

**JHARKHAND RAJYA GRAMIN BANK  
HEAD OFFICE, RANCHI**

**JRGB/RO-II/ACCT/2025-26/58**

**Date :16.08.2025**

**Notice Inviting Quotation for Procurement of furniture for Mahuldiha Branch**

Jharkhand Rajya Gramin Bank, Regional Office, Singhbhum, invites sealed quotations from bonafide registered supplier /firm for procurement of furniture items ( Cash Counter, BM Table, Dealing Counter & Others) as per lay out plan and detailed specification mentioned in Annexure-II, as under::

**Regional Manager, Regional Office, RO-II, ARCHANA TOWER, 2<sup>ND</sup> FLOOR, DIMNA ROAD, MANGO, JAMSHEDPUR-831012**

The aforesaid furniture items has to be supplied/ installed at 1st floor of our **Jharkhand Rajya Gramin Bank, Mahuldiha Branch, 1<sup>st</sup> Floor at C/O Mr. Anant Kumar Pradhan, AT & PO- SONUA, DIST- WEST SINGHBHUM -833105, Jharkhand.**

The interested firm /Supplier may visit on above address to assess their cost and submit their technical details & financial quotation documents in prescribed format in separate sealed cover.

The estimated cost for aforesaid items is **Rs..188200/-**.Approx. excluding GST (including all taxes/transportation and labour charges)

Intending eligible firm may download quotation/bid document from our **Bank's website jrgbank.in tender section from 16.08.2025 to 06.09.2025 till 4 PM**

Technical & Financial documents sealed in separate covers must be delivered to the **Regional Manager, Regional Office, RO-II, ARCHANA TOWER, 2<sup>ND</sup> FLOOR, DIMNA ROAD, MANGO, JAMSHEDPUR-831012** up to **06.09.2025 till 4.00 PM**. If the last date of bid dropping/opening of quotations paralyzed due to unforeseen reason(s), then it shall be done on the next working day. The undersigned reserves the right to accept or reject any or all the quotations without citing any reason whatsoever.

**Sd/-**

**REGIONAL MANAGER**

## **Terms& Conditions**

### **01. Delivery Place:**

Bidder will supply and deliver the furniture items in requisite number at **the Jharkhand Rajya Gramin Bank, Mahuldiha Branch, 1<sup>st</sup> Floor at C/O Mr. Anant Kumar Pradhan, AT & PO- SONUA, DIST- WEST SINGHBHUM -833105, Jharkhand.** and the cost of transportation will be borne by the supplier.

### **02. Bid Price:**

- a) All duties, taxes and other levies including the transportation expenses (excluding GST )are payable by the firm under the contract and shall be included in total price.
- b) Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained.
- c) All the columns and requisite information's must be filled in the supplies Format.

### **03. Submission of Quotations/Bid:**

- a) Each bidder should submit quotations in sealed envelopes. (Technical & Financial in separate envelopes)

### **04. Credentiaity Certificate**

#### **1. Specification of Item(as applicable)**

- a.) The Financial part (Part-II) of the bid shall consist of only Rate/Price on the Firm's letter pad. All the column and requisite information must be filled in the prescribed format.

Bidder must quote the item wise Rate.

- b.) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

### **05. Evaluation of Quotations:**

The JRG Bank will evaluate and compare quotations determined to be substantially responsive i.e

- a) Are properly signed
- b) Confirm to terms, conditions, specifications and qualifications conditions.

### **06. Award of Contract:**

The JRG Bank will award the contract to the bidder whose quotations have been determined to be substantially responsive and who has offered the lowest evaluated quoted price.

A) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

**07.Other Terms & Conditions:**

(a) JRG Bank reserves the right to prepone/postpone/cancel the bid,.The bidder will have to abide with the decision.

(b) Payment shall be made after the Completion of work and submission of bills which will be subject to satisfactory vetting of work by the Arcitect who will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.

(c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.

(d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.

(e)No payment will be made for any damage of goods supplied.

We look forward to receiving your quotations and thank you for your interest in this project.

