



Ref. No: BGVB/DDRO/GSAD/382/2025-26

Dated 24.09.2025

NOTICE INVITING QUOTATION FOR INTERIOR & FURNISHING WORK
AT WBGB, JOREDIGHI BRANCH UNDER DKASHIN DINAJPUR REGION, WEST BENGAL

Sealed quotations are invited by the Regional Manager, West Bengal Gramin Bank, Dakshin Dinajpur Region for supply & installation work at Joredighi Branch, WBGB at Village + Post- Joredighi, Dakshin Dinajpur, West Bengal, Pin- 733121. Contractors / Vendors may apply in prescribed quotation forms for above mentioned contract from the Bank's website: <https://wbgb.in> under the link "<https://wbgb.co.in/tenders.aspx>".

The quotation, quoting the amount (excluding GST – if applicable) for carrying out the work, may be submitted in sealed envelope only super scribing "**Quotation for Interior & Furnishing Work at WBGB, Joredighi Branch**" addressed to the Regional Manager, West Bengal Gramin Bank, Dakshin Dinajpur Regional Office, Balurghat, Dist- Dakshin Dinajpur, West Bengal 733101 **so as to reach not later than 5 p.m. October 8, 2025. Quotation received after 5:00 P.M. on October 8, 2025 will not be accepted.** Quotations will be opened on the next working day, October 9, 2025 at 11:00 A.M. The bidders are advised to be present in person or send an authorized representative duly authorized by issuance of an 'Authority Letter' for the purpose. *For more details, kindly refer the general instructions and terms & conditions for the contract (tentative) attached herewith.

For any queries regarding the quotation, the bidders may contact GSAD Department, West Bengal Gramin Bank, Dakshin Dinajpur Regional Office, Balurghat, Dist- Dakshin Dinajpur, West Bengal 733101 Contact no: **75859 15522.**

The Bank reserves the right to reject any or all the quotations.

For & behalf of
WEST BENGAL GRAMIN BANK
Dakshin Dinajpur Regional Office

(Parvati Sarangi Roy)
Regional Manager

24.09.2025

Regional Manager

West Bengal Gramin Bank
Dakshin Dinajpur Regional Office

Date : 24.09.2025

Place : Balurghat

Encl: Tender Document

TENDER DOCUMENT
WEST BENGAL GRAMIN BANK
GSAD DEPARTMENT, REGIONAL OFFICE, DAKSHIN DINAJPUR

NOTICE INVITING QUOTATION FOR INTERIOR & FURNISHING WORK
AT WBGB, JOREDIGHI BRANCH UNDER DAKSHIN DINAJPUR REGION, WEST BENGAL

Details to be filled in by bidder

1. Name of the Bidder:
2. Address:

3. Telephone No.
4. Mobile No.
5. E-mail address:
6. Fax No.
7. PAN No.
8. TAN No.
9. Registration No:
10. GST No.
11. Constitution of the Bidder (whether a company/ partnership firm/ proprietary concern, copy of document to be submitted):

12. Name/s of the proprietor/ partners/ Director (Copy of document to be submitted):

13. The bidder's Annual Turnover for last three Financial Years (Except 2023-24)

Financial Years	Turnover (Rs. In Lakh)	Income Tax paid (Rs. In Lakh)*
2024-25 (Unaudited)		
2023-24		
2022-23		

*Income Tax returns for the last three years to be attached

14. Bankers Details:

Name of the Bank	Branch Address	Nature / Type of the Account	Account Number

15. Details of the institution/s for which similar work have been or are being carried out:

Sl. No	Name of the Institution	Address	Telephone Number, e- mail, Fax No.

16. The bidder should have never been blacklisted by any Govt./PSB/PSU: Yes / No
(Undertaking in this respect to be submitted)

I / we hereby declare that I / we have read and understood the general instructions and special conditions for the bidder and also the contents of the standard agreement and accept the same. I/We declare that the particulars/information given by us is true.

Signature	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	

Undertaking by Bidder
(To be submitted on Concern's Letter head)

To:
Regional Manager
West Bengal Gramin Bank
Dakshin Dinajpur Regional Office, Balurghat,
Dist- Dakshin Dinajpur, West Bengal 733101

Dear Sir,

Sub: Quotation for proposed Interior & Furniture Work at WBGB, Joredighi Branch.

