



**THE URBAN CO-OPERATIVE BANK LTD., CUTTACK
H.O. TINIKONIA BAGICHA, P.O. BUXI BAZAR, CUTTACK - 1**

**TERMS & CONDITIONS OF TENDER NOTICE FOR
PURCHASE OF COMPUTER PERIPHERALS**

Tender Document No. I

1. Sealed Tenders are invited from the Authorized Agents/Dealers for purchase of computer peripherals with approximate quantity as required for the Bank and as mentioned at Annexure - I & II for which the tenders having authentic dealership certificate as Authorized agents/dealers of Microsoft Company can only submit sealed tender(s), all other conditions remaining applicable mutatis mutandis.
2. Names of items along with detail technical specifications, probable requirements against each item may be seen from the Bank's Web Site i.e., www.urbanco-opbankctc.com.
3. The Tender document may be obtained by deposit of Rs.1,150/- (Rupees one thousand one hundred fifty) only (i.e., Rs.1,000.00 towards tender document + Service Tax @ 15%) in cash at Main Branch of the Bank at Tinikonia Bagicha, Cuttack or, by tendering demand draft for the said amount drawn in favour of 'The Urban Co-operative Bank Ltd, Cuttack' during the business hours over the period from 09.05.2017 to 15.05.2017 from the Asst. Manager, Computer Cell of the H.O. of the Bank at Tinikonia Bagicha, Buxi

Bazar, Cuttack during the business hours only.

4. The Tender documents shall be submitted in sealed cover to the Asst. Manager, Computer Cell at the H.O. of the Bank at Tinikonia Bagicha, Buxi Bazar, Cuttack being duly signed by the authorized signatory in each page and duly authenticated with seal in token of having read, understood and accepted the terms and conditions of the contract. Bids submitted otherwise than in the manner prescribed in the Tender document shall be rejected.
5. Tender calling authority (Tender Committee) has right to accept or reject the Tender(s) without assigning any reason there for.
6. Last date for receipt of Sealed Tender is 17.05.2017 up to 5.00 PM.
7. Date for opening of sealed Tenders is fixed to 19.05.2017 at 11.00A.M. at the Head Office of the Bank at Tinikonia Bagicha, Buxi Bazar, Cuttack.
8. The concerned bidders are required to depute their representatives to remain present during opening of the received Tenders on 19.05.2017 at 11.30 AM at the Head Office of the Bank at Tinikonia Bagicha, Buxi Bazar, Cuttack.
9. The Tenders received after the stipulated date shall not be taken into consideration and as such are liable for rejection.
10. All disputes which may arise relating to tender are subject to the jurisdiction of the competent Courts at Cuttack only.


GENERAL MANAGER
THE URBAN CO-OPERATIVE BANK LTD,
CUTTACK



ANNEXURE - I

Sl. No.	Description of Item(s)	Quantity	Company/ Specification
1.	Microsoft/Office Std. 2016 SNGL OLPC - item-42	19No(s)	Microsoft/Volume
2.	Microsoft/Win Svr CAL 2012 SNGL OLPC user cal-item No.95	50 No(s)	Microsoft/Volume
3.	Win SVR Std. R2 SNGL OLP NL 2 Proc	19No(s)	Microsoft/OEM

ANNEXURE - II

Sl. No.	Description of Item(s)	Quantity	Company/ Specification
1.	HP brand Scanner A4/legal model HP scanjet - 200 item No.28	18 No(s)	HP
2.	HP brand Laser Printer Model HP M 2002 dw-item No.4	15 No(s)	HP
3.	Line Printer EPSON Model - DFX 9000	1 No.	EPSON



Tender Document No. II

GENERAL CONDITIONS OF CONTRACT:

1. The bidder/supplier must essentially be an authorized agent/dealer of the OEM having running business in the tendered item with good business track record. The bidder in proof of he being an OEM authorized agent/dealer shall submit authenticated documentary evidence in this regard.
2. All the crucial figures, like rates and amount should be written in figures followed by words in a bracket. There shall be no over-writing in the tender document and other papers submitted. All the additions, deletions and cutting should be initialed with rubber stamp (or seal) by the same person, who signs the tender document failing so, the tender may be rejected.
3. All the rates and amounts shall be quoted in Indian Rupees and shall be presumed to be in Indian Rupees unless specifically permitted to be quoted otherwise in this tender document.
4. The rates quoted shall be valid for a period of one year counted from the last date of receipt of the bids or submission of tenders.
5. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and

accepted the terms and conditions of this contract for the Companies and Corporations making the bids. .Legal Status of a bidder shall mean either proprietorship or partnership or private /public limited company or otherwise (to be specified), as the case may be.

6. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder unless specified otherwise in the tender document.
7. Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. All such bids except one received first will be cancelled at the discretion of the authority calling the bids. A bidder may however, offer in his bid more than one product of the same Original Equipment Manufacturer (OEM), if in his opinion all such products meet the prescribed technical specifications. In that case, he should submit "Technical Bids" of all such products separately but in the same prescribed format, in the same sealed single cover.
8. The bidder may use separate piece of paper, where the space provided in the formats in this tender document for submission of information is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
9. All the information submitted or supplied in the formats of this

tender document shall be presumed to be true to the best of the knowledge of the bidder.

10. No firm/Company without valid Value Added Tax Registration number and PAN shall be eligible for submitting bids. Firms blacklisted shall also not be eligible for participating in the bid.
11. **Copies of Valid Registration Certificates** issued by competent Authorities under VAT and CST Acts and Copy of PAN shall be enclosed to the Tender document. In no case other certificates issued by authorities in lieu of such certificates shall be accepted.
12. Copy of Income Tax return along with copies of annual VAT & CST returns for previous year need be enclosed to the Tender document.
13. At the time of opening of Tender the bidder will have to satisfy the competent authority that he is not only authorized as per his Registration Certificates to deal in the tendered item but he has also a running business in such items and he has the ability to supply the tendered quantity in prescribed time limit and to meet the warrantee conditions of the product.
14. The bidders of Odisha will have to submit **VAT Clearance Certificate** in prescribed form obtained from competent authority and the bidders from outside the State shall submit **an undertaking** in the form of an affidavit stating that they have no business in Odisha and have no liability under Odisha VAT Act, at the time of submission of Tender.
15. The bid security (EMD), if called for, shall either be in the form of Demand Draft/Banker's Cheque payable at Cuttack in favour of

The Urban Co-operative Bank Ltd, Cuttack. EMD shall be returned immediately after the rejection of a bid. The DD/ Banker's Cheque etc. shall be returned in original with or without reverse endorsement as required for the refund. EMD of the successful bidders shall be retained till the supplies are successfully delivered as per order or adjusted against "Performance Security" as per conditions of performance security agreement.

16. The tenders or the bids can be sent by Regd. Post with AD post or through Courier. However, the authorities shall not be responsible for the postal and other delays in receipt of bids.
17. The tender calling authority shall make arrangements in his office for issuing written acknowledgement under proper seal and signature of the Tenders submitted in sealed cover, provided those are submitted on or before the due date.
18. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought for, if any, may be provided by them.
19. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
20. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date, time and place. Any bid

found incorrect or incomplete in any manner would be summarily rejected by the authority.

21. The bids shall be opened and scrutinized by the Tender Committee, only in respect of the bidders who have been found to fulfill the prescribed criteria and conditions of this tender document other than technical specifications of the products.
22. All the products, failing to fulfill the prescribed technical specifications, shall be rejected. Decision of the Tender Committee in this respect shall be final and binding.
23. The supplier has to supply the indent within the time specified in the supply order. Failure to supply the indent in full within the stipulated period as mentioned in the supply order may lead to forfeiture of EMD.
24. The suppliers shall give a "Performance Warrantee" for a minimum period of ONE YEAR.
25. All the clarifications sought from the bidders/suppliers on technical specifications of the products or otherwise shall be promptly submitted in a transparent and unambiguous manner.
26. Entire tender document, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders and shall be submitted in original.
27. All the disputes shall be subject to the jurisdiction of Civil Courts situated at Cuttack.
28. The bidders shall submit all required documents along with tender. Under no circumstances a bidder would be allowed to make any

addition/alternation in any document related to tender or to submit required documents after receipt of tender by the tender calling authority.

