



**THE DAMAN AND DIU STATE CO-OPERATIVE BANK LTD.**

(Registration No.ARCS/DMN/DDCBL/211/2015-16 dtd.17.11.2015)

Head Office : H.No.14/54, 1<sup>st</sup> Floor, Dilip Nagar,

Nani Daman – 396 210

Tele Fax : 0260 2255984, 2255985

E-Mail : 3dcoopbank@gmail.com

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**DDSCB/ADM/4/2020-21/560**

**Date: 31.12.2020**

**TENDER NOTICE**

Tenders for supply of Desktop Computers and Printers are hereby invited from the vendors by The Daman And Diu state Co-operative Bank Ltd., through the tendering process. The tender documents can be downloaded from Website: [www.daman.nic.in](http://www.daman.nic.in).

The tenders have to be submitted as per Terms & Conditions, detailed specifications, quantity, etc. mentioned at **Annexure-‘A’**. Format of Technical Bid mentioned at **Annexure-‘B’**, format of financial bid mentioned at **Annexure-‘C’**.

The sealed tender document containing “Technical bid” and “financial bid”, complete in all respect signed on each page should reach by hand on or before 12.01.2021 up to 03:00 PM which will be opened in the presence of the tenderers’ or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

The Daman And Diu state Co-operative Bank Ltd., reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ without earnest money, tender fees will not be entertained.

**TENDER DOCUMENT**

- 1. Name and Address of the party : The Daman And Diu State Co-operative Bank Ltd., Dilip Nagar, Nani Daman- 396210.**
- 2. Tender Document for : Purchase of Desktop Computers & Printers**
- 3. Last Date & Time for submission : 12.01.2021 Up to 03:00 P.M  
Of Tender**
- 4. Bid to be opened on : 12.01.2021 at 04:00 P.M**
- 5. Place of Submission of Tender : The Daman And Diu State Co-Operative Bank  
in sealed cover Ltd., Head Office, Dilip Nagar, Nani Daman.**
- 6. Contact details for clarifications : E-mail:- 3dcoopbank@gmail.com  
/ query Phone No. 0260-2255984**

## **The Daman And Diu State Co-operative Bank Ltd.**

### **Annexure-A (TERMS AND CONDITIONS)**

1. At present **22 No's of Desktop Computers, 02 No's of Passbook Printers and 01 Photocopier for Head Office** are required and quantity may be increased / decreased as per requirement.
2. Vendor should supply additional quantity as required by DDSCBL in near future. Rates should be valid for 06 months from the date of submission of tender.
3. **Supply of Desktops and Printer's:** The vendor has to deliver the Desktops, Printers after finalizing the tender and ensure installation of the same along with related drivers within 30 days of placement of work order.
4. Tender documents should be downloaded from website [www.daman.nic.in](http://www.daman.nic.in) as per the date mentioned in the tender.
5. Late submission will not be entertained as such DDSCBL will not be responsible for any failures in submission of bids.
6. The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
7. Tender shall be submitted as per the prescribed formats in sealed cover only. Failure to comply with these requirements may result in the bid being rejected. The sealed cover shall bear writing in capital "TENDER By DDSCBL FOR **COMPUTERS, PRINTERS & PHOTOCOPIER**".
8. Incomplete or conditional bids will be summarily rejected.
9. If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
10. The price should be mentioned in the Technical bid in Indian rupees only. In case the prices are not mentioned in the technical bid, the offer will be liable for rejection.

11. The technical bid will be opened on 12.01.2021 at 04:00 P.M.
12. The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the **complete value of all the items** shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The Lowest evaluated valid quotation will be selected.
13. The successful vendor shall supply the prescribed hardware within 30 days from the issue of supply letter.
14. The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
15. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
16. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
17. The company/firm has to produce Certificate of Incorporation/Registration.
18. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Self attested certificate to be submitted).

**19. Financial Terms and Conditions :**

- (a) The vendor must provide the Commercial Proposal strictly in Hardcopies.
- (b) The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
- (c) Rates mentioned above are inclusive of all taxes, F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
- (d) DDSCBL reserves the right to alter the quantity of the computers and peripherals.

