



# THE WBSCARD BANK LTD.

THE WEST BENGAL STATE CO-OPERATIVE AGRICULTURE & RURAL DEVELOPMENT BANK LTD.

ICMARD Building, 6<sup>th</sup> Floor, 14/2, CIT Scheme - VIII(M), Ultadanga,  
Kolkata - 700067

PBX : 033-2356 -0028, 033-2356-0065

Email : wbscardb@gmail.com

Visit us at: www.wbscardb.com

No. 1677/C/VI/BDD/933.

Date: 07.09.2024

## NOTICE INVITING TENDER

Tenders are invited for supply & installation of Desktop Computers, Laptop Computer, Multifunctional Printers & UPS as specified in Annexure - I (Commercial Bid Format) from reputed Companies/Firms having sufficient experience and other credentials for successful completion of similar nature of assignment, preferably in Banking Sector or other Government / Semi Government Organizations.

### 1.1 Schedule of activities and events

The details are as under:

Tender Notice No. 3/BDD	1677/C/VI/BDD/	Date: 07.09.24
Date of issue of the Tender	09.09.2024	
Last Date and time for submission of Complete Proposal: Technical Bid including Eligibility Criteria and Financial Bid	17.09.2024	
Website for Uploading Eligible Proposals: Notice upload	19.09.2024 at 3pm	
Date and Time of Opening of Technical Bids / Proposals	23.09.2024 at 2pm	

The complete Tender Notice may be downloaded from our website under the "Tender & Advertisements" Section. The link to The WBSCARDB Ltd. website is <https://www.wbscardb.com> & <https://www.icmard.org/wbscard-Bank/tender-notice/>.

### Brief Description of Assignment

Supply & installation 25 [Twenty five] Nos. of Desktop Computers, 04 nos. laptop computer and 25 nos of 600VA UPS & 25 nos MFP for Purulia, Raghunathpur, Manabazar, Bagdogra, Siliguri, Kalimpong, Darjeeling branch under Purulia & Darjeeling District Office, Regional Office, NZ, Burdwan Branch, Head office & ICMARD, WBSCARDB as detailed hereunder:-

Sl. No.	Name of the Unit	No. of Laptop Computer	No. of Desktop Computers	UPS & MFP
1.	Purulia District Office & Purulia Branch, The WBSCARDB Ltd.	01	02	02
2.	Raghunathpur Branch under Purulia District office, WBSCARDB Ltd.	NIL	01	01
3.	Manabazar Branch under Purulia District office, WBSCARDB Ltd.	NIL	01	01
4.	Darjeeling Branch under Darjeeling District office, WBSCARDB Ltd.	NIL	01	01
5.	Bagdogra Branch under Darjeeling District office, WBSCARDB Ltd.	NIL	01	01
6.	Kalimpong Branch under Darjeeling District office, WBSCARDB Ltd.	NIL	02	02
7.	Darjeeling District Office & Siliguri Branch under Darjeeling District office, WBSCARDB Ltd.	01	02	02



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Email of ICMARD, Training Center, Ultadanga : icmard.kol@gmail.com

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8.	Regional Manager, Regional Office, Northern Zone WBSCARDB Ltd. & Faculty Member, RICMARD, Northern Zone	02	NIL	01 MFP
9.	Burdwan Branch, The WBSCARD Bank Ltd.	NIL	01	01
10.	Head Office, The WBSCARD Bank Ltd, ICMARD, 6 <sup>th</sup> floor	NIL	07	07 UPS and 12 MFP
11.	ICMARD, 3 <sup>rd</sup> floor, The WBSCARD Bank Ltd	NIL	07	07 UPS and 1 MFP
<b>Total:-</b>		<b>04</b>	<b>25</b>	<b>25 UPS and 25 MFP</b>

### Bank Guarantee / Earnest Money Deposit (EMD) for successful Bidder

5% of the total value of Supply Order in the form of Fixed Deposit/ Bank Guarantee in favour of "The West Bengal State Co-operative Agriculture & Rural Development Bank Ltd."

### Scope of Work:

The successful Bidder [hereinafter referred to as the Vendor] has to supply & install the prescribed specified Desktop Computers, Laptop Computers, Multifunctional Printers and UPS at locations mentioned above and has to provide on-site Comprehensive SBD (Same Business Day) Warranty support for 3 years from the date of installation. The Desktop & Laptop Computers, Multifunctional Printers & other accessories should conform to the detailed technical specifications mentioned in Annexure-I. Warranty Support should be provided directly by the Original Equipment Manufacturer (OEM).

