



Dhakuria Co-operative Bank Ltd.

68, Tanupukur Road, Dhakuria, Kolkata-700 031

Regn. No. : 02/1932 dt. : 09.01.1932

Memo No: DCBL/272/2025-26

Date: 25-11-2025

Notice Inviting Quotation for Printing Calendar and purchasing of Diaries

Dhakuria Co-operative Bank Ltd. invites quotations from reputed printing houses for **printing of New Year Calendar and Medium & Executive Size Diaries**. The specifications as follows:

- **Dimension:** 20" × 30"
- **Paper Type:** Art Paper
- **Paper Quality:** 130 GSM
- **Printing:** 4-Colour printing and both-side mounting
- **Quantity:** 3000 pcs
- **Executive Diary:** 25 pcs (19 * 24.5 cm approx)
- **Medium Size Diary:** 100pcs (17 * 23 cm approx)

You are requested to submit your quotation in a **sealed envelope** latest by 03-12-2025 (**Wednesday**). After issuance of the final work order, the materials must be supplied / delivered **within Seven (7) days** from the date of work order **at the supplier's cost**.

The date of opening of quotations will be communicated through telephone or email. Interested parties are requested to remain present during the opening; therefore, please ensure that your contact number and email ID should clearly be mentioned in the quotation.

For any further queries, please contact our Bank at **033-2415-8575 / 033-2415-4055** or email at **avijit.das@dhakuriacooperativebank.com**.

A **work order will be issued to the selected vendor with a specified delivery date**. If the vendor fails to deliver the product in time, the Bank may assign the order to the next eligible vendor. The Bank's decision in this regard will be final.



Stoned 25-11-2025
Chief Executive Officer

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Copy forwarded for information and necessary action to:

- (1) The Post Master, Dhakuria post office, with a request to display the instant NOTICE on the Notice Board of the Post Office.



Stoned 25-11-2025
Chief Executive Officer