

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
GOVT. OF WEST BENGAL
PLOT No. B/4, SCHOOL AREA (Pt.), KALYANI, NADIA
e-mail: whretc.kalyani@gmail.com, retc.kalyani@gmail.com
Website: www.retrewestbengal.com

Memo No: 3136 /RCTRC/2026

Date: 02.09.2026

NOTICE INVITING QUOTATION: 17/RCTRC/2026-27

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager (Training) & Executive Engineer (P&RD), invites quotation in item wise rates from Resourceful and Bona-fide outsiders of Government / Semi Government/Public Sector Undertaking/ Autonomous Bodies / Statutory Bodies & Local Bodies who satisfy the terms and conditions are requested to participate for "Printing photographs & certificates" at RCTRC, Kalyani, Nadia.

This is to notify that "This quotation is invited for obtaining the market rates only."

1. **Name of the Work:** "Printing Photographs & Certificates", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.
2. **Location of work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Documents (Photocopy) to be submitted during bid submission:**
 - PAN Card
 - Valid Trade License

SCHEDULE OF ITEMS:

Item
Colour Printing of Photographs on A4 size photo paper
Colour Printing of certificates on A4 size photo paper

List of important dates:

No	Particulars	Date & Time
01	Date and time for publish Quotation (Offline)	03.09.2026 at 13:00
02	Quotation submission starts date (Offline)	07.09.2026 at 10:00
03	Quotation submission end date (Offline)	14.09.2026 at 14:00
04	Date of opening for Financial Bid (Offline)	14.09.2026 at 16:00

on 02

Scope of Work

The "printing of Photograph & Certificate shall include, but not be limited to, the following:

- o Editing of raw photos.
- o Colour printing photographs on A4 size standard quality photo paper.
- o Colour printing certificates on A4 size standard quality photo paper.

GENERAL CONDITIONS

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate quotations for "**Printing of photographs & certificates**" at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Only offline submission of Quotation is permitted, therefore: Quotations must be submitted Offline at the office of RCTRC.
3. The quoted rate shall remain in force for a period up to 31.03.2028 only from the date of opening of the financial bid.
4. The firm must have valid Trade License.
5. Price should be quoted in INR inclusive of all taxes.
6. Rate should be quoted in both word and figure.
7. Any change in any duty/tax upward/downward as a result of any statutory variation taking place within the contract terms shall be borne by the service provider.
8. The undersigned reserves the right to accept or reject all of the bids without assigning any reason what so ever.
9. Conditional/Incomplete Quotation will not be accepted.
10. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/quotationer will be rejected outright at any stage without any prejudice.

N.B.: This quotation is invited for obtaining the market rates only. This will not guarantee any award of work to the participating bidder.

Payment Terms:

1. No advance payment in any case would be made.
2. Rate shall remain constant for the period up to 31.03.2028.
3. Payment will be made on production of valid invoice.

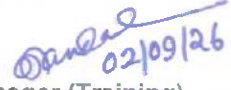
Dr. M. 02/09/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

Memo No: 3136 /1(7)/RCTRC/2026

Date: 02.09.2026

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Special Secy. to the Govt. of West Bengal & ACEO, WBSRDA.
- 2) The Chief Engineer, P&RD Dept., Govt. of West Bengal.
- 3) The Director, RCTRC & Superintending Engineer, P&RD Dept., Govt. of West Bengal.
- 4) The Financial Controller, WBSRDA.
- 5) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 6) Department Website.
- 7) Notice Board.


02/09/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

(To be submitted under the letter head of the bidder/quotationer)

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER

I/We have carefully gone through the various terms and conditions listed in the Quotation Notice for "Printing of photographs and certificates at RCTRC, Kalyani, Nadia." I/We agree to all the conditions mentioned in the Quotation Notice related to Colour printing of photographs and certificates at RCTRC, Kalyani, Nadia. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the job required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the Quotation Notice.

Place:

Date:

Address:

Mob:

eMail ID:

(Signature of Bidder/Quotationer)

I/We do hereby submit the quotation for Colour printing of photographs & certificates at RCTRC, Kalyani specified in the underwritten Financial Bid within the time specified in quotation notice & in accordance with all the terms & conditions in all respect mentioned in Quotation No. /RCTRC/2026, vide Memo No: /RCTRC/2026, dated .2026.

FINANCIAL BID

1. Description of work: **Printing photographs & certificates at RCTRC, Kalyani, Nadia.**

2. Rate offered:

<u>Item</u>	<u>Rate in figure</u> <u>(For 1 unit)</u>	<u>Rate in words</u>
Colour Printing of Photographs on A4 size photo paper		
Colour Printing of Photographs on A4 size photo paper		

(To be written in figure & words clearly)

Date:

(Signature of the Bidder/Quotationer)

