

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF VENDOR

FOR

**Supply & Installation of Strong Room Door (SRD) At Helencha Branch Of
The West Bengal State Co-operative Bank Ltd**

THE WEST BENGAL STATE CO-OPERATIVE BANK LTD.

HEAD OFFICE ADDRESS: 24A, WATERLOO STREET, KOLKATA - 700069

RFP Reference: WBSCB/E-TENDER/SDR/1.1

Date: 09/09/2025 (Tuesday)

Last Date for Submission: 25/09/2025

Before: 03:30 P.M.

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

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Important Dates and Schedule of Activities:

Sr. No.	Particulars	Details
1	Project Name	Supply, installation, Testing and Commissioning of class "B" of "Godrej" or "Steelage" make Strong Room Door (BIS label: IS 11188) with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.
2	Project location	Please refer Annexure-F
3	RFP Inviting Bank	The West Bengal State Cooperative Bank Ltd. (WBSCB)
4	RFP Reference No.	WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025
5	Availability of RFP Documents	To be downloaded from WBSCB Website ' www.wbstcb.com ' and/or www.wbtenders.gov.in
6	RFP Cost	No cost.
7	Date of Issuance of RFP	09/09/2025 at 11:00 A.M.
8	Last Date and Time for Submission of Pre-Bid Queries	12/09/2025 by 02:30 P.M.
9	Last Date and Time for Bid submission (on or before)	25/09/2025 by 03:30 P.M.
10	Mode of Submission of RFP	To be uploaded on website
11	Website for Uploading Proposals (Both Technical & Commercial)	www.wbtenders.gov.in
11	Date and Time of Opening of Technical Proposals	25/09/2025 by 03:40 P.M.
12	Date and Time of Opening of Commercial Proposals	The Bank shall not inform the Bidders separately. The Bidders to follow the www.wbtenders.gov.in for information.
13	Bid validity period	60 days from the last date and time of Submission.
14	Currency	Currency in which the Bidders may quote the price and will receive payment is INR only.
15	Language of Bid Submission	Proposals should be submitted in English only.
16	Contact persons and email id	Sri Partha Mitra. (General Manager-HRMD), The West Bengal State Co-operative Bank Ltd., 24-A, Waterloo Street, Kolkata-700069. E-mail: partha.mitra@wbstcb.com
17	Communication Address	All communications, including proposal documents should be addressed to: The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069
18	Newspaper publication	Aajkaal, Business Standard dated 09/09/2025

SECTION 1: GENERAL INFORMATION, DISCLAIMER & INSTRUCTIONS FOR BIDDERS.

1. INTRODUCTION OF THE BANK

The West Bengal State Co-operative Bank Limited having its registered office at 24-A, Waterloo Street, Kolkata-700069 is more than a 100 years old Banking Institution working as an Apex Bank of all Co-operative Banks of West Bengal. Serving the needs of peoples from remote areas to State Capital, Bank have 43 branches in South 24 Parganas, North 24 Parganas, Coochbehar Districts and in Kolkata & Siliguri working on the CBS platform.

1.1 Purpose of the Tender: -

E-tenders are invited for selection of vendor for Supply, Installation, Testing and Commissioning (SITC) of 'B' class "Godrej" or "Steelage" make Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of the Bank.

E-Tender offers in two bid system from firms who have successfully handled and completed works of similar nature and having their own Offices in major cities of India preferably in Kolkata, for complete project works as well as necessary installation commissioning and testing of the works to be completed as specified in the scope of work as detailed and specification provided in this RFP.

For complete details, formats and terms & conditions of tender please log on to Bank's website: www.wbstcb.com or www.wbtenders.gov.in.

1.2. Name of the Work:-

Supply, installation, Testing and Commissioning of class "B" of "Godrej" or "Steelage" make Strong Room Door (BIS label: IS 11188) with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

1.3. Time of completion: -

20 (Twenty) Days from the date of awarding the contract. The time frame is conclusive. No extension will be allowed otherwise the Bank considers that there is valid reason for delay of the work and express its consent in written. Penalty of Rs. 3000.00 (Rs. Three Thousand) only per day will be deducted for the delay beyond time frame of 20 (Twenty) days up to maximum penalty equivalent to 5% of the project value. However, the above time frame cannot be stretched beyond 30 days, else the Bank may at their sole discretion cancel the contract and assign the job to L-2 and subsequently L-3 bidder. Works have to be taken up simultaneously in coordination with Project Consultant / Bank Officials.

