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# 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/1599/986

Date : 06.10.2023

## **Tender No.TGCCBL/G/010/2023-24 NOTICE INVITING QUOTATION**

Sealed Quotations are invited from the intending authorized enlisted Suppliers/Vendors having sound experience in supply of printed saleable & non saleable books & forms of Tamluk-Ghatal Co-operative Bank Ltd, Tamluk, Purba Medinipur. The quotation box kept at the office of the undersigned.

SL NO	CODE	NAME OF THE ITEM	QUANTITY TO BE PRINTED AND Supplied	
1	SBF 33	Tagid Notice Card(White) (Each packet contain 100 pcs)	20000	Pcs
2	SBF 60	Application of Nominal Membership (Form No. TGCCB-001/2001) (Each pad contain 100 pcs)	50000	Pcs
3	SBF 64	Application for MT FARM & farm allied and non farm activities,mt non agril loan to business man and special loan assistance and land purchase (Form No. TGCCB/004/2001) ) (Each packet contain 100 Sets)	5000	Sets
4	SBF69	Application for the Bank guarantee/financial accommodation/ letter of credit(Form no. TGCCB/007/2001) (Each packet contain 100 Sets)	2000	Sets
5	SBF70	Application form for new/renewal/enhancement of cash credit limit (Working capital business and construction) (Form no. TGCCB/005/2001) ) (Each packet contain 100 Sets)	2000	Sets
6	SBF68	Application for cash credit accommodation under cash dep loan scheme (Form No. TGCCB/009/2001) (Each packet contain 100 sets)	5000	Sets
7	SBF118	JLG Loan form (TCCB/015/2001) (Each packet contain 100 Sets)	2000	Sets
8	NSBF 123	Gold Loan application form (Each packet contain 250 Sets)	50000	Sets

SL NO	CODE	NAME OF THE ITEM	QUANTITY TO BE PRINTED AND Supplied	
9	NSBF 127	Nominal share ledger (As per Bank Speceimen)	100	Book
10	NSBF 174	BSBD Account opening form (Each packet contain 100 pcs)	300	Pad
11	NSBF 180	Customer request form (Each pad contain 100 pcs)	500	Pads
12	NSBF 183	Gold loan nomination form (Each pad contain 100 pcs)	2000	Pads
13	NSBF 185	Equitable mortgage ledger (As per Bank Speceimen)	200	Book
14	NSBF 190	15 H (Each pad contain 100 pcs)	100	Pads
15	NSBF 36	Envelop (Big) (As per Bank Speceimen)	50000	Pcs
16	NSBF 49	Letter issue register (As per Bank Speceimen)	100	Book
17	NSBF 54	Mortgage bond ledger (As per Bank Speceimen)	200	Book
18	NSBF 57	Note Slip (Each packet contain 100 pcs)	100000	Pcs
19	NSBF 68	Recurring Deposit Passbook (Each packet contain 100 pcs)	5000	Book
20	NSBF 76	Savings deposit challan (Each packet contain 100 pcs)	1000000	Pcs
21	NSBF 16	C.B. Voucher (Each pad contain 100 pcs)	500	Book

*Specimen copies are available at Head Office of the Bank.*

- *Earnest Money to be deposited – 2% of Quotation amount or ₹30,000.00 whichever is lower.*
- *Tenderers having MSME Certificate are waived off EMD, Security Deposit.*

**Table – 1**

Note A : Dropping of sealed Quotation at drop box of the office of the undersigned 07.10.2023 to 11.10.2023 (Except Sunday & Govt. Holidays) During 10 AM to 5 PM and by 12.30 p.m on 12.10.2023.

Note B : Opening of quotation at the office of the undersigned 12.10.2023 at 2p.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. **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: WBSC0TCCB23 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 . No transportation cost, loading , unloading or any other form of charges of items will be borne by the bank.**
- 9.No mobilization / secured advance will be allowed.
10. The successful Quotationer (s) shall supply the items as per workorder within due time otherwise it will be treated as cancelled.

11. **The successful tenderer/s will have to print and supply the items at the accepted rates up to 30th September 2025 or any further period beyond 30th September ,2025 as might be necessary in the exigency of any situation.**
12. 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.
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 public service only.
15. 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.
16. The intending supplier(s) should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.
- 17.. All the above terms & conditions have to be accepted by the bidder.

Sd/-  
(Heraj Maity)  
Dy. RCS, Govt. of W.B.  
&  
Chief Executive Officer

Memo. no. **G/1599/986**

**Dated, tamluk , the 06-10-2023**

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

Sd/-  
(Heraj Maity)  
Dy. RCS, Govt. of W.B.  
&  
Chief Executive Officer