Email : tamlukghatalccb@yahoo.co.in
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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/ 2363 / 986 Dated, 17-10- 2026

TENDER No. TGCCBL/eTender/003 /2026-27

Notice Inviting Quotation

TENDER ID – 2026_COD_1047036_1

Online eTenders in Two cover system (Technical Bid & Financial Bid) are invited on behalf of Tamluk Ghatal Central Co-operative Bank Ltd from reputed, experienced, and resourceful printing presses / firms / agencies registered with appropriate authorities for the design, printing, and **supply of Wall Calender , Table Calendar ,Diary** for the year 2027 of Tamluk-Ghatal Co-operative Bank Ltd, Tamluk, Purba Medinipur through online eProcurement system of West Bengal https://www.wbtenders.gov.in .

1. Key Tender Information

Event Description	Schedule / Details
Name of Work	Procurement, Printing, and Supply of Wall Calendars, Table Calendars and Diaries
Tender Publishing Date	26.10.2026 10-00 a.m
Document Download Start Date	26.10.2026 11-00 a.m
Bid Submission Closing Date & Time	10.11.2026 10-00 a.m
Technical Bid Opening Date	12.11.2026 11-00 a.m
Financial Bid Opening Date	12.11.2026 4-30 p.m
Earnest Money Deposit (EMD)	2% of tender value or ₹30,000-00 which is ever less to be paid online via e-procurement portal
Tender Fee / Cost of Document	Nil
Period of Completion / Delivery	15.12.2026

2. Scope of Work & Technical Specifications

Sl. No.	Description of work	Quantity	Earnest Money (Rs.)	Time of supply
1.	Wall Calendar Special -2027 single sheet printed .	30,000 pcs	2% of Quotation amount or ₹30,000-00 whichever is lower	By 15th December 2026
2.	Table Calendar- 2027	400 Pcs.		
3.	Note Book-2027	18,000 Pcs.		
4.	Special Executive Diary-2027	3,000Pcs.		
5.	Super Executive Diary -2027	500 Pcs.		

SPECIFICATION OF SINGLE SHEETED WALL CALENDAR INSIDE PRINTED FOR TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2027		
Sl. No.	**Item**	**Description**
1.	No. of Wall Calendar	30,000 Pcs Wall Calendar – 2027 of single sheet
2.	Paper Size	20'X30" (Inch) as per specimen copy.
3.	Paper GSM	128 gsm
4.	Paper Quality	Art paper Hi-coat as per our sample
5.	Printing Colour	Royal Blue, Red & Black
6.	Printing Description	• Office type English & Bengali date printed with Tithi, Aumabashya, Purnima, Ekadashi, Bibah, Annaprashan etc. with specific mention of time zone. • All Holidays (as per West Bengal State Cooperative Bank Ltd) in **Red ink.** • 2nd and 4th Saturday Bank holidays are printed in **Blue ink .**
7.	Handing Arrangement	Single sheeted calendar with both side colour double Tin mounting for hanging arrangement .
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, 2026 positively.**
N.B. No compromise with the above mentioned specifications. Penalty will be imposed on the final payment if any specification mismatches.		

SPECIFICATION OF MULTIPLE SHEETED TABLE CALENDAR INSIDE PRINTED FOR TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD FOR 2027		
Sl. No.	**Item**	**Description**
1.	No. of Table Calendar	400 Pcs Table Calendar – 2027 of separate Thirteen(12+1) sheets
2.	Paper Size	10" X5.5" (Inch) as per specimen copy.
3.	Paper GSM	170 gsm
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 .**
7.	Packing Instruction	50 Pcs to be packed in craft paper & such 10 packets in a bundle.
8.	Delivery Location	All packets of calendar complete door delivery to bank head Office (Tamluk, Purba Medinipur) or as per Bank instruction **within 15th December, 2026 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 2027		
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-2027 • 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, embossing of organization logo and ribbon marker.
4.	Packing	20Pcs. Diary in a bundle each of which to be packed by transparent polythene cover .
5.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction **within 15th December, 2026 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 2027		
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 each of which to be packed by transparent polythene cover .
5.	Delivery Location	Completely door delivery to Bank Head Office (Tamluk, Purba Medinipur) or as per Bank instruction **within 15th December, 2026 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 2027		
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, 2026 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 : 27-10-2026 at 9.00 a.m
Last date & time of submission of eTender : 10-11-2026 at 5.00 p.m

Note B : Opening of quotation at the office of the undersigned :: Technical Bid -10-11-2026 at 11.00a.m
Financial Bid -10-11-2026 at 4.30 p.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-I , II & III)

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 2025-26 F.Y.),

iii) IT return for the Assessment Year 2024-25, 2025-26,2026-27 .

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 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 Wall Calendar,Table Calendar, 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. **Financial Bids(BOQ)** must be submitted strictly in the prescribed format online; physical price bids will be summarily rejected.

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. GST Rate to be explicitly mentioned in quotation .**

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

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/ 2363 /986** **Dated, tamluk , the 17-10-2026**

Copy forwarded for necessary information to :
1. 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 & upload the same at Bank's website for wide circulation and look after the tender the process.
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

ANNEXURE-1

TENDER FORM

{For –Calendar(Wall and Table) & Diary 2027 of the Bank}

1.	NAME OF COMPANY/FIRM	
2.	Proprietor/Partnership.	
3.	FULL ADDRESS	
4.	CONTACT PERSON'S NAME	
5.	Phone Landline	
6.	Mobile	
7.	Email ID	
8.	PAN NO & IT Return submitted up to (Please enclosed attested photocopy)	
9.	GST No (Please enclosed attested photocopy)	
10.	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. :
11.	ANNUAL TURNOVER FOR THE LAST 3 YEARS (Please enclose copy of documents)	2023-24: 2024-25: 2025-26 : (Please enclose photocopies of audited balance sheet and P&L A/C).
12.	Acceptance of Terms & Condition and declaration of Authorized Person of firm/company.	Attached as per Annexure-3
13.	Experience of work during the last three years along with cost of assignment. (Please enclose copy of documents).	
14.	Details of Payment	
15.	Any other relevant document(s) not listed above (please mention and attached)	

Name & Signature of Authorized Signatory with Seal

ANNEXURE - 2

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)

ANNEXURE-3

TENDER SUBMISSION UNDERTAKING

To,
The Chief Executive Officer
Tamluk-Ghatal Central Co-op Bank Ltd.
Tamluk,PurbaMedinipur,P I N-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)