



COOCHBEHAR REGIONAL OFFICE
Dinhata Road, Morapora Chowpathi
P.O. & Dist : Coochbehar, 736101
Mail: rocooc@rrubkgb.in

Date:12/08/2025

NOTICE FOR SEEKING QUOTATION

Notice inviting quotation for furniture and plywood renovation works of our Baxirhat Branch (400005) located at Postoffice para, P.O. and P.S. Baxirhat, Tufanganj II, Dist. Coochbehar, Pincode-736131 .

Interested vendors are requested to submit sealed quotations for the said works to our Regional Office in person on any working day during working hours (10 am to 5 pm) on or before 27/08/2025. Quotations will be opened at Regional Office on 28/08/2025 at 12:30 pm.

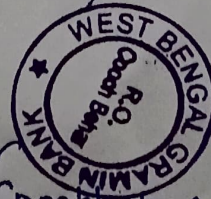
Details of work are attached below.

Terms & Conditions:

1. Quotation will be considered on lower rate (LI) basis.
2. After expiry of scheduled time frame no quotation will be accepted.
3. Bank authority reserves the right to accept or cancel bid unilaterally without assigning any reason thereof prior to the placement or supply order/signing contract thereby.
4. Delay or deviation in work material or time may attract penalty on bill amount.
5. GST no. is mandatory to submit quotation.
6. Rates will be inclusive all charges except GST.
7. Tenderers are advised to visit the branch site to assess the scope of work.
8. Uncompromising adherence to material and workmanship quality standards is required.
9. Vendors should preferably have an established office unit in North Bengal.

Regional Manager
For and on behalf of
WEST BENGAL GRAMIN BANK

Regional Manager
Regional Office, Cooch Behar
West Bengal Gramin Bank
Coochbehar Region



Satyam Kumar
Manager, RO Coochbehar



COOCHBEHAR REGIONAL OFFICE
Dinhata Road, Morapora Chowpathi
P.O. & Dist : Coochbehar, 736101
Mail: rocooc@rrubkgb.in

Tender Cost: Rs. 500/-

Earnest Money: ₹ 20,000/- (Rupees Twenty Thousand Only)

The Tenderer must submit tender cost and EMD as mentioned in the form of a **demand draft / pay order / Banker's Cheque only** in favor of West Bengal Gramin Bank payable at Coochbehar drawn on any nationalized bank (and which shall not bear any interest).

Tender without the Earnest Money in proper form shall be rejected. In accordance with the Government of India Guidelines MSME are exempted from payment of EMD upon submission of valid MSME certificate copy which has to be certified by competent authority.

It may be noted that startup vendors (which are not MSME) are eligible for exemption from payment of Security deposit/ EMD subject to they are submitting requisite certificate of having been recognized as startup. Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery/ delivery through courier service.

Delay in submission:

12 (Twelve) months from the date of issue of completion certificate.

Defect Liability Period:

Either one week from the date of Work Order or the day on which the contractor is instructed to take possession of the site, whichever is later.

Date of Commencement:

30 Days from the starting of the work.

Period of Completion:

3 (Three) calendar months from the date of submission of Tender

Validity of the Tender:

Envelope-I:

Shall contain all the covering letter with the Tender Fees & Earnest Money along with the tender document duly signed

Envelope- II:

Shall contain the Price Bid, dully filled in the Provided Price Bid Tender Document.

For and on behalf of
WEST BENGAL GRAMIN BANK

Regional Manager
Regional Office, Cooch Behar



COOCHBEHAR REGIONAL OFFICE
Dinhata Road, Morapora Chowpathi
P.O. & Dist : Coochbehara, 736101
Mail: rocooc@rrubkqb.in

MODE OF SUBMISSION

The tender is to be submitted in one envelope having both the separate sealed envelopes I & II being put in the this one envelope and should be sealed properly and addressed to "The Regional Manager, West Bengal Gramin Bank, Regional Office, Dinhata Road, Morapora Chowpathi, Coochbehara-736101, West Bengal". **Ph. No. & mail id of the vendor should be mentioned on the main envelope.**

ENVELOPE 1:

This envelope shall contain the following:


- Forwarding letter without mentioning the cost of Tender value arrived at with quoted rates
- Registration / MOA of Firm
- Work Order / Completion of Work Certificates for Similar kind of work (if available). Tenderer with experience will be given preference.
- Work Order of major projects on which the firm is engaged at present if available.
- Copy of PAN Card
- Copy of GST Certificate
- Copy of Trade License
- Banker Cheque or DD of tender fees & EMD.
- Tender document sign & stamped on each page
- GST returns latest
- ITR latest

ENVELOPE-2: Price Bid

This envelope shall contain the following

Envelope Marked II shall contain the Priced Bid submitted on the printed Forms issued by the bank. The tenderer shall quote the final figure both figure and words

For and on behalf of
WEST BENGAL GRAMIN BANK


Regional Manager
Regional Office, Cooch Behar

ANNEXURE-A

SPECIFICATION OF WORK

Sl. No.	PARTICULARS	UNIT/QTTY	Rate.	Amount
1	Cubical Cash Counter -Cash counter table height 3'6" approx. -Table top Sunmica finish, Area 2'6" X 4'5". -Cash counter 1 door for back side 2' having ply & sunmica pasting -Cash counter front side 12mm etching glass with bank logo & other sides 8 mm etching glass with bank logo -Cash counter table having 2 drawer & 1 palla -Cash counter to use total 18mm plywood -Having one telescopic computer keyboard tray, one telescopic channel drawer with drawer lock and drawer handle with cpu keeping arrangement	9 RFT		
2	Officer table Table area (4'x2.5'x2.5'). Total outside table sunmica pasting. One side 1 no Channel Drawer in side sunmica pasting with Lock & 1 no Palla with two Shelf & Magnet fitting. Polished bit foot rest and inside paints. Total 18 mm plywood use.	4 Nos		
3	Partly glazed wooden Partition (BM Chamber and Cash Partition) Supply & fixing wooden structure 18mm ply use then both side sunmica pasting & woolen bit fittings	340 Sq.Ft.		
4	BM TABLE Table area (5'X2.5'X2.5'). Total outside table sunmica pasting. One side 1 no Channel Drawer in side sunmica pasting with Lock & 1 no Palla with two Shelf & Magnet fitting. Polished bit foot rest and inside paints. Total 18 mm plywood use.	1 No.		
5	Low height cabinet	20 sqft.		
6	Display cum notice board (3'x4')	2 Nos		
7	Solid partition (Main gate and store room)	220 sqft.		
8	Partly glazed wooden partition covering with 6mm ply for BM chamber and cash partition	340 sqft.		
9	Low height wooden partition for Officer 1, Officer 2, Officer 3, Officer 4; Modi-float glass with etching of Bank's logo and high polish having "counter cutting" Low height wooden partition without the glass for UPS room	100 sqft.		
10	Supplying and fixing of partly glazed flush door with fixing and fitting all complete, including door closer, cylindrical lock, door stopper etc. with polish	34 sqft.		

	complete			
12	Supplying and fixing of solid flush door	72 sqft.		
13	Top apron glass (4'x1.5'x4')	24 sqft.		
14	Main entrance glass door	35 sqft.		
15	Writing desk (2'x1')	1 no.		
16	Complaint box made of all 12 mm with fitting-fixing complete	1 no.		
17	Providing & fixing suspended ceiling of 12.5 mm thk. plain Gypboard of approved size 'J' from the floor, fixed on G.I. Section suspended from the main ceiling by means of G.I. hangers / M.S. rod hooks of adjustable 'J' bolts. The Gypboard is fixed to the Channels with drywall screws & the exposed surface to be finished with Gypboard joint tape, jointing compound & 2 Coat of top coat gypsum primer as per manufacturer's specification including all fixtures & fittings complete, leaving cut holes for lighting fixtures & AC. louvers. Cost includes finishing painting with white emulsion paint & putty. (Provision of Tray lighting should be provided as per site requirement)	350 sqft		
18	Providing and erecting in position 14 mm thick Armstrong/Celotex mineral fiber board ceiling	850 sqft		
19	Swing door	22 sqft.		
20	Shutter box	88 sqft.		


Tentative time to complete the project: Days

Date:

Place:

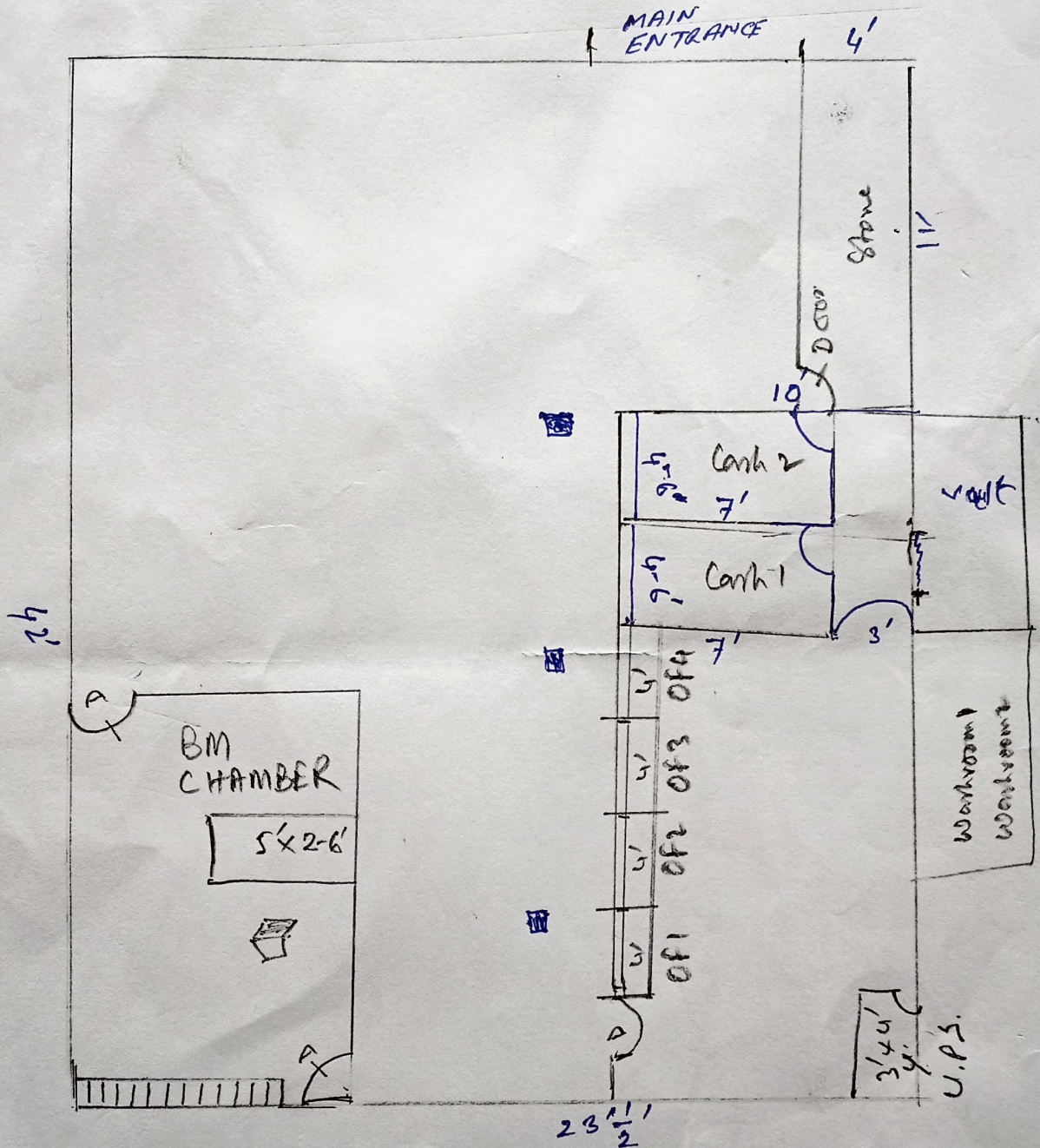
(Signature with seal)

For and on behalf of
WEST BENGAL GRAMIN BANK


Regional Manager
Regional Office, Cooch Behar

BOXIRHAT BRANCH.

MAIN ROAD



For and on behalf of
WEST BENGAL GRAMIN BANK

Regional Manager
Regional Office, Cooch Behar