



DCCB- VZM

**THE DISTRICT CO-OPERATIVE  
CENTRAL BANK Ltd.,  
VIZIANAGARAM-535002**

Phone No 08922 226075&224615 Fax 224918

C.O/IT/Hardware Procurement/2024-25

Dt: 10.04.2024

**SHORT TENDER NOTICE**

**Procurement of Laptops/Person Computers**

**1. Indicative Critical Date Sheet**

Application fee(Non-Refundable)	Rs. 5,000/- (Rupees Five Thousand Only)
Earnest Money Deposit (Refundable)	Nil
Bid Submission Start Date	11:04:2024
Bid Submission End Date	18:04:2024 at 5.00PM
Point of Contact for Bid Submission	C.E.O, The Dist Co-operative Central Bank Ltd., Viziangaram, D.No.18-2-9,Opp. Guarajada road, Raja bazar, Vizianagaram-535002. PH: 9989773059,Email: dccbvzm@gmail.com
Address for Tender Submission	C.E.O, The Dist Co-operative Central Bank Ltd.,Viziangaram, D.No.18-2-9,Opp. Guarajada road, Raja bazar, Vizianagaram-535002. PH: 9989773059,Email: dccbvzm@gmail.com
Technical Clarifications	Mr. B Purna Reddy Chief Information Officer +91 891 966 5957 Mr. V Gowri Ravi Shenkar, Manager, DCCB-VZM +91 7680979994/9000045455

- Bids shall be submitted only at Central Office, The Dist. Co operative Central Bank ltd, Vizianagaram, D.No.18-2-9, Opp. Gurajada road, Raja bazar, Vizianagaram. Proposed Tenderers/Vendors are advised to follow the instructions provided on indicative critical data sheet.
- Not more than one tender shall be submitted by one vendor/shaving business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- Tenderer who has downloaded the tender form from the **Bank's website** [www.dccbvizianagaram.com](http://www.dccbvizianagaram.com) (for reference only) **shall not modify the tender form including downloaded price bid template in any manner.** In case, if the same is found to be tampered/modified in any manner, tender will be completely



rejected and APPLICATION FEE would be forfeited and vendor is liable to be banned from doing business with DCC Bank.

- d) Intending vendors are advised to visit again Bank's website [www.dccbvizianagaram.com](http://www.dccbvizianagaram.com) at least 1 day prior to closing date of submission of tender for any corrigendum/ addendum/amendment.

## **2. Application Fee Payment & Tender cost(Non-Refundable)**

- a) Application fee of tender is to be deposited through DD in favour of ***The District Co-operative Central Bank Ltd., Vizianagaram. Payable at Vizianagaram.*** Bidders are required to submit the instruments of APPLICATION FEE (Non-Refundable) along with tender document.
- b) The hard copy of original instruments in respect of cost of tender document should be put in separate envelope duly sealed must be closed with tender. The tender fee/ cost of tender shall be non-refundable.
- c) Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.**

## **3. Submission of Tender**

- a) ***The tender shall be submitted in Two parts", viz., Technical bid and Financial bid.***
- b) All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before submitting.
- c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## **4. Searching For Tender Documents**

- a) Bidders can log on to DCCB portal and search for tenders under Tenders tab.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules.
- c) The bidder should make a note of the point of contact assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **5. Preparation Of Bids**

- a) Bidder should take into accountancy corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents– including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule.

## **6. Submission Of Bids**

- a) **Technical Bid and Commercial Bid to be submitted separately.**
- b) Bidder should submit well in advance for bid submission so that they can avoid last minute hurry. Bidder will be responsible for any delay due to other issues.
- c) The bidder has to sign and put seal on the required bid documents one by one as indicated in the tender document.
- d) Bidder has to pay the tender fee/APPLICATION FEE as applicable and enter details of the instrument.
- e) Bidder should prepare the APPLICATION as per the instructions specified in the tender document. The original should be enclosed with tender.
- f) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

## **7. Assistance To Bidders**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the technical clarifications should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

## **8. Request For Proposal**

- a) **Preface:** The District Cooperative Bank Ltd., Vizianagaram is a Govt. partnered Bank working with its Head Office in Vizianagaram and 24 Branches. The Bank is floating this RFP to finalize L1 bidder for procurement of Laptops for office purpose.
- b) **Objective of the RFP:** DCCB is issuing this Request for Proposal Document, here in after called as a Tender, to vendors who are eligible to participate in the competitive Tendering for providing required hardware.
- c) **Scope of Work:** Supply and installation of the items intended to be procured through this RFP/Tender through the DCC Bank and their Branches.
- d) **Hardware Particulars:**

S. No	Product	Qty
1.	Laptops	08



### **Configuration for Laptops:**

Sl. No	Feature	Specification description
1.	Make	Suggest Make _____
2.	Model	Model _____
3.	Processor	13th Gen. Intel Core i5 upto 4.4 GHz with Turbo boost technology Processor, Cache 12mb, 8 cores+ (or) AMD equivalent Processor or higher
4.	Chipset	Compatible Chipset
5.	Motherboard	OEM Motherboard
6.	RAM	Min.16GB DDR4 RAM expandable up to 64GB, Two DIMM Slots
7.	Hard drive	1TB SSD or Higher, M.2 Slot available for SSD
8.	Optical Drive	Min 8x SATA DVD writer
9.	NIC/Ethernet	10/100/1000 on-board integrated Network Port Wifi – 802.11 ac or higher Bluetooth-v5.3
10.	Graphics	Integrated Graphics
11.	Audio/ Multimedia	Integrated Audio Controller
12.	Display Monitor	15.6" (+/- 0.1) Display FHD WVA ANTI-G NARROW BORDER 120Hz/300 nits with TCO'7 certification or Higher
13.	Keyboard & Track pad	USB Minimum 104 Keys with finger print sensor
14.	Mouse	USB 2 button Optical Scroll mouse with Mouse pad << Same make as Laptop if possible >>
15.	Ports	6 Nos. of USB Ports or Higher including Min. 2Nos of USB 3.0, Min. 2Nos. of HDMI, DP/DVI/VGA Port.
16.	Webcam	Integrated HD Web CAM 720p or higher
17.	Form Factor	As applicable
18.	Battery Type & Capacity	Lithium ion with Minimum back up time of 10 hours and Minimum 45 WHR capacity
19.	Certifications	For OEM : ISO 9001 : 2008, ISO 14001, ISO 27001 or Latest For PC: : MS Windows Certified << Certifications to be enclosed >><< EPEAT >><<FCC>><<ROHS>>
20.	Operating System	Factory Loaded MS Windows 11 Professional 64 bit with generic product key License. However, the product key should be mentioned in the installation report at the time of installation.
21.	MS Office	Genuine Pre-loaded MS Office Home & Business 2021 or higher.
22.	Accessories	With required essential backpack, connecting cables and driver media should be supplied
23.	Warranty	3 Years Standard Onsite Comprehensive Hardware Warranty (including O.S. support, Spares- Parts/ Service/Labour/ On-site)



## 9. Eligibility Criteria

- a) The Bidder should have its Registered Office/Branch Office with AP GST No. in the State of Andhra Pradesh and all invoices are to be raised with AP GST No. only.
- b) Average Annual financial turnover during the last 3 years ending 31st March of 2024 should not be less than 10 crore (relevant data to be submitted along with bid form)
- c) Bidder must have its own valid PAN No. and GST Registration No. TIN & CIN registered in the state of Andhra Pradesh.
- d) The bidder should have at least one support/service centre in the District Head Quarters.
- e) The Bidder should have supplied Hardware (Laptops) to at least two organisations out of which at least one should be State/Central Govt., or nationalized banks or other Govt. Sectors.
- f) During last 5(five) years the bidder should not have been blacklisted from participating in bid by any other Govt. organization. An undertaking to this effect is to be submitted by the bidders. If subsequently the bidder's undertaking is found to be incorrect the tender/order if placed on the bidder with reference to this tender shall be cancelled.
- g) The bidder should have valid ISO 9001 certification for their organization. A copy of the valid certificate must be submitted with the techno-commercial bid.
- h) Rate contract is applicable on Base Unit. The Rate contract is applicable for a period of 180 days from the date of the Purchase Order.
- i) Total cost inclusive of GST to be indicated.
- j) Bidder should submit the Manufacturer Authorization form (MAF) for the entire listed infrastructure without fail. Failing which, the application would stand disqualified at technical bid scrutiny level.
- k) Supply and installation shall be within 30 days from the date of acceptance of PO.
- l) License keys shall be provided for the preloaded Operating System
- m) 3 years Warranty Certificate by the vendor for the hardware viz., Laptops, shall be submitted during delivery/installation.
- n) Warranty of 3 years for Laptops shall be updated in Manufacturers website.
- o) Support during warranty period shall be provided onsite whenever required.
- p) Delivery locations: HO & Branches of Vizianagaram DCCB.
- q) The Bank, at any point of time, can modify/amend/cancel the process/procurement without assigning any reason.