1. Having reviewed and fully understood all information provided in the Tender Document dated 24.09.2025 (“**Quotation for proposed Interior & Furniture Work at WBGB, Joredighi Branch**”) issued by the Bank, I/We am/are hereby submitting the Bid. As required we are enclosing the following: -

- a. Bid as per the Tender.
 - b. Other details and supporting documents (as applicable) in response to the requirements outlined in the Tender.
2. Our Bid is unconditional, valid and open for acceptance by Bank.
3. We undertake that we shall make available to the Bank, any additional information/ clarification it may find necessary or require to supplement or authenticate the Bid.
4. We hereby agree, undertake and declare as under: -
- a. We have examined the Tender document and have no reservations with respect to the same.
 - b. Our Bid is, in all respects, compliant with the requirements of the Tender. Without prejudice to the foregoing, notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid, we hereby represent and confirm that our Bid is unqualified and unconditional and is without any deviations, conditions or any assumptions in all respects.
 - c. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid, we hereby agree and undertake to keep this Bid valid and open for acceptance without unilaterally varying or amending its terms for the period, including any extended period, as specified in accordance with the Tender.
 - d. We declare that in the event that the Bank discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid.
 - e. We undertake that in case due to any change in facts or circumstances or applicable law during the Bidding process, we are disqualified in terms of the Tender, we shall intimate the Bank of the same immediately.
 - f. We further declare that we have not been declared ineligible for corrupt or fraudulent practices in any bid process and have not been blacklisted by any Nationalized Bank/ Bank/ Finance Company or Regulatory Authority anytime in the past relating to supply of Note Counting Machines.
 - g. We confirm that the Bank and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the veracity of the statements, documents, and information submitted in connection with this Bid and to seek clarifications from our employees and clients regarding any financial and technical aspects.
 - h. This letter will also serve as authorization to any individual or authorized representative of any entity referred to in the supporting information, to provide such information deemed necessary and requested by BGVB to verify statements and information provided in this Bid, or with regard to our resources, experience, and competence.

i. We hereby irrevocably waive any right which we may have at any stage at Court of law or howsoever otherwise arising to challenge or question any decision taken by the Bank in connection with the selection of the Bidder, or in connection with the Bidding process itself, in respect of the above mentioned Proposed Corporate Agency Tie-up and the terms and implementation thereof.

j. We hereby undertake that the new equipments to be delivered to the Bank will be brand new including all peripherals and components and that the equipment and its parts are licensed and legally obtained.

5. We understand that: -

a. All information submitted under this Bid shall remain binding upon us.

b. The Bank may in their absolute discretion reject or accept any Bid.

c. We acknowledge the Right of the Bank to reject our Bid without assigning any reason for the Proposed Tie-up and also to reject all Bids (Proposals). We hereby waive our right to Challenge the same on any account whatsoever.

d. Bank is not bound to accept any Bid that it may receive pursuant to the Tender.

6. We acknowledge that the Bank will be relying on the information provided in the Bid and the Documents accompanying such Bid for selection of the Bidders and we declare that all statements made by us and all the information pursuant to this letter are complete, true and accurate to the best of our knowledge and belief.

7. We hereby unconditionally undertake and commit to comply with the timelines as specified in terms of the Tender or as extended by the Bank from time to time at its sole discretion.

8. This Bid shall be governed by and construed in all respects according to the laws of India. Courts in Kolkata, India, shall have exclusive jurisdiction in relation to any dispute arising from the Tender, this Bid and the Bid process.

