

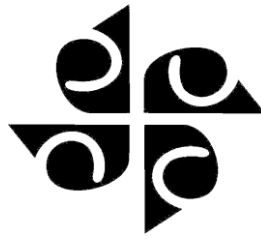
# **Request for Proposal (RFP)**

**For Selection of Vendor For**

**COMPUTER HARDWARE**

**To**

**The Akola Janata Commercial Co-operative Bank Ltd., Akola**  
**(Multistate Scheduled Bank)**



**Head Office,**  
**“Janvaibhav”,**  
**Old Cotton Market,**  
**Akola – 444001**

**Tender Reference No. : AJCCB/IT/2023-24/HARDWARE**

**Date : 23.09.2023**

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Ltd., Akola and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Akola Janata Commercial Co-operative Bank Ltd., Akola for Selection of Hardware Vendor for Branches & HO. It should not be reused or copied or used either partially or fully in any form.

## 1. Invitation for tender offers

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed manufacturers and/or their authorized dealers for supply of computer hardware at specified branches.

A complete set of tender document may be downloaded from our website [www.akolajanatabank.com](http://www.akolajanatabank.com).

The details are given below:

<b>Tender Reference</b>	<b>AJCCB/IT/2023-24/Hardware</b>
<b>Date of commencement of availability of tender document</b>	<b>23.09.2023</b>
<b>Last Date and Time for receipts of tender offers</b>	<b>07.10.2023</b>
<b>Address of Communication</b>	<b>Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav" Old Cotton Market, P. B. No. 90, Akola 444001</b>
<b>Email address</b>	<b>cbs.ajccb@gmail.com</b>
<b>Contact Telephone Numbers</b>	<b>0724-2430012, 2430639, 2430241</b>
<b>Bids to be given to</b>	<b>Chief Executive Officer, The Akola Janata Commercial Co-operative Bank Limited, Akola.</b>

Technical Specifications, Terms and Conditions, the formats and pro-forma for submitting the tender offer are described in this tender document and its Annexure.

**Chief Executive Officer**  
**The Akola Janata Commercial Co-operative Bank Limited, Akola.**

## **Instructions to Bidders**

### **1. Bid Submission**

Bid should be submitted to the following in single sealed envelope at the Bank's address given below on or before the schedule given above. The envelope should be securely sealed and stamped.

**Chief Executive Officer**  
The Akola Janata Commercial Co-op. Bank Ltd.  
"Janvaibhav" ,  
Old Cotton Market, Akola.  
Akola- 444001 (M.S.)  
E-Mail: [cbs.ajccb@gmail.com](mailto:cbs.ajccb@gmail.com)

The envelope must be super scribed with the following information –

- Tender Number
- Due Date
- Name of Bidder
- Name of the Authorized Person
- E-mail ID of the authorized person to contact.
- Mobile Number
- Correspondence Address

All schedules, Formats and Annexure should be stamped and signed by an authorized official of the bidder company.

### **2. Qualification Criteria**

Reputed vendors , who have experience in executing Hardware and who meet the following Eligibility criteria only need to apply:-

- a) The vendor submitting the offers should be a Registered Company or Firm having an Average Annual Turnover of Rs. 50 Lakh in the last three consecutive financial years.
- b) The Company/Firm should have made Net Profits in at least two financial years in last 3 Years.
- c) The vendor should be doing business for at least three years in the same field.
- d) The bidder should not have been blacklisted by any Statutory and Regulatory Authority.

### **3. Offer validity Period**

The offer should hold good for a period of 6 months from the closing date of the tender. Bank may place number of orders during the minimum period of 6 months. The prices and items offered should be valid for the minimum period of 6 months.

### **4. Opening of Offers**

Offers received within the prescribed closing date and time will be opened by the authorities of the Bank.

## **5. Preliminary Scrutiny**

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the vendors and the Bank reserves the right to exercise such waivers.

## **6. No Commitment to Accept Lowest**

The Akola Janata Commercial Co-op. Bank Ltd., is under no obligation to accept the lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

## **7. Submission of Technical Details**

It is mandatory to provide the technical details in the exact format (**Annexure C**) given in this tender. The relevant product information, brand and version/model number offered, printed product brochure, technical specification sheets etc. should be submitted along with the offer.

## **8. Format for Offer**

The suggested format for submission of techno-commercial offer is as follows:

1. Index
2. Covering letter. This should be as per Annexure A.
3. Details of the vendor, as per Annexure B.
4. Technical Offer with Specifications as given in Annexure C, complete with all the columns filled in.
5. Vendor's Financial Details and other supporting documents, as asked in the tender document.
6. Authorization letter of the brand quoted.
7. Commercial Offer as per Annexure D.

## **9. Location of Supplies**

27 nos of branch locations covering cities of Akola, Akot, Amravati, Chandur Railway, Paratwada, Digras, Karanja, Khamgon, Lonar, Malegaon, Murtizapur, Manora, Risod, Shelu Bazar, Telhara, Washim, Nagpur, Nashik, Jalgaon

## **10. Costs**

The offer must be in fixed price basis in Indian Rupees only and shall be excluding GST and shall include the following:

1. Basic Cost of the equipment & Software.
2. Comprehensive on-site warranty covering all parts & labor for various items. This period will start from the date of installation and acceptance of all the goods by The Akola Janata Commercial Co-op. Bank Ltd.
3. Transportation and Forwarding charges to the site.
4. Insurance to cover equipment up to delivery of equipment to The Akola Janata Commercial Co-op. Bank Ltd at site.
5. All costs should be given in Figures and Words.

