

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

**TENDER FOR INVITATION OF QUOTATION FOR PROCUREMENT
OF FURNITURE FOR GARHWA BRANCH (BR CODE-263)**

Tender No. ACCT/08/2025-2026

Dated :30.08.2025

Important Dates:

Opening date for submission of Tender Documents.	30.08.2025
Last date for submission of Tender Documents.	10.09.2025
Date of opening of Technical & Financial Bid	11.09.2025
EMD	Rs.18,500/-
Tender Fee	Rs. 2,000/-

Address for Communication

JRG Bank,
Regional Office-IV
Church Road, Daltonganj
Palamu-822101
Phone No. +91 9051259319
E-mail ID. – ropalamu.account@jrgb.in

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

JRGB:RO-IV:ACCT:2025-26:08

Date: 30.08.2025

Notice Inviting Quotation for Procurement of Furniture

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

Regional Manager, Regional Office, RO-IV, Church Road, Daltonganj, Palamu-822101

The aforesaid furniture items have to be supplied/ installed at First floor of our **Jharkhand Rajya Gramin Bank, Garhwa Branch, Ashok Vihar, Near Garhwa Block, Garhwa-822114.**

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 for Garhwa Branch is Rs.3,67,300/- approx. excluding GST (including all taxes/transportation and labor charges)

Intending eligible firm may download quotation/bid document from our Bank's website jrgb.in tender section from 30.08.2025 to 10.09.2025 till 4.00 P.M.

Technical & Financial documents sealed in separate covers must be delivered to the Regional Manager, JRG Bank, Regional Office-IV, Church Road, Daltonganj, Palamu-822101 up to 10.09.2025 till 4.00 P.M. 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 Jharkhand Rajya Gramin Bank, Garhwa Branch, Ashok Vihar, Near Garhwa Block, Garhwa-822114 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. Tender Cost

Tender cost, an amount of Rs. 2,000/- (Two Thousand Only) should accompany the Technical Bid Document. The Tender Cost shall be paid in the form of Demand Draft / Bankers Cheque from Scheduled Bank in favour of JRG Bank, payable at Daltonganj.

Any Bid not accompanied by the requisite Tender Cost shall be deemed to be invalid and will be rejected. (Exempted for MSME units subject to submission of required certificate in this regard).

05. EMD

Earnest Money Deposit (EMD), amount of Rs. 18,500/- (Rupees Eighteen Thousand Five Hundred Only) (**Exempted for MSME Units, however, declaration as per F-IV & required certificate is to be submitted**) should accompany the Technical Bid Document.

The EMD shall be paid in the form of Demand Draft / Bankers Cheque from Scheduled Bank in favour of **JRG Bank, payable at Daltonganj**. Such EMD shall not carry any interest.

Any Bid not accompanied by the requisite EMD shall be deemed to be invalid and will be rejected. The EMD will be refunded to the ineligible bidders after the completion of the tender process. In case of successful bidder / bidders, earnest money deposit will be forfeited by the Bank if: -

- a) After submission of the tender, if the tenderer fails/refuses to comply with any /all of the terms & conditions of the Tender.
- b) The Tenderer withdraws the offer during the validity period.

06. Credentiality Certificate:

1. Specification of Item (as applicable)

- a.) The Financial part (Part–II) of the bid shall consists of only Rate/Price on the Firm's letter pad. All the columns 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.

07. Evaluation of Quotations:

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

- a) are properly signed
- b) conform to terms, conditions, specifications and qualifications conditions.

08. Award of Contract:

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

a) Not-withstanding 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.

09. 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 Architect 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**

	Particulars	To be filled in by the firm
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?	
Date	:	
Place	:	Signature of the Bidder with Office Seal

