

**THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.**  
**64, G.T. Road, P.O. – Burdwan, Dist. – Purba Bardhaman – 713 101 (West Bengal).**

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**e-Tender Document**  
**FOR REFURBISHING WORK AND SUPPLY OF FURNITURE**  
**AT PROPOSED SRIRAMPUR BRANCH, VILL & PO-**  
**SRIRAMPUR, BLOCK-PURBASTHALI-1, DIST- PURBA**  
**BARDHAMAN, PIN-713302**

**TENDER ID : E&B-e/3/2023-24 dated 22/08/2023**

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purpose other than that for which they are specifically issued

**THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.**  
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Ref. No.: **E&B-e/3/2023-24**

Date : **22/08/2023**

**NOTICE INVITING TENDER**

Request for Proposal (RFP) through E-TENDER platform

The Burdwan Central Co-Operative Bank Ltd. intends to select vendor for Refurbishing and Supply of furniture at Srirampur, Vill & Post- Srirampur, Block-Purbasthali, Dist-Purba Bardhaman, PIN-713302 through online eTender. The tentative quantity of the required items along with technical configuration of each items are mentioned. This is looking for interested vendor who have experience in supplying of above type of material and may follow the instructions as given below for submission of their tenders under online mode.

**1. General Instructions :**

Intending vendor may download the tender documents from the website directly with the help of Digital Signature Certificate. Last date of submission is **22/09/2023(Friday) at 14:00 hrs. Bid opening time is 22/09/2023(Friday) at 14:30 hrs.**

**2. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the website – [www.tenderwizard.com/eproc](http://www.tenderwizard.com/eproc). All papers must be submitted in English language.

**3. Time Schedules for the e-tender :**

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 1 given below.

**4. Eligibility of the vendor for Quoting :**

- i) Vendor who have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting.
- ii) Interested Vendors just have at least 05 years experience in similar kind of jobs.





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- iii) Intended vendors must have one successful work completion certificate of Rs.7 lakhs(seven lakh) or two completion certificate of Rs. 05 lakhs(five lakh) each for Banking Sector and other sectors i.e. Central / State Govt./PSU.
- iv) Further, vendors who were declared black-listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.
- v) Manufacturers or Dealers/Distributers/Agents duly authorized by the manufacturers who have requisite Certificates, as per mentioned in the sl. No. 3 of My Documents (Non-Statutory cover) are eligible for quoting.

**5. Annual Turnover Requirements:**

Vendor having average annual Turnover more than Rs.15(fifteen) lakhs in India for the last financial year are eligible to participate in the Tender.

**6. Submission of Tenders**

**6.1 General process of submission**

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations / folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

**6.2. Technical Bid**

The Technical Bid should contain scanned copies and / or declarations in the following Standardized formats in two folders :



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- I. Technical Bids (Statutory Cover) containing :
1. Annexures
    - a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
    - b) Application for Teander – (Vide Annexure II) (to be submitted in “Annexure” folder)
    - c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)
    - d) Affidavit Proforma(Vide Annexure IV) (to be submitted in “Annexure” folder)
    - e) Declaration on The Burdwan Central Co-Operative Bank Ltd. (Vide Annexure I) (to be submitted in “Annexure” folder)
  2. Technical details of the Items Quoted as per BOQ
  3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2020-21 , 2021-22 &2022-23 in “Accounts” folder.

**Note : Tenders will be summarily rejected if any item in the statutory cover is missing.**

**II My Document (Non-Statutory Cover) containing as follows :**

Sl. No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			UDYAM Registration Certificate
2	Company Details	Company Details 1	Trade License / Enlistment Certificate
			Registration with Registrar of Companies (if any)
			Memorandum of Articles for Limited Companies (if any)
3	Credential	Credential 1	Intendent vendors must have one successful work completion certificate of Rs.07 lakhs or two completion certificate of Rs. 05 lakhs each for Banking Sector and one completion certificate of Rs. 07 lakhs or two completion certificate of Rs. 05 lakh





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			each for other sector i.e. Central / State Govt./PSU.
4	Financial Information	Certificate 1	Income tax Returns submitted for the financial year 2019-20, 2020-21, 2021-22
		Certificate 2	GST Returns of the year 2019-20, 2020-2, 2021-22

Note:- L-1 may not be the sole criteria in selection of Vendor.

