

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

e-Tender Document
FOR INTERIOR DECORATION AT ASANSOL BRANCH ,
PASCHIM BURDWAN , PIN-713301 , WEST BENGAL

TENDER ID : E&B- 97/2024-25 dated 26/03/2025

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.

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Ref. No.: **E&B-97/2024-25**

Date : **26/03/2025**

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

The Burdwan Central Co-Operative Bank Ltd. intends to select vendor for Interior decoration at Asansol, Paschim Burdwan, Pin-713301, West Bengal through online e-Tender. 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 construction of above type of work 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 **09/04/2025 (Wednesday) at 13:00 hrs. Bid opening time is 09/04/2025 (Wednesday) 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. 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.
- iii) Intended vendors must have one successful work completion certificate of Rs.10 lakhs or two completion certificate of Rs. 07 lakhs each.



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- 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/Distributors/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. 16(Sixteen) lakhs in India for the last financial year are eligible to participate in the Tender.

6. Submission of Tenders

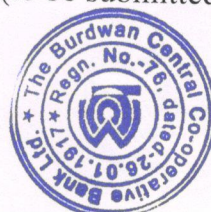
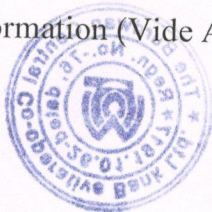
6.1 General process of submission

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 :

- I. Technical Bids (Statutory Cover) containing :
 - 1. Annexures
 - a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)



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- 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 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	Intended vendors must have one successful work completion certificate of Rs.10 lakhs or two completion certificate of Rs. 07 lakhs each.
4	Financial Information	Certificate 1	Income tax Returns submitted for the recent three (03) financial year
		Certificate 2	GST Returns of the year recent three (03) financial year



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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. 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

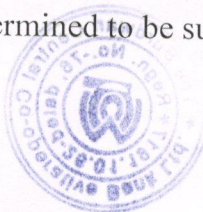
During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & 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,



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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. 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 decoration 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 vender 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 desire 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.



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- 9.13 Earnest Money Deposit (E.M.D.):** E.M.D. of `20,000.00 (Rupees Twenty Thousand Only) 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. 16 (Sixteen) lac in last financial year .
- 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 Kolkata 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.

11. Dates & Information :

Sl. No.	Activities	Date & Time
1	Date of uploading in the e-tender portal	26/03/2025
1	Documents download (online)	26/03/2025
3	Bid Submission Start Date (online)	26/03/2025
4	Bid Submission Closing Date (online)	09/04/2025(Wednesday)

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5	Bid Opening Date (online)- Technical Bid	09/04/2025(Wednesday) at 14:30 hrs.
6	Date of uploading list for technically qualified bidder (online)	09/04/2025(Wednesday) at 16:00 hrs.
7	Date opening of Financial Bid	09/04/2025(Wednesday) at 15:00 hrs.
8	Date of uploading of list of bidders along with the approved Rate	09/04/2025(Wednesday) at 16:00 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.

Peali Saha
28/3/25

(Peali Saha)

Chief Executive Officer



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BOQ BCCB WITH INTERIOR WORK (ASANSOL BHAWAN)

SL. NO.	DESCRIPTION OF WORK	QTY	UNIT RATE	RATE WITHOUT GST	GST @18%	RATE WITH GST
A	REFURBISHING WORKS FOR INTERIOR FURNISHING WORK					
1	Grid-Type False Ceiling Specifications	648 sqft				
	1. False Ceiling Type: Armstrong False ceiling, tabular type					
	2. Grid Size: 600 mm x 600 mm					
	3. Fittings: Approved brand of Armstrong fittings					
	4. Inclusions:					
	a. - Additional cost of Tee and L supports					
	b. - Other accessories near ends, odd-size edges, and corners					
	c. - Additional length support from ceiling to false ceiling grid (where necessary)					
	d. - Openings for electrical light fittings, alarm detectors, and other fixtures (no extra payment)					
	5. AC Ducting: Necessary framework for AC ducting (if required)					
	6. Finishing: Necessary cutout for taping and finishing to proper line and level, including making grooves.					
	Note: All work to be executed as per design approved by the					
	Gypsum-Type False Ceiling Specifications					
	1. Ceiling Height: 8-10" from floor (as decided by the authority)					
	2. Gypsum Board: 12 mm thick, fixed on GI sheet section framework					
	3. Framework:					
	- Main runner: 22 gauge GI sheet					
	- Cross runner: 24 gauge GI sheet	311 sqft				
	- Mesh size: 2' x 2' C/C					
	4. Finishing:					
	- Gypsum board fixed to GI frame					
	- Joints filled with POP paste and paper tape					
	- Level, smooth ceiling finish					
	5. Light Fixtures:					
	- Recessing of gypsum board for light fixtures					
	- Extra framework with GI sheet section for concealed light fixtures					
	6. Painting:					
	- 2 or more coats of plastic paint for even shade					
	- Putty work complete					
	Wooden ceiling					
	7. Designer Ceiling:	120 sqft				
	Part ply, laminate, and cover with luvars as par design					
	- Cutting of light fittings as required					
	Brand : Ply should be Century Clum Premium with 19mm and 1mm Royal Touch Laminate					
	Note: All work to be executed as per design approved by the Bank					
2	Full Height Partly Glazed Partition Specifications	176 sqft				
	1. Frame Material: 2.5" x 2.5" Kapoor wood					
	2. Frame Spacing: 1' square spacing (horizontally and vertically)					
	3. Termite Treatment: Necessary termite treatment on both sides of the frame					
	4. Plywood Covering: 19 mm thick BWR plywood (approved brand)					
	5. Laminate Finishing: 1 mm thick texture Royal Touch laminate (approved brand) on both sides					
	6. Adhesive: Approved brand adhesive for laminate fixing					
	7. Glazing:					
	- 10 mm thick frosted toughened glass (approved brand)					
	- Fixed using lipping bit teak with necessary polish					
	- Glass placement: 3' above floor, 2' below ceiling height					
	Note: All work to be executed as per design approved by the Bank.					
3	Half Height Partly Glazed Partition Specifications	185 sqft				
	1. Frame Material: 2.5" x 2.5" Kapoor wood					
	2. Frame Spacing: 1' square spacing (horizontally and vertically)					

