

**Proceedings of the Pre-Bid Meeting for Diary & Calendar held on 05.11.2020
at 12-00 noon at the Chamber of the General Manager(Admin.) at the office of
the West Bengal Minorities Development & Finance Corporation**


Members Present:

01. General Manager(Admin)
02. Head Clerk(Estb.)
03. Md. Arman Mallick
04. Representative of M/s Digital Graphics
05. Representative of M/s Zaara Impex
06. Representative of M/s Calcutta Art Studio(P)Ltd.

General Manager took the chair and initiated discussion. Necessary clarification as sought for by the Vendor has been described elaborately by the General Manager and following decisions have been made:

01. Diary will be covered with a box
02. Month-wise Index will be done
03. If the quality of the diary is inferior in comparison to the our sample then 30% deduction will be made from the bill amount.
04. 7000/- each will be paid as EMD for both the tender for Diary & Calender.

As there is no other agenda, the meeting ended with thanks.


General Manager(Admin.)
Chairman of the Tender Committee