9. All the terms used herein but not defined, shall have the meaning as ascribed thereto under the Tender.

Name of the Bidder

Signature of the Authorized Person

Name of the Authorized Person

General Instructions to bidders and Special Conditions

1. Quotation in prescribed form shall be submitted in sealed envelope superscripting “**Quotation for Interior & Furnishing Work at WBGB, Joredighi Branch**” and addressed to the Regional Manager, West Bengal Gramin Bank, Dakshin Dinajpur Regional Office, Balurghat, Dist- Dakshin Dinajpur, West Bengal 733101 and should reach the office not later than 1700 hours IST on October 8, 2025. Quotations submitted through Fax and E-mail shall not be accepted. The full name, postal address, e-mail address and telephone/mobile number of the bidder shall be written on the sealed envelope.
The Quotation, duly sealed, may also be deposited in the above address by hand. No Quotation shall be received accepted after the stipulated time and date.
2. All copies of the Quotations should be completed in all respects with all attachments/ enclosures/ Annexure. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Bank at its discretion.
3. The Quotation form must be filled in and all entries must be made by hand and written with ball pen.
4. The agency/intended bidder may visit/examine the site/unit through prior appointment.
5. The Quotation, to be submitted shall contain:
 - The details of the Bidder in the prescribed format;
 - The undertaking and acceptance of the terms and conditions with sign in all pages;
 - In case of company/ firm, Power of Attorney / authorization with the seal of the company/firm in the name of the person signing the Quotation documents.
 - Any other information the Bidder wishes to furnish.
 - The quotes have to be in Indian Rupees only with detailed break-up of price as per format (Annexure-I), both in figures and words. The rate quoted shall be **exclusive and net** of all taxes imposed by Central/State Government/ Local Bodies.
 - **Price bid needs be submitted in a separate sealed envelope** superscripting “**Price Bid for Interior & Furnishing Work at WBGB, Joredighi Branch**” and to be placed along with other necessary papers in the main envelope.
6. Quotations will be opened on the next working day, October 9, 2025 at 1100 hours IST in the office of the Regional Manager, West Bengal Gramin Bank, Dakshin Dinajpur Regional Office, Balurghat, Dist- Dakshin Dinajpur, West Bengal 733101.

The bidders or their authorized (duly authorized by a letter issued by the bidder) representatives are advised and allowed to be present at the time and place of opening of the bids.
7. The Bank is not bound to accept any Quotation and reserves the right to reject any or all the Quotations, either in whole or in part without assigning any reasons.
8. On receipt of intimation from the Bank of the acceptance of his Quotation, the successful Bidder shall sign an agreement/contract within a week. However, the written acceptance of the Quotation by the West Bengal Gramin Bank will constitute a binding contract between the West Bengal Gramin Bank and the person so bidding, whether such formal agreement is subsequently executed or not.
9. Time for completion of job: 15 days from the date of acceptance of offer.
10. The Tenderer/Bidder will not sublet the work (if awarded to his/their Bidder) and if it does so; the penalty shall be payable by his/their Bidder as may be decided by the Bank.
11. Quotations will be evaluated on the basis of lowest quoted rate (L-1).

12. The intending bidder should thoroughly go through and understand the above terms and conditions and only such of those who are willing to fulfil all the terms and conditions of the agreement should submit the Quotation.

I / we hereby declare that I / we have read and understood the general instructions for bidder and also the contents of the standard agreement and accept the same.

