

ওয়েষ্ট বেঙ্গল গ্রামীন ব্যাঙ্ক

( সরকারী মালিকানাধীন পিভিউ স্ট ব্যাঙ্ক )  
মোরাপোড়া চৌপাঠী, দিনহাটা রোড  
পোঃ কোচবিহার, জেলা - কোচবিহার  
পশ্চিমবঙ্গ - ৭৩৬১০১, ভারত  
ওয়েবসাইট: <http://www.wbgb.co.in>



West Bengal Gramin Bank

( Scheduled Bank Owned by Government )  
Morapora Chowpathi, Dinhata Road  
Po. Coochbehar, Dist - Coochbehar  
West Bengal 736101, India  
Website: <http://www.wbgb.co.in>

Date: 30.04.2026

**TENDER INVITATION**

Sealed tenders are invited by Regional Office-West Bengal Gramin Bank, Dinhata Road, Morapora Chowpathi, Coochbehar - 736101, West Bengal for its Saheberhat Branch to execute composite work which includes Interior and furnishing works under (Two) bid System i.e. Technical Bid (Cover-I) & Price Bid (Cover-II).

**Name of Work:** Interior and furnishing works of Saheberhat Branch of West Bengal Gramin Bank.

**Cost of Tender Document:** ₹500/- (Rupees Five Hundred Only) to be paid by demand (Non Refundable) draft or Banker's Cheque favoring West Bengal Gramin Bank, Regional Office- Coochbehar, Payable at Coochbehar.

**Availability of Tender Documents:** West Bengal Gramin Bank, Regional Office, Dinhata Road, Morapora Chowpathi, Coochbehar-736101, West Bengal OR [wbgb.co.in](http://wbgb.co.in)

**Issue of the Tender Documents:** From 30.04.2026 to 18.05.2026 between 10:00 Hrs. to 15:30 Hours, Except Sundays and Holidays.

**Time & date of Submission of Tender:** Up to 3:00 P.M. on 18.05.2026

**Time and Date of Opening of Tender** 12:30 P.M. on 18.05.2026

**Venue of the Tender opening:** West Bengal Gramin Bank Regional Office, Dinhata Road, Morapora Chowpathi, Coochbehar-736101, West Bengal

**Tender to be addressed to:** To, The Regional Manager West Bengal Gramin Bank Regional Office, Dinhata Road, Morapora Chowpathi, Coochbehar-736101, West Bengal

For and on behalf of  
WEST BENGAL GRAMIN BANK  
*[Signature]*  
Regional Manager  
Regional Office, Cooch Behar

**Earnest Money:**

₹ 5000/- (Rupees Five Thousand Only)

EMD shall be accepted in form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bankers' Cheque or Bank Guarantee (including e-Bank Guarantee) (from any Scheduled Commercial Bank other than our own Bank) or online payment

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:**

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.

**Defect Liability Period:**

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

**Date of Commencement:**

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 earlier.

**Period of Completion:**

30 Days from the starting of the work.

**Validity of the Tender:**

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

**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, Coochbehar-736101, West Bengal". Ph. No. & mail id of the vendor should be mentioned on the main envelope.

**ENVELOPE 1: (MARKED As ENVELOPE I)**

This envelope shall contain the following:

- Forwarding letter on bidder's letter head pad 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.

WEST BENGAL GRAMIN BANK  
Regional Manager  
Regional Office, Cooch Behar

- d) Work Order of major projects on which the firm is engaged at present if available.
- e) Copy of PAN Card,
- f) Copy of GST Certificate,
- g) ITR and GST returns latest FY and Quarter respectively
- h) Copy of Trade License,
- i) Pay Order / Banker's Cheque / DD of tender fees & EMD.
- j) Tender document sign & stamped on each page.

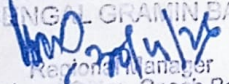
**ENVELOPE-2: Price Bid (MARKED AS ENVELOPE II)**

This ENVELOPE shall contain the following

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

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.