### 6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder) available in the online e- tender portal [www.tenderwizard.com/eproc](http://www.tenderwizard.com/eproc). For any technical queries regarding submission of e-Tender please contact Helpdesk No- 9073677150/151/152 or Mr. Kusal Bose- 9674758719.

7. The tenderers are not required to submit hard copies of Technical File (Statutory Cover) or My documents (Non- Statutory Cover ). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line via e-Tender portal.

### 8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be indentified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc.

### 9. Terms & Conditions Regarding Purchase Policy of Tendering Authority:

#### 9.1. Bid Information :

- a) Partial Quotation within the same item (if any) will not be accepted and tender will be liable for cancellation.



- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract for the first year and the rate may be negotiated before renewal of the contract annually.
- d) Vendor must follow the instruction for filling up BOQ as per Clause 6.3.
- 9.2 Evaluation of Quotation :** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.
- 9.3 Award of Contract :** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and justified with the market price both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.
- 9.4. Adequate infrastructural facility:** The vendor should have registered establishment set up within West Bengal.
- 9.5. Credentials :** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.
- 9.6 DSIR Certification :** The Burdwan Central Co-operative Bank Ltd. Does not possess the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.
- 9.7 Time Schedule :** The supply of the item(s) must be completed within the time frame from the date of receipt of the purchase order /work order.
- 9.8 Validity of offer :** A bidder should spell out in the tender that it shall remain valid for a period of fixed by the authority from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.9 Period of Contract :** An offer letter to be issued to the selected vendor with the quoted rate and period.
- 9.10 Place of delivery :** The Burdwan Central Co-operative Bank Ltd. HQ and other branch within Purba and Paschim Burdwan.
- 9.11 Payment Schedule :** Payment will be made after successful completion and installation (Wherever required) of the Item(s). Advance payment will be as desired by the bank made in this regard. Credit period will be minimum 15





working days and 20 working maximum from the date of receiving of the Invoice/Bills.

- 9.12 Quantity Changeability:** Quantity as stated in the tender document /BOQ is only for getting rate. The actual quantity will be ordered as per requirement and subject to availability of fund and it may be change at the time of issuing purchase order for other valid reasons.
- 9.13 Earnest Money Deposit (E.M.D.):** E.M.D. of Rs.5,000/- (Rupees five thousand) only payable in favour of the Bank through on-line, E-Tender Portal.
- 9.14 Requisite Documents to be submitted:** Vendor must have adequate documents relating to Trade License and updated returns for Income Tax. GST, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender along with photocopy of the E.M.D. documents.
- 9.15 Turnover Criterion :** Bidder must have average annual turnover of more than Rs. 15(fifteen) lakhs in last financial year ending 2022-23.
- 9.16 Disposal of Disputes :** In case of any dispute, the Bank's decision will be treated as the final and conclusive. All legal actions are subject to Burdwan jurisdiction only.
- 9.17** The Bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

**10. Discretion of the Bank:**

- 10.1 The Bank may take decision about non-purchase of the said equipment even after selection vendor due to its fund constraints.
- 10.2 The Bank may seek documents from the bidder in addition to scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 10.3 The Bank reserves the right to relax any clause as stated hereinabove for selection of responsive vender. The decision of the Bank in this respect will be final.



