into three distinct sections, beginning with an 8-page first part printed on high-grade 130 GSM Art Paper with vibrant Multi-Colour Printing. The second part comprises 16 pages dedicated to Customised Information, which are produced on 70 GSM NS Paper with crisp multi-colour printing. The main text body consists of a 176-page third part containing Customized Common Matter printed in multi colour printing on elite 70 GSM NS Paper (A Grade). Reflecting its premium build, the Notebook strictly utilizes premium A Grade paper brands including ITC, JK, West Coast, and Century. For logistics and safe transit, the final products are bundled into a primary 5 Pcs Shrink wrap and then packed securely into a 50 Pcs Cartoon Pack	1100 pcs

N.B: No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.

Terms and Conditions:

1. The quoted price should be inclusive of all taxes, duties and carriage etc.
2. An Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten thousand only)** and the tender fees of **Rs. 1,500.00 (Rs. One Thousand Five Hundred only)** is to be deposited in A/c No 111008579781 of Head Office bearing IFSC: WBSC0NDCB18 of the Bank and the UTR No has



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to be mentioned in the technical bid of the tender. E-Tenders received without UTR No. will not be considered as a valid quotation. Earnest money received from other unsuccessful tenders will be returned without interest on demand. No interest will be paid for earnest money.

Date and Time of opening of Tender Form: - (i) 27/10/2026 at 11:00 a.m. (Technical Bid)

(ii) To be notified later (Financial Bid)

Documents to be submitted along with Tender Paper: -

- Copy of Proprietorship / MOU / Partnership Deed of the Bidder
- Updated G.S.T. Return, PAN Card copy and G.S.T. Certificate copy
- Latest Income Tax Return, Latest G.S.T. returns
- Trade License
- Work Experience Certificate if any

Chief Executive Officer
Nadia District Central Cooperative Bank Ltd.

E-TENDER RELATED IMPORTANT NOTES:

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 Website <https://www.tenderwizard.com/eproc>.

Following activities will be conducted online through above website:

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

Representatives of bidders will be online supported for e- Tendering by the Service Provider, M/s Antares Systems Ltd.

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc>) through the "Registration" link provided on the home page. Bidder will create login id & password on their own in registration process.





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Following facilities shall be provided to registered bidders/ vendors by the service provider M/s Antares Systems Ltd.

- Support to the Bidders for participating in the bids through e-tendering Website.
- Call center support/ email/ phone/ fax/ chat / mobile etc. in all possible medium.
- Registration with the e-tendering website.
- User Manual / Training Kit to the Bidder.
- Any no. of users of Vendor/ Contractor organization can take support on the e-tendering system.
- Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s. Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact.

Help Desk numbers for vendor queries:

Help Desk: 1800-3096630 / 080-45982100 / 9073677150 / 151 / 152 / 033 4604 6611

Antares nodal person contact details:

Contact Person: Mr. Kushal Bose / Mr. Biswajit Chakraborty

Mobile no. 09674758719/ 09674758723

E-mail: helpline4tenderwizard@gmail.com / helpline1tenderwizard@gmail.com

Service provider:

M/s. Antares Systems Limited,

Registered Office at: - # 137/3, 'Honganasu' Kengeri, Bangalore Mysore Road, Bangalore - 560 060, India



BIDDER'S PROFILE

All the supporting Documents are required to be submitted. Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information. Bidders should have signed copy of supporting documents.

Sr.	Description	Remarks
1.	Name of Bidder / Firm	
2.	Name of Bidder / Firm	
3.	Address of Bidder / Firm	
4.	PAN	
5.	GST Registration No	
6.	Registered Office	
7.	Email	
8.	Mobile No.	
9.	Year of Establishment	
10.	Status of Firm (Proprietor / Partnership / Pvt Ltd / Others	
11.	Name of Director / Partner /Proprietor	
12.	Name of the person who have power of attorney or Authorized Signatory	
13.	Account no., Bank Name, NEFT Details, Address of the Bank , Branch Name, IFS Code	
14.	Annual Turnover of Bidder in 2025-2026 2024-2025 2023-2024	
15.	EMD Details UTR Number Bank Name Date Amount	

Certified summarized one-page balance sheet (Audited) and one-page Profit & Loss Account (Audited) are required to be submitted for the above period as per point no. 15

Note : Firms/Agencies claiming exemption from submission of EMD under any statutory authority / law (eg. NSIC etc.) shall be required to submit necessary documents viz. valid registration certificate etc. to the satisfaction of the Bank.