

OFFICE OF THE BOARD OF AUQAF, WEST BENGAL  
6/2, MADAN STREET, KOLKATA-700 072

Memo No. 1332

Date. 28/11/22

QUOTATION NOTICE

Chief Executive Officer, Board of Auqaf, West Bengal, Kol-72, inviting quotation for Printing of Greetings card & Calendar 2023 of the office of the Board of Auqaf, West Bengal.

Quotation should be addressed to the undersigned and should be dropped in sealed Tender Box kept in this office within **01.12.2022 from 11.30 A.M to 1.30 P.M** in sealed cover super scribed "**Quotation for printing of Greetings card & Calendar'2023**" in the capital letters. The name & the address of the quotationers shall be written on the cover in bold letters. Rate should be quoted for the items in Indian Rupees in figure as well as in words. Rate quoted should not exceed the Govt. rate prescribed in this regard. And following items are required for 2023.

**Calendar 22x36 size Art paper 170 GSM'2023 = 4000 Pcs**  
**Greetings Card 1/8 size Art paper with envelope = 1000 pcs**

Quotationers shall be opened in the presence of the quotationers or his/her authorized representative and the date of opening of quotation is **01.12.2022 at 2.30P.M.** in the chamber of the undersigned in presence of the Dy. Chief Executive Officer and Accounts Officer.

Quotation papers should be submitted with following documents:-

1. Attested Xerox copy of valid Trade License for particular Trade.
  2. Attested Xerox copy of CGST/GST registered.
  3. Attested Xerox copy of Professional Tax Certificate.
  4. Attested Xerox copy of Income Tax Return for the year 2021-22.
1. If any quotation fails to comply with any terms conditions of the Tender his/ her Quotation paper is liable to be cancelled without any information.
  2. The representative of the firm may contact the Accounts Officer for details and Specifications.
  3. Acceptance of any offer is not obligatory. The undersigned reserves the right to reject or accept any offer without assigning any reason what so ever. The undersigned also reserves the right to change or alter the terms and conditions and his decision in all respect is final and binding upon all concerned.

*Signature*  
Chief Executive Officer  
Board of Auqaf. West Bengal

Copy forwarded for information to:

- 1) Hon'ble Chairperson, Board of Auqaf, West Bengal.
- 2) The Joint Secretary, Govt. West Bengal, MA & ME Deptt.
- 3) The Secretary, W.B. Urdu Academy 75/2A Rafi Ahmed Kidwai Road, Kol-16.
- 4) The Director of Madrasah Education, Govt. of W.B, Bikash Bhawan, kol-91.
- 5) The Executive Officer, West Bengal State Haj Committee.
- 6) The Register, Alia University DN-41, Sector V, Salt Lake, Kol-91.
- 7) The Managing Director, WBMD & Finance Corporation. AMBER. DD-27E. Sector-1, Salt Lake, Kol-64.
- 8) The Secretary, West Bengal Madrasah Board, Kol-16.
- 9) Accounts Officer, Board of Auqaf, West Bengal.
- 10) Office Notice Board & Website.

*Signature*  
Chief Executive Officer  
Board of Auqaf. West Bengal



*Signature*  
21/11/22