The selected Bidder will provide the first level support services including formatting of the Computer and / or other Hardware/Software including Operating System (OS) related issues within 2 working hours from the time of call logging by Bank in either Telephone or Email to the selected Bidder. If any Spare/ Hardware related issue, the Vendor will be responsible to register the call to the OEM directly on behalf of the Bank and also for monitoring the said Call. The Vendor will provide the Call Ticket Number to the Bank and also provide the call escalation matrix of the Organization at the time of Bid submission.

### Tender Validity

- The Tender shall be valid for a period of 45 days from the last date of submission of Tenders or any extended date as indicated below;
- In exceptional circumstances, the Bank may solicit the Bidder's consent for extension of the bid validity period. The request and the responses shall be made in writing. When the validity period is extended by the Bidder, the same is to be done without any modification to the Bid proposal by the Bidder;
- All prices quoted must be firm and valid during bid validity period and extended periods, if any. All prices quoted shall not be affected by any escalation in prices of labour or materials, machineries, equipment etc. or in rupee exchange rate during the bid validity period whatsoever.

### Eligibility Criteria for Participation in the Tender

- Bidder should be Profit making Company for consecutive last 3 years.



*Handwritten signature*

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2. The Bidder should be a IT Company for last 10 years and also Service Centre with call logging facility at Purulia & Darjeeling District Office, Burdwan & Kolkata. Supporting documents for existence of Service Centre with phone numbers has to be attached.
3. The Bidder shall be required to give a declaration in their Letter Head that it has not ever been banned by any Govt. Agency/ Govt. Deptt., Semi-Govt./Quasi-Govt. Deptt./ PSU/ Board/ Council or if similar Organizations had banned the Bidder and later on had lifted the ban, the fact must clearly be stated.
4. Bidder should preferably have executed at least 1 similar project of Rs. 10 Lakh or more involving supply and installation of the said Desktop/Laptop Computers at any Govt. Deptt./Quasi-Govt. Deptt./ PSU/ Board/ Council or similar Organization in the last Financial Year [2022-2023 or 2023-2024].
5. The Bidder should preferably have an Audited Annual Turnover of Rs. 100.00 Lakh or above in the Financial Years [2022-2023 or 2023-2024].
6. The OEM vendor should have positive net worth for the last three years.
7. Hardware & Software Drivers should be available for download from OEM sites for at least 3 years from the date of installation.
8. OEM should have TCO'08 for TFT, ISO 14001, 9001 and 270001.

**Details of Submitted BID:** (A) **Bid Format:** 1. The Vendor should submit the technical and financial bid separately. All the items mentioned under specification requirement should be quoted in the Financial Bid. Bank will not pay any Delivery/ Installation charges separately for supply of the said accessories at locations mentioned in **Brief Description of Assignment** above.

2. The Financial Bid should be inclusive of all taxes, levies, cost of freight, delivery and installation charges etc. Bank will not provide any delivery and Installation charges separately for the same.

3. Technical Bid containing the details of eligibility criteria shall have to be submitted separately.

**(B) Bid Evaluation Process:**

1. **Compliance Against Eligibility Criteria**

The Tender Committee of the Bank will decide whether the Bidder's response satisfies the stated eligibility criteria specified in the Tender Documents. Any shortcomings or deficiencies [including omissions & variations] will be recorded. If any Bid does not satisfy the eligibility criteria, it shall be rejected and cannot be made eligible by correction or amendment. Once the examination of the Technical Bids are completed, the Financial Bids of only those Bidders whose Technical Bids are acceptable will be opened.

2. **Examination of Short-listed Financial Bids**

i) The Bank will determine whether the Financial Bids, opened, are complete, i.e. whether the Bidder has included all components as per the Tender Document. If not, the Bank may reject the Bid as non-responsive.

ii) Financial Bids shall be compared for the complete Scope of Work as per the Price Proposal Schedule inclusive of all taxes and duties. The Price Schedule shall also have the indicative price break-up.

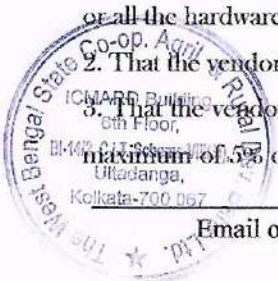
3. **Other Terms and Conditions of Tender Documents**

1. The successful Bidder will supply and install Desktop Computers, Laptop, Printers & UPS mentioned in **Annexure I** and other accessories at different sites already mentioned. The Purchaser Bank also reserves the right to place order for extra number of any or all the hardware items at the accepted Tender rates if so required;

2. That the vendor will be allowed three (03) weeks time to deliver and install the hardware at site after official intimation;

3. That the vendor shall pay liquidated damages @ 2% (two per cent) of the total unexecuted contract value per week subject to a maximum of 5% of the unexecuted contract value in case of delay of installation as per the time frame indicated above. However,

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*Signature*



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when the amount of the liquidated damages is equivalent to 10% of the contract value, the Purchaser Bank will have the discretion to terminate the contract without any further reference;

4. That the Hardware delivered by vendor to the Purchaser must be covered by a Comprehensive SBD (Same Business Day) Warranty for a minimum period of three (03) years for Desktop/Laptop Computers and Printers from the date of installation.

