



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/ 3195 / 986

Dated, 19-02-2026 202

TENDER No. TGCCBL/eTender/008 /2025-26 **Notice Inviting Quotation**

TENDER ID - 2026_000_101944_1

Quotations are invited from the intending authorized enlisted Suppliers/Vendors having sound experience in supply of Saleable & Non-saleable Books & forms in two bid systems (Technical & Financial Bid) through online e Procurement system of Govt. of West Bengal <https://www.wbtenders.gov.in> .

The intending Vendors/Suppliers are requested to submit their online quotation for their financial bid by 13th March 2026 within 5-00 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.

The details are summarized below:-

a.	Scope of Tender	Supply of Saleable and non saleable forms of the bank
b.	Specifications	The detailed descriptions of items to be supplied are specified in Annexure-A
c.	Web page for details of tender & related documents	Web page: https://www.wbtenders.gov.in
d.	Location of supply	Head Office of the Bank at Tamluk.
e.	Date of Issuance of RFP	25-02-2026
f.	Mode of submission of RFP	To be uploaded in the website
g.	Website for uploading proposals (Both Technical & commercial)	https://www.wbtenders.gov.in
h.	Earnest Money Deposit	2% Quotation amount or Rs. 15,000.00, whichever is higher.
i.	Exemption from payment of EMD	Vendor having MSME certificate is exempted from EMD
j.	Last date of submission of tender	13-03-2026 5.00 p.m.
k.	Date of opening of Technical Bid	16-03-2026 10.00 a.m
l.	Date of opening of Financial	16-03-2026 3-30 p.m.
m.	Tender Opening Venue	Head Office , Tamluk
n.	Selection Method	Least Cost Selection (L1)
o.	Newspaper publication	Aajkaal , Business Standard

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

Eligibility Criteria :

1. Bidder should be a registered firm/company/proprietorship having experience in field of printing & supplying forms for more than 10 years in nationalized banks, office, State Cooperative Bank, District Central Cooperative Banks .
2. Bidder should not be blacklisted /debarred by any Ministry under the Government of India or by the Government of any State in India or any of the Government PSUs or any Nationalized Bank or State Cooperative Bank or District Central Cooperative Banks in the last Five years.
3. Declaration mentioning that the Bidder is not blacklisted by any Ministry under Government of India or by Government of any state in India or any of the Government PSUs or any Nationalized Bank or State Cooperative Bank or District Central Cooperative Banks to be submitted in the bid.
4. Forms with specific paper quality and measurement to be supplied.
5. Bidder should have valid trade license ,GST number , PAN card .

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 & 4)
 - A. Quotation papers should be accompanied with signed photo copy of -
 - i) Registration of firm /company
 - ii) Trade License (Renewed 2025-26 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 2025-26)
 - 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 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 www.tgccb.bank.in or www.wbtenders.gov.in .
4. 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.
5. Specimen copy of items for tenders are available in Head Office and intending vendors can preview the items before the last date of submission of the tender. No plea/ complaint about the items. shall be entertained afterwards.
6. **Vendors/ suppliers must maintain the quality of paper as mentioned in Technical specification , binding & printing and accuracy of format and language of the forms they would supply .**
7. **In case quality of items either paper or printing or format & language being compromised/ below graded all the work order will be summarily cancelled and the decision of the bank authority will be final.**
8. The intending vendor must submit specimen copy of the paper of specified brand and Quality(GSM) at Head Office before opening of tender in a sealed envelop .
9. **Rate should be quoted in ₹ , both in figure and in words .**