Signature	
(Authorised Person with Seal)	
Name	
Address	
Date	
Place	

GENERAL TERMS & CONDITIONS FOR THE CONTRACT

1. The bidders may visit/examine the site and its surrounding from 24-09-2025 to 07-10-2025 on any working day between 11:00 AM to 03:00 PM by prior appointment with the concerned officials to assess the accessibility and assess the scope of works before submitting their offer. No claims later on in regard to the site and its surrounding or any matter relating thereto shall be entertained. The bidders shall arrange & maintain at his (their) own cost all materials, Tools & Plants, security (for their men/materials), storage for material and facilities to the workmen for executing the work.
2. The rates mentioned in the financial bid shall be inclusive of all Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Installation, Testing, Commissioning, etc. at site including temporary constructional Storage, Risks, Overhead Charges, General Liabilities/ Obligations etc. and any other taxes as applicable but excluding Taxes / GST. Any variation in the above said rate (except taxes / GST) till the completion of the work will also be in the bidders account.
3. Tender documents shall be available on Bank's website only.
4. Tender MUST be duly signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
5. The conditional tender shall not be considered under any circumstances and shall be rejected without any notice.
6. No tender will be received after 5.00 PM on 08.10.2025.
7. All tenders/bids shall be the property of West Bengal Gramin Bank and contractors will lay no claim whatsoever on the same.
8. Bank reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Bank in this regard will be binding on all the bidders. Bidders not complying with any of the provisions stated in this tender document are liable to be rejected. Bank reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
9. West Bengal Gramin Bank, does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders whether in whole or in part without assigning any reason for doing so. The owner reserves his rights to negotiate with the lowest or any other tender/s.
10. Each of the tender documents is required to be signed by the person or persons submitting the tender in token of his/ their having acquired himself/ themselves with the general conditions, articles of agreement, mode of measurements, schedule of probable quantities, site conditions and the time schedule etc. as laid down. Any tender with any of the documents not signed will be liable to be rejected.
11. Payment terms as follows: - a) No advance payment will be made. b) The payment shall be made after successful completion and handing over of work in all respect.
12. Income Tax and surcharge will be deducted as per Govt. of India rules.
13. All entries in bid documents must be made by hand and in ink. The rates quoted for the items shall compulsorily be in "Figure" and Total Amount in "Figure" & "Words" in English. In the event of discrepancy between the rates quoted in figures & words, the rates quoted in words, shall be binding.
14. All erasures and alterations made while filling the tender must be attested with initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender invalid.
15. All the pages of the tender documents should be signed by the tenderer.
16. In case L1 backs out, Bank reserves the right to entrust to L2 and so on.
17. The contractor shall abide by the rules of Minimum Wage Act and Child Labour Act and keep the owner indemnified regarding the same. The contractor should take necessary insurance for the work as required under the workman compensation act, labour laws etc. as prevailing.
18. The rate shall be binding to the Contractor, for all the tender items till the completion of defect liability period irrespective of variation in market rates of material and labor.
19. Bank reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the bidder, failure to start the work within 10 days from date of acceptance.
20. Bank shall be fully empowered to expel any of the bidder's staff in case of any indiscipline / misconduct / violence.

21. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period and in such case the amount of earnest money/security deposit will be forfeited.
22. The calculations made by the tenderer should be based upon probable quantities of the several items of work, which are furnished for the tenderers' convenience. It must be clearly understood that the contract is not a lump-sum contract that neither the probable quantities nor value of the individual and the aggregate value of the entire tender will form a part of the contract and that Bank doesn't in any way assure/guarantee the tenderer that the said probable quantities are correct or that the work would correspond thereto.
23. The various materials stored on site shall be protected from the fire, floods or rains etc. and the contractor shall be responsible for any damage caused to the owner for the same.
24. The tender submitted on behalf of a firm shall be signed by all the partners/ directors of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the owner may reject the tender.
25. The owner reserves the right to omit any item or items or part thereof for which contractor shall not claim any compensation whatsoever.
26. The bidder shall depute their own security staff for watch and ward of their materials supplied/ installed at site till the final handing over of the complete work and temporary lockable shed/Almirah etc. shall be arranged by bidder at his own risk and cost. No accommodation/ staff/ lockable space will be provided by Bank under any circumstances.
27. No escalation in any form either of cost/materials/labours or any taxes shall be payable by the Bank during the contract period.
28. The bidder shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Bank. The bank shall have no liability in this regard. The personnel employed by the bidder will not claim any right to become the employees of Bank and there will be no Employee and Employer relationship between the personnel engaged by the bidder and Bank.
29. On completion of all work, bidder shall remove all surplus materials & leave the site in a broom clean condition, failing which the same shall be done at bidder's risk & cost. Bidder shall be responsible for disposing off the all old dismantled waste materials away from the campus. The disposal of such materials shall be done immediately after completion of work at own risk & cost.
30. Non tendered/extra work if asked to be done by the contractor, only on written instructions/order from Bank. The time schedule will not change.
31. The rates quoted by bidders should be realistic and workable for each and every items. Quoting unrealistic/unreasonable lower or higher price will be treated as non-responsive bid and will not be considered for further evaluation. The decision of Bank shall be final in this regards.
32. The bidder shall ensure compliance of all statutory laws & bye laws of the central Govt./ state Govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act, Contract Labour Act 1970 & other legislative enactment applicable etc. Bank will not be responsible for such purposes in anyway.
33. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Kolkata. The agreement is subject to the jurisdiction of the courts at Kolkata.
34. The successful tenderer is bound to carry out entire work within the period stipulated in the appendix. The tenderer will have to pay liquidated damages for non- completion of job within stipulated period at the rate of Rs 1000/- per day after expiry of period of completion subject to maximum of 10% of the contract value.
35. The contractor shall acquaint himself with the site conditions making his own arrangement for storing of material at site lift cartage etc.
36. The contractor will take necessary precautions for carrying out the work avoiding any damage to structure/decorative parts of the property. The contractor will rectify any damages done at his cost.
37. The bank may delay the progress of work without in any way vitiating the contract and grant extension of time for the commencement/completion of contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim, compensation or damage in relation thereof.

