



TRIPURA GRAMIN BANK

HEAD OFFICE: ABHOYNAGAR:

AGARTALA-799005

www. tripuragraminbank.org

TGB/HO/DEV/F-2(58)/ 2005 /2021

Date: 29.10.2021

Notice

For inviting tender for Carpentry work of Tripura Gramin Bank, Belonia Branch under South Tripura District

Tripura Gramin Bank invites sealed tender from eligible vendor/firm/ company/ contractor for execution of Carpentry work by constructing BM Chamber, Counters and other related works in TGB, Belonia Branch under South Tripura District, 95(approx)KM away from Agarala. Intending bidder having a minimum last 3(three) years experience or more for similar works in Department of Govt. of India/Tripura/ PSU/Bank/Statutory Bodies may apply by enclosing the details as per Annexure-II & III and Demand Draft towards cost of Tender and EMD amount following the terms and condition as described in Annexure-I meticulously. Tenderer having no previous experience of furnishing work need not apply.

The tender is a Two Bid system and intending bidders are required to submit their tender in two separate envelopes in the manner explained at Para- 04 of this tender notice. Sealed tenders complete in all respect must be submitted by 26.11.2021 upto 5:00 PM in the Tender Box placed at Tripura Gramin Bank, Head Office, 1st Floor, Development Department, Opp. side of Radhanagar Stand, Agartala. The Financial Bids of only those intending bidders shall be opened who qualify the eligibility criteria of 'Technical Bids' as stipulated in the tender documents. Incomplete & conditional tenders and tenders received without tender price and EMD shall summarily be rejected. The Bank reserves the right to reject any or all the tenders without assigning any reasons thereof.

A Pre-bid meeting will be held at 11:00 Hrs. on 12.11.2021 in the Conference Hall, Tripura Gramin Bank, Head Office with a view to familiarize the prospective bidders with the requirements of the office/scope of work and also to answer queries.


29/10/2021
H.O.D(Development)
Tripura Gramin Bank



Annexure-I
Terms and Condition

1.

Price of Tender Document(Non-Refundable)	₹ 500/-(Five Hundred)
Date of availability of tender document on Bank's website	30.10.2021
Last Date for availability of tender Document on Bank's website	26.11.2021
Last Date and Time for submission of duly filled bid	26.11.2021, 5:00 PM
Pre Bid meeting	12.11.2021, 11:00 AM
Address for Communication	The General Manager, Tripura Gramin Bank, Head Office, Agartala, Pin-799005
Contact Person & Contact details	HOD (Development), (M)7085065173. tgbhodev@gmail.com, hoddev@tripuragraminbank.co.in
Date & Time of opening of two Bids/ Tender	29.11.2021, 11:00 AM
Earnest Money Deposit (EMD)	₹ 25,000/-(Twenty Five Thousand)
Period of contract	15(fifteen) days

2. **Cost of Tender**

Interested eligible bidders may obtain tender document from website www.tripuragraminbank.org. The Cost of tender document is ₹ 500/- (nonrefundable) which should be paid by means of DD drawn in favour of Tripura Gramin Bank payable at Agartala. Bids not accompanied with cost of Tender document would be summarily rejected.

3. **Earnest Money Deposit**

An amount of ₹ 25,000/- (Twenty Five Thousand) must be paid as Earnest Money Deposit (EMD) in the form of a Demand Draft in favour of Tripura Gramin Bank, payable at Agartala. The DD and the cost of tender document as also EMD, should be submitted as a part of the bid.

4. **Submission of Bid**

- i. The bid will be in two parts, Technical Bid and Financial Bid. Both the parts should be submitted in separate sealed covers duly mentioned "Technical Bid For Carpentry Work Of Tripura Gramin Bank, Belonia Branch under South Tripura District " AND "Financial Bid For Carpentry Work of Tripura Gramin Bank, Belonia Branch Under South Tripura District" respectively and both sealed envelopes should be placed in another sealed envelope with an indication "For Carpentry Work of Tripura Gramin Bank, Belonia Branch Under South Tripura District". Duly filled up and completed bid in all respects in a sealed envelope shall be submitted at in the following address within the stipulated period as mentioned:



The General Manager, Tripura Gramin Bank, Opposite site of Radhanagar Stand, District-West Tripura, Agarala, Pin – 799005.