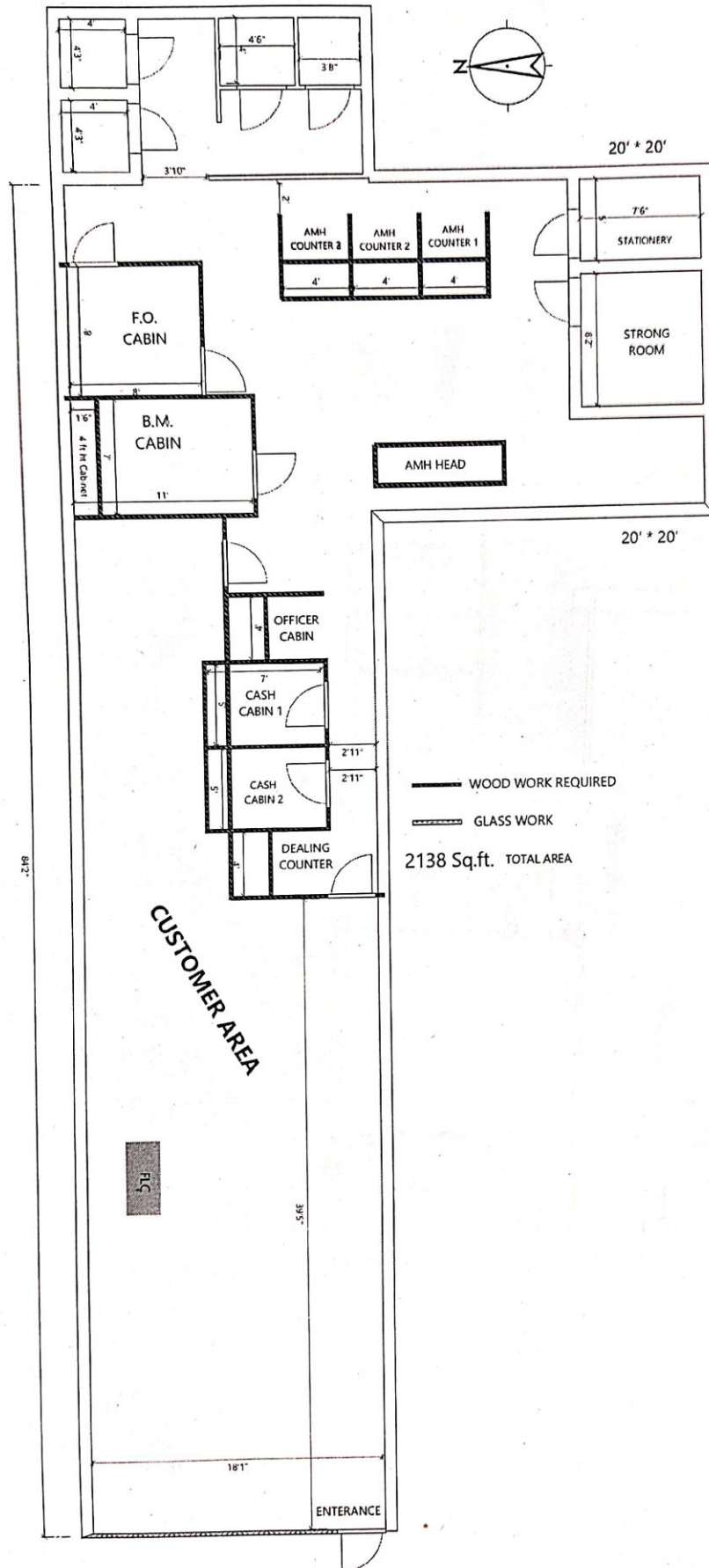
FORMAT OF FINANCIAL BID (Part-II)

Annexure: II

Name of the Firm/Agency/Supplier: _____

SN	Description of Items					Area	Rate per sq. ft	Amount
		No.	Length (Feet)	Breath (feet)	Height (feet)			
1	Cash Cabin	2	7.000	5.000	7'	70.00		
2	Working Table cash cabin	2	5.000	2.500		25.00		
3	Dealing Counter	2	4.000	2.50		20.00		
4	Field Officer Cabin	1	8.000	8.00	4.500	64.00		
5	Working Table FO cabin	1	5.000	2.500		12.50		
6	Branch Manger Cabin	1	11.000	7.000	4.500	77.00		
7	Branch Manager Cabinet	1	6.000	2.500	1.500	15.00		
8	Gate	1	4.500	3.000		13.50		
9	Branch Manger table	1	6.000	2.500		15.00		
10	Suggestion Box	1				0.00		
11	Writing Stand	1				0.00		
12	Mortise lock	4				0.00		
13	Door Closer	4				0.00		
14	Main Gate Aluminum & Glass Framing	1				0.00		
15	Entrance Gate Door with Aluminum and Glass					0.00		
16	A.M.H Table	3	4.000	2.500		30.00		
17	A.M.H Partition	1	4.500	5.000		22.50		
18	A.M.H Head Table	1	5.000	2.500		12.50		
19	Partition	1	7.500	4.50		33.75		
20	Partition	1	5.000	4.50		22.50		
21	Partition	1	4.500	2.00		9.00		
22	Succession Board	1	4.000	2.00		8.00		
TOTAL AMOUNT (excl. GST)								
CGST								
SGST								
GRAND TOTAL								

PROPOSED ROUGH LAYOUT OF GARHWA BRANCH



Standard of Material to be used:-

- 1) Ply Wood - (MR Grade) 18 mm, 6mm
- 2) Laminated – Virgo / Woodline
- 3) Glass – Saint gobin / gold plus
- 4) Paint – Asian Paints / Berger
- 5) Adhesive – Fevicol SH/ Jivaner
- 6) Locks – Links / Godrej
- 7) Door Latch – Godrej
- 8) Door closer SD/ Doorset
- 9) Drawer Chanell – Khetan / neft / Abro

1. I/We agree to supply the items listed in Annexure-II, 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.
2. 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:

F-IV

EARNEST MONEY DEPOSIT DECLARATION

(Letter to the bank by the bidder)

To
The General Manager,
Jharkhand Rajya Gramin Bank,
Zila Parishad Premises, Market Complex,
3rd Floor, Near Kutchery,
Ranchi – 834001

Dear Sir,

Sub: Earnest money deposit declaration.

Whereas I/We (name of agency) _____ have submitted bid for supply furniture items (Cash Counter, BM Table, Dealing Counter, Other Officer's Table, False Ceiling & Others) as per lay out plan and detailed specification mentioned in Annexure-III for tender No. _____ dated _____

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender, I/We withdraw and / or modify my / our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.
2. If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee / security deposit before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for JRG Bank tender from date of issue of suspension order.

Yours faithfully,

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

NAME & DESIGNATION:

DATE:

PLACE: