



## QUOTATION DOCUMENT

for

Supply and Installation of Computers,

Printers,Laptops

At

THE PAYYOLI CO-OPERATIVE URBAN BANK LTD



Document No. PCUB/IT/Quotation-01 /2024-25 Dated: 05<sup>TH</sup> DEC, 2024

ISSUED BY

The Payyoli Co-operative Urban Bank Ltd.  
Head Office, Perambra Road, Payyoli  
P.O., Kozhikode – 673522, Tel No. 0496-  
2602028  
Email : [info@payyoliurbanbank.com](mailto:info@payyoliurbanbank.com)  
Web: [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com)

## NOTICE INVITING TENDER

The Chief Executive Officer, The Payyoli Co-operative Urban Bank Ltd ([www.payyoliurbanbank.com](http://www.payyoliurbanbank.com)) invites offline bids (technical and financial) for the supply and installation of computers, printers and laptops at bank head office & branches.

### Description

Name of Work	Supply & installation of computers, printers, laptops at bank head office & branches as per the specifications attached.( <a href="#">PART IV</a> )
Earnest Money Deposit (EMD)	25000/-
Tender Submission Fee	NIL
Location	As per details
Period of supply and installation	Within 10 days of tender acceptance
Mode of submission of Bid	Offline at Address : Chief Executive Officer,The payyoli Co-operative Urban Bank Ltd,Head Office,Perambra Road,Payyoli,Kozhikode,Kerala-673522
Tender Documents	<a href="#">APPENDIX I</a>
Last Date and Time of Submission of Tender Online	Date : 21-12-2024,Time : 5 PM
Date and Time of Bid Opening	Date :26.12.2024,Time : 11 AM

General tender documents and tender schedule can be downloaded free of cost from the website [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com).

### Special Terms & Conditions

- 1. Service Availability:** The service engineer must be based in Kozhikode District. Complete contact details of the service engineer should be provided.
- 2. Warranty Registration and Support:** Warranty registration must be completed, and support must be provided by the bidder awarded the tender throughout the entire warranty period specified in the tender notice. The bidder is responsible for complaint registration and all related support services during the warranty/AMC period.
- 3. Tender Document Access:** General tender documents and the tender schedule can be downloaded in A4 plain size paper free of cost from the website [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com). The duly filled and signed tender must be submitted at the specified date and time.
- 4. Additional Information:** For further details, please contact the The payyoli Co-operative Urban Bank Ltd,Head Office at 0496- 2602028 or email [info@payyoliurbanbank.com](mailto:info@payyoliurbanbank.com).

# APPENDIX I

## Documents to be submitted

- i. The bid shall be signed by the individual legally authorized to enter into commitments on their behalf. Only one submission of response to Quotation Document by each bidder will be permitted.
- ii. The documents required under the Quotation conditions for submission along with the Quotation are listed below. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid may be considered non-responsive and are liable to be rejected outright.

### Basic documents:

- i. Letter of authorization in favor of the person to sign this Quotation and represent his/her company for this contract.
- ii. Duly signed and stamped Quotation Document (amendments if any) by the Authorized signatory

### Documents in Support of Eligibility:

- i. Copy of GST registration certificate, and PAN.
- ii. Self-attested copies of supply order and their respective completion certificates issued by clients for similar orders.
- iii. A Self attested document to prove the experience of your staff (with certifications details) in data center installation and support.

### Note:

- a) Compliance with the minimum eligibility criteria mentioned above should be indicated item-wise in a separate sheet with the page number of the supporting document (in the following format).

Sl. No.	Eligibility Criteria	Compliance (Yes/No)	Reference of Enclosed Proof
01.	Copy of GST Registration Certificate		(page nos.)
02.	Copies of PAN No		
03.	Copies of supply order submitted		
04.	Copy of Authorization Letter		
05.	Copy of Audited balance Sheet(s)		
06.	Acceptance of terms and conditions on conditions		

- b) The payyoli Co-operative Urban Bank Ltd reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above-mentioned clauses of eligibility criteria.

