

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/ 3198 /986

Date : 19-02-2026

Tender No.TGCCBL/eTender/011/2025-26

NOTICE INVITING QUOTATION

TENDER ID - 2026_000_1013162-1

Quotations are hereby invited from eligible , qualified , authorized , experienced suppliers/vendors /agencies for the below mentioned work in two bid system (Technical & Financial bid) through online e Procurement system of Govt. of West Bengal <https://www.wbtenders.gov.in> .

	Name of Work	Earnest Money(₹)	Security deposit(₹)	Time for Completion of work & commissioning
1	Composite work of construction of Roof Truss at the 3 rd floor excluding two stair box and over head tank of Tamluk Ghatal Central Co-operative Bank Ltd. Head Office Building at Tamluk, Purba Medinipur	2% of Quotation amount or ₹20,000.00 whichever is lower .	5% of Tender Value	60 Days

The details are summarized below:-

a.	Purchaser	Tamluk Ghatal Central Co-operative Bank Ltd
b.	Scope of Tender	Composite work of construction of Roof Truss at the 3 rd floor excluding two stair box and over head tank of Tamluk Ghatal Central Co-operative Bank Ltd. Head Office Building at Tamluk
c.	Specifications	The detailed items descriptions & technical specifications are specified in Annexure-A . Sketch of work plan is provided in Annexure B .
d.	Web page for details of tender	Web page: https://www.wbtenders.gov.in
e.	Site location	3rd floor of Building of Tamluk Ghatal Central Co-operative Bank Ltd. Head Office at Tamluk .
f.	Estimated Cost (without GST)	₹ 12,00,000-00 (Rupees twelve lakh) only.
g.	Earnest Money Deposit	2% Quotation amount or ₹20,000-00 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.	Date of issuance of RFP	25-02-2026 11.00 a.m
l.	Mode of submission of RFP	To be uploaded in the website
m.	Website for uploading proposals (Both technical & Financial)	https://www.wbtenders.gov.in
n.	Last date of submission of tender	13-03-2026 5.00 p.m.
o.	Date of opening of Technical Bid	16-03-2026 10.00a.m
p.	Date of opening of Financial Bid	16-03-2026 5-00 p.m.
q.	Tender opening venue	Head Office, Tamluk
r.	Selection Method	Least Cost Selection (L1)
s.	Newspaper publication	Aajkaal , Business Standard

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

Pre-Qualification Criteria & Criteria for Short Listing :

1. The firms/vendors having experience of successfully completed civil ,interior & furnishing ,electrical works (composite) during last 5 years ending on 31st March 2025 and fulfilled either of the one following criteria :

- 02 (two) "similar completed works" costing not less than the amount of Rs. 10.0 Lakhs (Rupees ten lakh Only) each .
- 01(one) "similar completed work" costing not less than the amount of Rs. 20.00 Lakhs (Rupees twenty lakhs Only) .

2. The annual turnover for the bidder should not be less than INR. 30.00 lakhs per year for last 3 financial years i.e 2022-23 ,2023-2024 & 2024-25. 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 CONSTRUCTION OF ROOF TRUSS & CIVIL WORK.
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. 2022-23, 2023-2024 & 2024-25) 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 -4** .
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-1**) .
2. Technical Bid to be submitted in prescribed format (**Annexure-2**) along with following documents and duly signed necessary photocopies thereof :
 - i) Registration of firm /company
 - ii) Trade License (Renewed 2023-24,2024-25 F.Y.),
 - iii) IT return for the Assessment Year 2022-23,2023-24,2024-25.
 - iv) GST Registration certificate along with latest chalan.
 - v) Professional Tax registration certificate & Latest Professional Tax Chalan (Fy-2024-25)
 - vi) PAN Card,
 - vii) Balance sheet and P & L accounts for the year 2022-23,2023-2024 & 2024-25 .
 - viii) Signed copy of Tender submission undertaking. (**Annexure-3**)
 - ix) Declaration for non-Blacklisting .(**Annexure-4**)
3. Financial Bid to be submitted in prescribed format(**Annexure -5**) .
4. Client list for similar work profile.

Terms & conditions :

1. Application to participate in quotation as per prescribed format to be uploaded in the website <https://www.wbtenders.gov.in> .
2. The Quotation documents are to be downloaded from the bank's website <https://tgccb.bank.in> or <https://www.wbtenders.gov.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 : WBSC0TCCB23 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. Insurance of items during transportation , insurance cost of labours ,Transportation cost, loading , unloading or any other form of charges of items will not be borne by the bank.

12. The vendor should take appropriate steps to comply safety measurements and pollution control as per present acts & rules applicable .

13. No mobilization / secured advance will be allowed.

14. The successful Bidder shall have to supply & install the equipments 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.

15. After the supply of materials as mentioned in the Annexure A, the bidder has to execute its installation & commissioning at the designated site in the location. No extra cost shall be paid for this reason.