- ii. Each page of the tender document should be signed in full by the intending bidder submitting the bid in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down in the tender document. Any bid with any of the pages of the tender document not signed will be rejected.
- iii. Rates are to be quoted on the prescribed format given in Annexure-III and must clearly indicate the rate quoted in figure and in words. Cutting/overwriting in Annexure-II & III should be avoided. In case of cutting/overwriting, the same must be initialed/authenticated.
- iv. The intending bidder may include any other necessary materials/items against Sl. No. 01 to 05 of the Annexure-III, if required, apart from the materials/item as mentioned in the said Annexure for execution of the tender work and for that reason, the intending bidder may quote against the respective serial number as stated in the said annexure by mentioning the requirement(branded) specifically.

5. **Opening of Tender**

Tender will be opened at 11:00 hrs on 29.11.2021 at Tripura Gramin Bank, Head Office, Agartala, Opp. side of Radhanagar Stand in the presence of tender committee and the bidders or their authorized representative. It is made clear, if the respective bidder or authorized representative on its behalf remains absent, the bid will be opened in their absence.

6. **Scope of works**

TGB, Belonia Branch is located at the ground floor having 2283 sq. ft. The responsibility of the successful bidder is to carry out works by experienced Carpenter(s) as specified in Annexure-III of this tender documents within the said premises.

7. **Validity of contract**

The contract will be fixed for a period of 15(fifteen) days from date of issuing the Work Order form the Bank. The said contract may be terminated at any time within the said stipulated period without any correspondence on the part of the Bank, if any of the stipulated work as mentioned in Annexure-III is not met to the satisfaction of the Bank.

8. **Eligibility Conditions**

- i. The intending bidder should have experience of at least last 3(three) years in the field of providing Carpentry services/works and should enclose proof of having worked with Department of Govt. of India/Tripura/ PSU /Bank/ Statutory Bodies.(Self attested copies are to be attached)
- ii. The intending bidder should be registered under GST and have PAN (Self attested copies is required to be attached)



- iii. Details of currents and previous clients, if any are to be submitted by the intending bidder.
- iv. The intending bidder should not have been blacklisted by any reputed Organization/Department under Central/State Govt./PSU/Bank/Statutory Body nor any criminal cases registered against the intending bidder.

9. **Pre-Bid Meeting**

A pre-bid briefing meeting of the intending tenderers will be held at 11:00 AM on November 12, 2021 in the Conference Hall, First Floor, Tripura Gramin Bank Head Office, Opposite side of Radhanagar Stand, Pin No. 799005 to clarify any point/doubt raised by them in respect of the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to be present and study the tender documents. They may indicate any points/conditions/specifications which need to be clarified during the meeting. These issues will be discussed, and the intending tenderers will be advised suitably. The tenderers are expected to get all the issues clarified during this meeting and therefore should desist from deviating from the Bank's tender conditions/specifications. The intending bidders may place their query, if any, by communicating through mail also.

10. **Responsibility of the successful bidder**

- i. The successful bidder shall strictly comply with all the terms and conditions of the tender document along with the works as stated in Annexure-III.
- ii. The successful bidder is to visit the spot for execution of works as stated and in that respect necessary tools and equipments, supporting staffs, if required will be provided by the successful bidder
- iii. The successful bidder shall take necessary safety measures and it will be solely responsible for safety of successful bidder by it. The Bank will not be responsible for any loss of life/injury caused during performance of the execution work on the part of the successful bidder. Compensation/ expenditure on treatment on such loss of life/injury, if occurred during execution of the work as stated in Annexure-III will be sole responsible of the successful bidder.
- iv. Necessary items provided/supplied on the part of the successful bidder for execution of tender work should be of ISI/BIS certified products as stated. The rates shall not be subject to any variation on price during the period of contract, except in case of taxes. In case of any other items are not covered under the requirement as specified in Annexure-III and essentially required to be installed for execution of the worked, a prior written approval of the Bank is required before execution/installation of the said item.
- v. The charges quoted should include wages to staff, transportation charges to execute the work.