## General Terms & Conditions

1. Bid documents, can be downloaded free of cost from the bank Website [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com). All bid documents are to be submitted offline only and in the designated cover(s)/envelope(s) at mentioned address. Tenders/bids shall be accepted only through offline mode. Late tenders will not be accepted. A bid submission fee shall be remitted online/offline during the time of bid submission.
2. The bids shall be opened offline as per the bank document at the, Head Office, The payyoli Co-operative Urban Bank Ltd, Perambra Road, Payyoli, Kozhikode, Kerala,.If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at the same time and place.
3. More details can be obtained from the Head Office, The payyoli Co-operative Urban Bank Ltd, Perambra Road, Payyoli, Kozhikode, Kerala, India, during working hours (Ph:0496- 2602028 email: info@payyoliurbanbank.com).
4. Details required for e-payment (Details of bank account having core banking facility and e-mail address of the bidder) shall be furnished along with the tender. Tenders not accompanied by these details will be rejected.
5. The Payyoli Co-operative Urban Bank Ltd reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. General Tender Terms & Conditions for e-Procurement

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for free download on [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com), and physically available at mentioned bank address. However, tender document fee shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Publishing of Corrigendum: All corrigenda shall be published on [www.payyoliurbanbank.com](http://www.payyoliurbanbank.com) and shall not be available elsewhere.
- iii. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document by post or directly at mentioned bank address.
- iv. The bidding methodology adopted for this Project shall be Single Stage Two envelope system i.e. The Bidders shall submit their Project proposal (Technical in separate sealed envelopes) in line with this Quotation Document. The last date for submission of bid is as mentioned in the Bid Information Sheet. No bids shall be accepted after the date and time mentioned above. Techno-Commercial bids shall be opened on the same day as mentioned in the Bid Information Sheet
- v. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated, and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted . Failure to submit

the documents will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.

vi. Opening of Financial Bids: Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the same date and time mentioned in the critical dates section.

## 7. Minimum Eligibility Criteria

General Eligibility::

1. The bidder must have completed not less than 4 years of experience/ operation in the field of supply & Service in installation and support of the items quoted. The proof should be attached.
2. The bidder must have an in-house team of engineers who have experience in installation and support for the items quoted.
3. The bidder, who are participating must have an office in Kozhikode District with sufficient resident engineers to provide the client support.
4. Annual financial turnover of bidder during last financial year should not be less than 1 crore.

Experience :

1. The bidder should have successfully executed at least 5 similar nature installations/supply. Also, the bidder shall have expertise in documentation of installed products.

## 8. Tender Document Fee and Bid Security (EMD):

The Bidder shall pay Bid Security as per the bank document. The Bid Security is required to protect the purchaser against the risk of Bidder's conduct, which would warrant the forfeiture of security.

Payment modes:

The tender document fee and Bid Security can be paid in the form of Demand Draft(DD) in favour of "The Payyoli Co-operative Urban Bank Ltd" or directly at bank counter

## 9. Submission Process:

For the submission of bids, all interested bidders have submit their Technical bid and Financial bid by post or directly at Bank Head Office along with EMD.

# PART I

## INSTRUCTIONS TO THE BIDDERS (ITB)

### 1. GENERAL

#### Scope of the Bid:

The Chief Executive Officer, The Payyoli Co-operative Urban Bank Ltd ([www.payyoliurbanbank.com](http://www.payyoliurbanbank.com)) invites online/offline bids (technical and financial) for the supply, installation of computers, printers, laptops at bank head office & branches.

Throughout these bidding documents:

- a) The term 'in writing' means communicated in written form and delivered against receipt;
- b) Except where the context requires otherwise, words indicating the singular also include the plural, and words indicating the plural also include the singular; and any reference to masculine gender shall whenever required include feminine gender and vice versa.
- c) "day" means a calendar day.
- d) The terms "bid" and "tender" and their derivatives "Bidder/tenderer, bid/tender, bidding/tendering, etc.," are synonymous.
- e) "Bank" shall mean The Payyoli Co-operative Urban Bank Ltd.
- f) "Client" shall mean the Bank, represented Throughout these bidding documents:
- g) Bank will carry out its functions and obligations for the project through Officers/Engineers who have been delegated powers for the same.
- h) "Engineer-In-Charge" shall mean the Official appointed by CPAS to supervise all activities of the project.
- i) The "Tender Inviting Authority," "Accepting Authority," and the "Agreement Authority" mean the designated officer responsible for inviting and receiving bids for the project and executing agreements on behalf of The Payyoli Co-operative Urban Bank Ltd. The Tender Inviting Authority, Accepting Authority, and the Agreement Authority shall successors, etc.
- j) "Contractor" shall mean the successful bidder whose tender has been

accepted by the Bank and to whom the order is placed by the Bank and shall include his heirs, legal representatives, successors, etc.

- k) "Contract Price" means the price approved by Bank after bidding and stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

The mode of this tender is offline

### **Eligible Bidders**

The bidder should be fulfilling the preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the bid as per the tender.

### **Cost of Bidding**

The bidder shall bear all costs associated with the preparation & submission of bids and site visits (if it is required), and the Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The tender document(s), may be downloaded free of cost from the Bank website ([www.payyoliurbanbank.com](http://www.payyoliurbanbank.com)).

### **Site Visit**

The bidder is advised to visit and examine the Site of Works and its surroundings independently if it is required Bidding Documents

### **Content of Bidding Documents**

The bidding documents shall consist of the following unless otherwise specified:

- a) Notice Inviting Tender (NIT)
- b) Instructions to Bidders
- c) General and Special Conditions of Contract
- d) Technical Specifications
- e) Form of Bid and other documents specified in the tender document

The bidder is expected to examine carefully all instructions, Conditions of Contract, Forms, Terms, Technical Specifications, Bill of Quantities, Annexure, and Drawings in the Bid Document. Failure to comply may result in disqualification.

### **Clarification of Bidding Documents:**

A prospective bidder requiring any clarification of the bidding documents shall contact the office of the Tender Inviting Authority on any working day between 10 AM and 4 PM.

In case the clarification sought necessitates modification of the bid documents, being unavoidable, the Tender Inviting Authority may effect the required modification and publish them on the website through corrigendum of this bid document.

### **Amendment to Bidding Documents:**

Before the deadline for submission of bids, the Tender Inviting Authority may modify the bidding document by issuing addenda.

Any addendum thus issued shall be a part of the bidding documents which will be published on the website. The Tender Inviting Authority will not be responsible for the prospective bidders not viewing the website in time.

If the addendum thus published involves major changes in the scope of work, the Tender Inviting Authority may, at his own discretion, extend the deadline for submission of bids for a suitable period to enable prospective bidders to take reasonable time for bid preparation, taking into account the published addendum.

### **2. Validity of the Response to Quotation Document**

The Bidder shall submit the response to Quotation Document which shall remain valid up to ninety (90) days from the date of opening of Quotation ("Bid Validity"). Bank reserves the right to reject any response to Quotation Document which does not meet the aforementioned validity requirement. Bank may solicit the bidders' consent to an extension of the validity period of the bid. The request and the response shall be made in writing.

### **3. Selection of successful Bidder:**

After bid opening, Technical bids submitted by those Bidders shall be evaluated by Bank on the basis of Minimum Eligibility Criteria stipulated

### **4. Structuring of Bid Selection Process :**

Two envelop system has been envisaged under this Quotation Document ie. Bidders have to submit both Technical bid and financial bid together in response to this Quotation Document in separate sealed envelopes. Technical. In the first stage, Technical bids shall be evaluated as per Minimum Eligibility Criteria and acceptability of technical specification separately. In the second stage, financial bids submitted by the short-listed Bidders on which lowest will be considered as successful bidder.