For and on behalf of  
WEST BENGAL GRAMIN BANK  
  
Regional Manager  
Regional Office, Cooch Behar

<b>BOQ of Proposed Interior &amp; Furnishing Work of West Bengal Garmin Bank, Saheberhat Branch</b>					
<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>					
<b>Sl. No.</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>MAIN ENTRANCE FULLY GLAZED PARTITION</b>				
	Providing and fixing frameless fully glazed 12mm thk. toughened float glass partition fixed with necessary patch fittings (Dorma make) including cutting, making holes, cut-outs in the glass of required shape and size to accommodate fittings and fixing the fittings in floors, soffits, jams including necessary fixtures, screws, sealant wherever required and SS cover over patch fittings. Rate shall include necessary decorative film / LOGO.	<b>30.00</b>	<b>Sq.Ft.</b>		
<b>2</b>	<b>MAIN ENTRANCE DOOR</b>				
	Providing & fixing in position Twin stile door made of 12mm thk. Toughen glass with necessary hardware fixtures of approved make & design, viz. patch fittings, on which the shutters are pivoted at the top & bottom, approved decorative tubular handles on both the faces, (Dorset or Godrej equivalent approx. 300mm long) complete as per direction. Rate should include etching of the Bank's logo & emblem on the Glass in the size & design as approved by the engineer. (FOR BRANCH ENTRY)	<b>37.00</b>	<b>Sq.Ft.</b>		
<b>3</b>	<b>DOOR FRAME</b>				
	Wood work in door with 1st. class hard wood frame fitted and fixed in position complete including a protective coat of painting at the contact surface of the frame including cost of concrete, Iron Butt Hinges and M.S clamps as required at site. (FOR CASH & STORE ENTRY)	<b>3.00</b>	<b>Cu.ft.</b>		

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<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>				
<b>4</b>	<b>LOW HEIGHT PARTLY GLAZED PARTITIONS</b>			
	<p>Providing &amp; Fixing double skin low ht. partition (1200 mm. high) with electrical wire management system, 900 mm. solid, then 300 mm. partly glazed (as per drawing), made out of aluminium hollow sections of 50mm x 50mm size 1.5 mm thick of JINDAL/INDAL make as internal framed structure spaced not more than 600 mm. c/c both ways, double skin partition if axed to aluminium frame made of 6 mm. thk. approved marine grade ply (IS:710), finished both side with approved laminate with 1.5 mm. groove design, 4" high laminated skirting etc., the vertical support of 50 x 50 mm. frame to be extended up to 1200 mm., side &amp; top faces to be covered with 65 x 15 mm. CP teak wood melding bead (curved at top) with 6 mm. x 6 mm. polished groove. 300 mm. high x 10 mm. thk. glass to be fixed to partition with 30 x 12 mm. teak wooden bead with 6 mm. groove, all exposed teak wood surface to be completed with natural colour high polishing etc. all complete as per design, direction and approval of the engineer. (FOR OF1, OF3 &amp; OF4 SIDE)</p>	<b>54.00</b>	<b>Sq.Ft.</b>	
<b>5</b>	<b>FULL HEIGHT PARTLY GLAZED PARTITION</b>			
	<p>Specification same as 22 above except for 10mm approved make clear float glass shall be provided above 2'-6" from ff1 or as advised by engineer with necessary steam beach molding finished with melamine. Height up to 7'6".</p>	<b>300.00</b>	<b>Sq.Ft.</b>	