1.4. EARNEST MONEY DEPOSIT / BID SECURITY/PERFORMANCE SECURITY DEPOSIT/RETENTION MONEY:-

No Earnest Money is required at the time of bidding. However, the bidders have to submit declaration as per **Annexure-C**.

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A sum equivalent to 3% of the invoice raised against the completed work shall be retained as **Performance Security Deposit** for a period of one year.

The Performance Security Deposit/Retention Money shall be forfeited in full in case the vendor does not perform as per contract satisfactorily within the stipulated date mentioned in the award letter. The Performance Security Deposit shall be refunded on demand after the end of defect liability period.

1.5. Cost of Tender Document (Non-refundable)

No cost of Tender Form to be paid.

1.6. Release of Performance Security Deposit/Retention Money: -

The Performance Security Deposit/ Retention Money shall not bear any interest and shall be refunded on requisition after the end of defect liability period of one year provided the vendor has satisfactorily carried out all the works and attended to all defects within 48 hours in accordance with the conditions of the contract including site clearance.

1.7. Availability of Tender Document

At Bank's Website: www.wbstcb.com under "Tenders and Quotations" section and/or www.wbtenders.gov.in

1.8. Issue of tender document

09/09/2025 11.00 A.M. onwards

1.9. Pre-Qualification Criteria & Criteria for Short Listing: -

Following will be the minimum pre-qualification criteria. Each eligible Bidder should pass all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl No	Pre-qualification Criteria	Supporting Compliance Document to be submitted.
1	The applicant shall be a firm/ company registered under the Indian Companies Act, 1956/ the partnership Act, 1932 etc.	Copy of Certificate of incorporation/Partnership Deed etc.
1A	The bidder should be OEM or OEM Authorized Service Partner or Dealer (if the bidder is other than OEM).	Please provide documents.
2	The applicant must be having authorization of the OEM (if the bidder is other than OEM).	Manufacturer's Authorization Form as per Annexure-G
3	Should have a Valid Trade License which shall reflect safe, safe with safe	Copy of a valid Trade License

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	deposit lockers and fire-resistant filing cabinets as one of the area of business.	
4	Audited Balance Sheet & Profit and Loss Account for the last three financial years.	Copies of the balance sheet and Profit & Loss A/c for the last three Financial Years, duly audited by chartered accountants.
4-A	The company should have made net profits in each of the last three financial years.	
5	Should be a registered company/firm with authentic PAN, GST	a) Copy of PAN, GST. b) Income Tax Return for the last three financial years. c) GST Annual Return (GSTR-9) for the last three financial years.
6	Credentials of performing similar jobs during last 5 years ending on 31.03.2025 (please provide relevant order copies):	Please submit Proof of supply with work orders for at least 20 SRDs.
7	Unconditional Acceptance of the Terms & Conditions of this RFP	Original RFP Documents by signing on each paper with impression of company seal.
8	Technical Qualification Information Sheet	Please submit the information supported with valid documents as per Annexure-A in letter head pad.
9	Declaration regarding compliance certificate	Please submit the declaration as per Annexure-B in letter head pad.
10	Declaration regarding Bid Security/EMD	Please submit the declaration as per Annexure-C in letter head pad.
11	The firm or its product should not be blacklisted in any of the government institution/Bank/ Office of repute.	Please submit the self-declaration as per Annexure-D in letter head pad.
12	Declaration regarding defect liability/warranty	Please submit the declaration as per Annexure-E in letter head pad.
13	Final Check list	Please submit the declaration as per Annexure-2 in letter head pad.

The short-listing of the applications received and final selection of vendors for supplying equipment to the bank will be done by carrying out evaluation of various parameters/criteria fixed as above by the Committee constituted for the purpose.

Bank reserves the right to select or reject any or all applicants without assigning any reason thereof.

1.10 Documents to be submitted with Technical Bid.

The following documents duly sealed and signed by authorized signatory to be submitted with Technical Bid:

1.10.1 Copy of Certificate of incorporation / Partnership Deed etc

1.10.2 Manufacturer's Authorization Form as per **Annexure-G**

1.10.3 Copy of a valid Trade License which shall reflect safe, safe with safe deposit lockers and fire-resistant filing cabinets as one of the area of business.