29. Any objection/suggestion/complaint by any bidder with regard to tender shall be intimated in writing to the tender calling authority. The Chairman/Members of Tender Committee would not entertain any correspondence/discussion in the above matter.



Handwritten signature and date: 29/11/22

GENERAL MANAGER
THE URBAN CO OPERATIVE BANK LTD,
CUTTACK





Tender Document No. III

SPECIAL CONDITIONS OF CONTRACT:

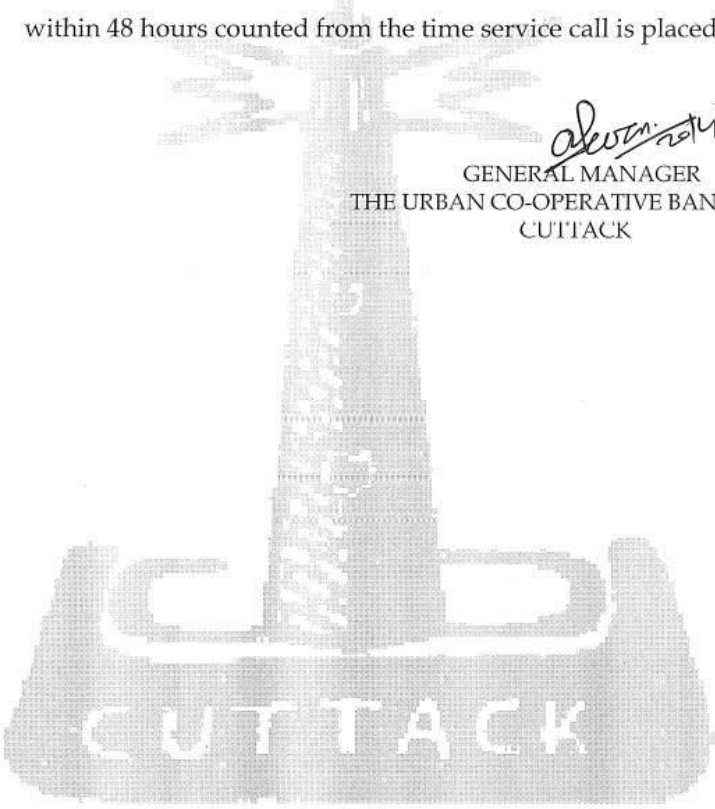
30. Bid Security (E.M.D):- Separate tender document(s) for items under Annexure - I and Annexure - II shall accompany with Earnest Money Deposit (EMD) and EMD of Rs.55,860.00 (Rupees fifty five thousand eight hundred sixty) only will be deposited for items under Annexure - I and EMD of Rs.16,867.00 (Rupees sixteen thousand eight hundred sixty seven) only will be deposited for items under Annexure - II. The Earnest Money Deposit should be made available in the form of DD/Banker's Cheque drawn in favour of 'The Urban Co-operative Bank Ltd, Cuttack' along with the bids. However, the bidders registered with DGS&D for the tendered items are exempted from payment of Bid Security (EMD).
31. The quantities mentioned above are subject to variations. The rates quoted by the firms shall continue to be valid even if the quantities of items mentioned above are varied. Further the bidder (s) should certify that the rates quoted by it for any item (s) listed above shall remain valid subject to variation in any Govt. Tax Structure on the same (i.e., the base price of the item quoted shall remain valid irrespective of variation in the *tax* structure) for a period of one year from date of finalization of rate by the Tender Committee.
32. It shall not be necessary to bid for all the items mentioned above. The firms/companies may bid for any one group or for both groups of

items as under Annexure - I and II depending on their convenience and submit E.M.D. accordingly.

33. The bidder shall submit along with this tender document a list of names, complete addresses. Telephone/FAX numbers of the customers to whom, the item, for which the bid has been submitted, have been supplied and installed in last three years, if any, A clear unambiguous statement shall be made if an item has not been sold anywhere in India so far.
34. The supplies shall be delivered to the authorities at the Head Office of the Bank at Tinikonia Bagicha, P.O. Buxi Bazar, Cuttack - 753 001, Odisha.
35. The working of the equipment shall be demonstrated successfully and expenses incurred on demonstration shall be borne by the supplier.
36. Performance Security:- The successful bidder shall have to enter into an *agreement* with the Tender Calling Authority for successful completion of supply *I* installation of the tendered items after proper inspection within stipulated period and also for performance.
37. The supplier shall repair or replace at his cost any component of the supplies that may go out of order during the warranty period. The repair and replacement shall as far as possible be carried out within the premises, where the equipment has been installed. If, however, it is necessary to take the *equipments* to the workshop of the supplier, it must be repaired and re-installed successfully in its premises within 48 hours from the time service call is placed. Failing to do so,

replacement equipment in *working* conditions shall be supplied till return of the equipment.