11. **Lowest Tender Not Necessarily to Be Accepted**

- i. The Bank is not bound to accept the lowest or any tender or to assign any reason for non-acceptance.



- ii. The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by him through or in connection with his submission of tenders, even though the Bank may elect to modify/withdraw the tender.

12. Penalty

- i. Non-execution of work as per Annexure-III within the agreement period shall amount to forfeit the EMD.
- ii. If the successful bidder unable to rectify the fault, if occurs within the agreement period, the Bank shall be free to hire/engage any other agency/personnel for rectification of the fault and the expenses incurred by the Bank on this account will be recovered from the successful bidder.

13. Payments Terms

- i. On satisfaction the execution of work as per Annexure-III, the whole payment against bill will be made on the part of the Bank within ten days from the date of submission of bill on the part of successful bidder, subject to applicable TDS.
- ii. A list containing details of materials used/work/done, dully verified by the officers/users should be attached with the bills.
- iii. EMD or amount equivalent to EMD without charging interest would be returned to the successful bidder at the time of payment of bills, subject satisfaction of execution of work.

14. Agreement

After selection of successful bidder and before issuing a Work Order, a formal agreement is required to be executed by and between the Successful bidder and the Bank.

15. In case of any disputes, the Bank shall have the right to appoint an Arbitrator whose decision shall be final & binding on both the parties.
16. The bid submitted on behalf of a firm shall be signed in full by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Non-compliance will make the bid liable to rejection.
17. The bid submitted on behalf of the company, must be dully authorized by the competent authority of the said Company. Non-compliance will make the bid liable to rejection.
18. The Bank reserves the right to accept or reject any or all the bids, either in whole or part(s) thereof without assigning any reason for doing so.
19. The Bank reserves right to amend or to modify any clause of Tender, if required. The intending bidders are requested to go through the official website of the Bank time to time in connection with the updating news of this tender.
20. The intending bidder shall strictly comply with all the terms and conditions of the tender document.



Annexure-II

PROFORMA FOR TECHNICAL BID

Last date & time of submission
Name of the work

:- 26.11.2021 at 5:00 PM
:- Carpentry Work of Tripura Gramin Bank, Belonia
Branch under South Tripura District

Sl. No.	Particulars	Information/ documents submitted by the bidder
01.	Name of the Intending bidder	
02.	Corresponding address including e-mail ID	
03.	Name(s) and address of the Proprietor/Partners with Mobile Numbers	
04.	GST & PAN No. (self attested photo copies to be attached herewith)	GST No. :- PAN No. :-
05.	Year of incorporation of the business	
06.	Number of year of experience (self attested photo copies to be attached herewith from the respective Organisation/Departments/PUS/Bank/ Statutory bodies)	
06.	Annual Turnover for last three years of the intending bidders (self attested photo copies to be attached herewith)	
07.	(a) Past Experience of intending bidder works in Govt Departments(Central/State)	
	(b) PSUs/Banks	
	(c) Autonomous/Statutory Bodies	
	(d) Certificate regarding non-blacklisting of the firm by any Government Department/PSUs/Autonomous Organization etc (To be furnished on the letter head of the bidding organization)	
08.	Qualifications including technical qualification of Carpenter, if any proposed to be provided	
09.	Particulars of Demand Drafts for Price of Tender & EMD	For Price of Tender:- Amount :- Rs. 500/- DD No. & Date :- DD issued by :- For EMD:- Amount :- Rs. 25,000/- DD No. & Date :- DD issued by :-

(Copies of relevant documents are to be attached in support of the above information)

Undertaking

I do hereby certify that all the information furnished are true to my knowledge. On the basis of terms and condition as stated in Annexure-I, I have participated the instant bid. I have no objection to TGB verifying any or all the information furnished in this documents with the concerned authorities, if necessary. I also certify that I have understood all the terms and condition indicated in the tender notice(i.e Annexure-I) and hereby accept the same completely.

(Signature of the bidder/authorised person
with complete address and seal)



Annexure - III

Sl. No.	Description of Work	Quantity	Total Amounts ₹ (in Figure) Excluding GST	Total Amounts ₹ (in word) Excluding GST
1.	<p>COUNTER bearing No. A having with 5' (length) x 3' (wide), 2.5' (height) with following specification:-</p> <ol style="list-style-type: none"> Covered by 10 mm glass (1.5' height) over the counter supported by aluminium bar in two sides (5' in front side & 6' either right or left side) 1 No. of Side rack sized 3' (Length) X 1.5' (Width) having two boxes and one shelf for keeping CPU for each Counter No. A. 01 No. of drawer sized 16" (breadth) X 7" (height) & 20" (length) along with branded locks, handles, hinges, Hettich ball, bearing slides etc. for each Counter A. 01 No. of cabinet box (sized:- remaining portion of height of the counter after fixing the drawer) attached with the respective drawer of each Counter A. Respective counter should have a plastic opening round shape hole (2" diameter) on the same for electrical points. Foot rest as per requirement of M.P teak wood at the bottom. Edges of the each counter along with side rack should be molded with teak wood duly polished. <p><u>Counter bearing No. A should be made with the following materials :-</u></p> <ol style="list-style-type: none"> 19 mm Plywood Board (water proof & Phenol bonded certified by IS:303, MR grade, moisture resistance). Plywood shall be fixed/furnished with 1 mm sunmica (certified by IS:2046) of brown colour at the Top, vertical and visible surfaces of counter. Glue for fixing materials should be 	3 Nos.		



	<p>marine grade IS:851 certified.</p> <p>d. Glass to is used of branded company IS:2553(Part-I)2018 certified.</p> <p>e. Alluminium should be used of IS:733 certified</p> <p>f. Branded colour of IS:15489 certified to be used as Wood preservative.</p> <p>g. Any Other Requirement, please quote</p> <p>COUNTER bearing No. B having with 5'(length) x 3' (wide), 2.5' (height) with following specification:-</p> <p>2.</p> <p>a. Covered by 10 mm glass (2.5' height) over the counter supported by alluminium bar in two sides(in front side & either right or left side).</p> <p>b. 1 No. of Side rack sized 3'(Length)X 1.5'(Width) having two boxes and one shelf for keeping CPU for each Counter No. B.</p> <p>c. 02 No. of drawer sized 16"(breadth) X7" (height) & 20"(length) along with branded locks, handles, hinges, Hettich ball, bearing slides etc. for each Counter B.</p> <p>d. 1 No. of cabinet box(sized:- remaining portion of height of the counter after fixing the drawer) attached with the respective drawer of each counter B.</p> <p>e. Respective counter should have a plastic opening round shape hole(2" diameter) on the same for electrical points.</p> <p>f. Foot rest as per requirement of MLP teak wood at the bottom.</p> <p>g. Edges of the each counter along with side rack should be molded with teak wood duly polished.</p> <p>h. Each Counter-B should be covered with partition of 5' height(2.5' made by MDF Board and remaining 2.5' made by glass with necessary alluminium support) and 5' breadth in</p>	03 Nos.		
--	--	---------	--	--



