



Ph: (06622) – 272022 ; 275050; 275022;

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Website: www.sdcbsng.com

The Sundargarh District Central Co-operative Bank Ltd.,

Main Road, Regent Market, Sundargarh – 770001

Regd. No. 90/SG Dt.01.06.1955

GSTIN-21AAAAT8303L1ZM

Ref No: SDCCB/FAD/ 2400

Date: 08/09/2026

DETAILED REQUEST FOR PROPOSAL (RFP) & TENDER PAPER

SECTION I: INVITATION TO BIDDERS & SYSTEM OVERVIEW

The Sundargarh District Central Cooperative Bank Ltd. (hereinafter referred to as "the Bank") invites sealed tenders under a two-bid system (Technical Bid and Financial Bid) from experienced, registered, and financially sound Architectural, Interior Design, and Engineering Automation firms. The scope of work encompasses the complete interior decoration, furnishing, electrical installation, structured data networking, UPS room preparation, and civil modifications for the setup of the Bank's newly shifted/established Fertilizer Township Branch and its integrated Onsite Automated Teller Machine (ATM) Center at Main Road, Fertilizer Township, Rourkela.

The primary objective of this tender is to construct a modern, secure, and highly efficient banking environment. The branch layout must balance customer-centric retail spaces with fortified, high-security operational zones. Bidders are expected to deliver premium craftsmanship, using durable, brand-specified materials that align with the Bank's corporate identity guidelines.

SECTION II: SCHEDULE OF TENDER ACTIVITIES (TIMELINES)

Sl.	Event Description	Date and Time
1	Date of Publication of Tender Notice	08.09.2026
2	Mandatory Site Visit & Dimension Validation Wind	08.09.2026 to 23.09.2026 (During Business Hours)
3	Bid Clarification / Pre-Bid Query Submission Closing	25.09.2026 up to 4:00 PM
4	Last Date and Time for Submission of Sealed Bids	30.09.2026 by 5:00 PM
5	Date, Time, and Venue of Technical Bid Opening	01.10.2026 at 12:00 PM (HO Chamber)
6	Technical Presentation by Shortlisted Firms	01.10.2026 at 12:00 PM onwards
7	Opening of Financial Bids for Qualified Bidders	01.10.2026 at 01:00 PM onwards



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SECTION III: BIDDER ELIGIBILITY & MANDATORY QUALIFICATIONS

Bidders must submit self-attested documentation proving compliance with the following parameters alongside their technical bid envelopes:

1. Operational & Legal Status

The bidder must be a legally registered firm, proprietary concern, partnership company, or corporation in India, possessing valid documentation including a Permanent Account Number (PAN) and Goods and Services Tax Identification Number (GSTIN).

The firm must hold a valid registration certificate from the Council of Architecture (COA) or an equivalent engineering corporate body.

2. Financial Soundness

Annual Turnover: The firm's Average Annual Financial Turnover during the immediate preceding five consecutive financial years (ending March 31, 2026) must be a minimum of **Rs. 50,000,00/- (Rupees Fifty Lakhs Only)**. This must be supported by audited balance sheets and profit & loss statements duly certified by a registered Chartered Accountant.

Income Tax Compliance: Copies of Acknowledgements of Income Tax Returns filed for the financial years 2023-24, 2024-25, and 2025-26 must be attached.

3. Core Execution Competence

Bidders must have successfully executed and commissioned at least **1 (One) similar type of project** involving corporate/banking interior fit-outs, networking infrastructure development, and electrical automation with a consolidated project cost of not less than **Rs. 2,000,000/- (Rupees Twenty Lakhs Only)** within the last five years.

Alternatively, completion of **3 (Three) similar works** for Central/State Government Departments, Public Sector Undertakings (PSUs), or State Autonomous Bodies during the same timeframe will be deemed acceptable qualification criteria.