10. 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: WBSOTCCB23 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 form appropriate authority are waived off the EMD.
11. Incomplete Quotation will be rejected summarily.
12. **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.**
13. No mobilization / secured advance will be allowed.
14. A **Security Deposit 5% of Tender Value** to be deposited refundable after 12 months of delivery of items , if awarded the tender in the form of cash deposit or equivalent amount of Bank Guarantee from scheduled Bank.
15. The successful Quotationer (s) shall supply the items as per work order within due time otherwise it will be treated as cancelled.
16. **The successful tenderer/s will have to print and supply the items at the accepted rates up to 31st March 2027 or any further period beyond 31st March 2027 as might be necessary in the exigency of any situation.**
17. **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.**
18. 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.
19. The undersigned reserves the right to alter the terms and condition of this notice at any time for the interest of public service only.
20. **Award to selected vendor**
The Bank at its sole discretion may award the contract to lowest bidder on item basis .
21. **Defect Liability Period**
12(twelve) months from the date of completion. Participation by the vendor to the tender process will tantamount that they unconditionally undertake to replace the items once identified as defective.
22. **Payment Terms :**
The payment will be released after satisfactory delivery of items to the Bank .
23. 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.
24. The intending supplier(s) should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.
25. **Dispute Resolution :**
(a) Bank and the selected bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiation ,Bank and the selected bidder have been unable to resolve amicably a contract dispute ;either party may require that the dispute to be referred for resolution by formal arbitration .
(b) All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to sole Arbitrator appointed by Bank and the award of the sole arbitrator shall be final and binding on the parties. The arbitration and reconciliation act 1996 and revisions, if any, thereof, shall apply to the arbitration proceedings and the venue of the arbitration shall be at Kolkata only.
26. **Other disciplines**
(a) GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the vendor and the Bank will not entertain any claim whatsoever in this respect.

(b) Delay in submission of any part arising due to technical issues or any other irregularities at any stage will not be considered.

(c) All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

(d) The acceptance of tender will rest with TAMLUK GHATAL CENTRAL COOPERATIVE BANK LTD. which does not bind itself to accept the lowest or any tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.

(e) In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.

(f) Conditional Tenders will be summarily rejected.

(g) Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the certified that of virtual completion, issued jointly by the bank's Premises Department & the Architects.

(h) After opening the technical and commercial bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.

(i) In regards to Transportation & Lifting Material, please may note that the rates quoted should include cost of transportation, carting, wastages and Lifting for all leads, night works etc.

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


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

Annexure A**Technical specifications of items to be supplied .**

SL NO	CODE	NAME OF THE ITEM	Paper Brand	Paper Thickness	QUANTITY TO BE PRINTED
1	NSBF100	WITHDRWAL SLIP, 100 Pcs. in a pad,	Andhra/Balarpur/Sirpur/JK	60 GSM Map.	5000 PAD
2	NSBF102	TOUR DIARY PAD, 100 Pcs. in a pad,	do	54 GSM	100 PAD
3	NSBF104	NOTE SHEET, 100 Pcs. in a pad,	do	54 GSM	50 PAD
4	NSBF109	LEAVE APPLICATION FORM, 100 Pcs. in a pad,	do	54 GSM	50 PAD
5	NSBF111	LOAN VOUCHER, 100 Pcs. in a pad,	do	54 GSM	500 PAD
6	NSBF122	GOLD LOAN VOUCHER, 100 Pcs. in a pad,	do	54 GSM	2000 PAD
7	NSBF128	ANGIKAR PATRA, 100 Pcs. in a pad,	Andhra/West coast	70 GSM Conquest	100 PAD
8	NSBF131	GOLD LOAN ENVELOP, 100 Pcs. in a band, 1000 pcs. in a	Andhra/Balarpur/Sirpur/JK	80 GSM Map.	200000 PCS
9	NSBF138	LOCKER SPECIMEN CARD, 100 sets. in a pkt.	do	80 GSM Map.	500 SETS.
10	NSBF16	C B VOUCHER 100 Pcs. in a pad	do	54 GSM	1000 PAD
11	NSBF174	BSBD ACCOUNT OPENING FORM, 100 Pcs. in a pad	do	70 GSM Map.	200 PAD
12	NSBF176	ATM FORM PAD, 100 Pcs. in a pad	do	70 GSM Map.	50 PAD
13	NSBF178	MANDATE INSTRUCTION PAD, 100 Pcs. in a pad	do	70 GSM Map.	100 PAD
14	NSBF179	AADHAR SEEDING FORM, 100 Pcs. in a pad	do	70 GSM Map.	200 PAD
15	NSBF180	CUSTOMER REQUEST FORM, 100 Pcs. in a pad	do	70 GSM Map.	200 PAD
16	NSBF181	CUSTOMER DISPUT FORM, 100 Pcs. in a pad	do	70 GSM Map.	200 PAD
17	NSBF182	NEFT FORM, 100 Pcs. in a pad	do	70 GSM Map.	500 PAD
18	NSBF183	GOLD LOAN NOMINATION FORM, 100 Pcs. in a pad	do	70 GSM Map.	50 PAD
19	NSBF188	BSBD ACCOUNT NOMINEE FORM, 100 Pcs. in a pad	do	80 GSM Map.	200 PAD
20	NSBF191	KYC INDIVIDUAL, 100 Pcs. in a pkt.	do	80 GSM Map.	100000 PCS
21	NSBF197	LOCKER ACCESS REGISTER OF 200 pages CANVAS	West Coast	90 GSM Conquest	50 PCS
22	NSBF201	POS MACHINE ROLL	AS PER SAMPLE		50 PCS
23	NSBF23	COVER FILE,	AS PER SAMPLE		1000 PCS
24	NSBF36	ENVELOP(BIG) (15000 BR+5000 HO) 500 Pcs. in a	do	80 GSM Map.	20000 (15000)
25	NSBF39	FIXED DEPOSIT CHALLAN, 1000 Pcs. in a bundle	do	54 GSM	10000 PCS.
26	NSBF4	CASH BOOK SMALL OF 100 Pages CANVAS BINDING	West Coast	90GSM Conquest	50 PCS
27	NSBF47	LETTER RECEIVED REGISTER of 200 pages	West Coast	90GSM Conquest	10 PCS
28	NSBF49	LETTER ISSUED REGISTER OF 200 pages CANVAS	West Coast	90GSM Conquest	100 PCS
29	NSBF50	LOAN CHALLAN, 1000 Pcs. in a bundle	Andhra	49 GSM(Pink)	100000 PCS