### **5. Financial Bid:**

The prices quoted in the financial bid should be without any conditions. The price bid must be filled in completely, without any error, erasures or alterations. The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting. The Financial bid shall be on a fixed price basis and, no price variation on any account shall be considered. Price quotation accompanied by vague and conditional expression such as "subject to immediate acceptance", "subject to confirmation before sales", etc. will be treated as being at variance and shall be liable for rejection. The envelop consisting of Financial Offer shall be marked as "Financial Bid". Prices quoted shall be for the entire period of Contract. It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Quotation Document and submit the total cost in the financial bid. In the financial bid, prices of each item must be given individually- cost of item, amount of tax and tax inclusive price, incidental charges and customization charges if any. The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the small rate mentioned in the bid shall be taken as final and binding. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation. The bidder must fill and submit the rates as per instructions given above. If the bidder does not quote a price/rate for any item in the Form of Bid, his



Quotation may be summarily rejected.

**6. Non-Transferable Bid :**

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

**7. Deviations :**

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original Quotation documents. Bidders are advised not to make any corrections, additions or alterations in the original Quotation documents. If this condition is not complied with, Quotation is liable to be rejected.

**8. Deadline for submission of bid :**

The bid duly filled must be received by Bank at the address specified, not later than the date and time mentioned in the "Bid Information Sheet". Bid received later than the deadline prescribed for submission of Quotation by Bank will be rejected.

**9. Withdrawal of bid :**

No Quotation can be withdrawn after submission and during Quotation validity period. Submission of a Quotation by a bidder implies that he had read all the Quotation documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.

**10. Sealing and marking of bids :**

All completed Quotation documents shall be sealed in an envelope super scribed with the name of the Bidder, the Quotation Document Number and the name of package "Supply & Installation of Servers and Other Devices" or specify Item Names, as indicated in "Bid Information Sheet". In addition to the above, the envelope shall also contain the name, address and phone no. of the bidder.

**11. Opening of the bid:**

Bids will be opened at the address mentioned in "Bid Information Sheet" in presence of bidders or authorized representatives of bidders who wish to attend the opening of Quotations. Bank reserves the right to open the bid/s even if only one bid is received or in any other particular situations. Bidders or their authorized representatives who are present shall sign in register for evidence of their attendance.

**12. Clarification of the bid :**

To assist the examination, evaluation and comparison of the Quotations, bank may at their discretion ask the bidders for any clarifications as considered essential. All such correspondence shall be in writing and no change in price or substance of the Quotation shall be either sought or permitted. Above clarification and their response shall form part of the Quotation and shall be binding on the bidder.

### **13. Examination of the bids :**

Bank shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that confirms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected by the Bank.

In case of Quotations containing any conditions or deviations or reservations about contents of Quotation document, Bank may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the Quotation shall be treated as non-responsive. Bank's decision regarding responsiveness or non-responsiveness of a Quotation shall be final and binding.

### **14. Canvassing :**

No bidder is permitted to canvass to Bank on any matter relating to this Quotation. Any bidder found doing so may be disqualified and his bid may be rejected..

### **15. Right to accept any bid or reject all bids :**

Bank reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, the Bank shall deem such bid as invalid.

### **16. Award of Contract :**

Bank shall issue Purchase Order in duplicate to the successful bidder in writing. Duly signed and stamped duplicate copy of the letter has to be returned by the selected bidder within a week of receipt of letter as token of acknowledgment. Issuance of PO against an offer made shall constitute a legal and binding contract between Bank and the selected bidder.