4. Earnest Money Deposit (EMD) & Bid Fees

EMD Requirement: Bidders must submit an EMD of **Rs. 20,000/- (Rupees Twenty Thousand Only)** in the form of a Demand Draft or Fixed Deposit Receipt issued by a Nationalized/Scheduled Bank, pledged in favour of "The Sundargarh District Central Cooperative Bank Ltd.", payable at the head office branch. Bids without a valid EMD will face immediate rejection.



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SECTION IV: SUBJECTIVE & TECHNICAL CLAUSES

Clause 4.1: Mandatory Field Visit, Verification of Exact Spatial Dimensions, and Layout Finalization

The engineering designs, line diagrams, and 3D schematics appended to this tender package serve strictly as architectural baselines and conceptual markers. They do not exempt the bidder from absolute dimensional liability.

Physical Verification Mandate: It is an explicit, non-negotiable condition of this procurement process that every intending bidder must physically journey to the new site at Fertilizer Township Branch, Rourkela, prior to the compilation and submission of their financial bid. The bidder must systematically measure, audit, and chart the physical brick-to-brick room dimensions, ceiling clearances, column locations, structural deviations, and conduit paths.

Pre-Bid Field Verification Log: Bidders must coordinate their site visit with the assigned Branch Manager (Mrs. Pranatee Pradhan, Contact: 8984380580). Upon completion of the verification, the bidder must secure a signed "Site Inspection Certificate" (Form 9.2) from the bank authority, which must be enclosed within Envelope-1 (Technical Bid).

Liability Disclaimer: The financial values quoted by the bidder in Section V shall be deemed inclusive of adjustments dictated by actual site space variables. The Bank shall entertain no post-award claims, price escalations, or quantity disputes grounded in variations between the tender's indicative drawings and the structural realities of the physical property.

Clause 4.2: Structured Data Networking Architecture and Hardware Specifications

To establish a secure network backbone capable of driving core banking software applications without packet loss, the internal communication network must be deployed under rigid engineering protocols.

Node Distribution Matrix: The contractor shall wire, route, and test precisely **16 (Sixteen) Data Information Outlet (I/O) Box Nodes** distributed across the branch floor layout (including the Cash Counters, Manager Cabin, Accounts Desk, and Loan Desk Verification Stations, Onsite ATM, Hub/UPS Room).

Cabling Infrastructure Standards: Every node run must utilize premium Category 6 (Cat-6) Unshielded Twisted Pair (UTP) solid copper core data cabling. The cabling must run through heavy-duty, fire-retardant, high-impact PVC casings or concealed conduits. No data cable path may run parallel to or within a 300mm proximity of internal AC power lines to safeguard against Electromagnetic Interference (EMI).



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Patch Panel Specifications: Central termination of all 16 incoming runs must occur inside a specialized network rack housing a premium **24-Port RJ-45 Category 6 Structured Patch Panel**. The components utilized must strictly belong to either **D-Link Corporation or TP-Link Technologies Co., Ltd.** OEM ecosystems. The patch panel must feature robust cable management bars, clear numerical labeling tags, and TIA/EIA 568A/B color-coded termination blocks.

Certification Testing: Post-termination, the contractor must run full channel and permanent-link tests using a calibrated Fluke Network Analyzer on all 16 nodes. Printed certification graphs demonstrating acceptable Near-End Crosstalk (NEXT) and Return Loss metrics must be submitted before final billing approval.

Clause 4.3: Fortified UPS Room Infrastructure and Isolation Layout

The UPS (Uninterruptible Power Supply) Room represents the vital core of power stability for the branch's computing grid, servers, and surveillance equipment.

Structural Isolation: The UPS Room must be enclosed with fire-rated partitions using 19mm commercial plywood lined internally with fire-retardant laminate finishes. It must feature adequate ventilation louvers to prevent heat accumulation generated by battery banks.

Electrical Switchgear Setup: The room must house a dedicated Independent Distribution Board (DB) fabricated from sheet steel. This board must feature double-pole Micro Circuit Breakers (MCBs), a centralized Changeover Switch, and dedicated Earth Leakage Circuit Breakers (ELCBs) to handle output flows cleanly.