BOQ of Proposed Interior & Furnishing Work of West Bengal Garmin Bank, Saheberhat Branch					
SCHEDULE OF QUANTITIES FOR INTERIOR & FURNISHING WORKS					
6	FULL/ LOW HT. SOLID PARTITION				
a)	<p>Providing and fixing in position full height (Upto 7'6" HT.)/ low height (HT. 4') solid partition 65 mm thk. as indicated in the drawing excluding the door made out of aluminium hollow sections of 50 mm x 50mm size 1.5mm thick of JINDAL / INDAL make as internal framed structure placed horizontally &amp; vertically in 550 mm x 550 mm / 600 mm x 600 mm centre to centre or as directed by the engineer. The alternate corner vertical members of the partition shall be taken up to the ceiling level and the same shall be anchored to the ceiling securely with help of suitable cleats. Framework shall be fixed with 6 mm thick marine grade ply (IS - 710) of approved make on both sides finished as per following specifications. The Partition shall be finished with 1.0 mm thick laminate Sun mica make of approved shade and make or equivalent on both the sides. Rate shall be inclusive of provision of pencil groove as directed by the engineer. The item does not include the doors. (FOR CASH BACK, STORE &amp; OF 2 SIDE)</p>	360.00	Sq.Ft.		
b)	<p>Providing and fixing in position full height (Upto 7'6" HT.)/ low height (HT. 4') <b>solid</b> partition 65 mm the. (same as above) but finished with one side 6 mm. ply &amp; 1 mm. approved laminate &amp; other side with 6 mm. thk. Cement bonded particle board finished with necessary primer &amp; distemper paint complete.</p>	0.00	Sq.Ft.		

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<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>					
<b>7</b>	<b>CASH COUNTERS &amp; CABIN</b>				
a)	<p>Providing fitting &amp; fixing the cash counters along with partition all complete Providing fitting &amp; fixing 2'6" wide &amp; 2'6" high staff working top made of 18mm thick BWP block board of approved inhale finished with 1.0 mm laminate of approved make &amp; shade. The customer transaction top shall be 1' wide projecting 6" on the customer side at a height of 1' above the staff working counter thus making a total height of 3'6". The customer top is made of 18 mm thick BWP block board which is finished with 3/4" thick granite (Black Galaxy) pasted on top of it. Both the staff working top &amp; the transaction top is rested &amp; supported together by a front Apron or Double skin partition with a recessed portion in the centre of a panel of 1'6" height.</p>	45	Sq.Ft.		
	<p>Below the working top/counter will be 1'4" wide 3 nos. drawer unit on one side and wooden CPU rack on the other side with wooden key Board tray with slide channels &amp; foot rest in between each of the counter. The front portion to each cash cage above the transaction top (from 3'-6' to 7'0" height) will be provided with 2 nos. of 12 mm thick Toughened glass leaving a gap of 2" between the two glass panes so as to allow clear conversation between the customer &amp; the cashier. The cut-out of 8"X4" is at the central bottom part of each of the transaction counter with a provision for small lockable latch wooden door.</p>	5.00 x 2 Nos.	R Ft.		

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<b>8</b>	<b>PARTLY GLAZED FLUSH DOOR</b>			
	<p>Supplying &amp; fixing in position 35 mm. thk. solid core hot pressed phenol formaldehyde bonded partly glazed flush door shutter of approved make finished up to 900 mm with 1.0 mm thick laminate sheet of approved quality on both sides of the door shutter. The upper portion of the shutter is to be provided with 10 mm thick glass fixed with rubber wood glazing beads of approved design, complete as per drawing. Rate to include cost of hardware fittings e.g. handle locks, aldrop handles, door closer &amp; night latch all of approved make as by the engineer. The exposed timber surfaces are to be polished in approved colour and finishing the same with N.C. lacquer in mat satin finish. (FOR BM &amp; OF 2)</p>	<b>30.00</b>	<b>Sq.Ft.</b>	
<b>9</b>	<b>WRITING LEDGE</b>			
	<p>Providing &amp; fixing writing ledge 900 mm. long x 300 mm. wide x 150 mm. deep, as per design made out of 19 mm BWP block board with necessary groove patterns 1.0 mm laminate. A divider made of 19 mm block board to be provided. White beach / white cedar lapping with natural polish to be used in all exposed areas, inside of writing ledge to be enamel painted. Top of ledge will be of 12 mm. thk. Float glass. The work to be completed as per design and approval of the engineer.</p>	<b>1.00</b>	<b>unit</b>	

