

Tender Form No.

**AHMEDNAGAR SHAHAR SAHAKARI BANK MARYADIT  
AHMEDNAGAR**

**TENDER DOCUMENT FOR IT HARDWARE**

**Tender Number : ASSB/2023-24/ HW/02**

**Date . .2023**

**Last Date Of Submission: 28-11-2023**

**Tender Fee Rs. 2000/- Non-refundable by DD in favor of Ahmednagar  
Shahar Sahakari Bank Maryadit , payable at Ahmednagar .**

## Tender Document for Supply of IT Hardware and Software

### Important Instructions for Bidders:

1. The tender bid will be two envelopes a) Technical Bid – Must contain documents mentioned in following table. b) Commercial Bid .And all above two envelopes should be kept in third envelope, all envelopes properly sealed.
2. Earnest money Deposit [EMD] should be 1 % of the total Bid Amount by DD in favor of Ahmednagar Shahar Sahakari Bank Maryadit, payable at Ahmednagar.
3. Contents of bid envelopes should be

Envelope No.	Marking on Envelope	Contents of Envelope
1	Technical Bid	<b>1.Covering Letter</b> <b>2. Bid EMD 1%</b> <b>3.Company Profile</b> <b>4. Last 3 years Audited Financial Statements</b> <b>5.List of Bank Customers</b> <b>6. Experience Of execution of similar order at least 3 Customers.</b> <b>7. Must have Certified Engineers related to Products.</b> <b>8. Product Brouchers &amp; Catalogues</b> <b>9. Local Service Center ,Proof of address</b> <b>10. Dealership Certificate/Authorization letter from manufacturers</b> <b>11. VAT No., PAN No.</b>
2	Commercial Bid	Commercial offer as per our format

4. All documents enclosed in both envelopes should be duly signed on each page.
5. Tenderer must quote rates for all items.
6. The tender received beyond the specified date and time will not be accepted. It is the sole responsibility of tenderer to ensure timely submission of tender.
7. EMD: The EMD will carry no interest. The tender documents without EMD will be rejected. The EMD will be refunded on completion of tender process.
8. The commercial bid shall contain the offer as per enclosed annexure and rates shall be inclusive of all taxes and delivery at our bank's Head Office at Ahmednagar and branch offices in Ahmednagar,Pune, Aurangabad, and Nasik district.
9. Tenders will be opened internally.
10. Bidder Shall have an Authorization letter to sell the product .

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**Ahmednagar Shahar Shahakari Bank Maryadit, Ahmednagar - 414001**

IT Hardware and Software Tender- Non Transferable

Confidential Document

11. The Bank reserves right to accept or reject tenders without assigning any reason thereof.

#### **General Terms and Conditions:-**

1. The bidder is expected to examine all instructions, forms, terms & conditions in the bid documents. Failure to furnish all information required as per bid documents or submission of the bids not substantial and non responsive to the bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
2. EMD of unsuccessful bidder will be refunded on finalization of the tender. In case of successful bidder, EMD will be refunded on payment of security deposit.
3. Security Deposit: Successful bidder is required to submit bank guarantee as security deposit of 3 % of the total order value for the period of 3 years from the date of awarding contract. The bank guarantee should be in favor of **Ahmednagar Shahar Sahakari Bank Maryadit, Ahmednagar**. If successful bidder fails to pay the security deposit within 7 days of the issue of provisional purchase order, EMD will be forfeited. If the successful bidder fails to execute the works within stipulated period as mentioned in order or works executed is of sub standard quality, his contract will be terminated and the security deposit will be forfeited.
4. The items to be supplied by the Vendor / contractor will be subject to through inspection and acceptance of the goods. Rejected goods should be replaced and removed from bank premises at the cost of contractor.
5. The Bank reserves the right to accept or reject the tenders without assigning any reason thereof.
6. The items ordered should be supplied within 15 days from issue of purchase order by this office.
7. The quantity of items as specified in the tender is approximate and is likely to vary depending on actual requirements.
8. The rate should be valid for at least One Year so that bank can place repeat order.
9. Bidder should sign all pages of tender documents. Rates should be quoted as mentioned in annexure for commercial bid in figures and words clearly without any corrections. Rates should be inclusive of all taxes and delivery at site.
10. The corrections, if any, should be attested by the tenderer. Non compliance will result in rejection of the tender.