#### 4. Clause of Bank Guarantee/EMD Value

That the selected vendor shall furnish a Bank Guarantee (BG) or EMD in the form of Fixed Deposit (FD) for 3 (three) years for a minimum amount of 5% of hardware cost before issue of the work-order. The said BG OR FD will be forfeited and realized by the Bank in the following cases:

- i) If at any time, the vendor's performances are considered not satisfactory by the Purchaser in regard to maintenance of service or supply of spares or any related matter affecting operational efficiency of the computer operation, the Purchaser Bank shall be at liberty to terminate the contract after issuing 10 days' notice on the vendor and the Purchaser Bank shall be at liberty to invoke the Bank Guarantee /EMD furnished by the vendor for liquidated damage @ 2% per day subject to maximum of 5% of the contract value.
- ii) In case of break-down or glitches or snags of the Computers and Printers vendor will be under obligation to restore the services of the computer system as mentioned under Clause No.3 above within 2 working hours in the specified locations after receiving intimation from the Purchaser Bank either in writing or by Fax or telephonically or email during the period of warranty as well as during the subsistence of the maintenance period failing which the vendor firm shall pay liquidated damages @ 2% per day of the contract value in respect of the projects where such recurring snags or glitches take place per day subject to a maximum 5% of the cost of work order value executed by the vendor;
- iii) That Vendor has to provide / maintain an extensive service support network for Head Office at Purulia/Siliguri/Burdwan/Kolkata.
- iv) That vendor will bear all expenses for repair/replacement of the Computers/Laptop, Printers and UPS installed by the vendor instantly and this Bank will not make any separate payment for any such expenses to be incurred by the vendor within the comprehensive warranty period for Desktops/Laptop, Printers & UPS (provided the breakdown is not due to negligence, faulty electrical points, act of nature & others including unprepared/ unclean site);
- v) That this Bank may like to arrange for independent / outside and/or in-house team for testing and certification of hardware;
- vi) That the vendor will transfer ownership of the equipments in favour of the Bank and the same will be effected as soon as the equipments are brought to the sites of the Bank's premises, installed thereafter and accepted by the Bank;
- vii) That the vendor to supply technologically higher configured product after taking written consent from the Bank if the ordered produce is withdrawn from the market in due course;
- viii) That the vendor to provide details of contact persons, telephone numbers, email Id, for providing service support in the respective sites during warranty period;
- ix) That the vendor to furnish Letter of Acceptance signed by its authorized signatory by mentioning the acceptance of order and abide by all the clauses during the time of warranty period in black and white;
- x) That the delivery of hardware will start in respective places/sites in a phased manner after getting official intimation from time to time;

Any Dispute between Vendor & Purchaser Bank in the matter of interpretation of any or all clauses of the terms and conditions shall be decided and adjudicated at Kolkata as per the provision of Section 102 of the West Bengal Cooperative Societies Act, 2006.



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### Payment Terms

1. On successful supply & installation of the Computers and accessories, separate Onsite Installation Reports have to be submitted duly certified by the DGM(BDD) for HO & District Manager, Darjeeling/Purulia District office for Siliguri/Darjeeling/Kalimpong/Bagdogra/Purulia/Raghunathpur/Manbazar branch. The bill is to be submitted to Head Office of The WBSCARDB Ltd. situated at ICMARD Building, 6<sup>th</sup> floor, 14/2, CIT Scheme - VIII(M), Ultadanga, Kolkata - 700067
2. Payment will be released from Head office of The WBSCARDB Ltd. on successful supply & onsite installation of the Computers and accessories at the respective offices and on receipt of Onsite Installation Report and on production of bill in duplicate.
3. Statutory deductions at applicable rates will be made from the billed amount as per prevailing rules.

(Chinmoy Gupta) 07/09/2024

Addl. RCS, Govt. of W.B.