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<b>10</b>	<b>FREE STANDING TABLE</b>				
	<p>Providing &amp; erecting in position <b>free standing at table</b> made of 19 mm. thk. BWP grade block board for sides, top &amp; panel, finished with 1 mm. thk. Laminate of approved shade &amp; make in outer faces. Inside of the table to be finished with synthetic enamel paint / polish as per matching tone. Drawer cum cabinet unit of approx. overall size of 400 x 600 x 725 mm. (h) of 19 mm. the. Block board. The drawer unit shall comprise of 1 tea tray, 1 drawer, 1 cabinet with inner faces polished with approved shade with telescopic drawer slides. The drawer unit shall be finished with 1 mm. laminate including cabinet shutter. The quoted price should include cost of teak wood molding to edges, wood tipping, run multipurpose locks of Godrej make &amp; other necessary hardware accessories including SS handles, pvc wire manager, plywood keyboard tray, mobile CPU trolley, foot rest etc. of approved quality. All the ply edges should be lipped &amp; finished with prescribed shade of polish. The rate also include the cost of hardware like hinges, tower bolts, handles, magnets, wire manager etc.</p>				
<b>A)</b>	size - 6' X 2'6" x 2'6" including 10 mm. thk. Clear Float Glass at Top (For MGR)	<b>1.00</b>	<b>Nos.</b>		
<b>B)</b>	size - 5' X 2'6" X 2'6" (For OF-2)	<b>1.00</b>	<b>Nos.</b>		
<b>C)</b>	size - 4'6" X 2'6" X 2'6" (For OF-1, OF 3 & OF 4)	<b>3.00</b>	<b>Nos.</b>		

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<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>					
<b>11</b>	<b>SIDE CABINET</b>				
	Providing and erecting side cabinet unit is of size 900 mm length, 450 mm deep & 750 mm high consisting of a 375 mm length of a side unit 3 sets of drawer i) top row of 100 mm high drawers ii) 150 mm high drawer at middle & iii) 350 mm high drawer at bottom and 525 mm length cabinets with sliding shutters all finished in 1 mm thk. laminate (For Manager)	<b>3.00</b>	<b>R Ft.</b>		
<b>12</b>	<b>BANKING TABLE TOP APRON</b>				
a)	Banking tables will have 12mm thick toughened glass and 300mm high etched glazing placed 50mm away for customer side and 50mm above the customer top thus making a total height of 1100 mm. The apron glass is supported by 150 mm x 150 mm laminated plywood box/ wooden post on both side of the tables. Glass fixed with wooden beat. (BM, OF 1, OF 2, OF 3 & OF 4)	<b>12.00</b>	<b>R Ft.</b>		
<b>13</b>	<b>STORAGE UNIT</b>				
	Providing and fixing Storage Unit made out of 19 mm block board (IS : 1659) for top, sides & 6 mm. for back finished with 1.0 mm laminate. The operable shutters to be made out of 19 mm block board finished outside with 1.0 mm laminate (IS : 2046). The cabinet will have shelves of clear ht. approx. 14". The shelves to be made of 19 mm. thk. block board. The necessary godrej multipurpose locks, 4" SS matt finished handles, hinges are to be provided. 4" laminated skirting to be provided. Inside of the unit to be synthetic enamel painted / polished in matching tone. All the exposed edges of the boards/ plywood's to be covered with white beach/ teak wooden lapping/ moldings (6 x 20 mm.) duly natural polished all complete. The work to be completed as per approval and specification of the engineer.				