1.10.4 Copies of the balance sheet and Profit & Loss A/c for the last three Financial Years, duly audited by chartered accountants.

1.10.5 Copy of PAN, GST Registration.

1.10.6 Copy of Income Tax Return for the last three financial years.

1.10.7 Copy of GST Annual Return (GSTR-9) for the last three financial years.

1.10.8 Credentials of supplying at least 20 SRDs. during last 5 years ending on 31.03.2025 (please provide relevant order copies).

1.10.9 Original RFP Documents by signing on each page with impression of company seal as acceptance of Terms & conditions.

1.10.10 Annexure-A, B, C, D, E and 2 in organization letter head pad.

[The technical bid should be uploaded as per details provided in the RFP document. **BIDDER must ensure that all the documents uploaded / submitted in hard copies are sealed and signed by the authorized signatory**].

1.11. 1 Time and date of opening Bid

1.11.1 Technical Bid:-At 03.40 P.M. on the scheduled date (Please refer **Important Dates and Schedule of Activities**)

1) The Bid shall include the details of all the goods and services offered including offer for minimum one-year warranty. The Bidder shall furnish documents to the Bank, where the OEM offers extended warranty on any equipment.

2) The Technical Bid submitted in response to this RFP Document along with the supporting material, will become the property of the Bank.

Eligibility cum Technical bids will be opened in the presence of the bidder's representatives who choose to attend the opening of eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about outcome, after evaluation.

1.11.2 Commercial Bids: -

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After completion of the evaluation for the technical bid submitted, no separate communication will be communicated to the successful bidders except the system generated information to the Bidders. The bidders should quote their commercial keeping in mind the followings:

- 1) Bid Rates** as per the format enclosed in **Annexure 1**. The BIDDER shall indicate the Rates, Terms of Reference of which are given in the Technical Specifications.
- 2) The Commercial Bid** must be as per the BoQ provided along with the RFP.
- 3) The taxes (GST)** will be extra as per prevailing rates at the time of billing during the contract.

1.12. Venue of opening of bids

Head Office of THE WEST BENGAL STATE COOP. BANK LTD, 24A WATERLOO STREET, KOLKATA- 700069. Change of venue, if any, shall be intimated only through the Tender & Quotation Section in the Bank's website.

1.13. Tender to be addressed and submitted to:

All communications, including proposal documents should be addressed to:

The Managing Director, The West Bengal State Co-operative Bank, 24A, Waterloo Street, Kolkata - 700069.

1.14. Validity of Tender:-

60 (Sixty) days from the date of Submission of Tender. However, upon participating, the bidder agrees that the validity period may be extended by the Bank for another 60 days for reason.

1.15. Defect Liability Period

12 (twelve) months from the date of completion. Participation by the bidder to the tender process will tantamount that they unconditionally undertake to replace the items once identified as defective. **In case, where manufacturer provides extended warranty/guarantee for any parts or equipment or as a whole, the bidder shall provide documents of the same before the final payment is made on SITC.**

1.16. Award to selected vendor

The Bidder who have successfully qualified in technical bid with the lowest Commercial Bid would be awarded the contract.

The Bank at first instance may award the contract to L-1 Bidder upon evaluation of technical bid. In the case, L-1 Bidder fails to perform according to the terms of contract; the Bank reserves the right, but not the obligation to offer the L-2 Bidder and subsequently L-3 Bidder to execute the work. The L-2 or L-3 Bidder in that case have to match the L-1 rate to be awarded.

1.17. Dispute Resolution

Bank and the selected empaneled bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with this RFP and subsequent contract. If after 30 days from the commencement of such informal negotiations, Bank and the selected bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of or in connection with the contract, shall be settled with reference to the provisions of the West Bengal Co-operative Societies Act-2006 and Rules framed there under. The venue of the arbitration shall be at Kolkata only.