**Note: Bid without a valid APPLICATION FEE will be rejected outright.**

## 10. Payment terms

- a) 90% of the order value will be released after completion of delivery and installation of the hardware. Submission of Delivery challan, Installation Report and Warranty Certificate are compulsory for the release of payment.
- b) 10% of the order value will be released on submission of Bank Guarantee within 6 months from the date of Invoice or completion of 6 months from the date of installation.

## 11. Bid should be submitted only

- a) Bidder who has downloaded the tender from the Vizianagaram DCCB Web site and shall not tamper/modify the tender form including downloaded price bid



template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and APPLICATION FEE would be forfeited and bidder is liable to be banned from doing business with DCCB.

- b) Bidders are advised to visit again DCCB website at least 1day prior to closing date of submission of tender for any corrigendum /addendum/amendment.
- c) The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter

## **12. Signing and Submission of Tender**

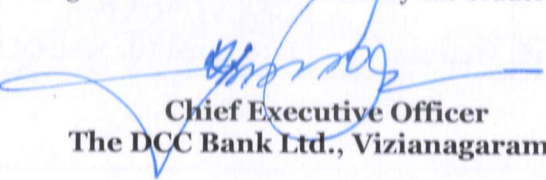
- a) The technical offer of the RFP response should be submitted in two copies.
- b) Participation in the Tendering process implies giving consent to all the terms, conditions and other requirements contained in any part of the Tender document.
- c) The Tender shall be typed or written in indelible ink as instructed in respective parts and shall be signed by the vendor or person or persons duly authorized to bind the vendor to the Contract. The person or persons signing the Tenders shall initial all pages of the Tenders.
- d) Any interlineations, erasures, or overwriting shall be valid if only they are authenticated by full signature of the person signing the Tenders.
- e) Proposals for Technical Bid and Commercial Bid are to be sealed in separate envelopes and submitted to the address given below. All the envelopes must be super-scribed with the following information:
  - Type of Offer (Technical or Commercial)
  - Due Date
  - Name of Vendor
- f) **Envelope – I (Technical Offer-T.O.):** The Technical Offer should be complete in all respects and contain all information asked for, except prices. The T.O. should include all items asked for in the attached Annexure-I. The technical offer should not contain any price information. The T.O. should be complete to indicate that all products and services asked for as quoted. Where available, the vendor should clearly indicate the product code/part no. For example, the Technical Offer should mention that AMC charges are included in the Commercial Offer, without mentioning the actual amounts in the T.O.
- g) **Envelope-II (Commercial Offer-C.O.):**
  - The Commercial Offer (C.O.) should give all relevant price information in Indian Rupees and should not contradict the T.O. in any manner.
  - These two envelopes containing the Technical and Commercial Offer should be simultaneously submitted. Please note that if any envelope is found to contain both technical and commercial offer, then that offer shall not be considered.
  - If the envelopes are not sealed and marked as indicated above, the Bank will assume no responsibility for the Tender's misplacement or premature opening.
  - The envelopes duly sealed should be submitted on or before 5.00 PM on 18.04.2024 at the address given below:

To the C.E.O, The Dist Co-operative Central Bank Ltd., Vizianagaram, D.No. 18-2-9, Opp. Guarajada road, Raja bazar, Vizianagaram-535002.

