

HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



Netaji Subhas Road : P.O. Chinsurah
Dist. Hooghly : Pin - 712 101
Phone : (033) 2680 2949 / 9131 / 2408 /
6573 / 9303 (FAX)
E-mail : HOOGHLYDCCB@hooghlydccb.com

Memo.No.: 784/2026-27

Date.:09.07.2026

NOTICE INVITING E-TENDERS

E-Tenders (Financial & Technical Bids) are invited from the reputed and interested Suppliers / Contractors / Manufacturers for comprehensive supplying of the following materials as per specimen of the bank. The Bank reserve the right to itself to cancel any or all the quotations without assigning any reasons there to. The Bank does not bind itself to accept the lowest rate. Details as appended in **Annexure-I.**

(A) Comprehensive (composite) price of all above items should be inclusive of all Taxes, GST, Duties, Work contract Tax & delivery cost etc. GST amount should be mentioned separately for each item positively.

(B) Interested Vendors must participate in requisite format (web form) only in the tender wizard's Website : <https://www.tenderwizard.com/eproc> by 20.07.2026 within 11:59pm positively. **A comprehensive PDF file, comprising**

i. the GST Certificate,

ii. Income Tax Returns for the past two years,

iii. Current Trade License,

iv. PAN Card, and

v. clearly outlining the composite rates, is to be generated.

This file will be uploaded along with the e-tender. Bidders are requested to provide their composite rates in a clear and detailed manner.

(C) Suppliers will be refused payment if the supplied materials do not confirm to the specimen or specification.

(D) Payment will be made on demand from Head Office after delivery of the total goods and satisfactory report of the Bank Officials after deducting of Taxes as will be applicable.

(E) Suppliers shall have to supply goods at their own cost to the 21 branches of this bank including Head Office of the Bank at Netaji Subhas Road, P.O Chinsurah, Dist. Hooghly Pin-712101 positively by **25 days**. The details of address are mentioned below. Quantity of consignment will be communicated later from Head Office. Suppliers shall be penalized for any default in supply.

(F) The Tender will be opened on 21st July, 2026 at 11.00 a.m. at Head Office of the Bank, if not declare as holiday/Lockdown, otherwise on next working day at 11.00 a.m. Vendor's representation is solicited.

(G) Printing quality materials should be according to specification as mentioned above and the sample of printing matter for each item will be supplied by this office which should be matched positively otherwise the payment would reduce accordingly.

E-Tender process to be followed:

This Tender will follow e-Tendering process [e-bids] as under which will be conducted by Bank's authorized e- Tendering Service Provider M/s. Antares Systems Ltd through the website

<https://www.tenderwizard.com/eproc>

Following activities will be conducted online through above website:

Submission of Technical Bid & Price Bid by the Vendor

k) Opening of Technical Bid & Price Bid by the Bank

jj) Clarification, if any, sought by the Bank.

jjj) On-line evaluation by the Bank.

Representatives of Vendors will be given training for e-Tendering by the Service Provider namely M/s Antares Systems Ltd.

Bidders who wish to participate in online tenders will have to register with the website

(<https://www.tenderwizard.com/eproc> through the "Register" link provided on the home page.

Registration charges in e-Tendering Website for Vendor/Supplier is ₹2000/-

Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to the bidders / vendors by service provider M/s Antares Systems Ltd:

HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



Netaji Subhas Road : P.O. Chinsurah
Dist. Hooghly : Pin - 712 101
Phone : (033) 2680 2949 / 9131 / 2408 /
6573 / 9303 (FAX)
E-mail : HOOGHLYDCCB@hooghlydccb.com

- i) Support to the Bidders for participating in the bids through e-tendering Website.
 - j) Call center support/ email/ phone/mobile etc. in all possible medium.
 - k) Registration with the e-tendering website.
- User Manual / Training Kit to the Bidder.
- l) Any no. of users of Vendor/ Bidder organization can take support on the e-tendering system.
 - e) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact with M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same.
- Bidders who already have a valid Digital Signature Certificate need not to procure the same.
- In case bidders need any clarification regarding online participation, they can contact
- Antares Systems Ltd.**
Registered Office at: # 137/3,
'Honganasu' Kengeri, Bangalore Mysore Road,
Bangalore – 560 060, India.
Ph: - 080-49352000 / 40482000
Fax: - 080-49352034
Help Desk: 1800-3096630 / 9073677150 / 151 / 152 / 9708966660 / 9044314492 / 033 4604 6611 / 080-40482100
Contact Person: Mr. Kushal Bose/ Mr. Biswajit Chakraborty -Mobile no. 09674758719 / 09674758723

(On working days-0900 hours–1800 hours) e-mail: kushal.b@antaressystems.com
:biswajit.c@antaressystems.com

THE BANK AUTHORITY RESERVES THE RIGHT TO ACCEPT AND / OR REJECT ANY OR ALL THE TENDERS WITHOUT ASSIGNING ANY REASONS THERE TO AND THE BANKS DECISION SHALL BE BINDING AND FINAL.

For any queries please contact: 033-2680-2949 (from 11am to 4pm) in all working days.