**Sd/-**

**REGIONAL MANAGER**

**PROFORMA FOR TECHNICAL BID(PART-I)****Annexure:I**

|              | <b>Particulars</b>                                                                                                                       | <b>To be filled in by the firm</b>              |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1            | Name of the supplier/Agency                                                                                                              |                                                 |
| 2            | Detailed office address of the supplier/Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person |                                                 |
| 3            | PAN/TAN Number (copy to be enclosed)                                                                                                     |                                                 |
| 4            | Sales Tax/VAT/GST Registration Number(copy to be enclosed)                                                                               |                                                 |
| 5            | Whether bid document of all pages of the terms and Conditions duly signed, in token of acceptance of the same, is attached               |                                                 |
| 6            | Whether agency profile is attached?                                                                                                      |                                                 |
| <b>Date</b>  | :                                                                                                                                        | <b>Signature of the Bidder with Office Seal</b> |
| <b>Place</b> | :                                                                                                                                        |                                                 |

**FORMAT OF FINANCIAL BID (Part-II) Annexure:II**

Name of the Firm/Agency/Supplier: \_\_\_\_\_

| SL .No | DISCRIPTION OF GOODS               | Qty    | UNIT | Rate | Amount |
|--------|------------------------------------|--------|------|------|--------|
| 1      | PARTITION OF MANAGER CHAMBER(20*3) | 70.00  | SQFT |      |        |
| 2      | MANAGER TABLE(5*3)                 | 1.00   |      |      |        |
| 4      | NEW CASH CABIN PARTITION           | 160.00 | SQFT |      |        |
| 5      | NEW CASH CABIN TABLE(5.5*2.5)      | 1.00   | NOS  |      |        |
| 6      | DBM PARTITION(DEALING COUNTER)     | 30.00  | SQFT |      |        |
| 7      | DBM NEW TABLE(5*2.5)               | 1.00   | NOS  |      |        |
| 8      | MANAGER NAME BOARD                 | 1.00   | NOS  |      |        |
| 9      | NOTICE BOARD                       | 1.00   | NOS  |      |        |
| 10     | WITHDRAW SLIP SELF                 | 1.00   | NOS  |      |        |
| 11     | COMPLAINT & CHEQUE DROP BOX        | 1.00   | NOS  |      |        |

|  |  |                     |  |
|--|--|---------------------|--|
|  |  | <b>Total ( Rs.)</b> |  |
|  |  | <b>GST (Rs.)</b>    |  |
|  |  | <b>Total (Rs.)</b>  |  |

**STANDARD OF MATERIALS TO BE USED**

1. Ply wood(GREEN)(BWRGrade)/sard plywood (BWR Grade)
  2. Wood preservative;Bison by Brilish paint termoseal by PCL
  3. Laminates;Green/Formaica/Durian/Woodline
  - 4.Cable Organizer: EBCO
  - 5.Paint: ICI Dulux/ Asian Paints/ Berger
  - 6.Lock Door Latch & Night Latch: Godrej Screw; GKW/Nettle Fold
  7. Keyboard Trey: EBCO
  - 8.Adhesive: Fevicol SH/Jivanjor
  9. Glass: Modi/Asahoi/Saint-Gobain
  - 10.Colour of the laminates will have as per bank scheme and will be pasted as per bank's standard model.
- A. I/We agree to supply the above mentioned items in accordance with technical specification for a total contract price of Rs..... (in words Rupees.....) including Transportation & labour charges (for shifting of existing furniture items )etc.within 10 days of the issue of supply order.
- B. I/We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Address:

Designation:

Contact No.:

Date:

**PART I- TECHNICAL DETAILS**

The Regional Manager,  
Jharkhand Rajya Gramin Bank  
Regional Office, Singhbhum (Jamshedpur)  
Ward No. 10,  
Archana Tower, 2<sup>nd</sup> Floor  
Dimna Road,  
Jamshedpur – 831 012