- 13. Validation of Interlineations in Bid:-** Any interlineations, erasures, alterations, additions or over writings shall be valid only if the person or persons signing the bid have authenticated the same with signature.



- 14. Responsibility of Bidder:-** If the outer envelope is not sealed and marked as required, Bank will assume no responsibility for the Bid's misplacement or premature opening.
- 15. Rejection of Bid:-** The Bid Documents shall be submitted in the form of printed document. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained **and such bid shall be rejected.**
- 16. Late Bids:-** Any bid received by DCCB after the deadline for submission of bids prescribed by DCCB, will be summarily rejected and returned unopened to the Bidder. DCCB shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on this subject will be entertained.
- 17. Announcement of Bids:-** The Bidder's names, bid modifications or withdrawals and the presence or absence of requisite bid security and such other details will be announced at the time of opening. No bid shall be rejected at bid opening, except for late bids.
- 18. Bids Not Considered For Evaluation:-** Bids those are rejected during the bid evaluation process shall not be considered for further evaluation, irrespective of the circumstances.
- 19. Opening of Commercial Bids:-** Commercial Bids will be opened and compared at the specified date and time. The name of Bidder, bid prices, total amount of each Bid, etc. Shall be announced by the DCCB at the Commercial Bid opening. The Bank reserves the right to go for reverse bidding process/further price negotiation with L1 Bidder or all Bidders who are technically qualified.
- 20. Clarification of Bids:-** To assist in the evaluation, comparison and an examination of bids, DCCB may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, DCCB reserves the right to make its own reasonable assumptions at the total risk and cost of the bidder.
- 21. Completeness of Bids:-** DCCB will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.
- 22. Rectification of Errors:-** Arithmetical errors will be rectified on the following basis :- If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected and his APPLICATION FEE may be forfeited.
- 23. Rejection of Bid:-** A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by DCCB and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the bidder.

  
**Chief Executive Officer**  
**The DCC Bank Ltd., Vizianagaram**



## Commercial Response

Ref No.

To,

The Chief Executive Officer,  
The Dist. Co-operative Central Bank Ltd.,  
Vizianagaram.

Dear Sir

Sub: RFP for DCCB VZM HW Procurement – Submission of Proposal – Reg.

Ref: C.O/IT/Hardware Procurement/2024-25, dated 10:04:2024

### **Configuration for Laptops:**

Sl. No	Feature	Specification description	Price quoted for One (1) unit in Rs.
1.	Make		
2.	Model		
3.	Processor	13th Gen. Intel Core i5 upto 4.4 GHz with Turbo boost technology Processor, Cache 12Mb, 8 cores+ (or) AMD equivalent Processor or higher	
4.	Chipset	Compatible Chipset	
5.	Motherboard	OEM Motherboard	
6.	RAM	Min.16GB DDR4 RAM expandable upto 64GB, Two DIMM Slots	
7.	Hard drive	1TB SSD or Higher, M.2 Slots available for SSD	
8.	Optical Drive	Min 8x SATA DVD writer	
9.	NIC/Ethernet	10/100/1000 on-board integrated Network Port -Wifi –802.11 ac or higher ,Bluetooth-v5.3	
10.	Graphics	Integrated Graphics	
11.	Audio/Multimedia	Integrated Audio Controller	
12.	Display Monitor	15.6" (+/- 0.1) Display FHD WVA ANTI-G NARROW BORDER with TCO'7 certification or Higher	
13.	Keyboard & Track pad	USB Minimum 104 Keys Business Keyboard with figure print sensor.	
14.	Mouse	USB 2 button Optical Scroll mouse with Mouse pad << Same make as Laptop if possible >>	
15.	Ports	6 Nos. of USB Ports or Higher including Min. 2Nos of USB 3.0, Min. 2Nos. of HDMI, DP/DVI/VGA Port.	
16.	Web cam	Integrated HD Web CAM 720p or higher	