3.	<p>back side along with door(5'height X 2' breadth)key and lock facility in each counter-B</p> <p>i. One of Counter-B should be covered with partition of 6'length and 5'height(2.5' made by MDF Board and remaining 2.5' made by glass with necessary alluminium support).</p> <p><u>Counter bearing No. B should be made with the following materials :-</u></p> <p>a. 19 mm Plywood Board(water proof & Phenol bonded certified by IS:303, MR grade, moisture resistance).</p> <p>b. Plywood shall be fixed/furnished with 1 mm sunmica(certified by IS:2046) of brown colour at the Top, vertical and visible surfaces of counter.</p> <p>c. Glue for fixing materials should be marine grade IS:851 certified.</p> <p>d. Glass to is used of branded company IS:2553(Part-I)2018 certified.</p> <p>e. Alluminium should be used of IS:733 certified</p> <p>f. Branded colour of IS:15489 certified to be used as Wood preservative.</p> <p>g. MDF Board (8mm IS:12406 certified)</p> <p>h. ISI marked of branded company Lock(Night latch)</p> <p>i. Any Other Requirement, please quote</p> <p><u>COUNTER bearing No. C(Cubicle) having with 5'(length) x 3' (wide), 2.5' (height) with following specification:-</u></p> <p>a. 1 No. of Side rack sized 3'(Length)X 1.5'(Width) having two boxes along with two sided door, lock and key facility of each side rack for each Counter No. C.</p> <p>b. 01 No. of drawer sized 16"(breadth) X7" (height) & 20"(length) along with</p>	02 Nos.	
----	---	---------	--



04.	<p>branded locks, handles, hinges, Hettich ball, bearing slides etc. for each Counter A.</p> <p>c. 01 No. of cabinet box(sized:- remaining portion of height of the counter after fixing the drawer) attached with the respective drawer of each Counter-C.</p> <p>d. Respective counter should have a plastic opening round shape hole(2" diameter) on the same for electrical points.</p> <p>e. Foot rest as per requirement of M.P teak wood at the bottom.</p> <p>f. Edges of the each counter along with side rack should be molded with teak wood duly polished.</p> <p><u>Counter bearing No. C should be made with the following materials :-</u></p> <p>a. 19 mm Plywood Board(water proof & Phenol bonded certified by IS:303, MR grade, moisture resistance).</p> <p>b. Plywood shall be fixed/furnished with 1 mm sunmica(certified by IS:2046) of brown colour at the Top, vertical and visible surfaces of counter.</p> <p>c. Glue for fixing materials should be marine grade IS:851 certified.</p> <p>d. Branded colour of IS:15489 certified to be used as Wood preservative.</p> <p><u>DOOR between Counters</u> having with 2.5' (width), 4.00' (height) made with following materials:-</p> <p>a. MDF Board (8mm IS:12406 certified) with aluminium frame including channels, beadings and U shaped or required neoprene gasket.</p> <p>b. Alluminium should be used of IS:733 certified.</p>	01 No.		
-----	--	--------	--	--



05.	<p>c. Any Other Requirement, please quote</p> <p>BRANCH MANAGER CABIN having with 10'(length) x 10' (wide), 7'(Height) with following specification:-</p> <p>a. Manager cabin should be covered with 2 Nos. of partition comprising 10' length, 7' height(3' made by MDF Board in lower portion and remaining 4' made by glass(5mm) in upper portion with necessary aluminium support and other related equipments) including two doors along with lock, door closer, handles and other necessary facility.</p> <p><u>Manager cabin should be made with the following materials :-</u></p> <p>a. MDF Board (8mm IS:12406 certified)</p> <p>b. Alluminium should be used of IS:733 certified.</p> <p>c. Glass to is used of branded company IS:2553(Part-I)2018 certified.</p> <p>d. Lock, Door closer, Handle to be used under ISI marked of branded company.</p> <p>e. Any Other Requirement, please quote</p>	01 No.		
-----	--	--------	--	--

Full Signature of the intending bidder or authorized official with seal

Key Note :-

1. The cost of wages, transportation for execution of the said work is included in Quote price.

