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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/177/986

Date : 27/08/2026

Tender No.TGCCBL/eTender/002/2026-27

NOTICE INVITING QUOTATION

TENDER ID -2026_COD_1039686_1

Quotations are hereby invited by the Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk, Purba Medinipur from eligible, qualified, Dealer/Supplier/vendor/Co-operative Societies to supply below mentioned items in two bid system (Technical & Financial bid) through online e Procurement system of Govt. of West Bengal <https://www.wbtenders.gov.in>

ItemNo.	Name of Work	Time for Delivery	Quantity	Max. price including GST
1.	Supply of 5 tier PU insulated stainless steel lunch box.	15Days	420 pcs	₹1000-00 per set.
2.	Supply of 24 hr. hot & cold Thermosteel vacuum insulated water bottle of 1litre	15 Days	500 pcs	₹800-00 per set

The details are summarized below

Purchaser	Tamluk Ghatal Central Co-operative Bank Ltd	
Product Type	PU insulated stainless steel lunch box	Hot & Cold Thermosteel vacuum insulated water bottle
Specifications	Material : Stainless Steel , non toxic ,rust Resistant , PU insulated lifter . Double walled insulated feature to keep food warm or cold for longer period . Purpose of use : storing & serving Food in office, school or outing . Output Capacity: at least 360 ml of each compartment No. of Compartments: 5 with lid to each Color or design: Multicolor with attractive design Shape : Round Size : Standard Brand : Milton, Cello,Borosil Warranty : Yes	Material : Premium SS304 Stainless Steel inner outer with Copper coating for better temperature retention . Double walled Vacuum insulated to keep water, beverages hot or cold for 24 hours . Purpose of use: Water ,Beverages hot & cold for 24 hours . Output Capacity : 1000ml Shape : Bottle Color or design : Silver Size : Standard Special Features: Leak proof seal , Flip -top lid, Cup Cap ,Airtight Protective Bag : Yes Brand: Milton ,Cello, Borosil Warranty : Yes
Web page for details of tender	Web page: www.tgccb.bank.in/tender/etender	
Location of supply	Head office, Tamluk Ghatal central Co-operative Bank Ltd. Tamluk ,Purba Medinipur	
Application Money	Nil	
Earnest Money Deposit	Nil	
Last date of submission of tender	07-09-2026 10 a.m.	

Date of opening of Technical Bid (Envelop-1)	09-09-2026 10.00 a.m
Date of opening of Financial Bid (Envelop-2)	09-09-2026 3-00 p.m.

** Sample of items having above said specifications to be submitted in a sealed manner or may be produced during the opening of tender by the representative of the supplier /vendor.

Note : Opening of quotation at the office of the undersigned 09/09/2026 at 10.00 a.m

The suppliers / vendors should have to abide by the following terms & conditions:

1. Application to participate in quotation as per prescribed format (Annexure-I, II, III & IV).

A. Quotation papers should be uploaded in the concerned section of online e Procurement system of Govt. of West Bengal <https://www.wbtenders.gov.in> along with signed photo copy of -

i) Registration of firm /company

ii) Trade License (Renewed 2024-25 & 2025-26 F.Y.),

iii) IT return for the Assessment Year 2024-25, 2025-26 .

iv) GST Registration certificate along with latest challan.

v) Professional Tax registration certificate & Latest Professional Tax Challan (Fy-2024-25)

vi) PAN Card,

vii) Duly filled schedule of tender form .

viii) 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.bank.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 .

4. Incomplete Quotation will be rejected summarily.

5. The offered rate should be including of GST. Transportation cost, loading, unloading or any other form of charges of items will not be borne by the bank.

6. **A Security Deposit 5% of Tender value** to be deposited refundable after 6 months of delivery of items, if awarded the tender.

7. No mobilization / secured advance will be allowed.

8. The successful Quotationer(s) shall have to supply items within the stipulated time, failing the work order will be treated as canceled.

9. Samples of respective items will be verified after opening of tender. Thus the lowest quotation is not necessarily be acceptable if the physical verification of samples produced before the Tender & Purchase Committee are not satisfactory.

10. **Warranty**

a) The bidder shall offer comprehensive warranty of all items for **at least 6 months** or above as said in the items from the date of successful supply of all items at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.

11. **Delivery:**

- a) The complete delivery, Installation & Commissioning of all electronics equipments by the successful bidder to be done within **fifteen(15) calendar days from the date of issue of supply order.**
- b) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of items.
- c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.
- d) The bidder shall note that in case bidder fails to supply within the period of delivery indicated above, penalty @1% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.

12. Packing:

- a) The bidder shall provide packing of the items to be supplied, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
- b) The items shall be securely boxed, crated and protected from damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

13. Acceptance of the 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. Supplier /vendor 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. All kinds of materials and labor related to the job will have to be arranged by the vendor and must be approved by specification mentioned.

