

**Tamluk-Ghatal Central Co-operative Bank Ltd.**

Regd. No. 25, Date : 26.01.65

P.O. : Tamluk , Dist. : Purba Medinipur, Pin – 721636, West Bengal

**HEAD OFFICE**

Memo No. G/2993 /986

Date : 05.02.2024

**Tender No. TGCCBL/G/0015/2023-24**

## NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited in **two bid system (Technical & Financial bid in two separate envelopes)** by the Tamluk Ghatal Central Co-operative Bank Ltd., Tamluk, Purba Medinipur from eligible , qualified , authorized & commissioning suppliers/vendors agencies for the below mentioned work. The quotation box kept at the office of the undersigned.

Sl. No	Name of Work	No of Devices	Earnest Money(₹)	Security deposit (₹)	Time for Completion of Delivery, Installation & commissioning
1.	Original equipment supply , Installation, Integration & commissioning of Biometric Attendance device	28	2% of Quotation amount or ₹30,000.00 whichever is lower	5% of Tender Value	15 Days

The details are summarized below:-

a.	Purchaser	Tamluk Ghatal Central Co-operative Bank Ltd
b.	Scope of Tender	Supply , Installation & Integration of Original Equipment for Biometric attendance device.
c.	Specifications	Technical specifications of the items are given in <b>Annexure-A</b>
d.	Web page for details of tender	Web page: <a href="https://www.tgccb.co.in">https://www.tgccb.co.in</a>
e.	Location of supply	27 Branches & Head Office of the Bank
f.	Earnest Money Deposit	2% Quotation amount or ₹30,000-00 whichever is lower .
g.	Exemption from payment of EMD	Vendor having MSME certificate is exempted from EMD
h.	Last date of submission of tender	22-02-2024 5 p.m.
i.	Date of opening of Technical Bid (Envelop-1)	23-02-2024 12-00 p.m
j.	Date of opening of Financial Bid (Envelop-2)	23-02-2024 4-00 p.m.
k.	Selection Method	Least Cost Selection (L1)

Note A : **Dropping of sealed Quotation at drop box no.1 of the office of the undersigned 06-02-2024 to 22-02-2024 (Except Saturday, Sunday & Banking Holidays) During 10 AM to 5 PM**

**Eligibility :**

1. The bidder should be an authorized reseller or channel partner of the OEM more than 3 Yrs. An authorization letter from the OEM needs to be submitted in original .

2. The bidder should not be under liquidation, court receivership or similar proceedings, and should not be bankrupt.

**Bidder to submit undertaking to this effect with the bid.**

3. The OEM should have a customer support service for call registration & On line, Off line Support Service where is applicable.

4. Bidders shall quote only those products in the bid that are not obsolete in the market and have at least 5 years' residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period. Undertaking on the same to be part of the bid.

5. Bidder should not be blacklisted/debarred by any Ministry under the Government of India or by the Government of any State in India or any of the Government PSUs in the last Five years. Declaration mentioning that the Bidder is not

blacklisted by any Ministry under Government of India or by Government of any state in India or any of the Government PSUs to be submitted in the bid.

6. Bidder should have minimum 5 Yrs Service Record in this field. And at the time of bid, installation certificate has to be submitted from Reputed Corporate, Bank, PSU, Govt. or Govt. Under Taking Organization having worth 50% of quotation value in last two financial year for the same type of work.
7. The OEM should offer ISO 9001:2015, ISO 14001:2015, ISO 27001: 2013, ISO 45000:2018 for their manufacturing process. OEM document details to be submitted for the same.
8. The OEM should have the presence of a local branch office and a local service/repair centre within the District or State for last 5 years. The OEM should have a direct presence in the state and not via any third-party distributor or system integrator. OEM document details to be submitted for the same.
9. The OEM should offer CMMI (Capability Maturity Model Integration ) Level Certificate for their performance across critical business capabilities. OEM document details are to be submitted for the same.
10. All undertakings/declarations to be signed by a person in OEM with details.
11. All materials must be branded with good reputation & service records.