Chief Executive Officer

CC to The Special Officer, Hooghly District Central Co-operative Bank Ltd.
CC to Grade -1 Officers (All) Hooghly District Central Co-operative Bank Ltd.
CC to Branch Manager (All) Hooghly District Central Co-operative Bank Ltd, for display in the Notice Board.
CC to Accounts Section
CC to System Cell


Chief Executive Officer

Sr. No.	Name of Product	Size	Job Description 1	Job Description 2	Paper Brand	Paper	Pages	Paper Category	Printing	Binding Des.	Binding Des.	Packing	Delivery	Quantity	Unit	Rate	Amount	Gst	Total
1	Time Premesory Note	18 CM x 21 CM			Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine	60 GSM	100 Sheet	Cream Move	Back Print One Side	1x100 = One Pad	Letter Head Binding With 230 GSM Grey Back	1x50 Pcs Bundle	Chuchura Office	800	Pads				
2	Demand Premesory Note	14.5 CM x 19 CM			Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine	60 GSM	100 Sheet	Cream Move	Back Print One Side	1x100 = One Pad	Letter Head Binding With 230 GSM Grey Back	1x50 Pcs Bundle	Chuchura Office	1,000	Pads				
3	KCC Pass Book	9 CM x 12 CM	Cover 140 GSM Paper, Black Print Front & Back with Gloss Lamination	Inside 20 Pages Black Print 80 GSM Paper 1st & Last Page Information Rest 18 Pages Common	Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine					Thread Sewing		1x50 Pcs Shrink Pack and 500 Pcs Cartoon Pack	Chuchura Office	20,000	Pass Book				
4	Account Opening Form Individual	22 CM x 29 CM	1st Part 6 Pages Colour Maipitho Yellow Paper 80 GSM With Black Print	2nd Part 120 GSM Maipitho With Bio Colour Print One Side (Size 10cm x 22cm)	Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine					1st Part and 2nd Part with Top Left Staple		1x50 Pcs Shrink Pack & 250 Pcs Bundle	Chuchura Office	10,000	Sets				
5	Individual Loan Application Form ECCS	21 CM x 33 CM			Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine	70 GSM	100 Sheet	Maipitho	Black Print Both Side	1x100 = One Pad	Letter Head Binding With 180 GSM Grey Back	1x50 Pcs Staple Patti	Chuchura Office	200	Pads				
6	NEFT / RTGS Application Form	14 CM x 27 CM	One Perforation		Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine	60 GSM	100 Sheet	Cream Move	Back Print One Side	1x100 = One Pad	Letter Head Binding With 180 GSM Grey Back	1x50 Pcs Bundle	Chuchura Office	1,000	Pads				
7	Letter of Acceptance	21 CM x 33 CM			Andhra/ Ballarpur/ Madhya Bharat/ IK / JK / April Fine	70 GSM		Maipitho	Black Print Both Side	1x100 = One Pad		1x50 Pcs Staple Patti	Chuchura Office	800	Pads				



[Handwritten signature]

8	KCC DC (Karj Dadner Talka)	21 CM x 33 CM			Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	90 GSM		Ledger Paper	Black Print Both Side	1x100 = One Pad		1x50 Pcs Staple Patti	Chuchura Office	2,000 Pads			
9	KYC Updation Form	21 CM x 29.7 CM			Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	75 GSM		Maipittho	Black Print Both Side	1x100 = One Pad		1x50 Pcs Staple Patti	Chuchura Office	500 Pads			
10	Journal Voucher	5.5x22 (CM)	Single Sheet		Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	White	Black Colour Print	60 GSM Maipittho	Black Print one Side	1x100 = One Pad	Letter Head Binding With 180 GSM Grey Back	1x50 Pcs Each Bundle	At Chuchura Office	500 Pcs			
11	Saving Pass Book	9 CM x 19 CM	Cover 170 GSM Art Paper Front Multi Colour Print And Back Single Colour Print	Inside 1st Page Information and rest 19 Common Pages	Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine		Inside Paper 60 GSM White Maipittho 20 Pages Single Colour Print	Inside Paper 60 GSM White Maipittho 20 Pages Single Colour Print	Centre Thread Sewing			1x100 Pcs Shrink Pack	Chuchura Office	75,000 Pass Books			
12	SHG Meeting register	8.5"x13.5"	5 Pages Information and 100 Pages Common		Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	70 GSM Ledger	104 Pages Colour Green Print	Single Colour Print	1.5 MM (Kappa Board) Hard Cover Case Bind	Case Binding Cloth With Marble Centre Thread Sewing		1x50 Pcs Each Bundle	Head Office Chinsurah	2,000 Pcs			
13	SHG Deposit and Loan Ledger	8.5"x13.5"	104 Pages Common		Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	70 GSM Ledger	104 Pages Colour Green Print	Single Colour Print	1.5 MM (Kappa Board) Hard Cover Case Bind	Case Binding Cloth With Marble Centre Thread Sewing		1x50 Pcs Each Bundle	Head Office Chinsurah	2,000 Pcs			
14	SHG Cash Book Register	8.5"x13.5"	104 Pages Common		Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	70 GSM Ledger	104 Pages Colour Green Print	Single Colour Print	1.5 MM (Kappa Board) Hard Cover Case Bind	Case Binding Cloth With Marble Centre Thread Sewing		1x50 Pcs Each Bundle	Head Office Chinsurah	2,000 Pcs			
15	Form 121	21.5CM X 27 CM			Andhra/ Ballarpur/ Madhya Bharat/ JK / JK / April Fine	70 GSM	4 Page	Maipittho	Black Colour	1x100 Pcs loose Pack		1x50 Pcs Each Bundle	Head Office Chinsurah	6000 Pcs			

