

Phone : (03228) 266170/266983/266048

Email : [tamlukghatalccb@yahoo.co.in](mailto:tamlukghatalccb@yahoo.co.in)

Web : [tamlukghatalccb.com](http://tamlukghatalccb.com)

# 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/1537/1/986

Date : 23.09.2024

## Tender No. TGCCBL/G/020/2024-25 NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by the Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk, Purba Medinipur from bona-fide & experienced contractors / agencies for the below mentioned work. The quotation box kept at the office of the undersigned.

Sl. No.	Name of Work	Estimated Cost	Earnest Money(₹)	Security deposit (₹)	Time for Completion of Work
1.	Supplying , fitting & fixing of granite slab at stair case & lobby of the Head Office building at Tamluk	₹ 10,57,000-00 Excluding GST & Cess	2% of Quotation amount or ₹20,000.00 whichever is lower	5% of Tender Value	15 Days

**Work Specifications are given in Annexure -A**

### Table - 1

Note A : Dropping of sealed Quotation at drop box no.1 of the office of the undersigned 23.09.2024 to 05.10.2024 (Except Saturday, Sunday & Govt. Holidays) During 10 AM to 5 PM

Note B : Opening of quotation at the office of the undersigned 07.10.2024 at 3.00p.m

**The contractors / agencies should have to abide by the following terms & conditions :**

- Application to participate in quotation as per prescribed format (Annexure-I,II,III & IV)
- A. Quotation papers should be dropped in the drop box no.1 along with signed photo copy of -
  - Registration of firm /company .
  - Trade License (Renewed 2023-24 & 24-25 F.Y.),
  - IT return for the Assessment Year 2023-24, 2024-25.
  - GST Registration certificate along with latest chalan.
  - Professional Tax registration certificate & Latest Professional Tax Chalan (Fy-2023-24)
  - PAN Card,
  - Signed copy of experience certificate of experience certificate of last two years with at least 25% of Tender value.
  - Duly filled schedule of Financial Bid .(Annexure -II)
  - Signed copy of Tender submission undertaking (Annexure-III) .
  - signed copy of non-Blacklisting (Annexure-IV)
- 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.
- 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.
- Intended agencies may attend pre-bid meeting & inspect the project site and sample of granite slab to be supplied at their own cost on 01.10.2024 .**
- Rate should be quoted in sq. m & numbers, both in figure and in words on Estimate copy .**
- All bids must be accompanied by a refundable **Earnest money deposit amount to 2% of Quotation amount or Rs. 20,000.00 (Rupees twenty 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 or Co-operative Society 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.

7. **A Security Deposit 5% of Tender Value in the form of cash value or equivalent amount of Bank Guarantee from a scheduled bank** to be deposited refundable after 6 months of completion of works ,if awarded the tender.
8. Incomplete Quotation will be rejected summarily.
9. Before submission of the Quotation, contractors 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 agency offered the rate after taking into account the entire position of the work site.
10. **The offered rate should be inclusive of all charges except GST & cess.**
11. No mobilization / secured advance will be allowed.
12. The successful Quotationer(s) shall have to start the work within seven days from the date of issuing of the work order and the work should be completed in with the stipulated time failing the work order will be treated as cancelled.
13. 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.
14. The undersigned reserves the right to alter the terms and condition of this notice at any time for the interest of Bank/public service only.
15. Contractor 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.
16. Contractor(s) should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.
17. **Granite Materials that to be supplied for laying at staircase & loby will be examined by the Bank approved expert . In case , the materials are found defective &/ below or deviated the specification mentioned in Annexure-A by the bank authority, the entire work order will be summarily cancelled .**
18. All kinds of materials and labour related to the job will have to be arranged by the contractor 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.
19. The contractor 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.
20. 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.
21. The contractor has to obtain certificate about the satisfactory Completion of work from the Engineer in charge/ Appropriate Authority and submit the same along with the bills.
22. Contractors should take requisite "All Risk Insurance Policies" to cover workman under Workman Compensation Act, loss / damage caused by natural calamities / accident / accidental collapse of partially completed work, materials and plant at site and for third party claims for injury / damages.
23. Before taking initiation of any extra item/excess quantity during the work, the same should be approved by Engineer in charge or Inspector.
24. Payment of the work will be on actual measurement after completion of work and submission of work done certificate by the supervisor engaged by the Bank.
25. Payment of the work will be made by the office of the undersigned on satisfactory completion of the work to be certified by the Engineering wing of the office of the undersigned after receiving a bill from the contractor(s) / agency(s). (Including Contingency 9%)
26. 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 cancelled
27. All the above terms & conditions has to be accepted by the bidder.
28. **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** . The **envelope must be super-scribed "Supplying , fitting & fixing of granite slab at stair case & lobby of the Head Office building at Tamluk ,Purba Medinipur"**

#### **29. Opening of Technical Bid:**

The tender bids will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on the **07-10-2024**. 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.

#### **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 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.

### 31. Force Majeure:

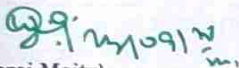
In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes,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

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

Memo no.G/1532/1/986

Dated, tamluk, the 23.09.2024

- 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.

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