**The suppliers / vendors should have to abide by the following terms & conditions :**

1. Application to participate in quotation as per prescribed format (Annexure-I ) .
2. **Technical Bid to be submitted in prescribed format (Annexure-II) along with following documents and duly signed necessary photocopies thereof :**
  - i) Registration of firm /company
  - ii) Trade License (Renewed 2021-22 & 22-23 F.Y.),
  - iii) IT return for the Assessment Year 2021-22, 2022-23.
  - iv) GST Registration certificate along with latest chalan.
  - v) Professional Tax registration certificate & Latest Professional Tax Chalan (Fy-2022-23)
  - vi) PAN Card,
  - vii) An authorization letter from the OEM needs to be submitted in original .
  - viii) Bidder declaration regarding not being under liquidation, court receivership or similar proceedings or bankrupt.
  - vii) Signed copy of experience certificate of last 3 years with at least 50% of Tender value in a single work order in same type of work.
  - ix) CMMI Level Certificate.
  - x) Signed copy of Tender submission undertaking.(Annexure-III)
  - x) Declaration for non-Blacklisting .(Annexure-IV)
  - xi) Signed copy of undertaking regarding Warranty & maintenance (Annexure-V).
3. Financial Bid to be submitted in prescribed format(Annexure -VI) .
4. The Quotation documents are to be collected from the office of the **Tamluk – Ghatal Central Co-Operative Bank Ltd. (Head Office), Tamluk, Purba Medinipur** or may be downloaded from the bank's website **<https://tgccb.co.in> during the period mentioned of this notice.**
5. The bidder whose bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/Letter of acceptance. The notification of award will constitute the formation of the contract. After final selection of agency, a formal agreement may be executed within 7 (Seven) days from the date of receipt of the work order with the concerned authority of the institution in a non judicial stamp paper.
6. Intended vendors / supplier may visit the project site at their own cost.
7. All bids must be accompanied by a refundable Earnest money deposit amount to 2% of Quotation amount or Rs. 30,000.00 (Rupees thirty thousand ) only whichever is lower in favour of Tamluk Ghatal Central Cooperative Bank Ltd, Tamluk through NEFT to **A/c No. 113005768235, IFSC : WBSCOTCCB23** of the Bank and the UTR No has to be mentioned in the quotation. **In case, the tenderers having MSME certificate from appropriate authority are waived off the EMD .**

Quotations received without UTR No will not be considered as a valid bid. Earnest money received from other unsuccessful tenders will be returned without interest on demand. No interest will be paid for earnest money.
8. A **Security Deposit 5% of Tender Value** to be deposited refundable after 12 months of completion of works , if awarded the tender in the form of **deposit or equivalent amount of Bank Guarantee** of any scheduled Bank.
9. Incomplete Quotation will be rejected summarily.
10. Before submission of the Quotation, suppliers / vendors must visit / inspect the work site at own cost to judge the local situation /condition, approachable road etc. No plea/ complain about the site, approach road etc. shall be entertained afterwards. It shall be presumed that the supplier offered the rate after taking into account the entire position of the work site.
11. The offered rate should be Excluding of GST .

Transportation cost, loading , unloading or any other form of charges of items will not be borne by the bank.
12. No mobilization / secured advance will be allowed.
13. **The successful Bidder shall have to supply & install the equipments within the stipulated time, failing the work order will be treated as canceled & the next bidder (L2) will be awarded work without further notice.**

14. After the supply of equipments as mentioned in the Annexure II, the bidder has to execute its installation & commissioning at the designated site in the location. No extra cost shall be paid for this reason.
15. All the licenses of the software to be procured in the name of Tamluk Ghatal Central Co-operative Bank Ltd.
16. In case quality of items being compromised/ below graded all the work order will be summarily cancelled and the decision of the bank authority will be final and the vendor will be blacklisted and debarred to participate in future tender of the Bank.
17. Acceptance of lowest Quotation is not obligatory & the undersigned reserves the right to accept any Quotation or to reject any or all without assigning any reason.
18. The undersigned reserves the right to alter the terms and condition of this notice at any time for the interest of public service only.

**19. Warranty**

a) The bidder shall offer on-site comprehensive warranty of all electronic equipments including server & thin client devices for **3(three) years** from the date of successful installation of all equipments at the designated location & shall cover each and every part of the equipments including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.

b) The bidder shall pay to the purchaser such compensations that may arise by reasons of the warranty therein contained but not attended by the bidder.

c) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.

d) During the warranty period, expert(s) shall be deputed at site by the bidder within next working day from the date of request from purchaser, to rectify and fixing the defects of the equipments at the location where they were supplied. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.

**20. After Sales Services**

a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.

b) The bidder will depute their engineer within three (03) working days to attend the service call received in writing from purchaser.

**21. Delivery , Installation & commissioning :**

a) The complete delivery, Installation & Commissioning of all electronics equipments by the successful bidder to be done within fifteen (15) calendar days from the date of issue of supply order.

b) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Desktop Computers/ equipment.

c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.

d) The bidder shall note that in case bidder fails to supply within the period of delivery indicated above, penalty @1% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.

e) If the specification of supplied Desktop Computers are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied Desktop Computers to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the Desktop Computers.

**22. Packing :**

a) The bidder shall provide packing of the Electronic Equipments, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.

b) The Electronic Equipments shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

23. Acceptance of the lowest Quotation is not obligatory & the undersigned reserves the right to accept any Quotation or to reject any or all without assigning any reason.

24. The undersigned reserves the right to alter the terms and condition of this notice at any time for the interest of public service only.

25. Supplier /vendor should put their firm/organization's endorsement (signature of authorized signatory with official stamp) on each page of the Quotation document as token of approval.

