



# 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**

Memo No. G/2994/1986

Dated, 05.02.2024

## TENDER No. TGCCBL/G/016/2023-24

### Empanelment of vendors for supply & insallation of new External Glow Sign Boards, Flex, Vinyl Boards, subhecha cards etc for various Branches/HO of Bank

Sealed tenders are invited for empanelment of vendor for supply and installation of Glow Sign Boards/ Flex/ Vinyl Boards /Subhecha cards etc. for different Branches/ Head Office of Tamluk Ghatal Central Co-operative Bank Ltd from Contractors, enlisted and empanelled with Govt organizations/ Banks including State Co-operative Bank & District Central Co-operative Bank Ltd in India **having adequate experience to execute this type of works are eligible for this contract.**

Sealed Tender offers in single bid system from firms who have successfully handled and completed works of similar nature and having their own Offices in Purba /Paschim Medinipur and/or adjacent district with follow up of the terms and conditions of this RFP. For complete details, formats and terms & conditions of tender please log on to Bank's website: [www.tgccb.co.in](http://www.tgccb.co.in)

The intending Vendors/Suppliers are requested to submit their proposals for their technical bid by **22<sup>nd</sup> February, 2024, 5 p.m.** satisfying the terms & conditions. The Tender box will be kept at the office of the undersigned. The bank reserves the right by itself to cancel any or all proposals without assigning any reasons thereto.

Sl. No.	Description of work
1	Empanelment of Vendor for supply and installation of Glow Sign Boards, Flex , Vinyl Boards, invitation/subhechha cards etc, at different Branches/Offices of Tamluk Ghatal Central Co-operative Bank Ltd.

#### **Timeline for completion of work upon requisition**

a) Timeline for submission of Commercial Proposal on requisition – 5 days. The Bank in exigency can ask the empanelled Vendor to submit commercial proposal in 3 days and the Vendor shall be bound to comply the same.

b) Timeline for completion of supply and installation after issuance of work order- 10 days.

No extension will be allowed otherwise the Bank considers that there is valid reason for delay in submission of commercial proposal and execution thereof upon issuance of work order and express its consent in written. Penalty of Rs.1000.00 (Rs. One Thousand) only per day will be deducted for the delay beyond time frame of 10 (Ten) days upto maximum penalty equivalent to 5% of the work value. However, the above time frame cannot be stretched beyond 15 days, else the Bank may at their sole discretion cancel the contract and assign the job to L-2 and subsequently L-3 bidder. Works have to be taken up simultaneously in coordination with Bank Officials.

It may be noted that the Bank may ask for submission of Commercial proposal through registered E-mail or other-wise as per choice of the Bank. The Commercial proposal shall be submitted in hardcopy as per format provided in a sealed envelope clearly subscribing the Bidder's name and the same to be submitted to the Chief Executive Officer.

**Scope:** After making the empanelment, the selected bidders every time shall be asked for submission of Commercial Proposal for supply and installation of Glow Sign Board/ Flex/ Vinyl Board or similar nature of work as per timeline provided here-in-before. The Bank shall evaluate the Commercial Proposals and issue work order to the L-1 Bidder. **Non-submission of Commercial Proposal for consecutive two times upon requirement, the Bank at its sole discretion may blacklist the vendor for participation in the next bids for a period of two years.** The BIDDER must support both functional and technical requirements of the bank. The Bidders should note that there shall be no commitment from the Bank regarding number of bids to be asked for in a year or the yearly work order value.

**EARNEST MONEY DEPOSIT / RETENTION MONEY: -**

Giving cognizance to Office Memorandum No.F.9/4/2020-PPD dated 12th November,2020 of Government of India, Ministry of Finance, Department of Expenditure Procurement Policy Division, no Earnest Money is required to submit with the Tender. However, the bidders have to submit declaration as per **Annexure-C**.

An amount equivalent to 5% of the work value shall be deducted from the payment of every bill and shall be retained for a period of 2 years (Warranty period).

**Warranty period**

**Warranty period of all products to be supplied shall be two years.** The supplier shall have to replace/repair the defects identified and communicated to them within 72 hours, failing which the Bank shall get the job done by other agency to their choice at the cost of the supplier. Initially the cost shall be adjusted out of the retention money. If the retention money is not sufficient to cover up the cost of replacement/repair, the vendor shall reimburse the amount within 10 days upon requisition from the Bank, failing which the vendor shall be blacklisted for a period of three years. The Bidders has to submit declaration to this effect as per **Annexure-E**.