1.18. Other disciplines

- 1.18.1.** GST, Service Tax or any other tax on material or on finished work like Works Contract Tax, Turnover Taxes etc. in respect of this contract shall be payable by the Contractor and the Bank will not entertain any claim whatsoever in this respect.
- 1.18.2.** Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service or otherwise.
- 1.18.3.** All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 1.18.4.** The acceptance of tender will rest with THE WEST BENGAL STATE COOP. BANK LTD., which does not bind itself to accept the lowest or any tenders and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- 1.18.5.** In case the date of opening of tenders is declared as a holiday, the tenders will be opened at the same time on the next working day.
- 1.18.6.** Conditional Tenders will be summarily rejected.
- 1.18.7.** Defects liability period shall be as per memorandum. It must be realized that this period is for exposure of "Latent Defects". The DLP commences from the certificate of virtual completion of SITC, issued jointly by the Bank &/or their Architects.
- 1.18.8.** After opening the technical and commercial bids offer on the standardized conditions as depicted vide the tender document, no correspondence will be entertained.
- 1.18.9.** In regards to Transportation & Lifting Material, please may note that the rates quoted should include cost of transportation, carting, wastages and Lifting for all leads, night works etc.
- 1.18.10.** The bid of tenders who do not full fill the above criteria will summarily be rejected.
- 1.18.11.** The Bank also reserves to itself the right of accepting the whole or any part of the tender and the tenderers shall be bound to perform the same at the rates quoted.

1.19 PAYMENT TERMS: The payment will be made after completion of the awarded work by the Vendor to the satisfaction of the Project Architect/Bank. A sum equivalent to 3% of the invoice raised against the completed work shall be retained as **Performance Security Deposit** for a period of one year.

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The Tax Invoice will invariably contain product serial number along with a certificate that the product complies with latest BIS standard. BIS certification by way of a metallic label on each product on each individual item with serial number will be mandatory requirement for supply of Strong Room Doors with grilled gate. Labelling of such specification is mandatory and no other self-declaration will substitute this provision.

1.20 BASIC INSTRUCTION FOR SUBMISSION OF TECHNICAL AND COMMERCIAL BID:

RFP must be filled in both Technical-cum-Eligibility and Commercial and uploaded in the website mentioned above.

1.20.1 Technical bid along with documents as directed in clause 1.11 should be uploaded in the website on or before specified date and time. Please note that the rates **should not** be indicated in the Technical bid to avoid rejection. Only commercial bid should indicate rates.

1.20.2 Commercial bid as per Annexure-2 should be uploaded in the website on or before specified date and time.

1.20.3 Notwithstanding the above, offers made by email, telex, fax, telephone and / or any other mode shall immediately disqualify the BIDDER.

1.21 GENERIC CLAUSES

A. Language of Bids: The Bids prepared by the BIDDER and all correspondence and documents relating to the Bids exchanged by the BIDDER and the Bank, shall be written in the English Language, provided that any printed literature furnished by the BIDDER may be written in another language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

B. Language of Bids:

The Bids prepared by the BIDDER and all correspondence and documents relating to the Bids exchanged by the BIDDER and the Bank, shall be written in the English Language, provided that any printed literature furnished by the BIDDER may be written in another language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

C. Bid Currency and Related:

1) Rates should be quoted in Indian Rupees (INR) only.

2) The rates quoted should be excluding taxes. Taxes should be mentioned separately in columned form.

D. Validity:

The Bids shall remain valid for 60 days from the last date of submission. The BIDDER may be required to give consent for the extension of the period of validity of the bid beyond initial 60 days, if so required by the Bank, in writing. Refusal to grant such consent would result in rejection of bid. However, any extension of validity of bids will not entitle the BIDDER to revise/modify the bid. The decision of the Bank in this behalf will be final, conclusive, and binding on the BIDDER.

E. Modifications and Withdrawal

- 1) The bid submitted may be withdrawn or resubmitted before the expiry of the last date of submission by making a request in writing to the Managing Director of the Bank to this effect and after receiving written consent from the Bank.
- 2) No BIDDER shall be allowed to withdraw or modify the bid after the deadline for submission of bids.

F. RFP Rejection Criteria:

Bid may be rejected for any or all of the following grounds:

- The bidder's details attached to RFP are not found as per eligibility criteria.
- Technical and commercial offers found together.
- Non-indexed documents attached to RFP document.
- RFP submitted with false and wrong information.
- Information requested by bank for this RFP process is not found in Technical and commercial offer.
- Misconduct and influence, if any, to this RFP process by the bidder OR its representative/s will result into rejection of bid document. No further communication will be entertained in this regard.