30	NSBF57	NOTE SLIP, 1000 Pcs. in a bundle	Andhra/Balarpur/Sirpur/JK	54 GSM	300000 PCS
31	NSBF63	PEON BOOK of 100 pages CANVAS BINDING	West Coast	90GSM Conquest	30 PCS
32	NSBF64	PARTICULAR OF LAND, 100 Pcs. in a pad	Andhra/Balarpur/Sirpur/JK	54 GSM	100 PAD
33	NSBF68	RECURRING DEPOSIT PASS BOOK, As per Sample	do	100 GSM Map.	3000 PCS
34	NSBF72	SAVING DEPOSIT PASS BOOK, As per Sample	do	70 GSM Map.	100000 PCS
35	NSBF82	SPEIMEN CARD (INDIVIDUAL), 500 Pcs. in a	do	80 GSM Sunshine	100000 PCS
36	NSBF87	TA BILL FORMS, 100 Pcs. in a pad	do	54 GSM	100 PAD
37	NSBF88	TRANFER VOUCHER, 100 Pcs. in a pad	do	54 GSM	500 PAD
38	NSBF89	THUMBS IMPRESSION LEDGER OF 200 pages	West Coast	90GSM Conquest	100 PCS
39	NSBF93	ATTENDANCE REGISTER OF 50 pages CANVAS BINDING	West Coast	90GSM Conquest	200 PCS
40	NSBF96	FD CASH CERTIFICATE RD LOANAGAINST DEPOSIT, 100	Andhra/Balarpur/Sirpur/JK	54 GSM	1000 PCS
41	NSBF98	FD CASH CERTIFICATE PLASTIC COVER, As per	As per sample		100 PCS
42	NSBF22	CASH CERTIFICATE RECEIPT FORM 1000 Pcs. in a pkt.	As per sample	106 GSM Computer	100000 PCS
43	NSBF202	TERM INSURANCE FORM FOR KCC LOANEE MEMBERS ICICI 100 Pcs in pad	Andhra/Balarpur/Sirpur/JK	54 GSM	500PA
44	NSBF204	DAILY DEPOSIT PASS BOOK	As per Sample		10000pcs
45	SBF114	SHG UNDER SOCIETY(TGCCB/013/2019)	As per sample	60GSM COVER-50GSM	200 PCS
46	SBF115	APPLICATION FOR SHG LOAN (DIRECT), 100 sets. in a pkt.	Andhra/Balarpur/Sirpur/JK	54 GSM	500 SETS
47	SBF117	NRLM SHG CC LOAN (TGCCB/01/2001)	do	54 GSM	500 PCS
48	SBF118	JLG LOAN FORM, 100 Sets. in a pkt.	do	70 GSM	500 SETS
49	SBF15	LOAN APPLICATION FORM 1+2, 100 Pcs. in a pad	West Coast	80 GSM Conquest	1000 PAD
50	SBF17	LOAN APPLICATION FORM 3+4, 100 Pcs. in a pad	do	80 GSM Conquest	1000 PAD
51	SBF19	MORTGAGE KARBARNAMA, 100 Pcs. in a pad	do	80 GSM Conquest	1000 PAD
52	SBF24	PRONOTE BOOK, 20 Sheet in a book	Andhra	70 GSM Conquest	1000 PCS
53	SBF31	TAMASUK, 100 Pcs. in a pad	Andhra/Balarpur/Sirpur/JK	54 GSM	1000 PAD
54	SBF32	TAGID NOTICE CARD (RED), 100 pcs in band, 500 Pcs in a	M.G. Board	150 GSM Pink	50000 PCS
55	SBF33	TAGID NOTICE CARD(WHITE) 100 pcs in band, 500 Pcs in a packet.	M.G. Board	150 GSM White	50000 PCS
56	SBF34	WARNING NOTICE, 100 pcs. in a band, 500 Pcs. in a pkt.	M.G. Board	150 GSM White	1000 PCS
57	SBF61	APPLICATION MT LOAN PRIMARY TEACHER, 100 set.	Andhra/Balarpur/Sirpur/JK	54 GSM	3000 SETS
58	SBF62	APPLICATION FOR MT LOAN SALARY PRIMARY TEACHER, 100 set. in a pkt.	do	54 GSM	1000 SETS
59	SBF63	APPLICATION FOR GRANT HOME LOAN, 100 set. in a	do	54 GSM	1000 SETS
60	SBF64	MT FARM & FARM ALLIED AND NON FARM SPECIAL, 100 set. in a pkt.	do	54 GSM	500 SETS