26. Supplier /vendor should note that non-compliance of any of the instructions is liable to render their quotation non bona fide.

27. All kinds of materials and labor related to the job will have to be arranged by the Supplier /vendor.

28. The quantities mentioned in the schedule of items approximately indicate the total extent of equipments & accessories, but may vary to any extent and some items may even be omitted. No claim whatsoever shall be entertained on this account.

**29. Payment :**

a) The 80% payment of total bill will be made by the purchaser by RTGS/NEFT for which the bidder shall send bills in duplicate (original + copy) after Supply & Installation of all Electronic Equipments, giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of all Electronic Equipments from System department of the Bank.

b) The 20% payment of total bill along with EMD deposit will be released to bidder after one month from the date of installation all Electronic Equipments on submission of three (03) years warranty certificate.

30. Annexure-I of NIQ to be furnished in the Company's official letter head with full address and contact number etc., otherwise it will be treated as canceled.

31. All the above terms & conditions has to be accepted by the bidder.

**32. Submission of Tender:**

The tender must be placed in a properly sealed **bigger envelope addressed to The Chief Executive Officer, Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk, Purba Medinipur, Pin-721636** and the said bigger envelope shall contain two sealed envelopes containing Technical & Financial bids. The **bigger envelope must be super-scribed "Tender for the supply & Installation of Biometric Attendance Devices."** The two sealed envelopes inside the bigger envelope must be super-scribed as:

**Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply & Installation of Biometric Attendance Devices - Technical Bid" & shall contain Annexure I,II,III, IV& V and other related documents.**

**Envelope No-2: The said envelope is for commercial bid & shall be super-scribed as "Tender for the Supply & Installation of Biometric Attendance Devices - Financial Bid" & shall contain Annexure VI- Price Bid document.**

a) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

b) All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.

c) Tenders received in open covers/ letters/ fax/ email will not be considered.

**33. Financial Bid Submission:**

a) Bidder shall take into account of all costs including transportation, unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.

b) The Price of **Biometric Attendance Devices** should be excluding GST shall remain firm & inclusive of all costs involved for the delivery to the destination which include the cost of Installation at destination, Cost of services to be provided during Comprehensive Warranty of three years.

c) No extra payment or revision of Price of **Biometric Attendance Devices** should be excluding GST shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.

d) No representation for the revision of the quoted Price of **Biometric Attendance Devices** should be excluding GST shall be considered till the supplies are completed to the designated location

**34. Opening of Technical Bid:**

The technical bid of tenders will be opened at Tamluk Ghatal Central Co-operative Bank Ltd. Head Office, Tamluk, Purba Medinipur on the **23<sup>rd</sup> February, 2024 at 12-00 p.m.** The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender with the original documents submitted with the Bid.

**After opening of technical bid, bidder(s) shall have to give a working documentation of the equipments at the Head Office, if asked .**

**35. Opening of Financial Bid:**

a) The Financial Bid of only technically qualified bidders will be opened on the **23<sup>rd</sup> February, 2024 at 4-00 p.m.**

**36. Evaluation of Bids:**

a) If there is discrepancy between the amount quoted in Financial Bid in the column "Unit Price of **Biometric Attendance Devices** before Taxes & Duties" and the amount reflected in column "Total price of **Biometric Attendance Devices** before Taxes & Duties" which is the multiplication of quantity offered for supplies with "Unit Price of **Biometric Attendance Devices** before Taxes & Duties", the "Unit Price of **Biometric Attendance Devices** before Taxes & Duties" shall prevail. Accordingly the Total price of **Biometric Attendance Devices** before Taxes & Duties shall be corrected, unless in the

opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.

e) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

f) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.

g) The Purchaser shall compare the "Unit Price of **Biometric Attendance Devices** before Taxes & Duties" of all the responsive bids to determine the lowest bid for a particular location.

h) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Financial Bid. However, after the supplies, they have to issue the invoice indicating the Price of **Biometric Attendance Devices** as quoted in the Financial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Electronic Equipments as well as the taxes and duties as applicable at the time of delivery.

i) The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of Electronic Equipments.

### 37. Force Majeure:


In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

### 38. Code of Ethics:

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

### 39. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Calcutta High Court only.



(Heroj Maity)

Dy. RCS , Govt. of W.B.

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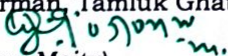
Chief Executive Officer

Memo no. G/293/986

Date : 05-02-2024,

Copy forwarded for necessary information to :

1. Deputy General Manager(Systems), Tamluk Ghatal Central Co-operative Bank Ltd. He is requested to upload the tender notice at Bank's website.
2. Assistant Registrar of Co-operative Societies ,Purba Medinipur-I Range/Paschim Medinipur.
3. District Magistrate , Purba Medinipur.
4. Chairman, Tamluk Ghatal Central Co-operative Bank Ltd.



(Heroj Maity)

Dy. RCS , Govt. of W.B. &  
Chief Executive Officer