17. Payment:

The payment of total bill will be made by the purchaser by RTGS/NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply of items giving the reference number of the purchase order along with copies of delivery note from concerned department of the Bank.

18. 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.

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

20. Submission of Tender:

The tender must be placed only through online process of e Procurement system of Govt. of West Bengal <https://www.wbtenders.gov.in> . No other mode of tender submission is acceptable.

21. 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 Price of all items supplied should be excluding GST shall remain firm & inclusive of all costs involved for the delivery to the destination.
- c) No extra payment or revision of Price of product 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.

22. Opening of Bid:

- a) The technical bid of tenders will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on the 9th September 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 sample of their specified product submitted in tender. In case of fail to production of sample , tender submission may be cancelled .**

23. Evaluation of Bids:

- a) If there is discrepancy between the amount quoted in Bid in the column "Unit Price of item1 & item 2 and the amount reflected in column "Total price of item1 & item2 before Taxes & Duties" which is the multiplication of quantity offered for supplies with "Unit Price of item1 & item2 before Taxes & Duties", the "Unit Price of item 1 & item 2 before Taxes & Duties" shall prevail. Accordingly, the Total price of item1 & item 2 before Taxes & Duties shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) The Purchaser shall compare the "Unit Price of item1 & item2 before Taxes & Duties" of all the responsive bids to determine the lowest bid for a particular location.
- h) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Bid. However, after the supplies, they have to issue the invoice indicating the Price of item1 & item 2 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 Insulated jug & Bed sheet (s) as well as the taxes and duties as applicable at the time of delivery.

i) The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of item 1 & item 2 .

24. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods 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.

25. 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.

26. Jurisdiction:

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

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

Memo no. G/ /986

Dated 27-08-2026

Copy forwarded for necessary information to:

1. Asst. General Manager(Insurance), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to upload the tender notice at Bank's website.
2. Deputy General Manager(All), Tamluk Ghatal Central Co-operative Bank Ltd.
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.

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

ANNEXURE-I

TENDER FORM

(For – Supply of gift items for AGM of Tamluk Ghatal Central Co-operative Bank Ltd., Purba Medinipur)

NAME OF COMPANY / FIRM	
Proprietor/Partnership.	
FULL ADDRESS	
CONTACT PERSON'S NAME	
Phone Landline	
Mobile	
Email ID	
PAN NO & IT Return submitted up to (Please enclosed attested photocopy)	
GST No (Please enclosed attested photocopy)	
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. :
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).
Acceptance of Terms & Condition and declaration of Authorized Person of firm/company.	Attached as per Annexure-III
Experience of work during the last 2 years along with cost of assignment. (Please enclose copy of documents).	
Details of NEFT	UTR No Amount: Date:
Any other relevant document(s) not listed above (please mention and attached)	

Name & Signature of Authorized Signatory with Seal

Annexure-II

Technical Bid

Specification of items to be supplied to Tamluk Ghatal Central Co-operative Bank Ltd . To gift to the delegates attending Annual General Meeting of the Bank & PACS affiliated to the Bank.

Item.	Specification	Bidder comments
PU insulated stainless steel lunch box	Material : Stainless Steel , non toxic rust Resistant , PU insulated lifter . Double walled insulated feature to keep food warm or cold for longer period	
	Purpose of use : storing & serving Food in office, school or outing	
	Output Capacity : at least 360 ml of each compartment	
	No. of Compartments : 5 with lid to each	
	Color or design : Multicolor with attractive design	
	Shape : Round	
	Size : Standard	
	Brand : Milton, Cello , Borosil	
Hot & Cold Thermo steel vacuum insulated water bottle	Material : Premium SS304 Stainless Steel inner outer with Copper coating for better temperature retention . Double walled Vacuum insulated to keep water, beverages hot or cold for 24 hours .	
	Purpose of use : Water ,Beverages hot & cold for 24 hours	
	Output Capacity : 1000ml	
	Shape : Bottle	
	Color or design : Silver	
	Size : Standard	
	Special Features : Leak proof seal , Flip -top lid, Cup Cap ,Airtight	
	Protective Bag : Yes	
	Brand : Milton ,Cello, Borosil	
	Warranty : 6 months	

Signature of the bidder

Financial Bid

Item.	Quoted Price(₹) including GST Per set
PU insulated stainless steel lunch box	
Hot & Cold Thermo steel vacuum insulated water bottle	

Signature of the bidder

ANNEXURE-III

TENDER SUBMISSION UNDERTAKING

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

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE - IV

DECLARATION FOR NON-BLACK LISTING

I,,..... hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I, further specifically certify that my company meets/is having Medical Insurance participation in minimum three major companies/institutions/organizations etc in the last five years details of which are attached.

I, further specifically certify that my company has not been Black Listed/Delisted or put to any Holiday by any Institutional Agency/Govt. Department/Public Sector undertaking in the last three years.

(Signature of the Tenderer)