61	SBF65	APPLICATION FORM MT LOAN BY ECCS, 100 set. in a pkt.	do	54 GSM	500 SETS
62	SBF66	APPLICATION FORM MT TRANSPORT LOAN, 100 set. in a pkt.	do	54 GSM	5000 SETS
63	SBF127	APPLICATION FORM MT MICRO BUSINESS LOAN(INDV) , 100 set. in a pkt.	do	54 GSM	1000 PCS
64	SBF128	APPLICATION FORM MT MICRO BUSINESS LOAN(SOCIETY) , 100 set. in a pkt.	do	54 GSM	500 PCS

GENERAL & TECHNICAL INFORMATION**TECHNICAL BID(Company Profile)**

SINo	PARTICULARS OF THE COMPANY	Bidder's response
1	Name of the Company/Firm	
2	Full Address	
3	Telephone & Mobile No.	
4	E-Mail Address	
5	Constitution of the firm (whether Proprietary/ Partnership/PvtLtd./PublicLtd.	
6	Name of the Proprietor/Partner/Managing Director	
10	Name(s) of Contact Person(s) with address & mobile no,	
11	Registration with Tax Authority PAN No. GST No. (Attach latest IT Return filed copy & GST Return filed copy)	
14	Details of Bank along with certified extracts containing transaction during last three years. (Please enclosed attested photocopy)	Name of Bank: Name of Branch: Account No.: IFSC Code. :
15	ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)	2022-23: 2023-24: 2024-25: (Please enclose photocopies of audited balance sheet and P&L A/C).
16	Acceptance of Terms & Condition and declaration of Authorized Person of firm/company.	Attached as per Annexure-3
17	List of orders executed in last 3years. a.Name of the organization & address and amount of order supplied. Copy of such orders to be attached.	1. 2. 3.

Place:

Date:

AUTHORISED SIGNATORY

Declaration regarding blacklisting

Ref No:

Date:

To
The Chief Executive Officer,
Tamluk Ghatal Central Co-operative Bank Ltd.
Tamluk:: Purba Medinipur

Sub:- Declaration regarding blacklisting

Dear Sir,
Ref: Bank's RFP No. TGCCBL/eTender/008 /2025-26 dated 19/02/2026 for Selection of Vendor for supply of saleable forms and non saleable forms .

