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# 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/ 1153 /986

Date : 12/08/2024

**Tender No. TGCCBL/G/17 /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, authorized & commissioning suppliers/vendors agencies for the below mentioned work. The quotation box kept at the office of the undersigned.

Sl. No.	Name of Work	Earnest Money(₹)	Security deposit (₹)	Time for Completion of Delivery, Installation & commissioning
1.	Interior decoration & furnishing work for Khanyadihi Mini Branch of Tamluk Ghatal Central Co-operative Bank Ltd. at Kolaghat, Purba Medinipur	2% of Quotation amount or ₹11,000/- whichever is lower	5% of Tender Value	25 Days

The details are summarized below:-

a.	Purchaser	Tamluk Ghatal Central Co-operative Bank Ltd
b.	Scope of Tender	Interior decoration & furnishing work including electric, LAN connection for Khanyadihi Mini Branch
c.	Specifications	The detailed items descriptions & Technical specifications of the items are specified in <b>Annexure-II</b>
d.	Web page for details of tender	Web page: www.tgccb.co.in/tenders.asp
e.	Location of supply	Khanyadihi Mini Br. Building of the Bank at Khanyadihi Kolaghat, Purba Medinipur
f.	Estimated Cost	Rs 5,50,000/- (Five fifty lakh) only
g.	Earnest Money Deposit	2% of Quotation amount or ₹11,000/- whichever is lower
h.	Exemption from payment of EMD	Vendor having MSME certificate is exempted from EMD
i.	Last date of submission of tender	22/08/2024
j.	Date of opening of Technical Bid (Envelop-1)	23/08/2024
j.	Date of opening of Financial Bid (Envelop-2)	23/08/2024

Note A : Dropping of sealed Quotation at **drop box no.2** of the office of the undersigned 12.08.2024 to 22.08.2024 (Except Saturday, Sunday & Banking Holidays) During 10 AM to 5 PM

Note B : Opening of quotation at the office of the undersigned 23.08.2024 at 5p.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 2021-22, 2022-23.
  - iv) GST Registration certificate along with latest chalan.
  - v) Professional Tax registration certificate & Latest Professional Tax Chalan (Fy-2022-23)
  - vi) PAN Card,

vii) Signed copy of experience certificate of experience certificate of last two years with at least 25% of Tender value.

viii) Duly filled schedule of Technical & Financial Bid.

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 within 7 (Seven) days from the date of receipt of the work order with the concerned authority of the health institution in a non judicial stamp paper.

4. Intended vendors / supplier may visit the project site at their own cost.

5. All bids must be accompanied by a refundable Earnest money deposit amount to 2% of Quotation amount or Rs. 11,000.00 (Rupees eleven thousand) only whichever is lower in favour of Tamluk Ghatal Central Cooperative Bank Ltd, Tamluk through NEFT to **A/c No. 113005768235, IFSC: WBSC0TCCB23** of the Bank and the UTR No has to be mentioned in the quotation. In case, **In case, the tenderers having MSME certificate from appropriate authority are waived off the EMD.**

Quotations received without UTR No will not be considered as a valid bid. Earnest money received from other unsuccessful tenders will be returned without interest on demand. No interest will be paid for earnest money.

6. A **Security Deposit 5% of Tender Value** to be deposited refundable after 6 months of completion of works , if awarded the tender.

7. Incomplete Quotation will be rejected summarily.

8. Before submission of the Quotation, suppliers / vendors must visit / inspect the work site at own cost to judge the local situation /condition, approachable road etc. No plea/ complain about the site, approach road etc. shall be entertained afterwards. It shall be presumed that the supplier offered the rate after taking into account the entire position of the work site.

9. The offered rate should be Excluding of GST. Transportation cost, loading, unloading or any other form of charges of items will not be borne by the bank.

10. No mobilization / secured advance will be allowed.

11. The successful Quotationer(s) shall have to supply & install the equipments within the stipulated time, failing the work order will be treated as canceled.

12. The intending vendor may visit the site at his/her own cost.

#### 13. **Warranty**

a) The bidder shall offer on-site comprehensive warranty of all kind of materials & fixing **12 months** and all electronic equipments for **3(three) years** from the date of successful installation of all equipments at the designated location & shall cover each and every part of the equipments including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.

b) The bidder shall pay to the purchaser such compensations that may arise by reasons of the warranty therein contained but not attended by the bidder.

c) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.

d) During the warranty period, expert(s) shall be deputed at site by the bidder within next working day from the date of request from purchaser, to rectify and fixing the defects of the equipments at the location where they were supplied. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.

#### 14. **After Sales Services**

a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.

b) The bidder will depute their engineer within three (03) working days to attend the service call received in writing from purchaser.

#### 15. **Delivery, Installation & commissioning:**

a) The complete Interior decoration & furnishing work by the successful bidder to be done within twenty five (25) calendar days from the date of issue of supply order.

b) 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/Installation & Commissioning 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.

**16. Packing :**

a) The bidder shall provide packing of the Equipments, 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 Equipments shall be securely boxed, crated and protected from mechanical 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.

17. 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.

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

19. 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.

20. Contractor(s) should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.

21. All kinds of materials and labor related to the job will have to be arranged by the vendor and must be approved by Engineer in charge or Inspector before their use. The contractor shall remove the rejected materials/workmanship from site within 24 hours of completion at his own cost.

22. The vendor shall store all helping tools/equipment, which will be used for Electrical Installation, at his own cost and shall have to carry out work with his own equipment and machinery.

23. The quantities mentioned in the schedule of quantities approximately indicate the total extent of work, but may vary to any extent and some items may even be omitted. No claim whatsoever shall be entertained on this account.

**24. Payment:**

The payment will be made after satisfactory completion of the work .

25. 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.

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

**27. Submission of Tender:**

The tender must be placed in a properly sealed envelope addressed to The Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk , Purba Medinipur, Pin-721636 and the envelope must be super-scribed "**Tender for the Interior decoration & furnishing work for Khanyadihi Mini Branch of Tamluk Ghatal Central Co-operative Bank Ltd. at Kolaghat, Purba Medinipur**".

a) All the columns of the tender 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.

**28. Tender 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 quotation should be **excluding GST** shall remain firm & inclusive of all costs involved for the delivery to the destination which include the cost of Installation at destination, cost of services to be provided during Comprehensive Warranty of three years.

c) No extra payment or revision of Price of materials/labours 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.

d) No representation for the revision of the quoted Price should be excluding GST shall be considered till the supplies are completed to the designated location

**29. Opening of Tender**

Tender will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on 23<sup>rd</sup> August 2024 at 5 p.m . The bidder or their authorized representative (one person only) may be present at the time of opening of the tender

**30. Evaluation of Bids:**

a) 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.

b) 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.

c) 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.

d) 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.

e) 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. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.

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

g) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Financial Bid. However, after the supplies, they have to issue the invoice indicating the Price 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 as well as the taxes and duties as applicable at the time of delivery.

h) 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 Equipments.

### 31. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service 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.

### 32. 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.

### 33. Jurisdiction:

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



(Heroj Maity)

Dy. RCS , Govt. of W.B.

&

Chief Executive Officer

Copy forwarded for necessary information to :

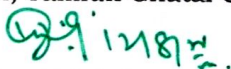
1. Deputy General Manager(Systems), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to upload the tender notice at Bank's website.

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