16. Approved list of nominated manufacturers /suppliers of materials of civil items , interior furnishing ,electrical, LAN as well design mentioned in **Annexure -A to be followed.** Sketch of Work plan provided in **Annexure B** .

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 and the vendor will be blacklisted and debarred to participate in future tender of the Bank.

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. 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.

21. 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)

b) The 20% payment of total bill along with EMD deposit will be released to bidder after one month from the date of completion of all work.

22. 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 .

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

24. Submission of Tender:

The tender must be uploaded in the website <https://www.wbtenders.gov.in> .

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.

25.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 .

26. 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 **16-03-2026 at 10.00 a.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.

27. Opening of Financial Bid:

a) The Financial Bid of only technically qualified bidders will be opened on the **16-03-2026 at 5-00 p.m.**

28. 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.

29. 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.

30. 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.

31.. Jurisdiction:

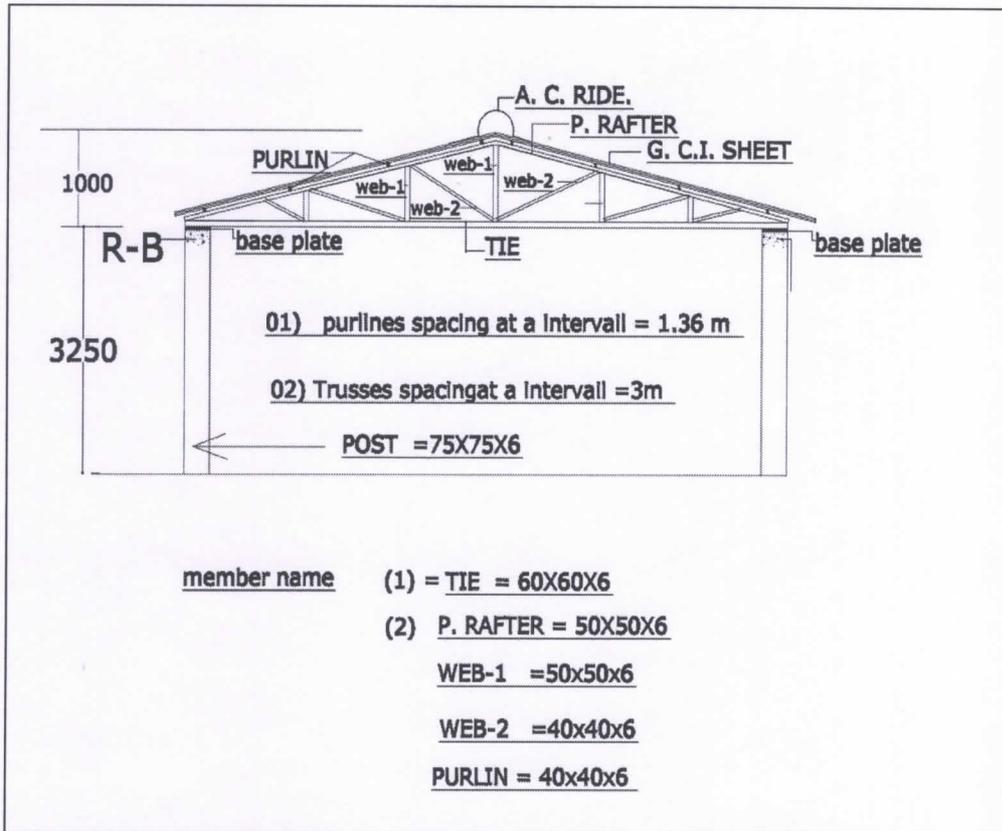
In the event of any dispute the legal matter shall be subjected to the jurisdiction of Calcutta High Court only.


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

SPECIFICATIONS OF CONSTRUCTION OF ROOF TRUSS
At 3rd FLOOR OF HO BUILDING OF TAMLUK-GHATAL CENTRAL CO-OPERATIVE BANK LTD.
TAMLUK,PURBA MEDININIPUR

Annexure A

Sl No	Description of items of work.	Quantity	Unit
1	M.S. Structural work in roof trusses with hollow (square or rectangular shape)section confirming to IS:806-1968 & IS: 1161-1998 connected to one-another with bracket, gusset, cleat as per design ,drawing & direction of engineer in charge complete including cutting to requisite shape & size , fabrication including metal arc-welding confirming to IS 816-1969 & IS 9595 using electrodes of approved make & brand including all cost of all initial charges such as gas, electrodes etc (TATA-Z+ G.I.)	6.46	MT
2	Supplying fitting & fixing Zn-Al-alloy(55% Al & 45% Zn) coating of 150 grams per sq meter (followed by colour coated on both side)steel sheet work having minimum yield strength of 550 mpa of trapizomidal profile of approved make (excluding the supporting frame work) fitted & fixed with 55mm & 25mm self tapping screw, EPDM washer 16mm dia & 3mm thick washer etc complete with 150mm end lap & one corrugation minimum side lap.(TATA-0.5mm th.)	642.00	M ²
3	Aluminium sheet ridging fitted with self tapping screws, epdm washe etc complete.(minimum 225 mm end lapping)-300mm lapping each way with 0.91 mm sheet.	25.00	M
4	Supplying fitting & fixing U.P.V.C. Pipe(B type) & fittings (SUPREME)confirming to IS 13592-1992-Double socket-110 mm dia	117.00	RM



