

**CONTATI CO-OPERATIVE BANK LIMITED**  
**Head Office, Contai, Purba Medinipur, West Bengal - 721401**  
**Website: [www.ccbi.in](http://www.ccbi.in)**

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## **TENDER DOCUMENT**

**Tender Reference No.:** RFQ No.- CCBL/08/2024-25

**Date of Issue:** 20/06/2025

**Mode of Tendering:** Single-Bid System (Technical and Financial in One Envelope)

**Tender Fee:** INR 100 (Non-refundable)

**Earnest Money Deposit (EMD):** 2% of the Total Quoted Value

### **1. NOTICE INVITING TENDER**

Contai Co-operative Bank Ltd., a leading co-operative banking institution based in West Bengal, invites sealed quotations under a Single-Bid System from experienced, reputed, and qualified vendors for the supply and delivery of high-quality branded desktop components. The selected vendor shall be responsible for the supply, on-site delivery, and installation of the hardware components as per specifications.

### **2. IMPORTANT DATES**

<b>Activity</b>	<b>Date &amp; Time</b>
Tender Publication Date	20/06/2025
Last Date for Submission	04/07/2025 up to 3:00 PM
Date of Tender Opening	04/07/2025 at 4:00 PM
Place of Submission	Head Office, Contai

### **3. TENDER FEE & EMD DETAILS**

- Tender Fee: INR 100 (non-refundable), to be submitted as Demand Draft in favour of "Contai Co-operative Bank Limited", payable at Contai.
- EMD: 2% of the total quoted amount, refundable for unsuccessful bidders, and retained as part of Security Deposit for the successful bidder.
- If the selected vendor fails to execute the order within stipulated time, the EMD will be forfeited.

#### 4. SCOPE OF WORK AND ITEMS TO BE SUPPLIED

The selected vendor will supply the following components as per specifications:

Sl.	Item	Specification	Brand	Qty*
1	Motherboard	Intel H610, LGA 1700, mATX, DDR4/DDR5, 2 DIMMs, PCIe 4.0 x16, M.2, 4 SATA, USB 3.2 Gen2	ASUS	220
2	Processor	Intel Core i3-12100, 12th Gen, LGA1700, 4C/8T, 4.30GHz turbo, UHD 730 integrated graphics	Intel	220
3	RAM	8GB DDR4 3200 MHz, UDIMM, 288-pin, 1.2V	Crucial	220
4	SSD	120GB SATA III SSD, 2.5", 540MB/s read, 6Gb/s	Western Digital	150

\*Exact quantity and delivery site(s) to be decided post finalization of L1 bidder.

#### 5. DELIVERY & INSTALLATION

- Components shall be delivered and installed at branch offices and Head Office as listed on: <https://www.ccbl.in/head-office-branches/>
- Price quoted must be inclusive of all charges, including transportation, freight, packing, insurance, and installation at site.
- Delivery must be completed within **15 working days** from issuance of the Purchase Order.

#### 6. WARRANTY & SUPPORT

- All items must carry a **minimum of 1-year manufacturer warranty** from the date of installation.
- In case of defective or DOA (Dead-on-Arrival) material, the vendor must replace the item **at site** within **7 working days**, without any extra charge including transport/courier.
- Bank reserves the right to test items for quality and authenticity.

## 7. ELIGIBILITY CRITERIA

1. Bidder must be a registered entity in India with valid PAN, GST, and Trade License.
2. Must have supplied similar IT hardware to at least 2 Government/PSU/Banks/Co-operative institutions in the last 3 years.
3. Not blacklisted by any Govt. authority or financial institution (Declaration to be submitted).
4. Preference will be given to existing vendors of the Bank on account of proven service record and familiarity with the Bank's operational requirements.