11. The acceptance of tender will rest with **Ahmednagar Shahar Sahakari Bank Maryadit** , who does not bind himself to accept lowest one and reserves to himself the authority to reject any or all tenders without assigning any reasons.
12. Bank reserves the right to disqualify such bidders who have record for not meeting the contractual obligations against earlier contracts.
13. The tender will remain valid for three months from the date of opening. No alterations are permissible after opening of the tender.
14. The successful bidder should execute the prescribed agreement immediately on payment of security deposit.
15. Penalty Clause : If the supplier fails to supply the material within the time period as mentioned in the order , penalty will be imposed at 1 % of the amount of purchase order for per week of delay or part thereof , subject to maximum of 20 %.
16. If any dispute / differences or rejection whatsoever shall arise in any way connected with or arising out of contract or in the operation of any part thereof or the rights, duties, liabilities on either party , the decision of which is not provided for , the final decision of Ahmednagar Shahar Sahakari Bank Maryadit will be final and binding. Further, if any legal dispute arises, it will be restricted to jurisdiction of Ahmednagar City only.
17. Commercial bid should contain firm and final rates in clear and unambiguous terms against relevant columns of the commercial bid. The rates quoted should be as desired in commercial bid.
18. All certificated submitted with tender form should be signed.
19. Warranty : Three (3) year on site comprehensive warranty is essential. The period of warranty shall be considered from date of successful installation and commissioning of the system at the branch offices.
20. The approved contractor will make all arrangements to rectify defects during period of warranty within 24 hours on receipt of complaint at their own cost. Failing to which penalty will be imposed at Rs. 500/- per day of delay or part thereof ,subject to maximum Rs. 2000/-
21. Payment Terms: 50 % payment will be made along with confirmed order, 40 % will be made on completion of supply and installation and remaining 10 % will be made after successful working of the system for at least 3 month after commissioning.
22. Training to staff nominated by Bank should be given by supplier during installation and testing of all ordered items to make them conversant with the operation and troubleshooting with no extra cost.
23. Selection Procedure: A high degree performance and reliability of operation will be main criterion for selection of material and vendor. The technical

specifications for guidance are given in annexure. The technical specifications given are only for guidance and constitute the minimum configuration. The tendered may offer their products of matching or higher configuration also. Lowest rate may not be sole criterion for selection of product. Selection of products will be based on both technical and commercial bids evaluation so as to ensure the choice of best techno-economic solution. However, the products below minimum configuration as specified will not be accepted.

24. The commercial bid should be quoted exactly as per columns shown in annexure after considering all price factors.
25. Bank reserves the right to split the purchase order to one or more vendors depending on evaluation of both technical and commercial bids. Whether purchase order is released on turnkey basis or in parts will be decided on the basis of results of evaluation. No claim what so ever in this regard will be entertained.
26. The quantities of equipments and accessories for which purchase order is finally placed will also depend on actual requirement at that time and it may vary from figures shown in annexure.
27. The tender will be evaluated based on total cost of all items.
28. It is compulsory to quote AMC rates in terms of percentage after expiry of warranty period. The AMC quotation should be for comprehensive as well as non comprehensive. However it is Bank's discretion to consider for AMC or not.
29. Local residential engineer must be provided if order is placed.

## **ANNEXURE- A**

<b>Sr. No</b>	<b>Description</b>	<b>Quantity</b>
1	Desktop CPU	36
2	Windows 11 Paper License	10

## **ANNEXURE-B**

### **Scope of Work:**

1. Installation Linux OS
2. Supplier has to make standby arrangement incase product goes faulty and replacement / repair time is more than 2 days.

### **Specifications:-**

#### **Desktop CPU :-**

Industry Standard Intel based quad core i3 Hardware ( i3 11thGen/ 8GB RAM/256GB SSD,Keyboard,Mouse ) with Linux OS ,Preloaded Application like Firefox / Chrome Browsers, office Suite, PDF Reader, Multimedia Player, Parallel, USB printers Warranty: 3 Years with Software upgrades.

## Commercial Bid

Sr. No	Description	Quantity	Unit Rate in Rs.	Amount
1	Desktop CPU	36 Nos.		
2	Windows 11 Paper License	10 Nos		
			Total Amount	

Total Amount in Words Including all Taxes and delivery at Site:

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Signature of Dealer with Stamp:

Name of Signing Person:

Designation: