

# 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/581/986

Date : 07.06.2024

**Tender No.TGCCBL/G/003/2024-25**

## NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited in **two bid system (Technical & Financial bid in two separate envelopes)** by the Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk, Purba Medinipur from eligible , qualified , authorized 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 work & commissioning
1	Interior Decoration & Furnishing work of Meeting Hall for Tamluk Ghatal Central Co-operative Bank Ltd. at 2 <sup>nd</sup> floor of Head Office Building at Tamluk, Purba Medinipur.	2% of Quotation amount or ₹60,000.00 whichever is lower .	5% of Tender Value	30 Days

The details are summarized below:-

a.	Purchaser	Tamluk Ghatal Central Co-operative Bank Ltd
b.	Scope of Tender	Interior & furnishing work including electric , LAN connection & sound system.
c.	Specifications	The detailed items descriptions & technical specifications are specified in <b>Annexure-A</b>
d.	Web page for details of tender	Web page: <a href="https://www.tgccb.co.in">https://www.tgccb.co.in</a>
e.	Site location	2 <sup>nd</sup> floor of Building of Tamluk Ghatal Central Co-operative Bank Ltd. Head Office at Tamluk .
f.	Estimated Cost (without GST)	₹ 35,00,000-00 (Rupees thirty five lakh) only.
g.	Earnest Money Deposit	2% Quotation amount or ₹60,000-00 whichever is lower .
h..	Exemption from payment of EMD	Vendor having MSME certificate is exempted from EMD
i.	Defects Liability Period	12 months from the date of completion of work.
j.	Validity of offer	90 days from the date of opening of Tender .
k.	Last date of submission of tender	25-06-2024 5 p.m.
l.	Date of opening of Technical Bid (Envelop-1)	26-06-2024 12p.m
m.	Date of opening of Financial Bid (Envelop-2)	26-06-2024 3-30 p.m.
n.	Selection Method	Least Cost Selection (L1)

Note A : Dropping of sealed Quotation at **drop box no.1** of the office of the undersigned 10-06-2024 to 25-06-2024 (Except Saturday, Sunday & Banking Holidays) During 10 AM to 5 PM .

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

- The firms/vendors having experience of successfully completed interior & furnishing ,electrical & LAN works (composite) during last 5 years ending on 31<sup>st</sup> March 2024 and fulfilled either of the one following criteria :
  - 03(three) "similar completed works" costing not less than the amount of Rs. 15.0 Lakhs (Rupees fifteen lakhs Only) each.
  - 02 (two) "similar completed works" costing not less than the amount of Rs. 20.0 Lakhs (Rupees Twenty lakhs Only) each .
  - 01(one) "similar completed work" costing not less than the amount of Rs. 40.00 Lakhs (Rupees forty lakhs Only) .

2. The annual turnover for the bidder should not be less than INR. 75.0 lakhs per year for last 3 financial years i.e 2021-22, 2022-23 and 2023-2024. This must be individual company's turnover and not that of any group companies.
3. The vendor should submit copies of the balance sheet and Profit & Loss A/c for the past 3 years .
4. Should be a registered company/firm with authentic PAN, GST allotted by competent authorities .
5. The vendor should be able to supply, install, commission and test as per the requirements set in the tender BOQ document attached for all the products / works as mentioned in BOQ by themselves. The firms should have expertise in providing Composite works in the past, in totality.
6. The vendor should have minimum 05 (five) years experience in the field of INTERIOR DECORATION .
7. The firms who have successfully executed over 10 composite works during last 05 years with submission of necessary documentation of the same .
8. The vendor should have successfully completed similar project works preferably with Govt. Departments, Public/ Private Sector Banks / Govt. Corporations / State Co-operative Bank and DCCBs. Year wise details of such details in the past 3 years should be furnished.
9. The company should have made net profits in each of the last three financial years (viz. 2021-22, 2022-23 & 2023-2024) and also should have positive net worth in each of the last three years.
10. The bidder should not be blacklisted company in any of the government institution /Bank. The self-declaration in this regard on company's letter head should be attached to the technical proposal as per **Annexure-IV**
11. All materials must be branded with good reputation & service records.

**Documents to be submitted :**

1. Application to participate in quotation as per prescribed format (Annexure-I) .
2. Technical Bid to be submitted in prescribed format (Annexure-II) along with following documents and duly signed necessary photocopies thereof :
  - 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) Balance sheet and P & L accounts for the year 2021-22,2022-23,2023-24.
  - viii) Signed copy of Tender submission undertaking. (Annexure-III)
  - ix) Declaration for non-Blacklisting .(Annexure-IV)
3. Financial Bid to be submitted in prescribed format(Annexure -V) .
4. Client list for similar work profile.