Earthing Grid Isolation: The UPS systems must be connected to an isolated copper plate chemical earthing pit separate from the branch's commercial power earth. Resistance levels at the UPS ground terminal must be maintained strictly below 1.0 Ohm.

Clause 4.4: Onsite ATM Center Infrastructure Integration

The Onsite ATM Room operates as a standalone 24/7 public zone and requires specialized architectural separation from the main retail banking hall.

Structural Design: Bidders must install heavy-duty 12mm thick frameless toughened glass entry doors outfitted with commercial-grade hydraulic floor springs, top/bottom patches, and secure deadbolts.

Civil Modifications & Enclosures: The walling dividing the ATM lobby from the bank interior must be heavily reinforced. The teller machine's back-loading access zone must open into the secure internal bank space via a heavy-gauge steel flush door featuring a pick-resistant multi-point mechanical vault lock.



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Auxiliary Conduiting: Separate, dedicated conduits must be carved out to feed standalone AC power feeds, independent CCTV surveillance cameras, and external VSAT/network links directly into the ATM enclosure without routing through the main branch switchboards.

Clause 4.5: Electrical Distribution Systems and Lighting Engineering

Wiring Specifications: All primary, secondary, and sub-circuit internal wiring loops must be executed using multi-strand, Flame Retardant Low Smoke (FRLS) copper conductors of certified gauges (e.g., 4.0 sq. mm for power loops, 2.5 sq. mm for regular sockets, and 1.5 sq. mm for lighting switches).

Illumination Layout: The branch floor must achieve a uniform lux level of 300-400 lm/m² across work surfaces. This will be accomplished by installing high-efficiency recessed **LED Light Fixtures (Minimum 2x2 Sqft panels, 36W-40W)** manufactured exclusively by **Wipro, Philips, Havells, or Syska**. Provisioning for low-voltage decorative LED strip lights along the bulkheads and customer help desks must be integrated via isolated step-down transformers.

SECTION V: COMPREHENSIVE PRICE SCHEDULE / FINANCIAL BID FORMAT

Bidders must submit their financial evaluations formatted precisely as shown below. Unit rates must include raw material acquisition, transportation logistics, field labour overheads, tool deployments, waste management, and auxiliary charges, while remaining strictly exclusive of GST. The carpentry components must prioritize Greenply Brand for structural plywood cores and Greenlam Brand for surface veneers and decorative laminates.

Sl.	Work Classification	Descriptive Specifications of Scope	Qty	Unit	Rate (Rs)
1	Carpentry & Joinery	19mm commercial ply partition walls with 1mm laminate balancing & plain glass vision panels.	Exact nos. shall be arrived after field visit of the bidder	Sqft	
2	Carpentry & Joinery	Modular service cash counter tables featuring post-formed laminate tops & keyboard mechanisms.		Sqft	
3	Carpentry & Joinery	450mm deep overhead/low credenza storage cabinets with premium automatic hinges & locking units.		Sqft	
4	Carpentry & Joinery	Executive Manager Desk structure with side runner drawers & wire management ports.		Sqft	
5	Carpentry & Joinery	Secondary side storage units (3'0"x1'6"x2'6") with internal storage shelves.		Sqft	



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6	Doors & Glazing	12mm Toughened Glass Doors & Flush Doors with complete heavy-duty commercial hardware setups.	Nos	
7	Ceiling Framework	G.I. grid suspended 12mm thick Gypsum board false ceilings completed with edge definitions.	Sqft	
8	Painting & Finishes	Three-coat Acrylic Emulsion uniform application over double putty coats & structural primers.	Sqft	
9	Civil Safety	Certified chemical anti-termite ground & wall treatment across all branch quadrants.	Sqft	
10	Electrical Systems	Internal branch electrical distribution wiring, primary board connections, and socket points.	Job	
11	Electrical Systems	Recessed LED Commercial Light Fixtures (40W) and integrated circuit running lines.	Nos	
12	Network Eng.	16 Nodes Cat-6 cabling termination, testing, and deployment of D-Link/TP-Link 24-Port Panels.	Nodes	
13	Infrastructure	Specialized distribution boards & structural isolates for the dedicated UPS Room setup.	Job	
14	Infrastructure	Civil fortifications, reinforcement partitions, and access modifications for Onsite ATM Room.	Job	
SUB-TOTAL ESTIMATED BID VALUE (Rs.):				
PROVISION FOR DATA EXPANSION RUNS & SPARE SWITCHING				
CONSOLIDATED GROSS BID VALUE (IN FIGURES):				