G) By submitting the bid, the Bidder represents and acknowledges to the Bank that it possesses necessary experience, expertise and ability to undertake and fulfill its obligations, under all phases involved in the performance of the provisions of this RFP. The Bidder represents that all utilities, manpower to be deployed by bidder in response to this RFP shall meet the proposed Service requirements of the Bank and industry standards. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Bidder at no additional cost to Bank. The Bidder also acknowledges that Bank relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the selected Bidder of responsibility for the performance of all provisions and terms and conditions of this RFP, Bank expects the selected Bidder to fulfill all the terms and conditions of this RFP. The modifications, which are accepted by the Bank in writing, shall form a part of the final contract.

H) All RFP response documents would become the property of the Bank and the Bank also would not return the bid documents to the Bidders.

I) Erasures or Alterations – The offers containing erasures or alterations in the hard copies may not be considered. Unavoidable corrections or alterations, if any, should be authenticated. In case of the corrections/alteration are not properly authenticated, the offer shall be rejected.

J) Requested details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure /

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manual/ annexure" is not acceptable. Bank may treat the offers not adhering to these guidelines as unacceptable. The proposals should be in the template that is recommended and provided in this RFP.

K) Clarification on RFP Document

The Bidder may seek clarification in writing in the same serial order as that of RFP by mentioning relevant page number and clause number of RFP on or before the timeline prescribed in this RFP under "Important Dates & Schedule of activities".

Respondents are required to direct their communication towards clarification/additional information, errors and omission related to this RFP to:

The Managing Director, The West Bengal State Cooperative Bank Ltd., 24A, Waterloo Street, Kolkata - 700069

L) Format for queries:

Bidder should use the following format for their above-said communication –

- 1) 1. Name of the Respondent/Bidder:
- 2) 2. Date:
- 3) 3. Contact Person from Respondent/Bidder in case of need:
- 4) Name: Designation:
- 5) E-mail ID: Tel / Mobile No:

Sr. No	Page no of RFP	Clause No	Original RFP Clause	Bidder's Query
1				
2				

- 6) All queries/clarifications requested must be in writing and should be forwarded by the authorized person of bidder in the above format in MS-EXCEL workbook. The queries may be e-mailed to: **partha.mitra@wbstcb.com** with a copy to **ledept@wbstcb.com** with the queries enclosed as attachment in above mentioned format.
- 7) Bank shall not answer any communication initiated by respondents after the last date of query submission. Bank may in its absolute discretion seek additional information or document from any respondents after the RFP closes for supplementary information and better evaluation. All such information and document provided will form part of that Respondent's response.
- 8) Bank is not bound to reply to queries not pertaining to this RFP. Replies shall be at Bank's discretion. Bank's replies shall be final and acceptable to all bidders.

M) Overall Bid

Both Technical / Eligibility Criteria as well as Commercial Bids are to be submitted at a time. Please note that in the following cases Bank in its absolute discretion may reject the Bids:

1. Submission of Bid after the time stipulated in this RFP Document.
2. Misleading/incomplete information or documentation.
3. Price information provided anywhere other than 'Commercial Bid'.
4. Any conditional offer or assumption with or without information to the Bank
5. Bidder is not meeting eligibility or technical criterion specified in this RFP
6. Bid submission through Fax or email
7. Submission of more than one bid. In case, bidder is submitting more than one bid, all the bids submitted by the bidder shall be disqualified.

N) Testing Clause

The Bank may at its sole discretion carry out testing for the product supplied to the Bank at any BIS approved laboratory. The bidder must replace the SRD at free of cost, if the product fails the test. The test shall be carried out by any of the test houses accredited to or approved by Bureau of Indian Standards chosen at the discretion of the Bank. All cost related to the testing including cost of transportation and testing fee will be recovered by the Bank from the bidder.

O) Important Notes

1. The RFP document contains statements derived from information believed to be reliable at the date obtained; but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the supply and services. Neither the Bank nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this RFP document.
2. Subject to any law to the contrary and to the maximum extent permitted by law, the Bank and its officers, employees, contractors, agents and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of the Bank or any of its officers, employees, contractors, agents or advisers.

The Bank and its officers, employees, contractors, agents and advisers disclaim any liability, pecuniary or otherwise that may accrue or arise from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting due to the information contained herein and/or by virtue of copying, adopting,

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reproducing, any of the material which may be the copyright material or any other Intellectual Property of a third party who may claim ownership of the same.