We hereby confirm and declare that we, <organization name> is not blacklisted/de-registered/debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for the period of 2 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the project

Yours faithfully,

AUTHORIZED SIGNATORY
(Name & Designation, seal of the firm)

For and on behalf of:
[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

TENDER SUBMISSION UNDERTAKING

To,
The Chief Executive Officer
Tamluk-Ghatal Central Co-op Bank Ltd.
Tamluk, Purba Medinipur, P I N-721636

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: TGCCBL/eTender/008 /2025-26 dated 19/02/2026

Name of Tender / Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
4. In case any provisions of this tender are found violated, then your organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely along with taking action as per other remedies available under law.

Date :
Place :

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Financial / Price Bid Document

Tender Ref. No. TGCCBL/eTender/008 /2025-26 Dated 19-02-2026

SL NO	CODE	NAME OF THE ITEM	QUANTITY TO BE PRINTED AND SUPPLIED(Q)	Unit Price (U) (₹)	Total Prices (T) T=Q*U (₹)
1	NSBF100	WITHDRWAL SLIP, 100 Pcs. in a pad,	5000 PAD		
2	NSBF102	TOUR DIARY PAD, 100 Pcs. in a pad,	100 PAD		
3	NSBF104	NOTE SHEET, 100 Pcs. in a pad,	50 PAD		
4	NSBF109	LEAVE APPLICATION FORM, 100 Pcs. in a pad,	50 PAD		
5	NSBF111	LOAN VOUCHER, 100 Pcs. in a pad,	500 PAD		
6	NSBF122	GOLD LOAN VOUCHER, 100 Pcs. in a pad,	2000 PAD		
7	NSBF128	ANGIKAR PATRA, 100 Pcs. in a pad,	100 PAD		
8	NSBF131	GOLD LOAN ENVELOP, 100 Pcs. in a band, 1000 pcs. in a pkt.,	200000 PCS		
9	NSBF138	LOCKER SPECIMEN CARD, 100 sets. in a pkt.	500 SETS.		
10	NSBF16	C B VOUCHER 100 Pcs. in a pad	1000 PAD		
11	NSBF174	BSBD ACCOUNT OPENING FORM, 100 Pcs. in a pad	200 PAD		
12	NSBF176	ATM FORM PAD, 100 Pcs. in a pad	50 PAD		
13	NSBF178	MANDATE INSTRUCTION PAD, 100 Pcs. in a pad	100 PAD		
14	NSBF179	AADHAR SEEDING FORM, 100 Pcs. in a pad	200 PAD		
15	NSBF180	CUSTOMER REQUEST FORM, 100 Pcs. in a pad	200 PAD		
16	NSBF181	CUSTOMER DISPUT FORM, 100 Pcs. in a pad	200 PAD		
17	NSBF182	NEFT FORM, 100 Pcs. in a pad	500 PAD		
18	NSBF183	GOLD LOAN NOMINATION FORM, 100 Pcs. in a pad	50 PAD		
19	NSBF188	BSBD ACCOUNT NOMINEE FORM, 100 Pcs. in a pad	200 PAD		
20	NSBF191	KYC INDIVIDUAL, 100 Pcs. in a pkt.	100000 PCS		
21	NSBF197	LOCKER ACCESS REGISTER OF 200 pages CANVAS BINDING	50 PCS		
22	NSBF201	POS MACHINE ROLL	50 PCS		
23	NSBF23	COVER FILE,	1000 PCS		
24	NSBF36	ENVELOP(BIG) (15000 BR+5000 HO) 500 Pcs. in a Box	20000 (15000 BR+5000 HO)		
25	NSBF39	FIXED DEPOSIT CHALLAN, 1000 Pcs. in a bundle	10000 PCS.		
26	NSBF4	CASH BOOK SMALL OF 100 Pages CANVAS BINDING	50 PCS		
27	NSBF47	LETTER RECEIVED REGISTER OF 200 pages CANVAS BINDING	10 PCS		
28	NSBF49	LETTER ISSUED REGISTER OF 200 pages CANVAS BINDING	100 PCS		
29	NSBF50	LOAN CHALLAN, 1000 Pcs. in a bundle	100000 PCS		