SECTION VI: METHOD OF SELECTION & GENERAL TENDER CLAUSES

1. Evaluation Framework

The Bank will employ a Quality and Cost Based Selection (QCBS) methodology. Bids are analyzed in a two-stage process:

Stage 1 (Technical Qualification Matrix): Bidders will be evaluated on technical capabilities, including historical work longevity, past execution profiles of high-value bank properties, active manpower rosters, and financial turnover strengths. Only firms scoring 60 Marks or higher on the technical scoring scorecard will qualify for the financial opening envelope stage.



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Stage 2 (Financial Finalization): The contract will typically be awarded to the qualified technical bidder presenting the most competitive, properly justified lowest financial rate structure (L1 parameter). The bank reserves the right to reject abnormally low, unworkable financial quotes if the bidder fails to provide an analytical rate justification.

2. Milestone Payment Schedule

Payments will be distributed through online electronic clearing channels directly to the contractor's bank account based on the following verified construction milestones:

20% of Total Fee: Upon certified completion of 20% of physical on-site interior and infrastructure tasks.

20% of Total Fee: Upon certified completion of 40% of physical on-site interior and infrastructure tasks.

20% of Total Fee: Upon certified completion of 60% of physical on-site interior and infrastructure tasks.

20% of Total Fee: Upon certified completion of 80% of physical on-site interior and infrastructure tasks.

15% of Total Fee: Upon 100% completion of structural handover, operational deployment of networking data channels, and clear inspection sign-offs.

Balance 5% Retention Value: Kept as a performance security bond, to be released following the successful completion of the Defect Liability Period (12 Months) from the branch opening date.

3. Bid Validity

Submitted proposals shall remain legally binding, firm, and open for bank acceptance for a period of 120 Days from the ultimate closing date of bid submissions.

SECTION VII: DETAILED TECHNICAL EVALUATION SCORING MATRIX

Sl.	Attribute Classification	Sub-Category / Scoring Breakdown	Max Marks
1	Corporate Experience & Longevity in Field	2 to 4 Years of Active Field Operation: 05 Marks	10
		More than 4 Years of Active Field Operation: 10 Marks	
2	Similar Nature Project Performance (Last 5 Years)	2 Projects completed between Rs. 0.50 Cr and Rs. 1.00 Cr OR 1 Project above Rs. 1.00 Cr: 20 Marks	30
		More than 2 Projects between Rs. 1.00 Cr and Rs. 2.00 Cr OR 1 Project above Rs. 2.00 Cr: 30 Marks	



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3	Average Annual Turnover (Last 5 Audited FYs)	Exactly Rs. 50.00 Lakhs baseline: 10 Marks	30
		Above Rs. 50 Lakhs up to 100 Lakhs: 20 Marks	
		More than Rs. 100.00 Lakhs (1 Crore): 30 Marks	
4	Technical Manpower Profile (On Firm's Payroll)	Registered Architect (Min 2): 04 Marks	20
		Graduate Civil Engineer (Min 2): 04 Marks	
		Electrical Engineer (Min 1): 04 Marks	
		Certified Civil Estimator (1 No.): 04 Marks	
		Field Surveyor (1 No.): 04 Marks	
5	Local Capability Setup	Functional Office Setup inside the Sundargarh/Rourkela Jurisdiction: 10 Marks	10
TOTAL SCORING MARKS AVAILABLE:			100 Marks

SECTION VIII: LIQUIDATED DAMAGES & PENALTY CLAUSES

Clause 8.1: Liquidated Damages for Delay in Completion

Time is the essence of this infrastructure contract. If the contractor fails to maintain the agreed-upon progress or complete the interior, electrical, networking, and ATM works within the designated turnaround window, liquidated damages will be levied. The contractor shall pay the Bank an amount equal to 0.5% of the total contract value for each week of delay or part thereof, capped at a maximum ceiling of 10% of the absolute final contract value. If the project delay extends past 10 weeks, the Bank reserves the absolute legal right to terminate the contract, forfeit the EMD, and blacklist the contractor from future bank procurements.