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<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>					
<b>a)</b>	Low Height Storage (up to 750 mm. high) (FOR BM BACK SIDE, STORE, <b>OF 1 BACK SIDE</b> )	<b>20.00</b>	<b>Sq.Ft.</b>		
<b>b)</b>	FULL Height Storage (up to 7' high) (FOR STORE)	<b>150</b>	<b>Sq.Ft.</b>		
<b>14</b>	<b>NOTICE BOARD</b>				
	Providing and fixing soft board/ notice board fabricated out of 12mm BWR ply covered with 12mm soft board padding and upholds ply propylene fabric @80/ mar. Edges of the soft board should have white beach/ white cider melding with natural polished. N B : where pin up board is in a paneled area, the top of the pin up board should be flushed with the panel, keeping the same level. The work should be completed as per design specification & approval of the engineer.	<b>12.00</b>	<b>Sq.Ft.</b>		
<b>15</b>	<b>DROP SUGGESTION BOX</b>				
	Providing and fixing Drop / Suggestion Box (400 x 600 x 150 mm.) made out of 19 mm BWR Ply and finished with 1 mm. laminate and enamel painted inside. A 6" long slit is to be wade in the front for inserting letters etc. The shutter with necessary locking arrangement & should have a glass panel at bottom. The work should be completed in all respects as per design specification & approval of the engineer.	<b>2.00</b>	<b>Nos.</b>		

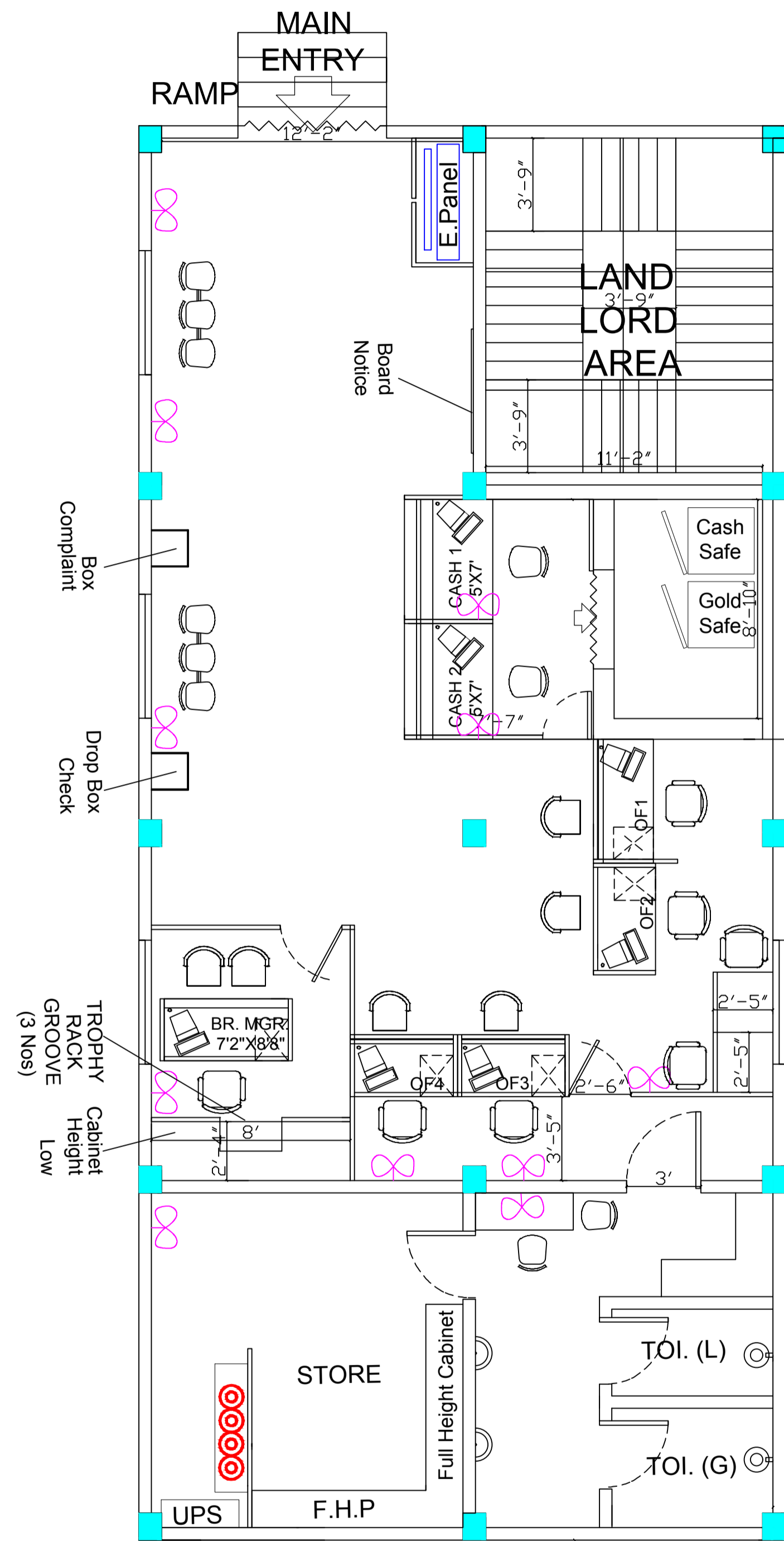
<b>BOQ of Proposed Interior &amp; Furnishing Work of West Bengal Garmin Bank, Saheberhat Branch</b>					