### **17. Method of Submission :**

The response to Quotation Document is to be in the following manner: -

“Covering Envelope” – Super scribed as “Covering Envelope containing bids” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom;

It should be addressed to Bank and shall contain:

- i. Covering Letter.
- ii. Technical Quotation
- iii. Commercial Quotation

The technical bid must be as - Super scribed as “Technical Proposal in response to Quotation Document 01/2024-25 (Mention the Quotation Document No)” at the top of the Envelope; and “Name & Address of the Bidder” on the left-hand side bottom;

“Financial Envelope” - Super scribe as “Financial Bid in response to Quotation Document 01/2024-25 (Mention the Quotation Document No)” at the top of the Envelope; and “Name & Address of the Bidder” on the left- hand side bottom;

It shall be sealed and shall contain:

- i. Quotation Document 01/2024-25
- ii. (Covering letter of Financial Proposal

Financial Envelope for .....<<item name>>.....” - Super scribed as “Financial Bid for .....<<item name>>..... in response Mention the Quotation Document No)” at the top of the Envelope. It shall be sealed and shall contain Financial Bid for Computers, Printers & Laptop.

Important Note: The Bidders shall not deviate from the naming and the numbering formats mentioned above, in any manner.

**18. Right of Bank to reject a Bid :**

Bank reserves the right to reject any or all of the responses to Quotation Document or cancel the Quotation Document without assigning any reasons whatsoever and without any liability.

**19. Cancellation of Contract :**

The Bank reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the Bank on the following circumstances:.

## PART II

### GENERAL CONDITIONS OF CONTRACT

#### **1. PRICE**

The price quoted should be inclusive of all material cost, loading and unloading charges, all applicable taxes and other levies, labor (labour) charges, insurance, Installation and commissioning charges, etc. Price quoted should be firm without any escalation till the order is completely executed.

#### **2. TAXES/DUTIES/LEVIES**

The contractor shall be entirely responsible for all applicable taxes, including GST, TDS, license fee, etc., incurred until successful completion of the contract.

#### **3. ESCALATION**

The rates quoted by the Contractor in the contract documents shall be final and shall not be subjected to any change due to the increase in Labour wages or inflation in the cost of materials or any other price variations due to any reason during the stipulated time period of the contract or during the extended time period of completion.

Rates quoted should be inclusive of all cost of materials, Tools/Equipment's labor charges, conveyance to site, handling charges, loading and unloading charges, hiring charges, clearing of debris, statutory payments etc.

#### **4. COMPLETION TIME**

The items/Work as per the tender specifications shall be completed within a stipulated period acceptable to bank from the date of Acceptance of Contract (AOC)/Purchase Order (PO)/Site clearance.

Time being the essence of the Contract, the work/delivery of items, stipulated should be strictly adhered to. Delay in delivery/non delivery/ incompleteness of the Specified Item/work will cause loss and/or damage to Purchaser. The delivery period shall be counted from the date of sending of Purchaser's intimation of acceptance of the Supplier's Notification of Award (Letter of Intent (LOI) and / or order).

#### **5. Payments**

All Payments to be disbursed by Head Office (HO) on approval from the Board Of Directors.

#### **6. Warranty**

The supplier hereby warrants that all computers, printers and Laptops supplied under the contract is brand new, unused, and incorporates the latest improvements in design and materials, unless otherwise specified by the purchaser in the contract.

This contract will include supply, installation, testing and commissioning of Computers, Laptops for 5 years & Printers for 3 years on-site comprehensive OEM warranty and support as per OEM from date of installation. The bidder wants to produce the documentary proof the item quoted. Also after the installation the bidder shall submit an installation certificate for the commencement of warranty.

#### **7. Substitute/standby**

The bidder must arrange substitute or standby equipment during the warranty or contract period if any hardware issue occurs and the hardware items cannot be repaired or replaced within 3 days.

#### **8. Security Deposit**

Upon receiving notification of award and simultaneously with the execution of the contract, the successful bidder for mentioned peripherals shall provide a Security Deposit in the form of a bank guarantee from a bank. The Security Deposit amount shall be equal to 5% of the total contract value and serves as a guarantee for the faithful execution of the contract. This Security Deposit should remain valid for a period of 3 months beyond the date of successful completion of the project and the warranty period specified in the tender document. The Security Deposit will be released after the final bill is passed, the completion certificate is issued, and the warranty period has expired. In the event of any delays in the project, the validity of the Security Deposit shall be extended accordingly.