**Availability of Tender Document**

At Bank's Website: [www.tgccb.co.in](http://www.tgccb.co.in) under "Tenders and Quotations" section from

**Pre-Qualification Criteria & Criteria for Short Listing:-**

Following will be the minimum pre-qualification criteria. Each eligible Bidder should pass all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No.	Pre qualification Criteria	Supporting compliance Document to be submitted
1.	Should have a valid Trade License for this type of work.	Copy of a valid Trade License
2.	The applicant shall be a firm/company/partnership/ proprietorship firm registered under the Indian Companies	Copy of certificate of incorporation and Partnership

	Act, 1956/the partnership Act, 1932 etc. and who have their registered at Purba/Paschim Medinipur or adjacent area	Deed, if any.
3.	The firm should be in the business of providing similar supply & services for at least 5 years as on 31.03.2023.	Supporting documents of work order.
4.	The Bidder shall have experience of supplying, installing & providing maintenance services of signages to Govt. departments, Public/private Sector Banks, Govt. Corporations, State Co-operative Bank, DCCBs and Private Organisation of repute.	Copy of work order/contract.
5.	The annual turnover for the bidder (not of group companies) should not be less than INR. 10.00 lakh per year in each year for last 3 financial years i.e. 2020-21, 2021-22 & 2022-23.	The vendor should submit copies of the duly audited balance sheet and Profit & Loss A/c for the past 3 years.
6.	The company should have made net profits in each of the last three financial years i.e. 2020-21, 2021-22 & 2022-23.	
7.	Should have successfully executed over 15 similar works during last 03 years	Proof of supply work/ completion certificate
8.	Should be a registered company/firm with authentic PAN, GST	a) Copy of PAN, GST allotted by competent authorities. b) Income Tax Return for the year 2020-21, 2021-22 & 2022-23 c) GST Return for the year 2020-21, 2021-22 & 2022-23
9.	The firm should not be blacklisted in any of the government institution/Bank/Office of repute	The self declaration on company's letter head as per <b>Annexure-D.</b>
10.	<b>Bidder should have main activity as signage dealers otherwise tender shall be rejected</b>	Please provide valid Trade License.

The short-listing of the applications received and final selection for empanelment of vendors will be done by carrying out evaluation of various parameters/criteria fixed as above by the Tender & Purchase Sub Committee of the Bank.

Bank reserves the right to select or reject any or all applicants without assigning any reason thereof.

#### **Additional Documents to be submitted**

Name, address & Type of firm with organization details, Trade License, Registration Certificate Copy, Telephone Numbers, E-mail address etc as per **Annexure-A.**

List of Govt./ Quasi-Govt. Dept. and other organizations of repute with whom the company is empanelled/ working. Contact details of the persons of those organizations are to be provided along with the list in **Annexure- A.**

#### **Technical Bid:**

- 1) The technical bid should be submitted as per details provided in the RFP document at the Head Office in a bound form and all pages continuously and serially numbered in one lot as one document. Brochures/leaflets etc. should be submitted in the bound document and not in a loose form. BIDDER must ensure that all the documents submitted in hard copies are sealed and signed by the authorized signatory.
- 2) The printed copy of Technical & Eligibility bid proposal as given in Annexure A along with Annexure B, Annexure C, Annexure D, Annexure E & Annexure F should be neatly typed on the letterhead of the BIDDER, duly filled in, signed and complete in all respect including annexure for detailed specifications of equipment etc. as directed.
- 3) Upon submission of Bid, the bidder agrees that when asked for supply and installation of glow sign boards/Flex/Vinyl Board /Subhecha card or similar work post empanelment, the offer shall include two years warranty from the date of supply and installation.

- 4) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

**Validity of Tender: -**

3(Three) years from the date of communication regarding acceptance of Tender

**Defect Liability Period: -**

2 (Two) years from the date of completion. Participation by the vendor to the tender process will tantamount that they unconditionally undertake to replace/repair the items once identified as defective

**Award to selected vendor: -**

The Bank at the point of necessity, shall ask the empanelled bidders to submit commercial proposal. On evaluation of their proposal, the L-1 bidder shall be short listed and the work order shall be issued. The Bank reserves the right to split the works among two or three vendors. In that case, the bidders at L-2 & L-3 positions shall have to match the lowest rates before acceptance of the bid. The orders shall be divided in the following manner:

In case of split between 2 bidders: 60% to L-1 bidder, 40% to L-2 bidder at the lowest rates

In case of split into 3 bidders: 50% to L-1 bidder, 30% to L-2 bidder and, 20% to L-3 bidder at the lowest rates.