30	NSBF57	NOTE SLIP, 1000 Pcs. in a bundle	300000 PCS		
31	NSBF63	PEON BOOK of 100 pages CANVAS BINDING	30 PCS		
32	NSBF64	PARTICULAR OF LAND, 100 Pcs. in a pad	100 PAD		
33	NSBF68	RECURRING DEPOSIT PASS BOOK, As per Sample	3000 PCS		
34	NSBF72	SAVING DEPOSIT PASS BOOK, As per Sample	100000 PCS		
35	NSBF82	SPEIMEN CARD (INDIVIDUAL), 500 Pcs. in a pkt.	100000 PCS		
36	NSBF87	TA BILL FORMS, 100 Pcs. in a pad	100 PAD		
37	NSBF88	TRANFER VOUCHER, 100 Pcs. in a pad	500 PAD		
38	NSBF89	THUMBS IMPRESSION LEDGER OF 200 pages CANVAS BINDING	100 PCS		
39	NSBF93	ATTENDANCE REGISTER OF 50 pages CANVAS BINDING	200 PCS		
40	NSBF96	FD CASH CERTIFICATE RD LOANAGAINST DEPOSIT, 100 sets in	1000 PCS		
41	NSBF98	FD CASH CERTIFICATE PLASTIC COVER, As per Sample	100 PCS		
42	NSBF22	CASH CERTIFICATE RECEIPT FORM 1000 Pcs. in a pkt.	100000 PCS		
43	NSBF202	TERM INSURANCE FORM FOR KCC LOANEE MEMBERSICICI	500PA		
44	NSBF204	DAILY DEPOSIT PASS BOOK	10000pcs		
45	SBF114	SHG UNDER SOCIETY(TGCCB/013/2019)	200 PCS		
46	SBF115	APPLICATION FOR SHG LOAN (DIRECT), 100 sets. in a pkt.	500 SETS		
47	SBF117	NRLM SHG CC LOAN (TGCCB/01/2001)	500 PCS		
48	SBF118	JLG LOAN FORM, 100 Sets. in a pkt.	500 SETS		
49	SBF15	LOAN APPLICATION FORM 1+2, 100 Pcs. in a pad	1000 PAD		
50	SBF17	LOAN APPLICATION FORM 3+4, 100 Pcs. in a pad	1000 PAD		
51	SBF19	MORTGAGE KARBARNAMA, 100 Pcs. in a pad	1000 PAD		
52	SBF24	PRONOTE BOOK, 20 Sheet in a book	1000 PCS		
53	SBF31	TAMASUK, 100 Pcs. in a pad	1000 PAD		
54	SBF32	TAGID NOTICE CARD (RED), 100 pcs in band, 500 Pcs in a packet.	50000 PCS		
55	SBF33	TAGID NOTICE CARD(WHITE) 100 pcs in band, 500 Pcs in a packet.	50000 PCS		
56	SBF34	WARNING NOTICE, 100 pcs. in a band, 500 Pcs. in a pkt.	1000 PCS		
57	SBF61	APPLICATION MT LOAN PRIMARY TEACHER, 100 set. in a pkt.	3000 SETS		
58	SBF62	APPLICATION FOR MT LOAN SALARY , PRIMARY TEACHER, 100 set. in a pkt.	1000 SETS		
59	SBF63	APPLICATION FOR GRANT HOME LOAN, 100 set. in a pkt.	1000 SETS		
60	SBF64	MT FARM & FARM ALLIED AND NON FARM SPECIAL, 100 set. in a pkt.	500 SETS		

61	SBF65	APPLICATION FORM MT LOAN BY ECCS, 100 set. in a pkt.	500 SETS		
62	SBF66	APPLICATION FORM MT TRANSPORT LOAN, 100 set. in a pkt.	5000 SETS		
63	SBF127	APPLICATION FORM MT MICRO BUSINESS LOAN(INDV) , 100 set. in a pkt.	1000 PCS		
64	SBF128	APPLICATION FORM MT MICRO BUSINESS LOAN(SOCIETY) , 100 set. in a pkt.	500 PCS		
TOTAL					

Place:

Date:

AUTHORISED SIGNATORY

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:

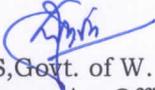
Click the final submit button. Your bid will be encrypted after submission.

Memo. no. **G/ 3195 /986**

Dated, tamluk , the 19-02-2026

Copy forwarded for necessary information to :

1. Sri Amarendra Kuila, Asst. Manager(Admin), 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.
4. District Magistrate, Purba Medinipur.
5. Chairman, Tamluk Ghatal Central Co-operative Bank Ltd.


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