

Phone : (03228) 266170/266983/266048

Email : tamlukghatalccb@yahoo.co.in

Web : tamlukghatalccb.com

Tamluk-Ghatal Central Co-operative Bank Ltd.

Regd. No. 25, Date : 26.01.65

P.O. : Tamluk , Dist. : Purba Medinipur, Pin – 721636, West Bengal



HEAD OFFICE

Memo No. G/ 1152/986

Date : 12.08/2024

Tender No. TGCCBL/G/.0.16...../2023-24

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by the Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk, Purba Medinipur from eligible, qualified, Dealer/Supplier/vendor/Co-operative Societies to supply below mentioned items . The quotation box kept at the office of the undersigned.

| Item No. | Name of Work | Time for Delivery | Quantity | Max. price including GST |
|----------|---|-------------------|----------|--------------------------|
| 1. | Supply of insulated jug (hot & cold) brand like Milton, Cello etc. to gift to PACS affiliated to the Bank . | 10 Days | 375 pcs | ₹700-00 per pc. |
| 2. | Supply of king size Bed sheet with pillow cover (2+1) brand like Mafatlal, Bombay Dying, raymond etc. to gift to the delegates attending the Annual General Meeting of the Bank | | 470 pcs | ₹1000-00 per pc. |

The details are summarized below

| | | | |
|----|--|---|---|
| a. | Purchaser | Tamluk Ghatal Central Co-operative Bank Ltd | |
| b. | Scope of Tender | Supply of branded Insulated jug & bed sheet with pillow cover(2+1) to gift to the delegates attending the Annual General Meeting & PACS affiliated to the Bank | |
| c. | Specifications | Insulated Jug (Item-1) | Bed Sheet (Item-2) |
| | | i)Material-Steel ii)Capacity-1500 ml iii)Others Feature-Insulated, Light weight, iv)Colour-Multicolour v)Brand-Premium brand like Milton, Cello etc.; | i)Length &Width- 108L X 90W inches ii)Fabric-Cotton(100%) iii)Thread count-180 iv)Colour-Printed Multicolour v)Brand-Premium brand like Mafatlal, Bombay dyeing, Raymond embossed in the bed sheet. |
| d. | Web page for details of tender | Web page: www.tgccb.co.in/tenders.asp | |
| e. | Location of supply | Head office, Tamluk Ghatal central Co-operative Bank Ltd. | |
| f. | Earnest Money Deposit | NA | |
| g. | Exemption from payment of EMD | NA | |
| h. | Last date of submission of tender | 22/08/2024 at 5.p.m. | |
| i. | Date of opening of Tender Bid | 23/08/2024 at 4p.m. | |
| j. | Date of opening of Financial Bid (Envelop-2) | 23/08/2024 | |

**** Intending supplier must submit quotation for one or both items in separate envelopes.**

**** Sample of items with specifications in tender form may be submitted along with tender copy in a sealed manner or may be produced during the opening of tender by the representative of the supplier / vendor .**

Note A : Dropping of sealed Quotation at drop box of the office of the undersigned 12/08/2024 to 22/08/2024 (Except Saturday, Sunday & Banking Holidays) During 10 AM to 5 PM. at tender box no.1

Note B : Opening of quotation at the office of the undersigned 23/08/2024 at 4:30p.m

The suppliers / vendors should have to abide by the following terms & conditions:

1. Application to participate in quotation as per prescribed format (Annexure-1,2 & 3).
- A. Quotation papers should be dropped in the Quotation box along with signed photo copy of -
 - i) Registration of firm /company
 - ii) Trade License (Renewed 2021-22 & 22-23 F.Y.),
 - iii) IT return for the Assessment Year 2022-23,2023-24
 - iv) GST Registration certificate along with latest challan.
 - v) Professional Tax registration certificate & Latest Professional Tax Challan (Fy-2023-24)
 - vi) PAN Card,
 - vii) Signed copy of experience certificate of last two years with at least 25% of Tender value.
 - viii) Duly filled schedule of tender form .
 - ix) Signed copy of Tender submission undertaking.
2. The Quotation documents are to be collected from the office of the **Tamluk – Ghatal Central Co-Operative Bank Ltd. (Head Office), Tamluk, Purba Medinipur** or may be downloaded from the bank's website <https://tgccb.co.in> during the period mentioned of this notice.
3. The bidder whose bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/Letter of acceptance. The notification of award will constitute the formation of the contract. After final selection of agency, a formal agreement may be executed .
4. Incomplete Quotation will be rejected summarily.
5. The offered rate should be including of GST. Transportation cost, loading, unloading or any other form of charges of items will not be borne by the bank.
6. **A Security Deposit 5% of Tender value** to be deposited refundable after 6 months of delivery of items, if awarded the tender .
7. No mobilization / secured advance will be allowed.
8. The successful Quotationer(s) shall have to supply items within the stipulated time, failing the work order will be treated as canceled.