**Dispute Resolution**

Bank and the selected empanelled bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiations, Bank and the selected bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be settled with reference to the provisions of the West Bengal Co-operative Societies Act-2006 and Rules framed there under. The venue of the arbitration shall be at Tamruk, Purba Medinipur only.

**Other disciplines**

1.GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.

2.Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service or otherwise.

3.All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

4.The acceptance of technical bid will rest with Tamruk Ghatal Central Cooperative Bank Ltd., which does not bind itself to accept the any or all tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.

5. In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.

6. Conditional Tenders will be summarily rejected.

7. Defects liability period/warranty period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the supply and installation of required items certified that of virtual completion, issued by the bank's Premises Department and/or the branches/offices where the supply to be made.

8. After opening the technical bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.

9. The bank is not bound to award all the site projects to single Contractor/Vendor and subsequent project awards will be dependent on the performance of the contractor for every single project awarded.

10. Prior to finalizing of Technical bid, Tamluk Ghatal Central Cooperative Bank Ltd., or their representatives at their discretion may inspect the on-going/completed works of the Contractors as well as obtain confidential reports from the concerned employers.

11. The bid of tenders who do not fulfill the above criteria will summarily be rejected.

12. The Bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

#### **PAYMENT TERMS:**

An amount equivalent to 95% of the awarded value shall be paid within 15 days from the submission of Tax Invoice post supply and installation of awarded work by the Vendor to the satisfaction of the Bank. 5% of the value shall be paid after the warranty period of 2 years provided the vendor has attended all defects/repair work within 72 hours of reporting. No interest shall be paid on the retained amount.

#### **Submission of Bids:**

1. The sealed tender should be submitted at **drop box no.2** of the office of the undersigned from **06-02-2024 to 22-02-2024 (Except Saturday, Sunday & Banking holidays) During 10 a.m. to 5 p.m.**
2. The Bids / Proposals should be complete in all respects and contain all information asked for in this document. It is mandatory to submit the details in prescribed formats duly filled in, as part of the offer. The Bank, at its discretion, may not evaluate a bid in case of non-submission or partial submission of details. The proposal must be submitted in an organized and structured manner.
3. For participation in the opening of eligibility cum technical bid, the Bidders' representatives are required to carry authorization letter from their authorized signatories, if the person attending the bid opening process is other than the authorized signatory.

#### **Eligibility cum Technical Bid must contain followings :**

1. Duly filled in Covering letter, eligibility criteria compliance, other information as detailed in **Annexure A**, including supporting credential/ letters/testimonials from relevant organizations or copies of documentation from clients or purchase order copies certifying compliance. Non-

compliance of even one condition mentioned in the eligibility criteria may render the bid ineligible. **Hence, Bidder is required to provide proof for each of the points for eligibility evaluation.** The proof provided must be in line with the details mentioned in **Annexure A**. In case any credential detail mentioned in **Annexure A** is not accompanied by relevant proof documents, the said Bid offer will not be considered for evaluation. There is no restriction on the number of credentials a Bidder can submit.

2. Compliance of RFP terms and conditions –**Annexure B**
3. Bid Security/EMD Declaration as per **Annexure-C**.
4. Declaration regarding blacklisting as per **Annexure-D**.
5. Undertaking regarding two year's warranty as per **Annexure-E**.
6. Letter with details of authorized signatories/Power of Attorney's in the name of the authorized signatories who can represent the Bidder with regard to the obligations under the RFP or contract.
7. Checklist for Technical Bids as per **Annexure-F**.

**Opening of Technical Bid:**

The technical bid of tenders will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on the 23<sup>rd</sup> February, 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 original documents submitted with the Bid.

**After opening of technical bid, bidder(s) shall have to give a working documentation of the equipments at the Head Office, if asked .**

**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.

**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.

**Jurisdiction:**

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



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Dy. RCS, Govt. of W.B.

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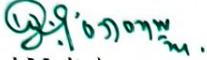
Chief Executive Officer

Memo. no. G/ 2994 /1986

Dated, tamluk , the 05.02.2023.

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 and arrange for wide circulation.
2. Deputy General Manager(A & D), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to take necessary action to publish the tender notice in daily newspaper and look after the tender the process.
3. 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.



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Dy. RCS, Govt. of W.B.

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Chief Executive Officer