	- Handle (approved brand)				
	c. Non-Glazed Door				
	1. Door: 40 mm thick flush door (approved brand)				
	2. Finishing: Laminate finish on both sides				
	3. Fittings:	42 sqft			
	- Hanging arrangement				
	- Locking system				
	- Door closer				
	- Handle (approved brand)				
	Brand : Ply should be Century Clum Premium with 19mm and 1mm Royal Touch Laminate				
	Note: All work to be executed as per design approved by the Bank.				
6	Fixed glass	21 sqft			
	12 mm toughened glass fixed [ssg]				
7	Front Counter Specifications				
	General Specifications				
	1. Counter Height: 5'	107 sqft			
	2. Frame Material: 2.5" x 2.5" Kapoor wood frame				
	3. Frame Spacing: 1" square spacing (horizontally and vertically)				
	4. Plywood Covering: 12 mm thick BWR plywood (approved brand)				
	5. Laminate Finishing: 1 mm thick texture laminate (approved brand) on both inner and outer sides				
	Brand : Ply should be Century Clum Premium with 19mm and 1mm Royal Touch Laminate				
	Glazing Specifications				
	1. Glass Type: 10 mm frosted toughened glass (approved brand)				
	2. Glass Placement: Front side of counter, 3' height from base level				
	3. Fittings: Necessary fittings for glass fixation				
	Fittings and Accessories				
	1. Keyboard Tray: Metal keyboard tray (approved brand)				
	2. Wire Manager: Wire manager (approved brand)				
	3. CPU Unit: Necessary CPU unit (approved brand)				
	Counter Dimensions				
	1. Front Counter Width: 2.5'				
	2. Side Counter Width: 16"				
	3. Counter Height: 2.5'				
	Note: All work to be executed as per design approved by the Bank.				
	Side Unit Specifications				
	a. General Specifications				
	b. 1. Unit Width: 18"				
	c. 2. Material: 19 mm thick Century Club Premium plywood (approved brand)				
	d. 3. Laminate Finishing: 1 mm thick texture laminate (approved brand) on inner and outer sides				
	e. 4. Adhesive: Approved brand adhesive for laminate fixing	45 sqft			
	f. Storage Specifications				
	g. 1. Cupboard: 1 unit				
	h. 2. Drawers: 2 units				
	i. Fittings and Accessories				
	j. 1. Locking Arrangement: Approved brand locking system				
	k. 2. Hinges: Auto hinge Kobja (approved brand)				
	l. 3. Handle: Approved brand handle				
	Note: All work to be executed as per design approved by the Bank.				
8	L-Shape Clerical Table Specifications				

