

TENDER NOTICE

FOR

**SUPPLY OF DESKTOP COMPUTERS, PRINTERS (B&W),
AND OTHER IT & BANKING EQUIPMENTS**



Tender No.: DDSCBL/HO/IT/5/2021-22/02

Tender date: 10 May 2021

Last Date of Submission: 25 May 2021

**Daman and Diu State Cooperative Bank Ltd, IT Department,
H.No. 14/54 1st Floor, Dilip Nagar, Nani Daman - 396210,
Daman and Diu and Dadra and Nagar Haveli, India**

Tel.: 0260-2255984

Email: itconsultant.ddcb@gmail.com , 3dcoopbank@gmail.com

SECTION-A

INVITATION TO TENDER AND TENDERING CONDITIONS

1 Mode of Submission of Bids

- 1.1 Tenders for supply & installation of IP Cameras are hereby invited from the vendors by The Daman and Diu state Co-operative Bank Ltd., through the tendering process. The tender documents can be downloaded from the Website: **www.daman.nic.in**

Tender No.	DDSCBL/HO/IT/5/2021-22/02
Last Date Submission of Bid	25 May 2021 up to 3:00 PM

It is in the interest of the tenderers to ensure that the bids are submitted well in time as bids cannot be submitted after the due date & time.

- 1.2 The tenders have to be submitted as per Terms & Conditions, detailed specifications, quantity, etc. mentioned at Section- 'A' and Section- 'B'. Format of Technical Bid, and the format of financial bid mentioned at Section- 'C'.
- 1.3 The sealed tender document containing "Technical Bid" and "Financial Bid", complete in all respect signed on each page should reach by hand on or before 25 May 2021 up to 03:00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.
- 1.4 The Daman and Diu state Co-operative Bank Ltd. reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ without earnest money, tender fees will not be entertained.
- 1.5 **One Bid per Bidder:** Each bidder shall submit only one bid for one tender. A bidder who submits or participates in more than one bid will cause the bidder's participation to be disqualified for all the proposals.
- 1.6 All necessary catalogs/drawings/technical/literature/data as are considered essential for full and correct evaluation of the bids shall invariably accompany the bids.

2 Expenses towards Submission of Quotations and Liability towards Site Visit / Work

- 2.1 The Purchaser shall not be responsible for expenses incurred towards the preparation and submission of bid documents as well as other expenses incurred towards it such as site visits.
- 2.2 In case of erection and commissioning, repairs, and other jobs wherein the bidder's personnel or authorized representatives need to visit the Purchaser's site, they can do so only after obtaining the prior permission of the Purchaser's site authorities.

3 Content of Tender Document

- 3.1 The scope of work, bidding procedures, contract terms, and technical requirements are prescribed in the bidding documents. The Tender documents include the following sections:
- (a) Section A: Invitation to Tender and Tendering Conditions
 - (b) Section B: Technical Specifications & Drawings

(c) Section C: Format for Submission of Bid.

3.2 The bidder is expected to examine all instructions, forms, terms, specifications, and other information in the tender documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid.

3.3 **Clarification of Tender Documents:**

3.3.1 The bidder shall be deemed to have carefully examined all Tender documents and obtained clarifications from the Purchaser where needed, inspected and surveyed the Site and its surrounding and satisfied himself as to the form and nature of the Site, the quantities and nature of work, and material necessary for the supply. And the means of access to the Site, the accommodation he may require and in general obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect his tender, to his entire satisfaction before submitting the bid.

3.3.2 In particular and without prejudice to the foregoing conditions and besides thereto, when tenders are called furnishing Particulars, the bidder's tender to supply under such particulars shall be deemed to be an admission on his part that he has fully acquainted himself with the details thereof and satisfied himself before tendering as to the correctness and sufficiency of his tender for the Stores and of the rates and prices quoted in the Schedule of Quantities, which rate and prices shall, except as otherwise provided, cover all his obligations under the Contract and all matters and things necessary for the Supply.

3.3.3 The bidder acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Facilities.

3.3.4 No claim on his part which may arise on account of non-examination or misunderstanding of the Particulars and/or matter related to the site will, in any circumstances, be considered payable by the Purchaser.

3.4 **Amendments to Tender documents:** The Purchaser reserves the right to issue any amendments, clarifications, etc. to the specifications and documents to all bidders who have obtained the Bid Documents, giving reasonable time, before the bid opening. Such amendments, clarifications, etc., shall be given due considerations by the bidders while they submit their bids and invariably enclose such documents as a part of the bid. All such amendments, clarifications, etc., shall be mailed by the Purchaser to the prospective bidders at the address contained in the letter of request for issue of Bid documents from the bidders. Purchaser will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.

5. Manner and Method for Submission of Bids

5.1 a) Technical portion of the bid should contain/include only technical specifications, technical details, literature, references of earlier supplies of similar equipment, drawings, quantity, the time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedures, etc. Itemized list of spares and quantity recommended by the tenderer for purchase should also be included in the bid.

b) Bid should be submitted under the format provided by the Purchaser at Section "C" of this

tender document. If any deviation or substitution from the technical specifications contained in Section "B" to this tender document is involved, such details should be indicated in the bid and should be added as Annexure-A of Section B, or otherwise, it shall be an admission on the part of the bidder that he will supply the equipment as specified by the purchaser. However, bidders may note that deviations or substitutions from the technical specifications may lead to the rejection of their bid.

c) The bidder shall furnish all drawings of the plant/machinery/equipment/component to the purchaser along with their bid for correct understanding and appreciation of the tender in quadruplicate. Bidder's drawings will form part of the purchase order/contract only after these are approved by the purchaser.

d) **Catalogues / Technical Literature:** All necessary catalogs/drawing/technical literature data as are considered essential for full and correct evaluation of the bids shall invariably accompany the bid.

e) **Instruction / Operation Manual:** In respect of machinery / equipment / instrument / apparatus, where instruction/ operation manual is normally necessary to enable the user to put the machinery / equipment / instrument / apparatus to proper use, the contractor shall furnish such an instruction/ operation manual specific to the stores being supplied along with the plant / machinery / equipment / instrument / apparatus. The bidder shall clearly specify in the bid about his readiness to supply instruction / operation manual.

5.2 The Commercial portion of the bid should contain the bidder's specific confirmation regarding the compliance of all commercial terms and conditions of the Tender as per ITT (Section-A), The Bidders, also, should mention the applicability of Statutory Levies like GST, Sales Tax/VAT, etc, and all other related information.

5.3 Price Bid should be furnished as per Schedule to Tender Form of Section-C of the tender document.

6 Validity of Bids

6.1 Bids shall be kept valid for acceptance for a period of **120** (one hundred and twenty) days from the last date specified for receipt of bids. Bids with a shorter validity period will be liable for rejection.

7 Opening of Tenders

7.1 The tenders will be opened at our DDSCBL Head Office as per schedule given in the tender document

8 Taxes and Duties

8.1 Bid prices shall be exclusive of all Indian Indirect Taxes payable in India for the final product/services.

9 Test Charges, Spares, and Accessories AND Supervision of Erection & Commissioning Charges.

9.1 Routine Test, Special tests, Type Test, Special Type Tests, Seismic Qualifications/Testing

9.1.1 The bidder is required to perform the above tests as specified in the Technical Specification. As regards Type Tests, Submission of valid Type Test Certificate of previous tests may be considered instead of performing the tests, as provided in Technical Specifications.

9.1.2 a) Price for the supply of items shall include charges for all Routine tests, Type tests, etc. No charges for these tests shall be claimed/ paid separately.

b) Charges for Special Type Tests, Seismic Qualification/Testing shall not be included in the price of the items and shall be quoted/ claimed separately.

9.2 **Spares and Accessories:**

9.2.1 Bidders shall also furnish the prices of essential accessories, optional accessories, and spares necessary for satisfactory operation of the plant/machinery/equipment/component,

- a) for two years and
- b) for five years or

as specified in Section C: Technical Specifications

9.2.2 The prices for accessories and spares shall be itemized. Bids, where only lump sum prices are indicated, are liable to be ignored. Particular care must be taken to list out each item of spare and quantity recommended and also the individual price for these items.

9.3 The Bidders must clearly and separately furnish in their Price bid the charges for Supervision of erection and commissioning of items to be supplied under the contract.

10 **Delivery**

10.1 The entire scope covering the supply of equipment/machinery/plant/component etc. covered under this tender document shall be completed at the earliest. Milestone chart for detailed manufacturing schedule leading to delivery shall be submitted along with the bid. Tenderers should note that their bid may not be considered by the purchaser unless the bidders can meet the delivery schedule specified by the purchaser.

11 **Price Evaluation**

11.1 Bid evaluation will be done based on the total of Summary Prices for supply of items and site work portion as per Section C of the Tender document.

11.2 The value of mandatory spares will be considered for the bid evaluation as per Section – C of the Tender. Recommended spares will not be included for bid evaluation.

11.3 The bid evaluation will be done in conjunction with Section: C of the Tender.

12 **Acceptance of Bids**

12.1 The Purchaser reserves the right to accept or reject, lowest /any / all bid(s), in whole or in part, without assigning any reasons whatsoever and without any liability to the Purchaser. The bidder notwithstanding that his bid has not been accepted in whole shall be bound to supply the Purchaser, such item or items and such portion or portions of one or more items, as may be accepted by the Purchaser.

12.2 Acceptance of bids by the purchaser may be sent by priced Letter of Intent / Purchase Order / Contract within the validity of the bid. In case of such Letter of Intent, the bidder whose bid is accepted and who is hereinafter referred to as contractor will proceed with the execution of the contract based on such advance acceptance of the bid without waiting for a formal purchase order/contract and will be responsible to seek and obtain whatever clarifications that are

necessary from the purchaser to proceed with the execution of the contract and contractual delivery period will be reckoned from the date of such Letter of Intent.