## **11. Fixed Price**

The Commercial Offer shall be on a fixed price basis, exclusive of GST. No price increase due to any factor will be permitted.

## **12. Negotiation**

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest. Bank, however, reserve the right to enter into any price negotiations.

## **Terms and Conditions of the Tender**

### **1. Technical Inspection and Performance Evaluation**

The Akola Janata Commercial Co-operative Bank Limited, Akola reserves its right to carry out a technical inspection and performance evaluation (bench-marking) of all the items delivered.

### **2. Payment Terms**

The Akola Janata Commercial Co-op. Bank Ltd will make payment as follows:

- 50% payment for supplies executed will be made post delivery
- Balance payment will be made after installation, inspection and acceptance of all equipment & software ordered.

### **3. Insurance**

Appropriate insurance to cover the equipment for the transit period and till the hardware is accepted by The Akola Janata Commercial Co-op. Bank Ltd at the respective site is to be taken by the vendor.

### **4. Order Cancellation**

The Akola Janata Commercial Co-op. Bank Ltd reserves its right to cancel the order in the event of one or more of the following situations:

Delay in delivery beyond 30 days from the date of issuance of respective supply schedule.

Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the vendor.

### **5. Hardware Warranty**

The offer must include a three year comprehensive on-site warranty for all the desktops and one year for other items from the date of delivery at The Akola Janata Commercial Co-op. Bank Ltd., Akola

### **6. Billing**

The billing should be done locally for respective locations inclusive of all taxes giving break up thereof. GST as applicable, will be paid extra as per the existing rates.

### **7. Right to Alter Quantities**

The Akola Janata Commercial Co-op. Bank Ltd reserves the right to alter the quantities specified in the tenders. The Akola Janata Commercial Co-op. Bank Ltd also reserves the right to delete one or more items from the list of items specified in tender.

### **8. Force Majeure Clause:**

The vendor shall not be liable for liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the

contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of The Akola Janata Commercial Co-operative Bank Limited, Akola in fires, floods and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify The Akola Janata Commercial Co-operative Bank Limited, Akola in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by The Akola Janata Commercial Co-operative Bank Limited, Akola in writing, the Vendor shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, The Akola Janata Commercial Co-operative Bank Limited, Akola and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

## **9. Governing Law & Jurisdiction**

All disputes under the Jurisdiction will be of the Courts in **AKOLA, Maharashtra only.**

**ANNEXURE A - Tender Offer Cover Letter**

Date:  
Tender Reference No.:

To:  
Chief Executive Officer,  
The Akola Janata Commercial Co-op. Bank Ltd,  
"Janvaibhav", Old Cotton Market,  
Akola - 444001

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver Computer Hardware in conformity with the said tender documents in accordance with the Schedule of Prices attached in the commercial offer and made part of this tender.

If our tender offer is accepted, we undertake to complete delivery within 30 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 6 months from the closing date of tender and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20223  
Signature: \_\_\_\_\_

Designation : \_\_\_\_\_

Authorized to sign the tender

## ANNEXURE B – Vendor’s Details

Sr. No	Item	Details
1	Name of Company	
2	Mailing Address	
3	Telephone & Mobile Nos.	
4	Constitution of the Company	
5	Name and designation of the person authorized to make commitments to the “The Akola Janata Commercial Co-operative Bank Ltd.”	
6	Email Address	
7	Year of commencement of Business	
8	Turn over of the company (not of group) for the year 2020-2021 2021-2022 2022-2023	
9	Profit of the company (not of group) for the year 2020-2021 2021-2022 2022-2023	
10	GSTIN	
11	PAN	



## ANNEXURE C : Schedule of Requirement with Technical Specifications

S.No.	Item Short Name	Qnt	Detailed Specifications	Make
1	Desktops	34	Intel Core i3 11 <sup>th</sup> Gen, 4 GB RAM, 1 TB HDD, 19.5" Monitor, Onboard Ethernet, USB Keyboard, Mouse	Dell, HP, Acer, Lenovo Commercial Model with 3 Year Onsite Warranty
<b>OR</b>				
2	Desktops	34	Intel Core i3 11 <sup>th</sup> Gen, 8 GB RAM, 256 GB SSD, Onboard Ethernet, USB Keyboard, Mouse	Dell, HP, Acer, Lenovo Commercial Model with 3 Year Onsite Warranty
3	Windows 10	34	Windows 10 Pro FPP	Microsoft
4	DMP	04	Dot Matrix Printer 132 Col, 24 Pin	Epson with 1 Year Onsite Warranty
5	Laser Printer	08	Canon	Canon with 1 Year Onsite Warranty
6	PB Printer	03	Epson PLQ20 Pass Book Printer or equivalent	Epson with 1 Year Onsite Warranty
7	Monitors	04	18.5" LED Monitors	HP, Dell, Lenovo, Acer

**ANNEXURE D – Commercial Offer**  
**(To be submitted as per this format only)**

<b>Sr. No.</b>	<b>Item Short Name ( Specify Make &amp; Model )</b>	<b>Qty (a)</b>	<b>Per Unit Cost in INR (excluding GST) (b)</b>	<b>Total Cost in INR (c)</b>	<b>Mention GST % as Extra (d)</b>
1	Desktops				
2	Desktops				
3	Windows 10				
4	DMP				
5	Laser Printer				
6	PB Printer				
7	Monitors				

Signature of Bidder: \_\_\_\_\_

Place:

Name:

Date:

Business Address:

Note: Bidders should strictly quote in the format and for warranty periods as mentioned above. Bidder can quote given multiple brands for each item with clear model number or better specification. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

\*\*\*\*\*End of RFP\*\*\*\*\*