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The Tamluk-Ghatal Central Co-operative Bank Ltd.

Regd. No. 25, Date : 26.01.65

P.O. Tamluk # Dist. Purba Medinipur # West Bengal # Pin - 721636

HEAD OFFICE

emo No. G/2396/986

Dated, 31.10.2022

E-TENDER No. TGCCBL/G/001/2022-23

Notice Inviting E-Tender

Quotations are invited from the intending authorized enlisted Suppliers/Vendors having sound experience in supply of Calendar & Diary for the year 2023 of Tamluk-Ghatal Co-operative Bank Ltd, Tamluk, Purba Medinipur through online E-tendering system portal <https://www.tenderwizard.com/eproc>.

The intending Vendors/Suppliers are requested to submit their online quotation for their financial bid by 9th November 2022 within 12-00 p.m. at our E-Tender Website <https://www.tenderwizard.com/eproc> satisfying the terms & conditions. The bank reserves the right by itself to cancel any or all quotations without assigning any reasons thereto. The bank is not bound to accept the lowest rate if otherwise ineligible.

NIT Sl. No.	Description of work	Quantity	Earnest Money (Rs.)	Tender fees(Rs.)	Time of Completion
1	Wall Calendar Special -2023 single sheet printed.	28000 Pcs.	2% of Quotation amount or 30000.00 whichever is lower.	2000.00	By 15 th December 2022.
2	Lotus Medium sized Diary -2023.	15000 Pcs.			
3	Special Executive Diary-2023.	1800 Pcs.			
3	Super Executive Diary -2023	300 Pcs.			

SPECIFICATION OF SINGLE SHEETED WALL CALENDAR INSIDE PRINTED FOR TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2023		
Sl. No.	Item	Description
1.	No. of Calender	28000 Pcs Wall Calendar - 2023 of Single sheet
2.	Paper Size	20"X30" (Inch) as per specimen copy.
3.	Paper GSM	128 gsm
4.	Paper Quality	Art paper Hi-coat
5.	Printing Colour	Royal Blue, Red & Black
6.	Printing Description	<ul style="list-style-type: none"> Office type English & Bengali date printed with Tithi, Aumabashya, Purnima, Ekadashi, Bibah, Annaprashan etc. All Holidays (as per West Bengal State Cooperative Bank Ltd) in Red ink. 2nd and 4th Saturday Bank holidays are printed in Blue ink.
7.	Handing Arrangement	Single sheeted calendar with both side colour double Tin mounting for hanging arrangement .
8.	Packing Instruction	50 Pcs to be packed in craft paper & such 10 packets in a bundle.
9.	Delivery Location	All packets of calendar complete door delivery to bank head Office (Tamluk, Purba Medinipur) or as per Bank instruction within 15th December, 2022 positively.
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		

SPECIFICATION OF LOTUS (MEDIUM SIZE) DIARY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2023		
Sl. No.	Item	Description
1.	Lotus Medium Size Diary	Size (5.5" X 8.5")
2.	Paper GSM	<ul style="list-style-type: none"> Cover Art paper 100 gsm Inner page 70 gsm- maplitho Special page 128 gsm art paper.
3.	Printing Description	<ul style="list-style-type: none"> Sunday separate Combined with hard Board binding Cover with new design printed in 4 colours with Mat & U.B. lamination as per specimen. Diary inner page printed in 1 colour with Bank logo in each page.
4.	Packing	20Pcs. Diary in a bundle.
5.	Diary Box	Special 4 colour new design with Lamination & Board 320 gsm as per specimen.
6.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction within 15th December, 2022 positively.
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		

SPECIFICATION OF SPECIAL EXECUTIVE DIARY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2023		
Sl. No.	Item	Description
1.	Special Executive Diary	Size(9.25" X 6.9")
2.	Paper GSM	<ul style="list-style-type: none"> ▪ Cover Art Paper 100 gsm ▪ Diary inner page 70 gsm maplitho. ▪ Special Page 128 gsm Art paper.
3.	Printing Description	<ul style="list-style-type: none"> • Sunday separate • Combined with hard Board binding • Cover with new design printed in 4 colours with Mat & U.B. lamination as per specimen. • Diary inner page printed in 1 colour with Bank logo in each page.
4.	Packing	20Pcs. Diary in a bundle.
5.	Diary Box	Special 4 colour new design with Lamination & Board 320 gsm as per specimen.
6.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction within 15th December, 2022 positively.
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		