Within 7 days of receiving the notification of award from the purchaser/owner, the successful Bidder must furnish the Bank Guarantee in the prescribed format for the Security Deposit, as specified in the Notification of Award.

The Earnest Money Deposit (EMD) submitted by the successful bidder shall be converted to the Security Deposit, and the bidder will be required to remit the balance amount, if any.

Failure of the successful Bidder to accept the notification of award or submit the Security Deposit within the specified timeframe shall be grounds for the annulment of the award and forfeiture of the EMD. In such a case, the purchaser/owner may choose to award the contract to the next lowest evaluated bidder or call for new bids.

Forfeiture of the Security Deposit may occur if the successful bidder/Contractor fails to supply the ordered material at the agreed-upon rate, executes only part of the work or supplies only part quantity, or fails to comply with the terms and conditions of the purchase order/work order. In such instances, the Security Deposit furnished will be forfeited, or the Bank Guarantee will be encashed.

#### **9. Action In Case Work Not Done As Per Specifications**

In the event that any equipment purchased under the contract is found to be unsatisfactory or not in accordance with the specifications outlined in the contract, the following actions will be taken:

1. All equipment, whether under execution or already executed, shall be subject to inspection and supervision by the authorized representatives of the Purchaser. The contractor shall ensure that the equipment is accessible for inspection during regular working hours and upon reasonable notice.

2. If it is determined by the authorized representatives that any equipment has been provided with substandard quality, workmanship, or materials not in accordance with the contract specifications, the contractor shall be notified within a specified period. The contractor shall then rectify the issue within the stipulated timeframe at their own expense. Failure to do so may result in the contractor being liable to pay compensation as per the terms of the contract.
3. The Bank, at its discretion, accept the equipment at reduced rates if it meets certain criteria without compromising safety or utility. Alternatively, they may reject the equipment outright and require the contractor to rectify or replace it at their own cost and risk. The decision of the Engineer-In-Charge in this regard shall be final and binding on the contractor.

## **10. Entirety of the Agreement**

The entirety of the agreement between the Supplier and Purchaser shall be encapsulated within the Purchase/Work Order/Contract document, including any appendices or addendums. Any other communications, proposals, or understandings, whether written, oral, or implied, shall not be deemed to form a part of the Contract unless expressly agreed upon in writing by both the Purchaser and Supplier.

## **11. Delivery & Installation**

The delivery and installation period of the supplies shall be provided with the purchase order issued by bank. In case bidder fails to supply or installation within the accepted period, liquidated damages at the rate of 1% of contract value of the order, for per week of delay subject to maximum of 10% of the order value will be levied.

The Delivery place will be communicated by bank to the supplier in time. Bank have the right to transport any of the items from one branch to another, the supplier required to be provided the support & service at any branch of bank.

## **12. Correspondence**

All correspondence relating to this Order including Invoice to: Chief

Executive Officer,  
The Payyoli Co-operative Urban Bank Ltd,  
Head Office,  
Payyoli P.O  
Payyoli,  
Kozhikode  
Ph:0496-2602028  
email: [info@payyoliurbanbank.com](mailto:info@payyoliurbanbank.com).

## **13. Settlement Of Disputes**

Disputes or claims arising from the contract regarding the work shall be resolved through arbitration. Any disagreements or discrepancies between the parties concerning the execution of this agreement or any related matters shall be resolved amicably *through* dialogue and negotiation to the extent possible. Jurisdiction for settling any matters arising from or related to the contract shall lie exclusively with the **Courts at Kozhikode.**

## PART III

### PERFORMANCE DECLARATION FORM

(To be submitted on official letterhead of the firm, including complete company name, physical address, telephone numbers, and other relevant contact details.)

Details of all works of similar class completed during the last five years ending last day of the month November 2024

SN	Name of Work with Brief Description	Work Order Number with Date	Work Order Amount	Gross Amount of Completion	Actual Date of Work Completed
1					
2					
3					

**Note:** Copies of Work orders and Completion certificates issued by the Client/Authority concerned shall be submitted as proof of the same. Completion certificates for works issued by private parties shall be supported by TDS certificates.

