

# 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](mailto:HOOGHLYDCCB@hooghlydccb.com)

Memo No. 3605/ EST/56/2024 - 25

Date:10.02.2025

## NOTICE INVITING QUOTATION

Sealed Quotations are invited by the Chief Executive Officer, Hooghly District Central Co-operative Bank Ltd., Netaji Subhas Road, Chinsurah, Hooghly, 712101 from the reputed Signage Solution Providers for providing new Sign Board at the following Branches of this Bank. The Bank reserve the right to itself to cancel any or all the quotations without assigning any reasons thereto. The Bank does not bind itself to accept the lowest rate. Details as appended below: Bank have the right to select one described item out the following two described specifications.

SL No	Descriptions	Composite Rate per Sq feet (including all Charges and GST) (in words and figures)	Locations (approx. Size in Feet)	Branch located at Floor
1	<b>Providing &amp; fixing Backlit Flex sign Board with Lamination including external fasteners /anchoring with LED Tube Light</b>		Serampore ( 20X3)(Horizontal), Boinchi (16X3) (Horizontal), Boinchi (6X2) (Vertical), and Nalikul (16'5"X4'3") Branch in Hooghly District	Serampore-1 <sup>st</sup> Boinchi -1 <sup>st</sup> Nalikul -1 <sup>st</sup>

### Terms and conditions:

The tender shall be in two separate envelop.

#### *A. (i) One as Technical bid containing the following documents:*

- Photocopy of PAN Card.
- Valid GST Registration.
- Trade License up to date

#### *(ii) In another envelop Financial should be submitted in the following format:*

- Quotation price should be the composite price which inclusive of all Taxes, GST, Duties and Work Contract Tax, delivery charges etc. The quoted rate should be both in figures and in words.

#### **B. Others Terms and conditions:**

##### **1. Delivery of Product:**

Suppliers shall have to supply and install the items at their own cost positively within 15 days after receive the supply order. Suppliers shall be penalized for any default in supply.

##### **2. Taxes, Duties and Levies:**

Your quoted price should be inclusive of all taxes, GST, duties; works contract tax, freight, forwarding, packing, transit insurance, delivery charges, testing at the respective locations. The rates should be for completed items of work and inclusive of GST, royalty and all other central or local taxes existing or that may be imposed in future.

##### **3. validity:**

Quoted rate should be valid for two years from the date of opening quotation.

##### **4. Terms of Payment:**

100% after delivery and installation as certified by the Branch Manager's of the concerned branch. The payment will be made from the Head Office.

##### **5. Quotations are to be submitted within 18.02.2025 by 2.00 P.M. at Head Office of the Bank.**

Suppliers will be refused payment if the supplied items do not conform as per specification.

Payment will be made on demand after installation of the items and satisfactory report of the Bank Officials after confirmation of the aforesaid specification strictly and deduction of Taxes as will be applicable.

##### **8. Quotations will be opened on 18.02.2025 at 3.00 P.M. at Head Office of the Bank Vendor's representation is solicited.**

Back Sheet and Bottom sheet should be covered by GI sheet 26 gauge.

Letter Size and matter to be in bilingual (English & Bengali) as per approval of the Head Office.

Warranty period would be three years from the date of installation.

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12. Structure should be MS (GI) Frame. & MS angle patty.
13. Backlit LED Tube Light should be Phillips brand with white choke.
14. Quotations should be dropped at the Tender box at Head Office with full address and contact Number positively.
15. The rates quoted shall be on item rate basis (Sq. Feet), and payments shall be as per actual quantities executed. The rates shall be uniform throughout and all-inclusive and no extra amount is eligible for whatsoever.
16. All the Board shall be supplied and installed within 15 days from the date of issue of work order.

**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.**


  
Chief Executive Officer

Memo No. 3605/ 1(5) /EST/56/2024 - 25

Dated:10.02.2025

Copy forwarded for favour of information with the request to display in the office Notice Board:

1. The District Magistrate, Hooghly.
2. The Sub-Divisional Magistrate, Chinsurah Sadar Sub-division
3. The Secretary, Hooghly Zilla Parishad, Hooghly.
4. The Executive Officer, Hooghly Chinsurah Municipality.
5. The Joint Register of Co-operative Societies, Co-operation Directorate, Hooghly Range.

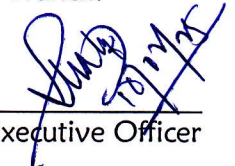
  
Chief Executive Officer

Memo No. 3605/ 2(35) /EST/56/2024 - 25

Dated:10.02.2025

Copy forwarded for information and necessary action to:-

1. The Special Officer, Hooghly District Central Co-operative Bank Ltd.
2. The Grade I Officers (All), Hooghly District Central Co-operative Bank Ltd. .
3. CBS & System Cell, Head Office, Hooghly District Central Co-operative Bank Ltd, for uploading this NIQ in the official website of the bank.
4. The Branch Manager (All), with a request to display this notice on the Notice Board of the Branch.

  
Chief Executive Officer