Dear Sir,

**Technical details of the premises offered to Bank on lease basis**

The details of the premises which I/We offer on lease to the Bank are as under:

|   |                                                         |                                                 |                                                |
|---|---------------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| 1 | Name of the owner/s                                     |                                                 |                                                |
| 2 | Share of each owner, if any,<br>Under joint partnership |                                                 |                                                |
| 3 | Location                                                |                                                 |                                                |
|   | i                                                       | Name of the building                            |                                                |
|   | ii                                                      | Number and street                               |                                                |
|   | iii                                                     | Ward /Area                                      |                                                |
| 4 | Building                                                |                                                 |                                                |
|   | i                                                       | Type of the building                            | Residential / Commercial /<br>Industrial/Mixed |
|   | ii                                                      | Type of construction                            | Load bearing / RCC/ Framed structure           |
|   | iii                                                     | Clear height from floor to ceiling              |                                                |
|   | iv                                                      | Rentable carpet area offered to the Bank at     |                                                |
|   | a)                                                      | Basement floor                                  | Sq. Ft                                         |
|   | b)                                                      | Ground floor                                    | Sq. Ft                                         |
|   | c)                                                      | First floor                                     | Sq. Ft                                         |
|   | TOTAL AREA                                              |                                                 | Sq. Ft                                         |
|   | v                                                       | Specification of construction                   |                                                |
|   | a)                                                      | Floor (vitrified tiles/marble for the floors)   |                                                |
|   | b)                                                      | Roof                                            |                                                |
|   | c)                                                      | Walls                                           |                                                |
|   | d)                                                      | Doors & Windows                                 |                                                |
|   | e)                                                      | Are MS Grills provided to windows               | Yes/No                                         |
|   | f)                                                      | Running water facility available                | Yes/No                                         |
|   | g)                                                      | Sanitary facilities available                   | Yes/No                                         |
|   | h)                                                      | Electrical supply with separate meter available | Yes/No                                         |
|   | i)                                                      | Parking facility                                | Yes/No                                         |

|   |                                                                                                                                                              |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 5 | Whether there is feasibility of having Safe Deposit Vault in R.C.C. as per Bank's requirement. (in terms of load bearing capacity of the building structure) |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

6. I/We are enclosing the site map, copy of the ownership of the property, khatha certificate and latest encumbrance certificate.
7. I/We agree to execute Lease Deed in Bank's standard format. My/our offer will be valid for next six months from the date of offer.
8. We agree that the Bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever.
9. Any other terms and conditions (please specify)

Signature of the Offeror

Place :

Date :

**PART II - FINANCIAL DETAILS**

The Regional Manager,  
Jharkhand Rajya Gramin Bank  
Regional Office, Singhbhum (Jamshedpur)  
Ward No. 10,  
Archana Tower, 2<sup>nd</sup> Floor  
Dimna Road,  
Jamshedpur – 831 012

Dear Sir,

**Financial details of the premises offered to Bank on lease basis**

I/We offer to lease our premises located at \_\_\_\_\_ (other details of which are given in Part I) at the following rates:

| Sr No        |              | Carpet area in sq ft | Rate per sq ft of carpet area | Total Price/Rent P.m.* Rs. |
|--------------|--------------|----------------------|-------------------------------|----------------------------|
| 1            | Basement     |                      |                               |                            |
| 2            | Ground floor |                      |                               |                            |
| 3            | First floor  |                      |                               |                            |
| 4            | Second floor |                      |                               |                            |
| <b>TOTAL</b> |              |                      |                               | <b>Rs.</b>                 |

(Pillars, walls, passage, toilets etc. will not form part of carpet area offered for bank's premises)

I/We agree to :

- Execute Lease Deed in Bank's standard format;
- Bear all the taxes and cesses related to the premises;
- Bear the cost of execution and registration of Lease Deed;
- To Lease the premises in favour of Bank for Five years with 3 (Three) options of 5 (Five) Years each with 15% increase in rent at each option;

Do you require loan for construction of premises/building? Yes/No

If yes, then

Estimated cost of construction : Rs.

Loan amount required : Rs.

Any other terms and conditions (Please specify)



My/Our offer will be valid for next six months from the date of Offer. Please specify whether the rate is negotiable or not.

Encl: Plan of premises.

Strike out whichever is not applicable.

Place:

Date:

Signature of the Offeror

Name:

Address:

Telephone/Fax No