e-Tender Document
FOR INTERIOR DECORATION AT NADANGHAT BRANCH , PURBA BURDWAN , PIN-713 515 , WEST BENGAL

TENDER ID : E&B- 151/2026-27 dated 04/11/2026

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.
64, G.T. Road, P.O. – Burdwan, Dist. – Purba Bardhaman – 713101

The Burdwan Central Co-operative Bank Ltd. ★ Regn No.-76, dated-26.01.1917 ★

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5. Submission of Tenders

5.1 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 renderer 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.

5.2. Technical Bid

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

I. Technical Bids (Statutory Cover) containing :

1. Annexures
   a) Basic Information (Vide Annexure I) (to be submitted in "Annexure" folder)
   b) Appllication 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

who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc.

8. Terms & Conditions Regarding 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) 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 vender.

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 with in West Bengal.

9.5 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.

9.6 Time Schedule: The decoration must be completed within the time frame from the date of receipt of the purchase order /work order.

9.7 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.

9.8 Period of Contract: An offer letter to be issued to the selected vender with the quoted rate and period.

9.9 Place of delivery: The Burdwan Central Co-operative Bank Ltd. HQ and other branch within Purba and Paschim Burdwan.

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11. Dates & Information :

Sl. No.	Activities	Date & Time
1	Date of uploading in the e-tender portal	**04/11/2026**
1	Documents download (online)	**04/11/2026**
3	Bid Submission Start Date (online)	**20/11/2026**
4	Bid Submission Closing Date (online)	**20/11/2026(Friday) 10:00 hrs.**
5	Bid Opening Date (online)- Technical Bid	**20/11/2026(Friday) at 11:00 hrs.**
6	Date opening of Financial Bid	**20/11/2026(Friday) at 11:00 hrs.**

12. Opening the financial bid as per schedule will be NOTIFIED LATER ON. Financial bid may 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.

Peali Saha 4/11/26

(Peali Saha)
Chief Executive Officer

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

Dhrup Mondal

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 interior decoration at Nadanghat, Purba Burdwan"

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.

Date :

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

Contact no. :
E- Mail address:

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

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.

The Burdwan Central Co-operative Bank Ltd. ★ Regn. No.-76, dated-26.01.1917 ★

Dnup Mondal.