HELPAGE INDIA
Letter of Enquiry / Request for Quotation (RFQ)
Date: 13 October 2026

Subject: Printing Material (Location Kolaghat)

Greetings from HelpAge India!

HelpAge India is a leading non-profit organization dedicated to serving and improving the quality of life of older persons across India.

HelpAge India invites quotations from eligible suppliers for the supply of the following goods:

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Sl.	Item Description	Specification (Brief)	Printing Language(s)	Quantity (Nos.)	Unit Rate inclusive GST and freight (₹)	Total Amount inclusive Freight and GST (₹)
1	Meeting Register	**Size:** A4 size (21 cm X 29.7cm) **No. of Pages:** 200 pages **Paper:** 70 GSM white **ruled Maplitho paper** (inside pages) **Cover Page:** Hard bound with **cotton thread stitching on all corners** (durable ledger binding) **Printing:** Both sides of all pages in Single colour (Black)				
			Bengali	430		
2	Saving Register	**Size:** A4 size (21 cm X 29.7cm) **No. of Pages:** 200 pages **Paper:** 70 GSM white **unruled Maplitho paper** (inside pages) **Cover Page:** Hard bound with **cotton thread stitching on all corners** (durable ledger binding) **Printing:** Both sides of all pages in Single colour (Black)				
			Bengali	430		
3	Loan Register	**Size:** A4 size (21 cm X 29.7cm) **No. of Pages:** 200 pages **Paper:** 70 GSM white **unruled Maplitho paper** (inside pages) **Cover Page:** Hard bound with **cotton thread stitching on all corners** (durable ledger binding) **Printing:** Both sides of all pages in Single colour (Black)				
			Bengali	430		
4	Member Passbook	**Size:** 21 CM (Length) X 15 CM (Width) **No. of Pages:** 15 pages excluding cover page				
			Bengali	4950		

5	Packing and Freight Charges to deliver at Location (project office address of these locations are mentioned at sl. 26) -			
		West Bengal	1,290 registers & 4950 passbooks	
6	GST and Other Taxes, if any			

Please send your sealed quotation only below mentioned address by 24th October 2026.

Address:

HelpAge India – Kolaghat Project Office C/O Dilip Jaiswal,

Village Machinan, P.O Gopalnagar, Kolaghat,

District Purbo Medinipur- WB (Pin – 721130)

Terms & Conditions

1. Vendors are requested to submit copies of their GST Registration Certificate and PAN Card along with the quotation.
2. HelpAge India reserves the right to accept or reject any or all quotations without assigning any reason.
3. The quotation should be valid for 1 year.
4. For any queries, please contact the Procurement Department at 011-42030400.