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**11. Dates & Information :**

Sl. No.	Activities	Date & Time
1	Date of uploading in the e-tender portal	24/08/2023
1	Documents download (online)	24/08/2023
3	Bid Submission Start Date (online)	24/08/2023
4	Bid Submission Closing Date (online)	22/09/2023(Friday) at 14:00 hrs.
5	Bid Opening Date (online)- Technical Bid	22/09/2023(Tuesday) at 15:00 hrs.
6	Date of uploading list for technically qualified bidder (online)	26/09/2023(Friday) at 16:00 hrs.
7	Date opening of Financial Bid	22/09/2023 (Friday) at 16:30 hrs
8	Date of uploading of list of bidders along with the approved Rate	26/09/2023 (Tuesday) at 17:00 hrs

12. Opening the financial bid as per schedule will be NOTIFIED LATER ON. Financial bid can be seen & accessed by the bidder through the e-Tender Portal online after opening of financial bid online. No objections raised by the Bidder in this respect will be entertained by the Bank. No informal tender will be entertained in the Bid further.
13. During the Scrutiny , if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
14. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

  
(A. Chattopadhyay)  
Chief Executive Officer





**Annexure I**  
**FURNISHING BASIC INFORMATION**  
**(To be furnished in the Company's official letter pad)**

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License no. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PAN Card)	
7	GST No. (Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Bank (Please enclose copy of purchase order & user list, if yes)	
9	Annual Turnover as per Audited P/L Accounts and Balance sheet	2020-21: Rs. .... 2021-22: Rs. .... 2022-23 Rs. ....
10	Status of the bidder (Please enclose copy authentication your status)	Manufacturer/ Dealer / Distributor / Selling Agent / Stockiest (Please put tick mark)
11	Income Tax Returns submitted for the Financial Year 2019-20 (Please enclose copy)	Yes / No (Please put tick mark)
12	Income Tax Returns submitted for the Financial Year 2020-21 (Please enclose copy)	Yes / No (Please put tick mark)
13	Income Tax Returns submitted for the Financial Year 2021-22 (Please enclose copy)	Yes / No (Please put tick mark)
14	GSTR 9 for the FY 2019-20 (Please enclose copy)	Yes / No (Please put tick mark)
15	GSTR 9 for the FY 2020-21 (Please enclose copy)	Yes / No (Please put tick mark)
16	GSTR 1 and 3B for the FY 2021-22 (Please enclose copy)	Yes / No (Please put tick mark)



**Annexure II**  
**APPLICATION FOR TENDER**

(To be furnished in the Company's official letter pad with full address and contact no. E-mail address etc.)

To  
The Chief Executive Officer  
The Burdwan Central Co-Operative Bank Ltd.  
64, G. T Road, P.O- Burdwan  
Dist. – Purba Bardhaman – 713 101 (WB)

Sub “ Tender for the enlistment of vendor for Refurbishing work and Supply of furniture at Proposed Srirampur Branch, Vill & PO-Srirampur , Block- Purbasthali-1, Dist-Purba Bardhaman, PIN-713302”

Ref: Tender no. .... Dated .....

Sir, Having examined the pre-qualification & other documents published in the Tender no. .... dated ....., I/we hereby submit all the necessary information and relevant documents for evaluation :

1. That the application is made by me/us on behalf of ..... in the capacity of .....duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document vide Clause 9 and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. W have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published form time to time.
4. We are offering rate in Financial Bids (BOQ) for printing and supplying of answer booklets (main & supplementary) for The Burdwan Central Co-Operative Bank Ltd.
5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is not beyond our control.





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Date :

Signature and name of applicant including title  
and capacity in which application is made

Contact no. :

E- Mail address:

Postal Address :

**Annexure III**

Authorization letter in favour of the applicant (other than Managing Director /Proprietor/ /Partner)  
from the competent authority)

(To be furnished in the company's official letter pad with full address and contact no. email Address etc.)

This is to certify that Mr. .... (Name), Employee of the  
organization as .....(Official Designation) is hereby authorized to submit tender  
online, Vide Ref. No ..... Dated ..... On behalf of the  
organization.