38.If an equipment or supply goes out of order within the warranty period and the supplier is informed about it, it must be attended to within 48 hours counted from the time service call is placed.



Signature

GENERAL MANAGER
THE URBAN CO-OPERATIVE BANK LTD,
CUTTACK



THE URBAN CO-OPERATIVE BANK LTD, CUTTACK
H.O. TINIKONIA BAGICHA, P.O. BUXI BAZAR, CUTTACK - 1

BID FORM

Tender Document No. IV

1. Name:.....
Address:.....
Fax No.....
Telephone No.....
E-mail Address:.....
2. Legal Status of Firm:.....
3. Items for which Bid submitted:.....
4. Whether Original Equipment Manufacturer (OEM) of the item under Bid:.....
5. If not the OEM, name and address of the OEM for which the firm is authorized (Please append a self-authenticated photocopy of the authorization by the OEM)
6. Particulars of EMD:.....
7. Address of Service Centre in Odisha with telephone No. & e-mail address:.....
.....

Seal & Signature of the Bidder

PART - I

1. Name and address of the Bidder:
2. Whether a manufacturer/ Authorized Agent/
Authorized Dealer:
3. States in which Business runs:
4. State from which material would be delivered if
found successful in the Bid:
5. VAT Registration Number:
6. CST Registration Number :
7. PAN No.
8. Whether the above Registration Certificates
are valid/suspended /cancelled at the.time
of filling tender:
9. Whether up to date returns under all Acts are
filed ?

Seal & Signature of the Bidder

PART - II

1.Brand name of the item manufactured/traded:

ANNEXURE - I

Sl. No.	Description of Item(s)	Brand Name of Item(s)
1	Microsoft/Office Std. 2016 SNGL OLPC Item No.42	
2	Microsoft/Win Svr CAL 2012 SNGL OLPC User cal-item No.95	
3	Win SVR Std R2 SNGL OLP NL 2 Proc	

ANNEXURE - II

1	HP Brand Scanner A4/legal Model HP scanjet - 200 item No.28	
2	HP brand Laser Printer Model HP M2002 dw-item No.4	
3	Line Printer EPSON Model DFX 9000	
4	DMP Printer EPSON Model DLQ 3500 (495CPS) 24 PINS & 136 Column	

2. Basic Unit Price under Bid:

ANNEXURE - I

Sl. No.	Description of Item(s)	Bid Unit Price
1	Microsoft/Office Std. 2016 SNGL OLPC Item No.42	

2	Microsoft/Win Svr CAL 2012 SNGL OLPC User cal-item No.95	
3	Win SVR Std R2 SNGL OLP NL 2 Proc	

ANNEXURE - II

		Bid Unit Price
1	HP Brand Scanner A4/legal Model HP scanjet - 200 item No.28	
2	HP brand Laser Printer Model HP M7002 dw-item No 4	
3	Line Printer EPSON Model DEX 9000	
4	DMP Printer EPSON Model DLQ 3500 (495CPS) 24 PINS & 136 Column	

3. Excise Duty/ Additional Excise Duty: @ ____%
4. Freight/Transportation Charges:
5. Loading and Unloading Charges:
6. Any other charges before delivery:
7. Central Sales Tax: @ ____%
8. Odisha Entry Tax: @ ____%
9. VAT @ ____%
10. Gross Price of the Unit(s) to be considered:
11. Total Sum payable for supply of entire bid quantity:
(Mark N/ A against the Sl. No. which is not applicable)

Seal & Signature of the Bidder

PART- III

1. Terms & Conditions of delivery:
2. Terms and Conditions of Payment:
3. Preference for mode of payment:

Dated, _____

Seal & Signature of *the Bidder*

Place _____



