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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/9170/986

Dated, 16/10/2025

TENDER No. TGCCBL/eTender/001 /2025-26

Notice Inviting Quotation

TENDER ID -

Quotations are invited from the intending authorized enlisted Suppliers/Vendors having sound experience in supply of Diary for the year 2026 of Tamluk-Ghatal Co-operative Bank Ltd, Tamluk, Purba Medinipur through online eProcurement system of West Bengal <https://www.wbtenders.gov.in>.

The intending Vendors/Suppliers are requested to submit their online quotation for their financial bid by 28th October within 12-00 p.m. at E-Tender Website of Govt. of W.B <https://www.wbtenders.gov.in> satisfying the terms & conditions. 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.

Sl. No.	Description of work	Quantity	Earnest Money (Rs.)	Time of supply
1	Table Calendar- 2026	500 Pcs.	2% of Quotation amount or ₹30,000-00 whichever is lower	By 15 th December 2025
2	Note Book-2026	18000 Pcs.		
3	Special Executive Diary-2026	3000Pcs.		
3	Super Executive Diary -2026	500 Pcs.		

SPECIFICATION OF SINGLE SHEETED TABLE CALENDAR INSIDE PRINTED FOR TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2026

Sl. No.	Item	Description
1.	No. of Table Calendar	500 Pcs Table Calendar - 2026 of separate Thirteen(12+1) sheets
2.	Paper Size	10" X5.5" (Inch) as per specimen copy.
3.	Paper GSM	170 gsm

pg. 1



4.	Paper Quality	Art paper with Warro Binding bothside multicolour special offset printing as per our sample
5.	Printing Colour	multi colour
6.	Printing Description	- Office type English & Bengali date printed with Tithi, Aumabashya, Purnima, Ekadashi, Bibah, Annaprashan etc. - All Holidays (as per West Bengal State Cooperative Bank Ltd) in Red Ink. 2nd and 4th Saturday Bank holidays are printed in Blue Ink.
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 within 15th December, 2025 positively.
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 2026		
Sl. No.	Item	Description
1.	NOTE BOOK	Size (21.5 cm X 15 cm)
2.	Paper Quality GSM	200 Page each Note Book - Inner page 80 gsm- Natural Shade Paper 16 Page Special page 128 gsm art paper Hi-coat & multi colour printing
3.	Printing Description	- Cover with new design printed foil & embossed with Bank's logo as per specimen. - Diary inner page printed in 2 colour with Bank logo in each page. - Paper Band Printing with Bank logo & Note Book-2026 - Art paper - Lamination size (4cm X50 cm) - Multi color printing as per Bank's specification
4.	Cover Note Book	- Imported Foam covering material - Elastic Closure ,with printing & hard Board Binding
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 within 15th December, 2025 positively.
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		



SPECIFICATION OF SPECIAL EXECUTIVE DIARY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2026		
Sl. No.	Item	Description
1.	Super Executive Diary	Size (9.25" X6.9 ")
2.	Paper GSM	- Cover Art Paper 100gsm - Diary inner page 80gsm maplitho - Special Page 128 gsm Art paper
3.	Printing Description	- Special 4 pages design four colour binding with Art paper - Combined with hard board binding - Cover with new design printed in 4 colors with Mat & U.B. - Lamination as per specimen.
4.	Packing	20 pcs Diary in a bundle
5.	Diary Box	Special 4 colour new design with Lamination & Board 320 gsm as per specimen.
4.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction within 15th December, 2025 positively.
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 2026		
Sl. No.	Item	Description
1.	Super Executive Diary	As per bank 's choice.
2.	Paper GSM	80 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 within 15th December, 2025 positively.
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 : Start date & time of submission of eTender : 17-10-2025 at 10.00 a.m
Last date & time of submission of eTender : 28-10-2025 at 12.00 p.m

Note B : Opening of quotation at the office of the undersigned 31.10.2025 at 11.00a.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 2024-25 F.Y.),
 - iii) IT return for the Assessment Year 2023-24,2024-25, 2025-26 .
 - iv) GST Registration certificate along with latest chalan.
 - v). Professional Tax registration certificate & Latest Professional Tax Chalan (Fy 2024-25)



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 BOQ-1

x) Signed copy of Tender submission undertaking .

2. The Quotation documents are to be collected from the website of eProcurement system of Govt. of West Bengal <https://www.wbtenders.gov.in> .

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 Note Book, Special Executive Diary , Super Executive Diary as per specification mentioned above before or on the date of opening of the bid. 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, online in the said portal ,. 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, vendors/suppliers 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 Bidder 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.

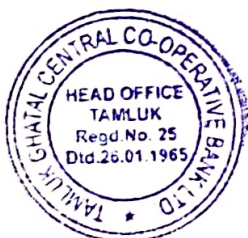
16. All the above terms & conditions have to be accepted by the bidder.

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

Dy. RCS, Govt. of W.B.
&
Chief Executive Officer
Tamluk Ghatal Central Co-op. Bank Ltd.

Procedure for E-Tender to follow :

This Tender will follow e-Tendering process of eProcurement System of Government of West Bengal Website <https://www.wbtender.gov.in>



Following procedures to be followed to submit the eTender :

To submit an e-tender in West Bengal, you must first register on the www.wbtender.gov.in and obtain a valid Digital Signature Certificate (DSC). After logging in, search for the desired tender, download the documents, fill out the e-tender form, and upload the required documents in the correct technical and financial covers. Finally, make the necessary bid security payment and submit your bid online before the deadline.

Step 1: Registration and DSC

- **Register:**

Go to the West Bengal e-Procurement portal at wbtenders.gov.in and enroll as a bidder through the "Click Here to Enroll" option.

- **Get a DSC:**

Obtain a Class-II or Class-III Digital Signature Certificate (DSC) from a government-authorized certifying authority.

- **Register DSC:**

Log in to the portal with your credentials and register your DSC by following the instructions. This DSC must be used for all future transactions.

Step 2: Tender selection and preparation

- **Log in:** Use your user ID and password to log in to the portal.
- **Search for tenders:** Browse and search for the tender you want to bid for.
- **Download documents:** Download the tender documents and schedules carefully and go through them to understand the requirements.
- **Upload documents:** Use the "My Documents" option to upload common documents like certificates in advance to save time during submission.

Step 3: Filling and submission

- **Fill the form:**

Start filling out the e-tender form, ensuring all details are accurate and complete.

- **Upload documents:**

Upload the scanned copies of the required documents as specified in the tender document. These will be uploaded in two separate folders for the technical and financial bids.

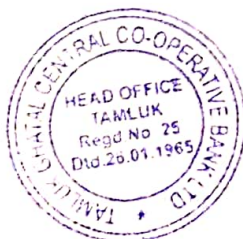
- **Make payment:**

Make the required payment for the tender, including the Earnest Money Deposit (EMD), through the online payment gateway or RTGS/NEFT.

- **Preview:**

Preview your entire bid to ensure everything is correct before submitting.

- **Submit:**



Click the final submit button. Your bid will be encrypted after submission.

Memo. no. G/ 1970 /1986

Dated, tamluk , the 16/10/25

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.

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

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