**20. Specifications for Items required:****(a) Branch Desktop Computers Specifications (Not “ALL IN ONE” Type )**

<b>Sr. No</b>	<b>Minimum Configuration required</b>	<b>Configuration offered</b>
1.	Make / Brand	
2.	Model Number	
3.	Intel Core i5 8 <sup>th</sup> Gen	
4.	8 GB DDR4 RAM	
5.	500 GB HDD	
6.	USB 3.0(3 port)	
7.	Wifi 5	
8.	Bluetooth 4	
9.	USB Optical Mouse	
10.	USB Key Board	
11.	Windows 10 Pro (64 Bit) English (Licensed)	
12.	Microsoft Office,2019 (Perpetual Licensed Version)-----	
13.	2 GB Nvidia Graphics	
14.	21” IPS Full HD	
15.	3 Years warranty support & next business day onsite service	

**(b) H.O Desktop Computers Specifications ( Not “ALL IN ONE” Type )**

<b>Sr. No</b>	<b>Minimum Configuration required</b>	<b>Configuration offered</b>
1.	Make / Brand	
2.	Model Number	
3.	Intel Core i7 10 <sup>th</sup> Gen	
4.	8 GB DDR4 RAM	
5.	500 GB SSD	
6.	USB 3.0(3 port)	
7.	Wifi 5	
8.	Bluetooth 4	
9.	USB Optical Mouse	
10.	USB Key Board	
11.	Windows 10 Pro (64 Bit) English (Licensed)	
12.	Microsoft Office,2019 (Perpetual Licensed Version)-----	
13.	2 GB Nvidia Graphics	
14.	24” IPS Full HD	
15.	3 Years warranty support & next business day onsite service	

**(c) Passbook Printers Specifications.**

Sr.No	Minimum Configuration required	Configuration offered
1.	Make / Brand	
2.	Model Number	
3.	Colour - Black	
4.	Printing Method – Impact dot matrix	
5.	No. Of Pins in Head - 24 Pins	
6.	Print Direction – Bi direction with logic seeking	
7.	System shall be of reputed company and not of assembled type	
8.	No. of years of warranty support	
9.	Next business day onsite service	

**(d) Specifications of Digital Multifunctional Photo Copier Machine**

Quantity: One Number

- It is mandatory for the bidder to complete the compliance column in the specification table and submit along with the bid.*
- It is mandatory for the bidder to attach detailed product catalogue along with the bid.*

Parameters		Values	Compliance
<b>Copy specifications:</b>			
Type		Laser multifunction network printer (Print / Copy / Scan) with Automatic Document Feeder & Duplex	
Copy Resolution	Scan	600 dpi × Sub: 600 dpi or more	
	Print	1,800 dpi × 600 dpi or more	
Memory Capacity		≥ 2 GB	
Original Type		Sheets, Books, Objects	
Max. Original Size		~ A3 (11" × 17")	
Copy / Print Size		Main unit: <ul style="list-style-type: none"><li>A3 to A5 (ISO unit), Tabloid or Ledger to Letter (ANSI), Half letter, Foolscap, 16K, 8K</li></ul> Bypass Tray: <ul style="list-style-type: none"><li>A3 to A5, B6, A6, Tabloid or Ledger to Half letter ", Foolscap, 16K, 8K, Postcard, Envelope, Label sheet, Tab paper</li></ul>	

Image Loss		<ul style="list-style-type: none"> <li>• Max. 4.4mm<sup>#</sup> or less for top edge (5 mm for thin paper),</li> <li>• Max. 3.0mm or less for bottom edge,</li> <li>• Max. 3.0mm or less for right/left edges</li> </ul> <i># A loss of 4.4 mm each during printing.</i>	
Warm-Up Time (23°C, std. voltage)		20 sec. or less	
First Copy Out Time		5 sec. or less	
Copy Speed (A4)		36 ppm or more	
Copy magnification	Fixed Same Magnification	1: 1±0.5% or less	
	Scaling Up	1: 1.154 upto 1:2.000	
	Scaling Down	1: 0.866 to 1:0.500	
	Preset	3 types minimum	
	Zoom	25 to 400% (in 0.1% increments)	
	Lengthwise Crosswise Individual Settings	25 to 400% (in 0.1% increments)	
Paper Capacity (80 g/m <sup>2</sup> )	First Tray	500 sheets (up to B4) or more	
	Second Tray	500 sheets (up to A3) or more	
	Multiple Bypass Tray	100 sheets (up to B4) or more	
Max. Paper Capacity (80 g/m <sup>2</sup> )		3,600 sheets or more	
Paper Weight for all trays		60 to 220 g/m <sup>2</sup>	
Multiple Copy		1 to 9,999 sheets	
Auto Duplex	Paper Size	A3 A4 and A5, B5, Tabloid or Ledger to Half letter, executive, Foolscap, 16K, 8K etc.	
	Paper Weight	60 to 209 g/m <sup>2</sup>	
Power Requirements		AC 230 ±10 V (50 to 60 Hz), ≤ 7 A	
Max. Power Consumption		1.5 kW or less	
<b>Printer Specifications:</b>			
Type		Embedded	
CPU		1.2GHz or better	
Memory		Shared with the copier	
HDD		250 GB (Shared with the copier)	
Print Technology		Laser based printer	
Print Speed		Same as Copy Speed	
Print Resolution		1,800 dpi × 600 dpi or more	