9. Warranty

a) The bidder shall offer comprehensive warranty of all items for **at least 6 months** or above as said in the items from the date of successful supply of all items at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.

10. Delivery:

a) The complete delivery, Installation & Commissioning of all electronics equipments by the successful bidder to be done within **ten(10) calendar days from the date of issue of supply order.**

b) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Desktop Computers/ equipment.

c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

d) The bidder shall note that in case bidder fails to supply within the period of delivery indicated above, penalty @1% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.

11. Packing:

a) The bidder shall provide packing of the items to be supplied, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.

b) The items shall be securely boxed, crated and protected from damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

12. Acceptance of the lowest Quotation is not obligatory & the undersigned reserves the right to accept any Quotation or to reject any or all without assigning any reason.

13. The undersigned reserves the right to alter the terms and condition of this notice at any time for the interest of public service only.

14. Supplier /vendor should put their firm/organization's endorsement (signature of authorized signatory with official stamp) on each page of the Quotation document as token of approval.

15. All kinds of materials and labor related to the job will have to be arranged by the vendor and must be approved by specification mentioned.

17. Payment:

a) The payment of total bill will be made by the purchaser by RTGS/NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply of Insulated Jug & Bed sheet giving the reference number of the purchase order along with copies of delivery note from concerned department of the Bank.

18. Annexure-I of NIQ to be furnished in the Company's official letter head with full address and contact number etc., otherwise it will be treated as canceled.

19. All the above terms & conditions has to be accepted by the bidder.

20. Submission of Tender:

The tender/s must be placed in a properly sealed separate envelope/s addressed to The Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk, Purba Medinipur, Pin-721636 tender bid. The envelope no.1 must be super-scribed as "Supply of branded Insulated jug &/ the envelope no. 2 must be super-scribed as " Supply of branded Bed sheet with pillow cover(2+1)" .

a) All the columns of the tender terms shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.

b) Tenders received in open covers/ letters/ fax/ email will not be considered.

21. Bid Submission:

a) Bidder shall take into account of all costs including transportation, unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.

b) The Price of all items supplied should be excluding GST shall remain firm & inclusive of all costs involved for the delivery to the destination.

c) No extra payment or revision of Price of product should be excluding GST shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.

22. Opening of Bid:

a) The technical bid of tenders will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on the 23rd August, 2024 at 4:30 p.m. **The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender with the sample of their specified product submitted in tender. In case of fail to production of sample, tender submission may be cancelled.**

23. Evaluation of Bids:

a) If there is discrepancy between the amount quoted in Bid in the column "Unit Price of item1 & item 2 and the amount reflected in column "Total price of item1 & item2 before Taxes & Duties" which is the multiplication of quantity offered for supplies with "Unit Price of item1 & item2 before Taxes & Duties", the "Unit Price of item 1 & item 2 before Taxes & Duties" shall prevail. Accordingly, the Total price of item1 & item 2 before Taxes & Duties shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.

e) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

f) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders.

g) The Purchaser shall compare the "Unit Price of item1 & item2 before Taxes & Duties" of all the responsive bids to determine the lowest bid for a particular location.

h) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Bid. However, after the supplies, they have to issue the invoice indicating the Price of item1 & item 2 as quoted in the

Financial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Insulated jug & Bed sheet (s) as well as the taxes and duties as applicable at the time of delivery.

i) The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of item 1 & item 2 .

24. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

25. Code of Ethics:

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption, then their firms may be blacklisted.

26. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Tamluk & Calcutta High Court only.



(Heroj Maity)

Dy. RCS , Govt. of W.B.

&

Chief Executive Officer

Copy forwarded for necessary information to:

1. Deputy General Manager(Systems), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to upload the tender notice at Bank's website.
2. Deputy General Manager(All), Tamluk Ghatal Central Co-operative Bank Ltd.
3. Assistant Registrar of Co-operative Societies, Purba Medinipur-I Range/Paschim Medinipur.
4. District Magistrate, Purba Medinipur.
5. Chairman, Tamluk Ghatal Central Co-operative Bank Ltd.



(Heroj Maity)

Dy. RCS , Govt. of W.B. &

Chief Executive Officer