SPECIFICATION OF SUPER EXECUTIVE DIARY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2023		
Sl. No.	Item	Description
1.	Super Executive Diary	As per bank 's choice.
2.	Paper GSM	128 gsm
3.	Printing Description	Special 4 pages design four colour binding with Art paper
4.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction within 15th December, 2022 positively.
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		

Terms & Conditions :


1. The bidder must have to submit a sealed sample of paper of the calendar & the Lotus Diary ,Special Executive Diary & Super Executive Diary as per specification mentioned above before the date of closing of the Tender. This will be the technical criteria to accept any bid.
2. All bid must be accompanied by a refundable earnest money/bid security amount to 2% of Quotation amount or Rs. 30,000.00 (Rupees thirty thousand) only whichever is lower and the tender fees of Rs.2000/- (Rupees two thousand) only in favour of Tamluk Ghatal

- money received from other unsuccessful tenders will be returned without interest on demand. No interest will be paid for earnest money.
3. All above items are to be supplied within 15th December 2022 from the date of issue of purchase order failing which measures will be taken against vendor/supplier as decided by the BOD of the Bank.
 4. The quotation should indicate the rate including all taxes.
 5. No revision or rates shall be allowed except taxes/charges levied by the Central/State by duly notified only after work order issued.
 6. The intending vendors/supplier(s) should maintain the quality of the diary & calendar of last year used by the Bank or higher while submitting the tender. (Last year used copy may be collected from the Bank).
 7. **No deviation from the specification shall be allowed without prior consent of authority.**
 8. Payment will be made on successful completion of work as per work order through account payee cheques or by transfer through NEFT/RTGS.
 9. No advance or running payment shall be made. Payment shall be released after the satisfactory delivery of items and production of bills (in duplicate) in the name of Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk, Purba Medinipur.
 10. The undersigned is the accepting authority who reserves the right to reject any or all quotations without assigning any reason or he will not be bound to accept either the lowest tender at any of the bidders.
 11. For any kind of clarification or help one may feel free to contact the Head Office of the Bank.


Date and Time of opening of Tender Form :09th November 2022 at 3:00 p.m,

Documents to be submitted along with Tender Paper :

- a) Copy of Proprietorship/MOU/Partnership Deed of the Bidder
- b) Sale Tax Return /PAN No. /GST No.
- c) Income Tax Return.


 (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. Assistant Registrar of Co-operative Societies ,Purba Medinipur-I Range/Paschim Medinipur.
 3. District Magistrate , Purba Medinipur.
 4. Chairman, Tamluk Ghatal Central Co-operative Bank Ltd.


 (Heroj Maity)
 Dy. RCS , Govt. of W.B. &
 Chief Executive Officer

Procedure for E-Tender to follow :

This Tender will follow e-Tendering process (e-bids) as under which will be conducted by Bank's authorized e-Tendering Service Provider **M/S Antares Systems Ltd** through Website <https://www.tenderwizard.com/eproc>.

Following activities will be conducted online through above website :

- a) Submission of Bid by the Vendors .
- b) Opening of Bid by the Bank.
- c) Clarification, if any, sought by the Bank.
- d) On-line evaluation by the Bank.

Representatives of bidders will be online supported for e-Tendering by the Service Provider, M/s Antres Systems Ltd .

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc>) through the "Registration" link provided on the home page. Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to registered bidders/vendors by the service provider M/s Antares Systems Ltd.

- a) Support to the Bidders for participating in the bids through e-tendering Website.
- b) Call centre support/email/phone/fax/chat/mobile etc. in all possible medium.
- c) Registration with the e-tendering website.
- d) User Manual/Training Kit to the Bidder.
- e) Any no. of users of Vendor /Contractor organization can take support on the **E-Tendering** system.
- f) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per information Technology Act - 2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact.

Help Desk numbers for vendor queries :

Helpdesk Nos.

6296902659/97355553700/9674758506/9674758723/26/03346046611/080-40482100/1800-3096630

Antares nodal person contact details:

Contact person: Mr. Kushal Bose .
Mob. No. 9674758719 / 9674758723
e-mail : kushal.b@antressystems.com

Service Provider :

M/s antares Systems Limited,
Registered Office at : #24, Sudha Complex,
3rd Stage, 4th Block, Basaveshwarnagar,
Bangalore - 560079

Tamluk Ghatal Central Co-op. Bank Ltd

Contact person : Gour Ch Das
Mob No. : 7477473896