3. All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses to this RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations etc. and providing any additional information required by the Bank, shall be borne entirely and exclusively by the Respondent.
4. No binding legal relationship will exist between any of the Respondents and the Bank until execution of a contractual agreement by duly authorized signatory of the Bank and the bidder.
5. It is the Recipient's responsibility to conduct necessary investigation and analysis regarding any information contained in this RFP document and the meaning and impact of that information.
6. It is the objective of the Bank to obtain the best services possible by giving fair and impartial consideration to all recipients invited to accept RFP for submitting Response to RFP. Every potential Recipient will be considered on fair and equal basis.
7. Each Recipient should notify the Bank of any error, omission or discrepancy found in this RFP document.
8. The purpose of this RFP is to provide necessary information to the potential Bidders, who qualify and intend to submit their response to the RFP. Though the RFP has been prepared with sufficient care and diligence with an endeavor to provide all required information to the potential Bidders, Bank acknowledges the fact that the potential Bidders may require more information than what has been provided in the RFP. Accordingly, in such cases, the potential Bidder(s) may seek additional information/clarification required from Bank. Bank reserves the right to provide such additional information/ clarification at its sole discretion either one to one basis to the bidder or clarify it to all the potential bidders as deem fit. In order to respond to the RFP, if required, and with the prior permission of Bank, each Bidder may conduct their own study and analysis, as may be necessary, at their own cost and expense ensuring they adhere to the timelines mentioned in the RFP. No additional time will be provided to Bidders to undertake any analysis or study.
9. Bank makes no representation or warranty and shall incur no liability, whatsoever, under any law, statute, rules or regulations on any claim by any bidder or any potential Bidder may make in case of failure to understand the requirement and respond to the RFP.
10. Bank may, in its absolute discretion, but without being under any obligation to do so, update, amend, replace, modify or supplement the information given in the RFP and specify additional requirements or cancel the RFP at any time without assigning any reason thereof and without any prior notice.

The recipient of the RFP must apply its judgment, care, and conduct its own investigation and analysis regarding any information contained in the RFP document including but not limited to the scope of work, Deliverables and timeliness, etc.

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

11. It is the Bidder's responsibility to:
- Properly understand and examine the RFP;
 - Examine all other information available on reasonable inquiry relevant to the risks, contingencies and circumstances affecting its response;
 - satisfy itself as to the completeness, correctness and sufficiency of its response;
12. A recipient will, by responding to the Bank's RFP with a submission, be deemed to have accepted all the Terms & Conditions as stated in this RFP document in totality without any condition whatsoever.
13. The information contained in this RFP is strictly confidential. The Bidder shall not share this information with any other person/party not connected with responding to the RFP or even with other potential Bidders. The information contained in this RFP or subsequently provided to Bidder(s), whether verbally or in writing by or on behalf of Bank shall be subject to the terms and conditions set out in this RFP and any other terms and conditions subject to which such information is provided.
14. Any form of canvassing/lobbying/influencing/cartelization, etc. by the Bidder may result in disqualification of such Bidder.
15. The bidders should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and requisite totals given.
16. The agreed rate will be valid for 1 (one) year from the date of awarding the contract.
17. Power and Water (if needed) will not be provided by the Bank. The contractor has to make the arrangement for the same. Sub-meter shall be provided by the contractor at his own cost. The contractor shall have to make his own arrangements to house his labour and staff for their services and at no cost use the client's premises to house his staff & labours.
18. The contractor shall give a list of relative working (in case so) with the bank along their designations and addresses.
19. No Employee of the bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank. This contract is liable to be canceled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Bank.
22. The tender of the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may had/have tendered for the same work. Failure to observe this condition would render tenders of the contractors tendering as well as witnessing the tender liable to summary rejection.
23. It is advised to visit the site before submission of bid for better understanding of the site preparation and requirement of exterior and interior dimension of the door.
-

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure – A

GENERAL & TECHNICAL INFORMATION

TECHNICAL BID (Company Profile)

SI No	PARTICULARS OF THE COMPANY	
1	Name of the Company	
2	Full Address	
3	Telephone & Mobile No.	
4	E-Mail Address	
5	Constitution of the firm (Partnership /Private Ltd.)	
6	Name of the Proprietor / Partner / Managing Director	
7	Year of Establishment	
8	Registration with the Registrar of Co	
9	Name(s) of Contact Person (s) with address and contact no.	
10	Registration with Tax Authority a. PAN No. b. GST No. (Attach IT Return filed copy & GST Annual Return filed copy for last three years)	
11	Furnish copies of audited Balance Sheet and Profit & Loss Account for the last three year.	
12	Whether an empanelled vendor for RBI / SBI/ Nationalized Banks/ State Co-op Bank/DCCBs	

