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Tamluk-Ghatal Central Co-operative Bank Ltd.

Regd. No.25 date-26.01.1965

P.O.-Tamluk, Dist.-Purba Medinipur.

HEAD OFFICE

Memo No: G/ 2845 /

Dated, Tamluk 05/12 /2022

E-TENDER NO. TGCCBL/G/003/2022-23

NOTICE INVITING QUOTATION

Quotations are invited from the intending Suppliers/ Vendors having sound experience in supply of the below product for the Tamluk-Ghatal Central Co-Operative Bank Ltd, Tamluk, Purba Medinipur through online E-tendering system portal
<https://www.tenderwizard.com/eproc>

Sl No.	Product	Part Code	Product Description	Required Quantity
1.	Microsoft Windows 11 Pro (Paper License)	DG7GMGF0L4TL	Windows GGWA- Windows 11 Pro- Legalization Get Genuine	100 (One Hundred) Nos

Terms & Conditions:

- i) Bidding will be conducted in Indian Rupees (INR) only;
- ii) Unit Rate of specified Microsoft Products would be exclusively of all applicable taxes in the quotation;
- iii) Rate of applicable Taxes should be mentioned in the quotation and would be calculated at extra on an actual basis. No carriages and other taxes would be permissible.
- iv) All amount in the quotation should be mentioned in the figure as well as in words;
- v) No advance or running payment will be made; Calculative TDS (Tax Deducted at Source) amount shall be realized by the Bank from the Bill of the successful vendor at the time of payment of final Bill.
- vi) The vendor should have good reputation in the market and their clientele should preferably include Banks, Government undertaking and other reputed concern; The vendor shall have to be submitted their company profile in brief along with copy of PAN, TAN, GST registration number etc issued by the concerned authority while submission of the quotation;
- vii) The vendor should have appropriate relationship with Microsoft Corporation through the mean of Channel Partner, Service Partner, Service & Support Partner etc whatever the cases may be for such filed; For participating in this tender vendor must have to submitted Microsoft partner authorization certificate (MAF) along with their proposal against this product.
- viii) The vendor must have to be supplemented to the quotation with some similar kinds of work order for Microsoft products as executed during this year;**
- ix) Payments Terms, warranty of Materials and after sales service should be mentioned in the Quotation;
- x) Last Date for submission of the quotation is 20th December,2022 within 5 P.M;
- xi) The quotation should be valid for 3 (Three) months.
- xii) Acceptance of lowest rate is not obligatory;
- xiii) All bid must be accompanied by a refundable earnest money/bid security amount to 2% of Quotation amount or Rs-20,000.00 (Rupees Twenty Thousand) only whichever is higher and the Tender fees of Rs-2000.00 (Rupees two thousand) only in favour of Tamluk-Ghatal Central Co-operative Bank Ltd. Tamluk through NEFT to A/c No.113005768235, IFSC: WBSC0TCCB23 of the Bank and UTR No. has to be mentioned in the quotation. Quotation 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. EMD is not mandatory for the enterprises registered in MSME sector.
- xiv) Successful vendor shall have to deposit Rs. 40,000.00/- (Rupees Forty Thousand) only as Tender Security Deposit in the Bank (at the time of acceptance of Purchase Order) which will be refundable without any interest amount only after 1(one) month from the date of final payment of the Bill. In such case, earnest money deposit of. 40,000.00/- (forty thousand) only by the vendor shall be adjusted with Tender Security Deposit.
- xv) All above items are to be supplied within 10 days from the date of issue of purchase order failing which measures will be taken against vendor/supplier as decided by the BOD of the Bank.
- xvi) Payment will be made on successful completion of work as per work order through account payee cheques or by transfer through NEFT/RTGS.

- xvii) The intending Vendors/Suppliers are requested to submit their online quotation for their Technical Bid and Financial bid by 20th December 2022 within 5 p.m at our E-Tender Website <https://www.tenderwizard.com/eproc> ;
- xviii) The Bank reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason thereof:
- xix) The management of the Bank will evaluate the available offers and their decision in this regard will be final and unquestionable.
- xx) Technical Bid will be opened first on 21st Dec,2022 at 12 p.m and after passing the technical bid financial bid will be opened for the eligible bidders on 21st Dec,2022 at 1 p.m.

For any kind of clarification or help one may feel free to contact the Head Office of the Bank.

Documents to be submitted along with Tender Paper:

- a) Copy of proprietorship/MOU/Partnership Deed of the Bidder
- b) Sale Tax Return/ PAN No./ GST No.
- c) Income Tax Return.
- d) Bidder should be submitted the Tender Specific Authorisation for mentioned above item.

Sri Heroj Maity, WBCS
Dy.RCS, Govt. Of West Bengal
&
Chief Executive Officer
Tamluk Ghatal Central Co-operative Bank Ltd.



Procedure for E-Tender to follow:

This Tender will follow e-Tendering process (e-bids) as under which will be conducted by Bank's authorized e-Tendering Service Provider M/S Antares Systems Ltd through Website <https://www.tenderwizard.com/eproc>.

Following activities will be conducted online through above website:

- a) Submission of Bid by the Vendors.
- b) Opening of Bid by the Bank.
- c) Clarification, if any, sought by the Bank.
- d) On-line evaluation by the Bank.

Representatives of bidders will be online supported for e-tendering by the Service Provider, M/s Antares Systems Ltd.

Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc>) through the "Registration" link provided on the home page. Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to registered bidders/vendors by the Service Provider M/s Antares Systems Ltd.

- a) Support to the Bidders for participating in the bids through e-tendering Website.
- b) Call centre support/email/phone/fax/chat/mobile etc.in all possible medium.
- c) Registration with the e-tendering website.
- d) User Manual/Training Kit to the Bidder.
- e) Any no. of users of Vendor/ Contractor organization can take support on the **E-Tendering** system.
- f) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per information Technology Act- 2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact

Tamluk-Ghatal Central Co-Op. Bank Ltd

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