<b>SCHEDULE OF QUANTITIES FOR INTERIOR &amp; FURNISHING WORKS</b>					
<b>16</b>	<b>SWING/ WICKET DOOR</b>				
	Supply fitting and fixing in position Swing Door 4' high with the following specifications: Vertical members - 2 numbers (50 x 50) mm size Horizontal Members 0-4 numbers (50x50) mm size Both sides of the frame work should be covered with 6 mm BWP grade ply with 1.00 mm laminate with locking arrangement, door stopper door closer etc. all the hardware fittings should be ISI mark etc. complete. (FOR OF1 SIDE)	<b>8.00</b>	<b>Sq.Ft.</b>		
<b>17</b>	<b>GENERATOR PLATFORM WITH G.I. SHED &amp; ELECTRICAL WORK</b>				
	Construction of raised platform 7'-0" (L) x 5'-0" (B) x 1'-0" (H) with 5'-0" wide ramp, including brickwork, filling, concrete flooring, structural supports, G.I. sheet roofing, and electrical provisions, complete in all respects.				
<b>a)</b>	Providing and laying single brick masonry (230 mm thick) in cement mortar (1:6) over properly laid brick soling, up to 1'-0" height, including curing and finishing.	<b>600</b>	<b>Nos.</b>		
<b>b)</b>	Providing compacted sand filling up to 1'-0" thickness and laying plain cement concrete (PCC) flooring of 100 mm (4") thickness (nominal mix 1:2:4), finished smooth.	<b>1</b>	<b>M<sup>3</sup></b>		
<b>c)</b>	Supplying, fabricating, and erecting MS angle sections (2" x 2"), 4 Nos. at corners, up to 7'-0" height, including welding, fixing, and painting with anti-corrosive primer and finish coat.	<b>100</b>	<b>Kg</b>		