Signature of the Authorized Person .....

Signature of Mr .....:is hereby attested .

Signature of the competent authority with Seal .....



**ANNEXURE IV**  
**(Affidavit Proforma)**

(To be furnished in Non- Judicial Stamp paper of appropriate value duly notarized)

I, Sri /Smt..... the Managing Director /Proprietor (etc.) of the firm  
..... (Name of the firm) at (address) ..... do hereby  
solemnly affirm and declare as follows :

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Instruments/ Equipment's / or other items to any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Instrument's Equipment or any other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (if any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and behalf and all documents attached are genuine & correct.

Deponent(s)





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**ANNEXURE V**  
**(Affidavit Proforma)**

(To be furnished in Non- Judicial Stamp paper of appropriate value duly notarized)

**DECLARATION OF THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.**

I the undersigned , do hereby declare that on behalf of my organization, I will comply all the formalities that are require to be complied as per The Burdwan Central Co-Operative Bank Ltd. and I will observe all clauses of The Burdwan Central Co-Operative Bank Ltd. (including Terms & conditions). In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by The Burdwan Central Co-Operative Bank Ltd. For taking decision related with the tender.

Full signature of the Person (Designation with sign)

Date:

Place :



TENDER FOR INTERIOR DECORATION WORKS FOR PROPOSED SRIRAMPUR BRANCH OF THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

Sl no.	Description of work	Qty	Unit Rate	Rate without GST	GST 18 %	Amount including GST
01.	<p><b>False Ceiling (Gride Type)</b>                      Providing , fabricating and erection ANF tabular type Armstrong False ceiling of 600 mm x 600 mm gride with approved brand of Armstrong fitting. The rate shall include the additional cost of Tee and L supports and other accessories near the ends / odd size edges / corners. Provide additional length support from the ceiling to the false ceiling grid wherever necessary openings for electrical light fittings, alarm detectors and any other fixtures. No extra payment for making openings in the panel/grids for the purpose of light fittings. Making necessary framework for AC ducting, if any, and necessary cutout for taping and finishing to proper line and level including making groves.                      (As per design approved by the Bank)</p>	900 Sq.ft.				
02.	<p><b>Partition</b></p> <p><b>1) Full height partly glazed</b>                      Wooden structure framing made of 2.5" x 2.5" Kapoor wood with 1' Square in between both horizontally and vertically. After necessary termite treatment both side of the frame cover with 12 mm thick BWR plywood (approved brand) with 1mm thick texture laminate (approved brand) fixed in both side by approved brand adhesive. 10 mm thick frosted toughen glass (approved brand) to be fixed by lipping bit teak wood with necessary polish and fixed over the 3' height from the floor and 2' below the ceiling height.                      (As per design approved by the Bank)</p> <p><b>2) Half height partly glazed</b>                      Wooden structure framing made of 2.5" x 2.5" Kapoor wood with 1' Square in between both horizontally and vertically. After necessary termite treatment both side of the frame cover with 12 mm thick BWR plywood (approved brand) with 1mm thick texture laminate (approved brand) fixed in both side by (approved brand) adhesive. 10 mm thick frosted toughen glass (approved brand) to be fixed by lipping bit teak wood with necessary polish and fixed over the 3' height from the floor.</p>	<p>400 Sq.ft.</p> <p>60 Sq.ft</p>				





TENDER FOR INTERIOR DECORATION WORKS FOR PROPOSED SRIRAMPUR BRANCH OF THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