38. The quantities mentioned in the schedule of quantities are approximate. Payment will be made on the actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission. Conditional tenders quoted by Contractor is liable to be rejected.
39. The Bank has a right to alter the nature of work and to add or omit any items of work or to have the option of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudices to the contract.
40. I/ We hereby declare that I/We have accept/read and understood the above instructions for the guidance of the tenderer.

Date:

Signature of the tenderer Place SEAL.

DISCLAIMER

1. West Bengal Gramin Bank, Dakshin Dinajpur Regional Office has prepared this document to give background information on the project to the interested parties. While West Bengal Gramin Bank (WBGB) has taken due care in the preparation of the information contained herein and believe it to be accurate, neither West Bengal Gramin Bank, nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.
2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by West Bengal Gramin Bank, Dakshin Dinajpur Regional Office in submitting the quotation. The information is provided on the basis that it is non– binding on West Bengal Gramin Bank or any of its respective officers, employees, agents or advisors.
3. West Bengal Gramin Bank reserves the right not to proceed with the project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

ANNEXURE-I**QUOTATION FOR INTERIOR & FURNISHING WORK AT WBGB, JOREDIGHI BRANCH****WORK DETAILS**

SL NO	ITEMS	QUANTITY	RATE	AMOUNT
1	02 pc cash counter of size 10'-0"x6'-6"x6'-0" made by hardwood frame, both side 12 mm best quality ply & Sunmica setting, front portion above 3'-6" Height top portion marble setting & 12 mm etching with logo glass setting & 03 side 12 mm etching glass setting and back side 02 pc pallah With Lock setting, including 04 Pc channel setting drawer, lock, handle setting , upper portion open complete fitting & fixing.	01 Pair		
2	Old Ledger table 12'x3' repairing and Old sunmica damage & new sunmica Setting, Front Portion 12 mm 15" new Etching with logo glass setting, new materials setting , back side painting complete fittings.	01 Pc		
3	New Partition Of size 4'-0"x17'-0" made by both side ply & sunmica setting, above 30" height 3" gape then 15" 12mm etching glass setting, one pc push gate setting, complete fittings.	68 Sqft		
4	Manager Enclosure Of size 4'-0"x27'-0" made by both side ply & sunmica setting, above 30" height 3" gape then 15" 12mm etching glass setting, one pc push gate setting, complete fittings.	108 Sqft		
5	Kitchen room aluminium partition of size 19'-0"x10'-0" made by aluminium bar & acp board setting , including 01 Pc gate setting complete fittings.	190 Sqft		
6	New dopatta cover Of size 27'-0"x3'-6" made by ply & front side sunmica setting, inside painting, including 12 Pcs pallah setting, complete fittings.	95 Sqft		
7	Old table new ply & rexine setting.	02 Pc		
8	Notice Board 3'-0" x4'-0" made by ply with velvet & aluminium Chanel Setting.	01 Pc		
9	Complaint Box made by ply board & complete sunmica setting.	01 Pc		
10	Calendar board made by best quality ply, sunmica setting.	01 Pc		
11	Aluminium main door of size 5'-0"x7'-0" made by best quality aluminium bar, One pallah setting, pallah lower portion 3'-0" acp board & upper portion 3'-0" glass setting complete fittings.	35 Sqft		

GRAND TOTAL (INR)**AMOUNT IN WORDS:****SIGNATURE OF AUTHORISED PERSON (WITH SEAL)****DATE:****PLACE:**