<b>d)</b>	Providing and fixing G.I. sheet roofing over the platform using MS box pipe (2" x 2") frame (4 corner supports + 1 center support) including cutting, drilling, fastening with J-bolts, nuts, washers, etc.	<b>40</b>	<b>Sq.Ft.</b>		
	Fixing of roofing sheets with proper slope towards one side to ensure drainage of rainwater, as per standard engineering practice.				
<b>e)</b>	Providing and fixing PVC insulated copper wiring, switchboard, switches, and necessary fittings, complete with proper earthing and connections.	<b>1</b>	<b>Unit</b>		

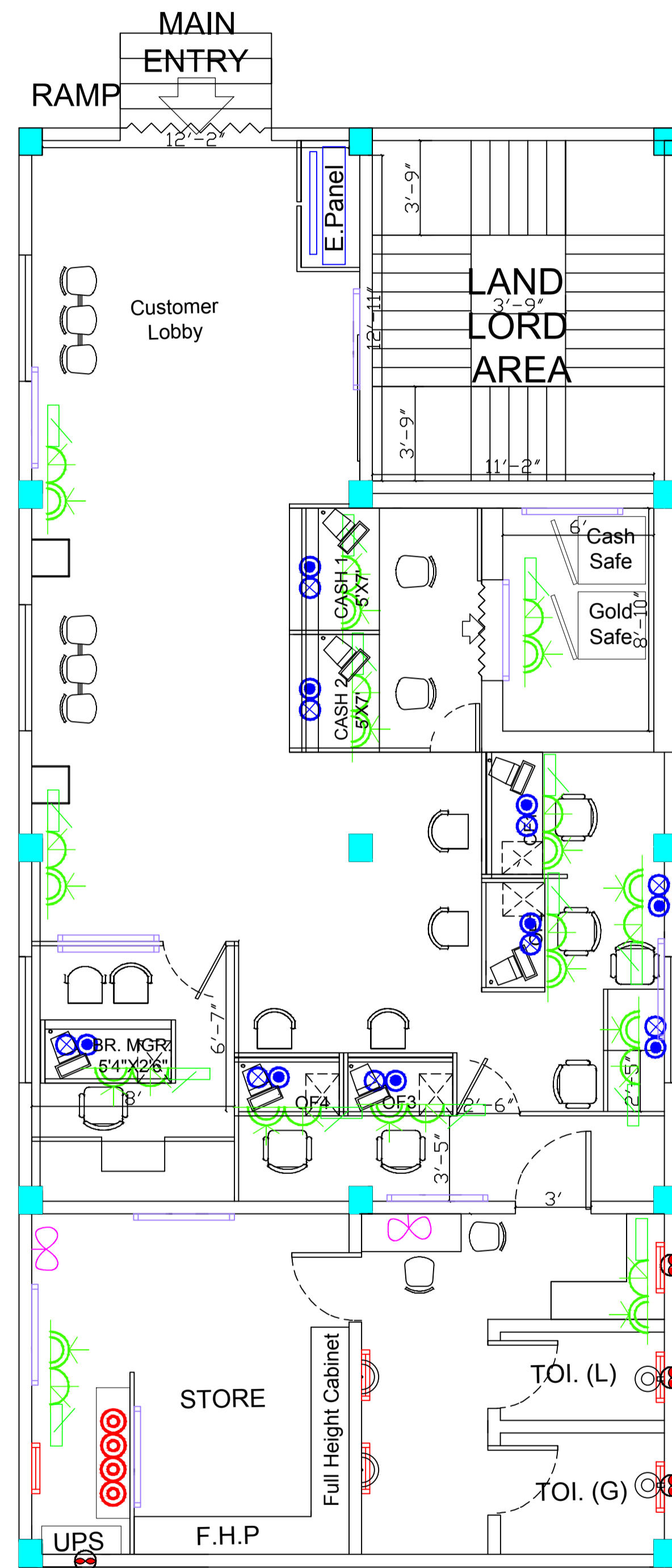
PROJECT REF.: PDC/COB/WBGB/D-02/R3

DATE:10.04.2026

ROAD



CIVIL DWG.



ELECT. DWG.

# LEGEND

FIXTURE	SYMBOL	NO.
DOWN LIGHT		00
RECESS LIGHT		00
TUBE 4'		11
TUBE 2'		06
CALL BELL		00
EXHAUST FAN		04
WALL BRACKET FAN		11
SWITCH BOARD		14
16 amp PLUG POINT		14
6 amp PLUG POINT		14
COMPUTER & LAN POINT		09
TELEPHONE		00
RAW POINT IN UPS		04
PANEL		01
A.C. STARTER & SOCKET		00

PROJECT:

WEST BENGAL GRAMIN BANK  
SAHEBERHAT BRANCH

AREA STATEMENT:

PREMISE IN USE :  
 AREA AGREEMENT: 1200 SQ.FT  
 AREA (EXCL. WALLS): 1223.90 SQ.FT  
 TOILET AREA (G & L): 91.75 SQ.FT  
 AREA (INT. WALL): 27.37 SQ.FT  
 COLUMN AREA(INT.): 1.98 SQ.FT  
 CARPET AREA (EXL. WALLS, TOILET & INT. COLUMN): 1102.8 SQ.FT

PROJECT ENG.

M/s PAUL DESIGNING CONSULTANTS  
 OFFICE ADDRESS:  
 NILKUTHI, RAILGHUMTI  
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