TENDER FORM

(Civil, Electrical ,Interior & furnishing work of Guest Room of Tamluk Ghatal Central Co-operative Bank Ltd.Head Office at 2nd floor Tamluk,Purba Medinipur)

Details of the Company		
1.	Name	
2.	Address of Corporate Head quarter	
3.	Date of Incorporation	
4.	Date of Commencement of Business	
5.	Address and contact numbers of its Branch office	
6.	Name and contact number details of Branch Head	
7.	Email ID	
8.	PAN (Please enclosed attested photocopy)	
9.	GST No (Please enclosed attested photocopy)	
Particulars of the Authorised signatory of the Bidder		
10.	Name	
11.	Designation	
12.	Address	
13.	Mobile No	
14.	Email id	
Particulars for Financial Transaction		
15.	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. :
16.	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).
17.	Acceptance of Terms & Condition and declaration of Authorized Person of firm/company.	Attached as per Annexure-3
18.	Any other relevant document(s) not listed above (please mention and attached)	

Name & Signature of Authorized Signatory with Seal

TECHNICAL BID

Annexure 2

SPECIFICATIONS CONSTRUCTION OF ROOF TRUSS
At 3rd FLOOR OF HO BUILDING OF TAMLUK-GHATAL CENTRAL CO-OPERATIVE BANK LTD.
TAMLUK,PURBA MEDININIPUR

SI No	Description of items of work.	Quantity	Unit	Bidder Response
1	M.S. Structural work in roof trusses with hollow (square or rectangular shape)section confirming to IS:806-1968 & IS: 1161-1998 connected to one-another with bracket, gusset, cleat as per design ,drawing & direction of engineer in charge complete including cutting to requisite shape & size , fabrication including metal arc-welding confirming to IS 816-1969 & IS 9595 using electrodes of approved make & brand including all cost of all initial charges such as gas, electrodes etc (TATA-Z+ G.I.)	6.46	MT	
2	Supplying fitting & fixing Zn-Al-alloy(55% Al & 45% Zn) coating of 150 grams per sq meter (followed by colour coated on both side)steel sheet work having minimum yield strength of 550 mpa of trapizomidal profile of approved make (excluding the supporting frame work) fitted & fixed with 55mm & 25mm self tapping screw, EPDM washer 16mm dia & 3mm thick washer etc complete with 150mm end lap & one corrugation minimum side lap.(TATA-0.5mm th.)	642.00	M ²	
3	Aluminium sheet ridging fitted with self tapping screws, epdm washe etc complete.(minimum 225 mm end lapping)-300mm lapping each way with 0.91 mm sheet.	25.00	M	
4	Supplying fitting & fixing U.P.V.C. Pipe(B type) & fittings (SUPREME)confirming to IS 13592-1992-Double socket-110 mm dia	117.00	RM	

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

For and behalf of :
(This 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/0011 /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)

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/0011 /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]

TAMLUK GHATAL CENTRAL COOPERATIVE BANK LTD

FINANCIAL BID FOR CONSTRUCTION OF ROOF TRUSS
 AT 3rd FLOOR OF HO BUILDING OF TAMLUK-GHATAL CENTRAL CO-OPERATIVE BANK LTD.
 TAMLUK, PURBA MEDININIPUR

Tender no. TGCCBL/eTender/011/2025-26

Dated 19-02-2026

Sr. No.	Particulars	Amount in Rs. (Both figure and word)
1.	M.S structural work including labour cost	
2.	Supplying , Fitting & Fixing of Zn-Al alloy steel sheet including labour cost	
3.	Supplying & fitting of Aluminium sheet with accessories including labour cost	
4.	Supplying ,fitting & fixing of UPVC Pipe including labour cost	
	GST	
	Total	

Date:.....

Signature of Bidder:.....

Note :

- Conditional tenders are not acceptable.
- Tenders submitted in the above format is only acceptable.

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:

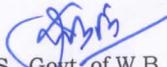
Click the final submit button. Your bid will be encrypted after submission.

Memo no. G/ 3198 /986

Date : 19-02-2026

Copy forwarded for necessary information to :

1. Deputy General Manager(A & D), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to upload the tender notice at Bank's website and publish the notice in newspaper.
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.


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