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Clause 8.2: Defect Liability Period (DLP) and Retention Conditions

The Defect Liability Period shall span exactly 12 (Twelve) Calendar Months counting from the formal date of branch opening and engineering handover. The contractor must repair, modify, or replace any manufacturing defects, loose cabinetry laminates, structural wiring failures, network packet drop-outs, or plumbing errors at their own cost within 48 hours of notification by the Bank. If the contractor fails to address reported defects during the DLP, the Bank will execute the repairs through third-party engineering channels and deduct all associated costs from the 5% Retention Security Balance held by the bank.

SECTION IX: PRE-BID CLARIFICATION & FIELD INSPECTION FORMATS

Form 9.1: Pre-Bid Query Submission Sheet

(Bidders seeking clarifications on specific interior blueprints, networking hardware parameters, or electrical schemes must submit this sheet via email on or before 25.09.2026).

Item No.	Tender Section / Para	Existing Clause Text	Clarification Requested

Name of the Bidding Firm: _____

Authorized Signatory Signature: _____

Form 9.2: Mandatory Pre-Bid Site Inspection Certificate

(This certificate must be printed by the bidder, signed by the verified Bank Representative on-site during the field check, and enclosed inside Envelope-1: Technical Bid).

This is to certify that M/s.

_____, representing their firm as an intending bidder, has physically visited the site location for the proposed Fertilizer Township Branch and Onsite ATM Center, Rourkela on this day dated ____/09/2026.

The bidder has conducted detailed architectural verifications, measured all brick-to-brick



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internal clearances, and assessed the layout paths for the 16 Cat-6 data node lines, mapped the UPS Room positioning, and confirmed the entry configurations for the upcoming ATM installation area. The firm's financial offer is confirmed to be fully aligned with these verified physical site parameters.

Signature of the Intending Bidder / Engineer with Stamp

Counter-Signature of Bank Representative (Branch Manager)
(With Full Name, Designation, and Office Seal Date)

SECTION X: FORM OF COMPLIANCE DECLARATION

(To be typed on the Bidder's Official Corporate Letterhead and included in the Technical Proposal)

To,

**The Chief Executive Officer / Secretary,
Sundargarh District Central Co-operative Bank Ltd., Head Office, Sundargarh.**

Subject: Absolute Compliance Acceptance for Tender Notice No: SDCCB/ENGG-INT/08-2026

Sir/Madam,

1. I/We have carefully examined, audited, and processed all parameters outlined across the multi-page Tender Document, including the detailed technical evaluation grids, the 12-month Defect Liability conditions, and the 10% liquidated damages schedule.
2. I/We have completed the mandatory site dimensions survey at the Fertilizer Township branch property and have obtained the authenticated Form 9.2 Site Inspection Certificate enclosed herein.
3. I/We guarantee that all integrated data communication loops will be wired using Cat-6 solid copper infrastructure terminated exclusively onto premium D-Link / TP-Link 24-Port RJ-45 patch panels, as specified by the bank.
4. I/We hereby declare that our corporate entity has not been blacklisted, debarred, or restricted by any Central/State Government Department, PSU, or Autonomous Corporate Banking body within the preceding 3 financial years due to corrupt or fraudulent project execution practices.
5. All financial data structures quoted in our Financial Bid remain firm for a validation window of 120 days from the close of this public tender notice.



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Full Signature of the Bidder with Seal: _____

Designation / Title: _____

Place / Execution Date: _____ / _____


Chief Executive Officer

Sundargarh District Central Cooperative Bank Ltd.