



# 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/1839/2023

Dated, 17.11.2023

## TENDER No. TGCCBL/G/011/2023-24

### Notice Inviting Quotation

Sealed Quotations are invited from the intending authorized enlisted Suppliers/Vendors having sound experience in supply of Calendar & Diary for the year 2024 of Tamluk-Ghatal Co-operative Bank Ltd, Tamluk, Purba Medinipur .

The intending Vendors/Suppliers are requested to submit their quotations for their financial bid by 28<sup>th</sup> November 2023 within 12.30p.m satisfying the terms & conditions. The quotation box will be kept at the office of the undersigned. 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.)                                    | Time of supply                     |
|-------------|---|------------|--|------------------------------------|
| 1           | Wall Calendar Special - 2024 single sheet printed . | 28000 Pcs. | 2% of Quotation amount or 30000.00 whichever is lower. | By 28 <sup>th</sup> December 2023. |
| 2           | Note Book-2024                                      | 17000 Pcs. |  |                                    |
| 3           | Super Executive Diary - 2024                        | 300 Pcs.   |  |                                    |

**SPECIFICATION OF SINGLE SHEETED WALL CALENDAR INSIDE PRINTED FOR TAMLUK GHATAL  
CENTRAL CO-OPERATIVE BANK LTD FOR 2024**

| 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"> <li>Office type English &amp; Bengali date printed with Tithi, Aumabashya, Purnima, Ekadashi, Bibah, Annaprashan etc.</li> <li>All Holidays (as per West Bengal State Cooperative Bank Ltd) in <b>Red ink</b>.</li> <li>2<sup>nd</sup> and 4<sup>th</sup> Saturday Bank holidays are printed in <b>Blue ink</b>.</li> </ul> |
| 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 <b>within 28<sup>th</sup> December, 2023 positively.</b>   |

**N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.**

**SPECIFICATION OF NOTE BOOK DIARY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE  
BANK LTD FOR 2024**

| Sl. No. | Item                 | Description   |
|---------|----------------------|---|
| 1.      | NOTE BOOK            | Size (21.5 cm X 15 cm)  |
| 2.      | Paper Quality GSM    | <ul style="list-style-type: none"> <li>200 Page each Note Book</li> <li>Cover Art paper 128 gsm</li> <li>Inner page 80 gsm- Natural Shade Paper</li> <li>16 Page Special page 128 gsm art paper Hi-coat &amp; Four colour printing</li> </ul> |
| 3.      | Printing Description | <ul style="list-style-type: none"> <li>Cover with new design printed as per specimen.</li> <li>Diary inner page printed in 2 colour with Bank logo in each page.</li> </ul>   |
| 4.      | Cover Note Book      | <ul style="list-style-type: none"> <li>Imported Foam covering material</li> <li>Elastic Closure ,with printing &amp; hard Board Binding</li> </ul>  |
| 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 <b>within 28<sup>th</sup> December, 2023 positively.</b>  |

**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 2024**

| 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 <b>within 28<sup>th</sup> December, 2023 positively.</b> |

**N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.**

**Table - 1**

Note A : Dropping of sealed Quotation at drop box of the office of the undersigned 18.11.2023 to 24.11.2023 (Except Sunday & Bank Holidays) During 10 AM to 5 PM. and by 28.11.2023 on 12.30 p.m.

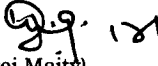
Note B : Opening of quotation at the office of the undersigned 28.11.2023 at 3p.m

Note C: Representatives of the tenderers may present during the opening of the quotation at scheduled date , time & venue.

**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) MSME Certificate issued by appropriate authority. (if, any)
  - viii) Signed copy of experience certificate of last two years with at least 25% of Tender value.
  - ix) Duly filled schedule of Price Bid
  - x) 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 in Table - 1 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 bank in a non-judicial stamp paper.
4. The bidder must have to submit a sealed sample of paper of the Calendar , Note Book, Super Executive Diary as per specification mentioned above . This will be the technical criteria to accept any bid. **Rate should be quoted in ₹ , both in figure and in words .**
5. All bids must be accompanied by a refundable **Earnest money deposit amount to 2% of Quotation amount or Rs. 30,000.00 (Rupees thirty thousand) only whichever is lower in favour of Tamluk Ghatal Central Cooperative Bank Ltd, Tamluk through NEFT to A/c No. 113005768235, IFSC: WBSCOTCCB23 of the Bank and the UTR No has to be mentioned in the quotation.** 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. **In case, the tenderers having MSME certificate from appropriate authority are waived off the EMD .**
6. Incomplete Quotation will be rejected summarily.
7. Before submission of the Quotation, contractors may collect specimen copies of the items. No plea/ complaint about the items. shall be entertained afterwards.
8. **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.**
9. No mobilization / secured advance will be allowed.
10. The successful Quotationer (s) shall supply the items as per work order within due time otherwise it will be treated as cancelled.
11. In case quality of items being compromised/ below graded all the work order will be summarily cancelled and the decision of the bank authority will be final.
12. Acceptance of 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. The intended supplier should put their firm/organization's endorsement (signature of authorized signatory with official stamp) on each page of the Quotation document as a token of approval.
15. The intending supplier(s) should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.
16. All the above terms & conditions have to be accepted by the bidder.

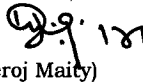
  
(Heroj Maity)  
Dy. RCS, Govt. of W.B.  
&  
Chief Executive Officer

Memo. no. G/1839 /1986

Dated, tamluk , the 17.11.2023.

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.

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