## 8. BID SUBMISSION GUIDELINES

- Single sealed envelope marked:  
**"TENDER FOR SUPPLY OF DESKTOP COMPONENTS - RFQ No.- CCBL/08/2024-25"**
- Must contain:
  1. Bid Form (Annexure A)
  2. Financial Quote (Annexure B)
  3. Product Brochures/Datasheets
  4. PAN, GST, Trade License copies
  5. Past work order copies
  6. Declaration on non-blacklisting (Annexure C)
  7. EMD and Tender Fee DDs

Submit at:

**The Secretary, Contai Co-operative Bank Ltd., Head Office, Contai, Purba Medinipur - 721401**

## 9. COMMERCIAL TERMS & CONDITIONS

- If feasible, the bidder may also submit a **buyback proposal** for old computer spares. Submission of a reasonable and comprehensive buyback offer will attract **extra preference** during evaluation.
- To assess old materials, **bidders are required to visit all branch offices of the Bank at their own cost, within the tender submission date**, and submit their item-wise buyback quotation within the bid itself. **Prior to any branch visit, bidders must inform the IT Department of the Bank, specifically Mr. Sourav Maiti (sourav@ccbl.in)**, so that necessary communication and manpower alignment can be made by the Bank at respective branches.
- The Bank reserves the right to accept or reject the buyback proposal in part or in full.
- The buyback items will be handed over only after successful delivery, installation, and operational acceptance of new components.
- Bidders must ensure secure handling and transport of buyback items. No additional charges will be entertained for lifting or dismantling.
- The list of tentative buyback items includes but is not limited to: old motherboards, RAM modules, CPUs
- Buyback quotes should be valid for a minimum of **30 days** from the date of bid opening.

## 10. PAYMENT TERMS

- **20%** payment: after successful delivery and verification.
- **72%** payment: after 15 days of successful operation post installation.
- **8%** will be retained as **Security Deposit**, to be refunded after **1 month** from implementation.

## 11. SECURITY DEPOSIT

- Successful vendor must allow retention of **8% of the total billed value** as Security Deposit.
- Security Deposit will be refunded after 1 month from the date of final implementation.

## 12. PENALTY CLAUSE

Event	Penalty
<b>Delay beyond 15 working days</b>	1% of PO value/week, max 5%
<b>Non-execution after award</b>	Forfeiture of EMD
<b>Non-replacement of defective items</b>	Bank may recover cost or cancel order

## 13. EVALUATION & SELECTION

- Evaluation will be based on the **Total Cost (excluding GST)** of technically compliant bids.
- Preference to existing vendors will be exercised if their commercial quote is within **5%** of the L1 quote. This is due to their established service track record with the Bank, prior compliance with hardware/software integration needs, and familiarity with logistical aspects of the Bank's geographically spread branches, which contributes to faster implementation and reduced risk of delays.
- Bidders offering buyback of old computer components will receive **extra preference** based on value offered and ease of execution.

## 14. BANK'S RIGHTS

- Bank reserves absolute right to:

- Accept or reject any or all bids without assigning reasons.
- Cancel the tender at any stage.
- Alter quantities based on requirement.
- Split order among multiple vendors if required.

## **15. DISPUTE RESOLUTION & JURISDICTION**

- All legal matters are subject to the jurisdiction of the Civil Court of **Purba Medinipur, West Bengal**.
  - Arbitration, if required, will be conducted under the Arbitration and Conciliation Act, 1996.
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## **ANNEXURES**

### **Annexure A: Bid Form**

To

The Secretary,  
Contai Co-operative Bank Ltd.

Subject: Submission of Bid for RFQ No.- CCBL/08/2024-25

Dear Sir,

We hereby submit our offer in response to the above tender. We confirm our acceptance of all terms and conditions.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

PAN: \_\_\_\_\_

GST: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Firm

#### Annexure B: Financial Quote Format

SI	Item	Brand & Model	Unit Price (INR)	GST (%)	GST Amount	Total (Incl. GST)
1	Motherboard					

<b>2</b>	Processor					
<b>3</b>	RAM					
<b>4</b>	SSD					
	<b>Total</b>					

### **Annexure C: Declaration Regarding Non-Blacklisting**

I/We hereby certify that our firm has not been blacklisted by any Government, PSU, Bank or Cooperative Institution in the past five years. All information submitted in this bid is true to the best of our knowledge.

Authorized Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Firm

**Annexure D: Buyback Offer Format**

<b>Sl</b>	<b>Item Description</b>	<b>Approx. Quantity</b>	<b>Condition (Good/Fair/Poor)</b>	<b>Proposed Buyback Rate (INR)</b>	<b>Total Value (INR)</b>
<b>1</b>					
<b>2</b>					

	<b>Total</b>				
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