12.3 Unsuccessful bidders will not be informed of the result of their bids.

13 Canvassing

13.1 Canvassing in any form concerning this tender will lead to rejection of the bid.

14 Corrupt or Fraudulent Practices

14.1 DDSCBL requires that bidders/suppliers/contractors under this contract, observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, DDSCBL:

- (a) defines, for these provisions, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of DDSCBL, and includes collusive practice among Bidders (before or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive DDSCBL of the benefits of free and open competition.
- (b) will reject a proposal for award of work if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will declare a Bidder ineligible, either indefinitely or for a stated period, to be awarded a contract/contracts if at any time it determines that the Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

15 Disclosures

15.1 Any change in the constitution of the contractor's firm, should be disclosed to DDSCBL, at any time between the submission of bids and the signing of the contract.

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SECTION-B**TECHNICAL SPECIFICATIONS AND DRAWINGS****Tender Mode:** offline (Physical)**Tender No.** DDSCBL/HO/IT/5/2021-22/02

S NO.	DESCRIPTION	QTY	UNIT
1	DESKTOP COMPUTERS , SPECIFICATIONS ATTACHED AS ANNEXURE-1 MAKE: DELL / HP	45.00	nos
2	BLACK & WHITE PRINTER (ALL IN ONE), MAKE: HP, SPECIFICATIONS ATTACHED AS ANNEXURE – 4	05.00	nos
3	NOTE COUNTING & DUPLICATE NOTE CHECKER MACHINE (ALL IN ONE)	04.00	nos
4	SOME OTHER MISCELLANEOUS ITEMS , AS PER ANNEXURE - 5		

Please enclosed catalogue/ drawing/ sketch of the offered item(s) otherwise your offer may be ignored.

Annexure-1**Technical Specifications of Desktop Computers**

Features	Configuration required
Processor	Intel Core i3 10 th Gen
RAM	8 GB DDR4 RAM
Storage Disk	256 GB SDD
Graphics	Intel® UHD Graphics 630 (2GB)
Operating System	Windows 10 Home Single Language, English
Key Board	USB Key Board
Mouse	Optical USB Mouse
Monitor	22/24 inch Monitor
Pre-Installed Software	Microsoft Office,2019 (Perpetual Licensed Version)
Support	3 Years warranty support & next business day onsite service

Annexure-4**Technical Specifications of Black and White Printer**

Features	Specification
Print Resolution	600 x 600 dpi
Print Speed	18 ppm
Print Technology	Laser
Connectivity	USB, Ethernet
Supported Media Types	Paper, Envelopes, Transparencies, Labels, Cardstock, Postcards
Functionality	Print, scan, copy

Annexure-8**Miscellaneous Items Purchase List**

Sr. No.	Entity	Quantity
1	USB SSD/HDD Enclosure	1
2	Wireless Keyboard	1
3	Wireless Mouse	1
4	Conference Camera	1
5	Ethernet USB Converter	1
6	Multi USB Hub	1
7	512GB SSD (External)	1
8	512GB SSD SATA	2
9	Multi Pocket Repair Tool Kit	1
10	Firewall	11
11	Crimping Tool	1

SECTION-C
FORMAT FOR SUBMISSION OF BID

TECHNICAL BID FORMAT

Sr. No.	Particulars	Remarks/Details
1.	Name of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd. Co./Public Ltd Co.)	
4.	Copy of registration certificate to be attached.	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial three years.	
6.	PAN No. (a self-attested copy will be attached)	
7.	GST No. (a self-attested copy will be attached)	

Signature of an authorized person & Seal of the Bidder

Date:

DECLARATION

1. I/ We have read the instructions appended to the Performa
2. and I/we understand that if any false information is detected at a later date, any contract made between ourselves and DDSCBL based on the information given by me/us can be treated as invalid by the DDSCBL and I/we will be solely responsible for the consequences.
3. I/We agree that the decision of DDSCBL in the selection of successful bidders will be final and binding to me/us.
4. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
5. I/We agree that I/We have no objection if inquiries are made about the work listed by me/us hereinabove and/or in the accompanying sheets.
6. I/We is not blacklisted in the last three years by State or Central Government / PSU / BFSI / Private Sector.

Place:

Date:

**Signature by an Authorized Person
Seal of the bidder:**

On Company Letter Head**ANNEXURE-“C” (Financial Bid Format)****FINANCIAL OFFER FOR SUPPLY OF COMPUTER DESKTOP, CAMERAS & PRINTER'S AND OTHER ITEMS**

Sr. No.	Description	Unit (As per Section – B, technical specifications and drawings)	Bid Rate per item (inclusive of taxes)	Total Rate (inclusive of taxes)
1	Desktop Computers			
2	BW Printer			
3	Note Counting and Note Checker			
4	Misc. Items			
TOTAL				

Authorized Signatory sign & Seal of the bidder