Place :

Date :

AUTHORISED SIGNATORY

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure- B : Compliance Certificate

To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata - 700069

Date:

Dear Sir,

Re: Bank's RFP No. WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025 supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Having examined the tender document including all annexures, the receipt of which is hereby duly acknowledged, On behalf of < **Organization name** > the undersigned offer to Selection of vendor for Supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd in conformity with the said RFP document and in accordance with our proposal and the schedule of prices offered in the price bid and made part of this tender, we confirm as under:

1. If our bid is accepted, we undertake to provide the supply and services within the scheduled time-lines as stipulated in this RFP.
2. We confirm that this offer is valid for 60 days from the last date for submission of tender document to the Bank and consent that the same may be extended by another 60 days by the Bank for reason.
3. This bid together with your written acceptance thereof and your notification of award, if shortlisted, shall constitute a binding contract between us.
4. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly adhere to the security norms prescribed by RBI/NABARD or by any appropriate agency.
5. We agree that Bank is not bound to accept the lowest or any bid that Bank may receive.
6. We have never been barred/black-listed by any regulatory /statutory authority or any employer in India.

Yours faithfully

SIGNATURE

(Name & Designation, seal of the firm)

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure- C

Bid Security/EMD Declaration

Ref No:

Date:

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069
Sub:- Declaration on Bid Security/EMD**

Dear Sir,

Ref: Bank's RFP No. WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025 supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

We <organization name> understand that as per requirement of this RFP, Bid Security/ Earnest Money Deposit is not required at the time of bidding.

We hereby also understand and confirm that we will be suspended for a period of 2 years from the date of issue of RFP, if we:

1. Withdraw or modify this RFP before processing
2. Withdraw or modify this RFP after processing but before acceptance of 'work order' to be issued by the Bank.
3. Violate any of the provisions of the terms and conditions of this RFP.

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure- D

Declaration regarding blacklisting

Ref No:

Date:

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata - 700069
Sub:- Declaration regarding blacklisting**

Dear Sir,

Ref: Bank's RFP No. WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025 supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

We hereby confirm and declare that we, <organization name> is not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization for which we have executed/undertaken the works or services during the last 05 (five) years.

We hereby also understand and confirm that we will be suspended for a period of 2 years from the date of issue of RFP, if the above statement is found false and even may be debarred from the project

Yours faithfully,

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Undertaking regarding warranty/Defect Liability Period

Ref No:

Date:

**To
The Managing Director,
The West Bengal State Cooperative Bank Ltd.
24A, Waterloo Street
Kolkata – 700069**

Sub:- Declaration regarding warranty.

Dear Sir,

Bank's RFP No. WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025 supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

We <organization name> hereby confirm and declare that the warranty period of the items supplied will be one year from the date of installation and we shall replace/repair the defective items on requisition within 48 hours of reporting, failing which the Bank will be in liberty to make the job done from other agency and the amount will be adjusted from the retention money or performance security deposit, as the case may be.

We also undertake to provide documents of extended warranty/Guarantee to the Bank issued by the OEM on any equipment.

AUTHORIZED SIGNATORY

(Name & Designation, seal of the firm)

For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure- F

Bill of Quantity & Place of Supply

Sl No	Item	Quantity	To be supplied at
1	"BIS label - (TRTL Torch and Light Resistant) Class "B" Strong Room Door adhering to standard specification i.e. improved Bankers quality strong room door of "Godrej or Steelage" make. The Defender Class II strong room door of "Godrej" make and Special Bankers quality strong room door of "Steelage" make conform to the standard specifications of "B" Class (BIS label: IS 11188) (Right To Left) is required.	1	The West Bengal State Co-operative Bank Ltd P.O- Helencha, P.S- Bagdah, Dist-North 24-Parganas PIN-743270
2	Air Ventilator-Class B type	1	
3	Exhaust Fan-12 inch	1	

Manufacturer's Authorization Form

To
The Managing Director,
The West Bengal State Co-operative Bank Ltd.,
24-A, Waterloo Street, Kolkata-700069.