**Terms & conditions :**

1. Application to participate in quotation as per prescribed format (**Annexure-I**) to be submitted within 25-06-2024 5 p.m.
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 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. 35,000.00 (Rupees thirty five 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. **In case, the tenderers having MSME certificate from appropriate authority are waived off the EMD .**
6. Quotations received without UTR No, where applicable 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.
7. A **Security Deposit 5% of Tender Value** to be deposited refundable after 12 months of completion of works , if awarded the tender in the form of deposit or equivalent amount of Bank Guarantee from scheduled Bank.
8. Incomplete Quotation will be rejected summarily.
9. 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.
10. The offered rate should be Excluding of GST .

11. Transportation cost, loading , unloading or any other form of charges of items will not be borne by the bank.
12. No mobilization / secured advance will be allowed.
13. The successful Bidder shall have to supply & install the materials within the stipulated time, failing the work order will be treated as canceled & the next bidder(L2) will be awarded work order without further notice.
14. After the supply of materials as mentioned in the Annexure A, the bidder has to execute the work at the designated site in the location. No extra cost shall be paid for this reason.
15. Approved list of nominated manufacturers /suppliers of materials of interior furnishing ,electrical & sound system as well design mentioned in **Annexure -A to be followed.**
16. 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 and the vendor will be blacklisted and debarred to participate in future tender of the Bank.
17. 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.
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. Warranty**

- a) The bidder shall offer on-site comprehensive warranty of all kinds of materials & fixing 12 months from the date of successful installation of all materials 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.

**20. Payment :**

- a) The 80% 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 & Installation of all Electronic Equipments, giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of all Electronic Equipments from System department of the Bank.
- b) The 20% payment of total bill along with EMD deposit will be released to bidder after one month from the date of installation all Electronic Equipments on submission of three (03) years warranty certificate.

21. 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 .

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

**23. Submission of Tender:**

The tender must be placed in a properly sealed **bigger envelope addressed to The Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk , Purba Medinipur, Pin-721636** and the said bigger envelope shall contain two sealed envelopes containing Technical & Financial bids. The **bigger envelope must be super-scribed "Interior Decoration & Furnishing work of Meeting Hall for Tamluk Ghatal Central Co-operative Bank Ltd. at 2<sup>nd</sup> floor of Head Office Building at Tamluk, Purba Medinipur"**. The two sealed envelopes inside the bigger envelope must be super-scribed as:

**Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Interior Decoration & Furnishing work of Meeting Hall for Tamluk Ghatal Central Co-operative Bank Ltd. at 2<sup>nd</sup> floor of Head Office Building at Tamluk, Purba Medinipur - Technical Bid" & shall contain Annexure I,II,III &IV and other related documents.**

**Envelope No-2: The said envelope is for commercial bid & shall be super-scribed as "Interior Decoration & Furnishing work of Meeting Hall for Tamluk Ghatal Central Co-operative Bank Ltd. at 2<sup>nd</sup> floor of Head Office Building at Tamluk, Purba Medinipur - Financial Bid" & shall contain Annexure V- Price Bid document.**

- a) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- b) 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.
- c) Tenders received in open covers/ letters/ fax/ email will not be considered.

**24. Financial 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 etc. 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 .

#### **25. 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 **26<sup>th</sup> June 2024 at 12p.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.

#### **26. Opening of Financial Bid:**

a) The Financial Bid of only technically qualified bidders will be opened on the **26<sup>th</sup> June 2024 at 3.30 p.m.**

#### **27. 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 "total offered price" 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 of Electronic Equipments 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 Electronic Equipments as well as the taxes and duties as applicable at the time of delivery.

#### **28. Force Majeure:**

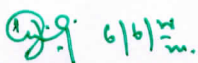
In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, 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.

#### **29. 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.

#### **30. Jurisdiction:**

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

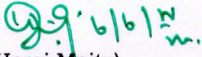
  
(Heroj Maity)  
Dy. RCS , Govt. of W.B.  
&  
Chief Executive Officer

Memo no. G/581 /986

Date : 07.06.2024

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.



(Heraj Maity)

Dy. RCS , Govt. of W.B. &  
Chief Executive Officer