General Specifications					
1. Material: 19 mm thick Century Club Premium plywood (approved brand)	85 sqft				
2. Laminate Finishing: 1 mm thick executive type texture laminate (approved brand) on inner and outer sides					
3. Height: 2.5'					
4. Front Width: 6'					
5. Side Width: 16'					
Storage Specifications					
1. Drawers: 2 nos.					
2. Cupboard: 1 no. with shutter and shelf					
Fittings and Accessories					
1. Keyboard Tray: Necessary metal keyboard tray					
2. Wire Manager: Wire manager					
3. Locking Arrangement: Approved brand locking system					
4. Other Fittings: Other necessary fittings (approved brand)					
Note: All work to be executed as per design approved by the Bank.					
9	Column and Paneling Specifications				
Frame Specifications		72 sqft			
1. Frame Material: 2.5" x 2.5" Kapoor wood					
2. Frame Spacing: 1" square spacing (horizontally and vertically)					
3. 1mm texture laminate and profile light fixed					
Note: All work to be executed as per design approved by the Bank					
Manager Room Executive Table Specifications					
Executive Table Specifications		35 sqft			
1. Shape: Oval shape					
2. Material: 19 mm thick Century Club Premium plywood (approved brand)					
3. Laminate Finishing: 1 mm thick texture laminate (approved brand) on inner and outer sides					
4. Front Width: 3'					
5. Glass Top: 10 mm thick toughened glass (approved brand)					
10	Side Unit and Back Unit Specifications				
1. Width: 1.5'					
2. Cupboard: 1 unit with shelf					
3. Drawers: 2 units					
4. Locking Arrangement: Approved brand locking system					
5. Fittings: Approved brand fittings					
11	Front Unit Specifications				
1. Cupboard: 1 unit					
2. Keyboard Tray: Necessary keyboard tray					
3. Wire Manager: Wire manager					
4. Locking Arrangement: Approved brand locking system					
5. Fittings: Approved brand fittings					
12	File Cabinet Specifications				
1. Material: 19 mm thick Century Club Premium plywood (approved brand)	54 sqft				
2. Laminate Finishing: 1 mm thick texture laminate (approved brand) on both inner and outer sides					
3. Front Shutter: Plywood shutter					
4. Locking and Fittings: Necessary locking and fittings (approved brand)					
Note: All work to be executed as per design approved by the Bank.					
13	Notice Board/White Board Specifications				
1. Material: Soft board	24 sqft				
2. Finishing: Front side covered with blue-colored velvet cloth					

	3. Framing: Necessary aluminum channel provided for framing				
14	Modular Kitchen Cabinet Specifications				
	1. Material: 19 mm thick Century Club Premium plywood (approved brand)	42 sqft			
	2. Laminate Finishing: 1 mm thick texture finish laminate (approved brand) on inner and outer sides				
	3. Cupboard: Necessary cupboard with locking arrangement and fittings				
	4. Countertop: 20 mm thick granite top				
15	Storage file cabinet				
	1. Material: 19 mm thick Century Club Premium plywood (approved brand)	71 sqft			
	2. Laminate Finishing: 1 mm thick texture laminate (approved brand) on both inner and outer sides				
	3. Front Shutter: Plywood shutter				
	4. Locking and Fittings: Necessary locking and fittings (approved brand)				
	Note: All work to be executed as per design approved by the Bank				
16	Curtain Specifications				
	1. Quality: american plete Best quality	28 sqft			
	2. Colour: As per Bank-approved colour				
	Note: All work to be executed as per design approved by the Bank.				
	Vertical Blind Specifications				
	1. Quality: Best quality	62 sqft			
	2. Brand: As per Bank-approved brand				
	Note: All work to be executed as per design approved by the Bank.				
17	Dining Table Specifications				
	1. Material: 19 mm thick Century Club Premium plywood (approved brand)	18 sqft			
	2. Laminate Finishing: 1 mm thick texture laminate (approved brand) on both inner and outer sides				
	Note: All work to be executed as per design approved by the Bank.				
18	Furniture Specifications				
	a) High Back Executive Chair	1 pcs			
	1. Type: Revolving				
	2. Frame: Chrome-plated metallic				
	3. Finish: Leather				
	b) Mid Back Executive Chair	2 pcs			
	1. Type: Revolving				
	2. Frame: Chrome-plated metallic				
	3. Finish: Leather				
	c) Cushion Chair for Visitors	7 pcs			
	1. Finish: Synthetic				
	2. Type: Fixed with handle				
	d) Waiting Lounge Chair				
	1. Type: Three-seater	6 pcs			
	2. Seat and Backrest: Chrome-plated perforated metal				
	Sofa set and center table	3 sit			
	as par design sofa and center table				
19	CIVIL CONSTRUCTION WORK				
	1. According to the design , all door and windows must be demolished [20 inch Brick wall cutting]	110 sqft			
	2.then it needs to be finished beautifully again				
	3. some new doors and windows need to be closedwith plaster finish brick work as per design [10 inch brick wall]	350 sqft			
	4. some new bathroom partition walls need to be built. And plaster finish [5 inch brick wall]	145 sqft			

	5. we need to put some new columns and put concrete rcc slab on top. [with out stair area]	72 sqft				
	Note: All work to be as per design approved by the Bank. cement use ultratech and ambuja, steel use tata					
20	NEW ATM ROOM WORK					
	1. The foundation will have to be built with 4x4, columns size 15"x12" as par designe	85 sqft				
	2. all side 5 " brick work and beam supporting the column and plaster finish					
	3. 5" M25 ratio concrete slab on top					
	Note: All work to be as per design approved by the Bank. cement use ultratech and ambuja, steel use tata					