& Managing Director





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## ANNEXURE - I

Item No.	Description	Quantity (No.)	Rate per Unit (Rs.) including all taxes, duties and delivery & installation charges	Total Amount (Rs.) including all taxes, duties and delivery & installation charges	Supply & Installation to be made at
1.	<p><b>Desktop Computers: 3 years onsite warranty</b>  <b>Configuration:-</b>  <b>Processor:</b> AMD Ryzen™ 3 processor, <b>Memory:</b> 8 GB: 1 x 8 GB, DDR4, 3200 MT/s, <b>SSD storage:</b> 1 TB, M.2, PCIe NVMe, <b>SSD Display:</b> 19.5" wide LED Monitor with Res: 1600 x 900 or higher, <b>Graphics:</b> Integrated, <b>Connectivity:</b> Ethernet LAN 10/100/1000, <b>OS :</b> Windows 11 Professional Edition (Latest Edition) Lifetime Validity   <b>32 bit or 64 bit  </b> OEM License   Genuine &amp; Legitimate License  <b>Office Package:</b> MS Office Suite Professional Plus 2016   Genuine &amp; Legitimate License Key Lifetime Validity or higher  <b>Internet Security:</b> Quick Heal Antivirus with 3 years validity preloaded <b>Power Supply:</b> 310W or higher with 90% or higher efficiency, <b>Certifications:</b> TCO'08 for IFT, ISO 14001, 9001 &amp; 270001, <b>Min 8 USB ports,</b> 1xPCI, 2xM.2 slots for storage &amp; WIFI, <b>Warranty: 3 Yrs Onsite.</b></p> <p>I/O: USB Keyboard &amp; Mouse with 1 year warranty</p> <p><b>Preferable brand : HP , DELL, Lenovo etc.</b></p>	25			<p>Purulia , Manbazar ,  Raghunathpur  Branch of  WBSCARDB  under Purulia  District Office</p> <p>&amp;</p> <p>Siliguri , Darjeeling,  Bagdogra,  Kalimpong Branch  of WBSCARDB  under Darjeeling  District Office &amp;  Darjeeling District  Office</p> <p>&amp;</p> <p>HO, WBSCARDB  Ltd.</p>
2.	<p><b>UPS (0.6 KVA) : 1 year onsite warranty</b>  <b>Should be</b> generator compatible. Output voltage regulation (Batt.mode): +/- 10%_Protects from overloading. Input voltage rage : 140-300VAC. Surge Protection : Yes  micro controller based, sleep mode charging, having LED indicator, Capacity 600VA, Transfer time Typics 4-8 ms  Recharge time 6 hours to 90% after complete discharge</p>	25			<p>&amp;</p> <p>HO, WBSCARDB  Ltd.</p>
3.	<p><b>Laserjet MFP : 1 year onsite warranty</b>  Print-Scan-Copy facility  Monochrome Laserjet Copy Speed: Up to 20cpm , 150-sheet input tray , Scan Speed (Normal, A4) Up to 7 ppm (b&amp;w) ,  File Formats, Supported PDF; TIF; BMP; PNG; JPG. Scan Resolution, Hardware Up to 1200 x 1200 dpi.  Input and output:- Supports various standard media sizes, including A4, A5, A5 (LEF), B5 (JIS), with a 150-sheet input tray and 100-sheet output tray.</p> <p><b>Preferable brand : HP.</b></p>	25			<p>&amp;</p> <p>ICMARD,  WBSCARDB  (as per schedule  mentioned)</p>





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4.	<p><b>Laptop Computers</b> <b>Configuration:-</b> <b>Processor:</b> 11<sup>th</sup> Generation Intel Core i5-1135G7 (8 MB cache, 4 Cores, 8 threads, up to 4.20 GHz Turbo) <b>Graphics:</b> Intel UHD Graphics <b>Memory:</b> 8 GB DDR4, 1 X 8 GB, expandable upto 16 GB, 3200 MHz or more <b>Hard Drive:</b> 512 GB M.2 PCIe NVMe, SSD(boot) + 1 TB, S400 RPM min, 2.5 inch, SATA HDD storage <b>LCD:</b> 15.6" FHD 1920X1080, 60 Hz, WVA, Non-Touch, Anti-Glare, Narrow border LED-Backlit <b>Operating System &amp; Software:</b> Windows 11 Professional &amp; MS Office 2021, Quick Heal Antivirus-Internet Security 3 years validity <b>Additional:</b> USB Logitech Mouse, Power cord, Carry Bag</p> <p><b>Preferred Brand: Dell or HP</b> <b>Warranty: 3 years onsite</b></p>	04			<p>(One number each District office and one RM office, NZ)</p> <p>Purulia District Office &amp; Darjeeling District Office, The WBSCARD Bank Ltd.</p> <p>RM Office, Northern Zone located at Siliguri-2 nos</p>
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Signature of the Authorized Person