Ref. Bank's RFP No. WBSCB/E-TENDER/SRD/1.1 dated 09/09/2025 for supply, installation, Testing and Commissioning of Strong Room Door with Air-ventilator and Exhaust Fan at Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dear Sirs,

We who are established and reputable manufacturers/ producers of-----having factories/ development facilities at (address of factory/ facility) do hereby authorize M/s _____ (*name and address of the bidder*) to submit a bid, and sign the contract with you against the above bid invitation. We hereby extend our full guarantee and warranty for the solution, products and services offered by the above Organization against this bid invitation. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the products to be supplied by the bidder:

Such products as WBSCB Ltd. may opt to purchase from the bidder, provided, that this option shall not relieve the bidder of any warranty obligations under the contract; We duly authorize the said Organization to act on our behalf in fulfilling all installations, technical support and maintenance obligations required by the contract.

We further certify that in case the bidder is not able to meet its obligations as per contract during the contract period, we, as the OEM, shall perform the said obligations with regard to their items by ourselves or through alternate & acceptable service provider.

Place:

Date:

Seal and signature of the OEM

Note: This authorization letter shall be printed on the letterhead of all the original equipment manufacturer (OEM) and shall be signed by an authorized person on their behalf.

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure-1

PRICE BID FORMAT

SL. NO	ITEM DESCRIPTION	UNIT	RATE (Rs.)	QTY.	AMOUNT (Rs.)
1	Equipment Supply Part				
1.01	"BIS label - (TRTL Torch and Light Resistant) Class "B" Strong Room Door adhering to standard specification i.e. improved Bankers quality strong room door of "Godrej or Steelage" make. The Defender Class II strong room door of "Godrej" make and Special Bankers quality strong room door of "Steelage" make conform to the standard specifications of "B" Class (BIS label: IS 11188) (Right To Left) is required.			1	
1.02	Air Venilator-Class B type	Nos		1	-
1.03	Exhaust Fan-12 inch	Nos		1	
	TOTAL FOR SUPPLY & INSTALLATION WORKS COMPLETE				-

[In word: Rupees

] only.

AUTHORISED SIGNATORY

Request for proposal (RFP) for selection of vendor for Supply & Installation of Strong Room Door with Air-ventilator and Exhaust Fan At Helencha Branch of The West Bengal State Co-operative Bank Ltd.

Dated: 09/09/2025

Annexure-2

**FINAL CHECKLIST FOR BIDDERS TO FILL IN
CHECKLIST FOR TECHNICAL BIDS**

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	DOCUMENTATION FOR COMPANY REGISTRATIONS		
2	DOCUMENTATION FOR ADDRESS CONFIRMATIONS OF THE REGD BUSINESS NAME & STYLE		
3	TRADE LICENSE DETAILS		
4	WORKING EXPERIENCE DETAILS (SIMILAR WORK EXPERIENCES – SUPPORTED WITH ORDER COPIES / COMPLETION CERTIFICATE)		
5	TEAM DETAILS		
6	EMPANELMENT LIST WITH DETAILS		
7	CLIENT REFERENCE DETAILS		
8	LIST OF SIMILAR WORKS IN HAND – SUPPORTED WITH ORDER COPIES		
9	Copies of the Audited Balance Sheet for the last three (3) Years along with Profit & Loss Account		
10	Banker's opinion on the conduct of Bank Account.		
11	IT RETURN DETAILS FOR LAST THREE YEARS		
12	Pan Card		
13	GST DETAILS		
14	COMMERCIAL BID DOCUMENT – BLANK i.e. WITHOUT QUOTE, SIGNED AND STAMPED		
15	Submission of General & Technical Information in ref to Annexure-A		
16	Submission of Compliance Certificate in ref to Annexure-B		
17	Submission of Bid Security/EMD declaration in ref to Annexure-C		
18	Submission of declaration regarding blacklisting in ref to Annexure-D		
19	Submission of declaration for 1 year warranty in ref to Annexure-E		

CHECK LIST FOR COMMERCIAL BIDS

SL NO.	DESCRIPTION	YES/NO	REMARKS
1	COMMERCIAL BID DOCUMENT –WITH ALL RELEVANT QUOTES DULY CONFIRMED VIDE DIGITAL SIGN in ref to Annexure-I		

AUTHORISED SIGNATORY