	<p>(As per design approved by the Bank)</p> <p><b>3) Full height non glazed</b> Wooden structure framing made of 2.5" x 2.5" Kapoor wood with 1' Square in between both horizontally and vertically. After necessary termite treatment both side of the frame cover with 12 mm thick BWR plywood (approved brand) with 1mm thick texture laminate (approved brand) fixed in both side by (approved brand) adhesive. (As per design approved by the Bank)</p> <p><b>4) Half height non glazed</b> Wooden structure framing made of 2.5" x 2.5" Kapoor wood with 1' Square in between both horizontally and vertically. After necessary termite treatment both side of the frame cover with 12 mm BWR plywood (approved brand) with 1mm thick texture laminate (approved brand) fixed in both side by approved brand adhesive. (As per design approved by the Bank)</p>	60 Sq. ft				
03.	<p><b>Door</b></p> <p><b>1) Door fully glazed</b> Made of 10 mm thick Frosted toughen glass with necessary fittings like Floor spring , Handle, Door stopper, Locking arrangement (approved brand) (As per design approved by the Bank)</p> <p><b>2) Door Partly Glazed</b> Made of 40 mm thick Flush door (approved brand) both side laminate finish with 10 mm thick frosted toughen glass (approved brand) fixed in the middle portion by lipping bit with necessary hanging arrangement, locking system, Door closer and handle (approved brand) (As per design approved by the Bank)</p> <p><b>3) Door non Glazed</b> Made of 40 mm thick Flush door (approved brand) with laminate finish both side with necessary hanging arrangement, locking system, Door closer and handle (approved brand) (As per design approved by the Bank)</p>	80 Sq.ft.				
		90 Sq.ft.				
		20 Sq.ft.				







TENDER FOR INTERIOR DECORATION WORKS FOR PROPOSED SRIRAMPUR BRANCH OF THE BURDWAN CENTRAL CO-OPERATIVE BANK LTD.

07.	<b>Manager room executive table with Side unit and back unit</b> Executive Table oval shape made of 19 mm thick BWR plywood (approved brand) with 1 mm thick texture laminate (approved brand) fixed on inner and outer side. Front width 3' and side and back unit width 1.5'. Side unit and back unit to be provided by 1 cupboard with shelf and two drawers. Front unit to be provided with one cupboard, keyboard tray, wire manager and all cupboard and drawer to be provided by locking arrangement and fittings (approved brand). 10 mm thick toughen glass (approved brand) to be provided top of the table. (As per design approved by the Bank)	60 Sq.ft				
08.	<b>File Cabinet</b> Made 19 mm thick BWR plywood (approved brand) with 1 mm thick texture laminate (approved brand) finish both inner and outer side. Front side to be cover by plywood shutter with necessary locking & fittings (Approved brand) (As per design approved by the Bank)	100 Sq.ft.				
09.	<b>Notice Board / White Board</b> Made of soft board and front side cover with blue colour velvet cloth with necessary aluminum channel to be provided for farming. (As per design approved by the Bank)	12 Sq. ft.				
10.	<b>Kitchen Cabinet (Modular) with Granite top</b> Made of 19 mm thick BWR plywood (approved brand) with 1 mm thick texture finish laminate (approved brand) pasted inner and outer side. Necessary cupboard with locking arrangement and fittings to be provided and a 20 mm thick granite top to be fixed on the cabinet. (As per design approved by the Bank)	20 Sq. ft				
11.	<b>Curtain</b> Best quality as per the Bank approved colour	20 Sq.ft.				
12.	<b>Vertical Blind</b> Best quality as per the Bank approved brand	100 Sq.ft.				
13.	<b>Dining Table</b> Made of 19 mm thick BWR plywood (approved brand)with 1 mm thick texture laminate (approved brand) to be fit on inner and other side	30 Sq.ft				



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	(As per design approved by the Bank)					
14.	<b>Furniture</b>					
	a) High Back Executive Chair revolving type with corm plated metallic frame and leather finish	1 No.				
	b) Mid Back Executive Chair revolving type with chrome plated metallic frame and leather finish.	6 Nos.				
	c) Cushion chair for visitors Synthetic finish with handle fixed type .	8 Nos.				
	d) Waiting lounge chair made of chrome plated purporated seat with back rest (three seater)	2 Nos.				

**Total Rate including GST :**

