

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.:4374/2024-25

Date.:25.03.2025

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 below:

Sr. No.	Name of Product	Size	Job Description 1	Paper	Pages	Paper Category	Printing	Binding Des.	Binding Des.	Packing	Delivery	Quantity	Unit
1	Note Slip	7.1"x 4.25"	Middle Perforation	50 GSM Pink	100 Sheets	Colour Print Paper A Category	Black Colour Print Single Side	1x 100Sheets x1000 Pad	NR	1x10 Pads Shrink Packing	At Chinsurah Office	1000	Pad
2	Misc. Deposit Voucher	4.25" x 8.75"		60 GSM Pink	100 Sheets	Colour Print Paper A Category	Blue Colour Print Single Side	1x 100Sheets x500 Pad	NR	1x10 Pads Shrink Packing	At Chinsurah Office	500	Pad
3	Journal Voucher	5.75" x 8.75"		60 GSM	100 Sheets	White Maipitho A Category	Black Colour Print Single Side	1x 100Sheets x500 Pad	NR	1x10 Pads Shrink Packing	At Chinsurah Office	500	Pad
4	KCC Loan Application	13.5" x 17"		70 GSM	100 Sheets	Ledger Paper A Category	Black Colour Print Both Side	1x 100Sheets x200 Pad	NR	1x5 Pads Shrink Packing	At Chinsurah Office	200	Pad
5	New Term Deposit Certificate Plastic Jacket	155x 210 MM	A) One Side Blue Colour 15 Micron with Flap 50 MM B) Other Side Transparent 10 Micron C) 15x155 MM Blue Colour 15 Micron Lock Band	NR	NR	NR	One Side White Colour Screen Print	1x100 Pcs Loose Pack	NR	1x100 Shrink Packing	At Chinsurah Office	10000	Pcs
6	New Term Deposit Certificate	150x 210 MM	Multi-Colour Print	120 GSM	White	White Maipitho A Category	Multi-Colour Print Both Side	1x100 Pcs Loose Pack	NR	1x100 Shrink Packing	At Chinsurah Office	10000	Pcs

(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 03.04.2025 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 Head Office of the Bank at Netaji Subhas Road, P.O Chinsurah, Dist. Hooghly Pin-712101 positively by 20 days. Suppliers shall be penalized for any default in supply.

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(f) **The Tender will be opened on 4th April, 2025 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.

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	26/04/2025
2	Documents download/sell start date (Online)	26/04/2025
3	Documents download/sell end date (Online)	03/04/2025
4	Bid submission start date (On line)	26/04/2025
5	Last Date of submission of original copies for the cost of	
	Tender Documents and Earnest Money Deposit (Off line)	
6	Bid Submission closing (On line)	03/04/2025 time 11.59 pm
7	Bid opening date for Technical Proposals (Online)	04/03/2025 time 11.00 am

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

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

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

d) 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:

m) Support to the Bidders for participating in the bids through e-tendering Website.

n) Call center support/ email/ phone/mobile etc. in all possible medium.

o) Registration with the e-tendering website.

User Manual / Training Kit to the Bidder.

p) 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

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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
THERETO 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