

Notice Inviting Quotation

Quotations in sealed envelope are invited on behalf of The West Bengal State Co-operative Bank Ltd from the firms having knowledge of making & supplying of the below noted items. The rate quotation shall be unit basis and by submitting quotations, the vendor agrees to supply additional numbers on requisition at the same rate during next one year of awarding the contract. The rate should be quoted in the bidder's letter head pad in the format provided for the following items separately:

Commercial proposal in respect of HO/MD/NIQ/1805/2025-26 dated 22.10.2025				
Sl No	Particulars	Nos	Unit price	Amount with GST
1	Steel Four Drawer Filling Cabinet, Cradled & Lockable drawers with telescopic channel. Size: 54"(H) x 18.5" (W) x 27" (D). Powder Coated White Colour.	1		

The bidders having requisite experience in the field may apply subject to the following Terms & Conditions:

- 1) That the items to be supplied at Head Office, The West Bengal State Co-operative Bank Ltd., 24A, Waterloo Street, Kolkata-700069
- 2) That the items to be delivered within 10 (ten) working days after awarding the contract, failing which, a sum of Rs.500.00 only for each day's delay will be levied subject to maximum of 5% of the award value and to be deducted from the final bill. In no reason, the delay beyond 15 days will be considered and the Bank reserves the right to outright cancel the contract.
- 3) **That the sealed quotations to be reached to the General Manager (HRMD), The West Bengal State Co-operative Bank Ltd, Head Office, 24-A, Waterloo Street, Kolkata-700069 within 4:00 P.M. of 06.11.2025 and after that no quotation will be accepted. The sealed envelope shall be superscribed with "Commercial proposal in respect of NIQ No HO/MD/NIQ/1805/2025-26 dated 22.10.2025"**
- 4) That the bidder shall furnish valid Trade License, PAN Card, GST Registration Certificate, at least one work order of executing similar type of work in last one year duly authenticated under seal and signature.
- 5) That the payment will be made after complete supply of the items at respective location with acknowledgement from them.
- 6) That the bidder for clear understanding of the Bank's requirement may contact the Assistant General Manager (Law & Estate) before submission of their quotation.
- 7) That the Bank will not accept the items if found defective.
- 8) That the Bank reserves the right to modify, cancel the tender and/or its terms & conditions at any stage before awarding the contract without assigning any reason.

[Sujan Sarkar]
Managing Director