17.	Form Factor	As applicable	
18.	Battery Type & Capacity	Lithium ion with Minimum back up time of 10 hours and Minimum 45 WHR capacity.	
19.	Certifications	For OEM: ISO 9001: 2008, ISO 14001, ISO 27001 or Latest For PC: : MS Windows Certified << Certifications to be enclosed >><< EPEAT >><<FCC>><<ROHS>>	
20.	Operating System	Pre-Loaded MS Windows 11 Professional 64 bit with generic product key License. However, the product key should be mentioned in the installation report at the time of installation.	
21.	MS Office	Genuine Pre loaded MS Office Home & Student 2021 or higher	
22.	Accessories	With required essential backpack,connecting cables and driver media should be supplied	
23.	Warranty	3 Years Standard On Site Comprehensive Hardware Warranty (including O.S. support, Spares- Parts/ Service/Labour/ On-site)	

Yours Truly

Authorized signatory of bidder  
[Seal, Name, Signature and authority]



## MANUFACTURER'S AUTHORIZATION FORM

*Date:*

To,  
The Chief Executive Officer,  
The Dist. Co-operative Central Bank Ltd.,  
Vizianagaram.

**Sub: Manufacturer Authorization for Tender No. DCCB VZM /HW Proc./2024,  
dated 10.04.2024**

**Ref: C.O/IT/Hardware Procurement/2023-24, dated 10.04.2024**

Dear Sir,

We, <OEM>having our registered office at<OEM address>, are an established manufacturer of < name of quoted item >.We<OEM>solely authorized to quote our product for above mentioned tender.

Our full support is extended in all respects for supply and maintenance of our product. We also ensure for supply& service of the listed Infrastructure at least for a period of 1 year from \_\_\_\_\_ (date of closure of warranty), as per tender terms. In case of any difficulties in logging complaint at bidder end, user will have option to log complaint at our call support centre. We also under take that in case of default in execution of this tender by the bidder, we will take all liabilities and responsibilities and necessary steps for successful execution of this tender. We also under take that to meet the time lines defined in the tender. We will ensure that the AMC services are made available to DCCB in time. If the supplied product is declared end of life, we will ensure that a suitable equivalent or higher roll over product is offered to Bank for due approval and order execution thereafter.

Thanking You

For Name: Designation:

Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The Bidder in its bid should include it.



**Declaration regarding Clean Track Record**

(On the letter head of the bidder)

**Date:**

**To**

To,  
The Chief Executive Officer,  
The Dist. Co-operative Central Bank Ltd.,  
Vizianagaram.

**Sub: Declaration regarding Clean Track Record for Tender No. DCCB  
VZM/HW Proc./2024-25, dated 10.04.2024**

**Ref: C.O/IT/Hardware Procurement/2024-25, dated 10.04.2024**

Dear Sir,

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Ref. No: \_\_\_\_\_ . I hereby declare that my company has not been debarred/ blacklisted by any Central or State Government/ Semi Government Departments or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices during the past 5 years. I further certify that I am competent officer in my company to make this declaration.

Yours Truly

Authorized signatory of bidder  
[Seal, Name, Signature and authority]



Turn over details as per eligibility criteria  
Relevant documents are to be uploaded as attachment

S.No	Year	Amount (Rs in Lakhs)
1	2021-22	
2	2022-23	
3	2023-24	

The audited financial statements need to be attached by the tenderer.

Yours Truly

Authorized signatory of bidder  
[Seal, Name, Signature and authority]

## BIDDER INFORMATION

1	Name of the Organization	
2	Year of establishment (enclose certificate of incorporation issued by registrar of companies without fail)	
3	REGISTERED office address	
4	Phone Number	
5	Fax No	
6	e-mail	
7	Total no of branch offices in Andhra Pradesh	
8	Total no of support Engineers at	
(A)	Head office (No)	
(B)	Branch Office(No)	
9	Whether manufacturer?	If Yes, provide relevant document
10	Whether Authorized Dealer/ Service provider	If Yes, provide relevant document
11	Authorized/Nominated person Name & Mobile Number and Office Phone Number	

Authorized signatory of bidder  
[Seal, Name, Signature and authority]

#ApprovedBy#  
Dy. General Manager (ITD)