Supported Operating Systems		Windows 10*/ 8.1*/ 8*/ 7*/ Vista*, Windows Server 2008* / 2008 R2 / 2012 / 2012 R2/ Mac OS X (10.6 or later)/ Linux <i>* Supports the 32-bit (x86) and 64-bit (x64) environment.</i>	
Fonts supported	PCL	80 Roman fonts or better	
	PS	137 Roman type1 fonts or better	
Interface required		Ethernet (10BASE-T/ 100BASE TX/ 1000BASE-T), USB 3.0 & above	
<b>Scanner specifications:</b>			
Type		Full-Colour Scanner	
Interface		Ethernet (10BASE-T/100BASE-TX/1000BASE-T)	
Scanning Speed (Colour/B&W) (300 dpi, A4, Simplex)		45 opm or better (using the Reverse Automatic Document Feeder)	
Scanning Size		Max. A3 (11" × 17")	
Output Format		TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, OOXML (pptx)	
Scanning Resolution	Push	200 dpi to 600 dpi or more	
	Pull	100 dpi to 600 dpi or more	
Main Functions		Scan to E-Mail, Scan to FTP, Scan to BOX (HDD), Scan to PC (SMB), Network TWAIN, Scan to WebDAV, Scan to USB, Scan to Scan Server, WSD-Scan, Device Profile for Web Services (DPWS)	
<b>Reverse Automatic Document Feeder:</b>			
Type		Circulatory duplex system with mixed size support	
Support Paper Size		Up to A3	
Original Set		Centre guide	
Support Paper Weight		Simplex: 35 to 128 g/m2 Duplex/Mixed Original: 50 to 128 g/m2	
Paper Capacity		130 sheets or more	
Productivity Simplex	Productivity Simplex	B&W / Colour: 36 opm or more (600 dpi)	
	(A4) Duplex	Colour/B&W: 17 opm or more (600 dpi)	
Power Requirements		Supplied from the MFP main body	
<b>Other major Options required:</b>			
Automatic Document Feeder		Yes, required	
Duplex printing/copying		Yes, required	
N-in-1 printing/copying		Yes, required	
Accounting		Yes, required	
Device management		Yes, required	



Warranty/Guaranty	One year or more	
<b>Note:</b> The <b>make</b> (manufacturer), <b>model</b> and <b>warranty</b> of the Item (i.e. Digital Multifunctional Copier) should be clearly be mentioned in the offer.  The item should be supplied in factory original package with standard accessories.		

(e) System should be of reputed make / brand/ company and not of assembled type.  
System shall not be "ALL IN ONE" type in case of computers.

(f) The warranty shall cover the following:

- If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.
- In case of failure of operating System the same shall be reinstalled.

(g) The Vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and peripherals or the Authorized System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers from more than one OEM, he shall be authorized System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.

**The Daman And Diu State Co-operative Bank Ltd.,**

**“Annexure B” (TECHNICAL BID FORMAT)**

Sr.No.	Particulars	Remarks/Details
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd.Co./Public Ltd Co.)	
4.	Copy of registration certificate to be attached.	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial three years.	
6.	PAN No. ( self attested copy will be attached)	
7.	GST No. (self attested copy will be attached)	

**Signature of an authorized person & Seal of the Bidder**  
**Date:**

### **DECLARATION**

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and DDSCBL on the basis of the information given by me/us can be treated as invalid by the DDSCBL and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of DDSCBL in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.
5. I/We are not blacklisted in the last three years by State or Central Government / PSU / BFSI / Private Sector.

**Place:**

**Date:**

**Signature by an Authorized Person  
Seal of the bidder:**

## **On Company Letter Head**

### **ANNEXURE-"C" (Financial Bid Format)**

#### **FINANCIAL OFFER FOR SUPPLY OF COMPUTER DESKTOP & PRINTER'S**

<b>Sr.No.</b>	<b>Description</b>	<b>Total Items</b>	<b>Bid Rate per item (inclusive of taxes)</b>	<b>Total Rate (inclusive of taxes)</b>
a.	Branch Desktop Computers	11		
b.	H.O desktop Computers	11		
c.	Passbook Printers	02		
d.	Share Certificate Printer	01		
e.	Photocopier	01		
TOTAL		26		

**Authorized Signatory sign & Seal of bidder**