Date

Signature and Seal of the Bidder

**ACCEPTANCE FORM**  
**[Company Letterhead]**

To

The CEO,  
The Payyoli Co-operative Urban Bank Ltd  
Payyoli P.O, Kozhikode,  
Ph: 096-2602028, Email: [info@payyoliurbanbank.com](mailto:info@payyoliurbanbank.com).

**Name of Work:** Supply and Installation of Computers, Printers,Laptops

**Dear Sir/Madam,**

I/We, hereby offer to supply & install as detailed in the schedule hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for 30 days from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

We are hereby attesting all the pages of the tender document & submitting the same in proof of our acceptance of the terms of the tender.

Yours faithfully,

[Signature of the Bidder with Seal]



**PART IV**  
**(Technical Specifications)**

**1. Desktop Computers(Branded) : 16 Nos.**

Specifications

<b>No</b>	<b>Parameter</b>	<b>Tender specification</b>	<b>Compliance Yes / No</b>	<b>Deviations</b>
1	CPU	13th Generation Intel® core™ i3-13100 (12 MB cache, 4 cores, 8 threads, 3.40 GHz to 4.50 GHz turbo, 60 W)		
2	L3 Cache	12 MB Intel® Smart Cache		
3	Memory	8GB SO-DIMM DDR4-3200		
4	Storage	512 GB SSD		
5	OS Support	Windows 11 Pro		
6	Audio	Integrated Audio		
7	Network	Gigabit Ethernet NIC & Wi-Fi 6, Bluetooth 5.2 or above		
8	Internal Ports	1 x M.2 for PCIe SSD 1 x M.2 for WLAN		
9	External Ports	Front I/O ports 1 x USB 3.2 Gen2 1 x USB 3.2 Gen2 (Type-C) 1 x Combo audio Rear I/O ports 1 x LAN (RJ45) 2 x USB 3.2 Gen2 2 x USB 2.0 1 x HDMI 2.1 TMDS 1 x DP 1.4b (DP, VGA, COM)		
10	Keyboard	OEM USB Keyboard		
11	Mouse	OEM USB Mouse		
12	Graphics	Intel® UHD Graphics		
13	Monitor	21.45" (54.48 cm), Full HD (1080p) 1920 x 1080 at 60 Hz,VGA,HDMI,		
14	PSU	65W/90W adaptor		
15	Form Factor	1.2 or Below Liter Tiny form factor		
16	Mounting	VESA Mount		
17	Certification	Energy Star® 8.0 EPEAT™ Gold EPEAT™ Silver TCO Certified		
18	Warranty	5 year onsite from OEM		
19.	Brand	Preferred brands : Lenovo/HP/Dell		

## 2. Desktop Computers (Branded): 3 Nos.

### Specifications

No	Parameter	Tender specification	Compliance Yes / No	Deviations
1	CPU	Intel® Core™ i5-13420H Processor 3.40 Ghz upto 4.60Ghz, 8 Core, 12 Thread processor.		
2	L3 Cache	12 MB Intel® Smart Cache		
3	Memory	8GB SO-DIMM DDR4-3200		
4	Storage	512 GB SSD		
5	OS Support	Windows 11 Pro		
6	Audio	Integrated Audio		
7	Network	Gigabit Ethernet NIC & Wi-Fi 6, Bluetooth 5.2 or above		
8	Internal Ports	1 x M.2 for PCIe SSD 1 x M.2 for WLAN		
9	External Ports	Front I/O ports 1 x USB 3.2 Gen2 1 x USB 3.2 Gen2 (Type-C) 1 x Combo audio Rear I/O ports 1 x LAN (RJ45) 2 x USB 3.2 Gen2 2 x USB 2.0 1 x HDMI 2.1 TMDS 1 x DP 1.4b (DP, VGA, COM)		
10	Keyboard	OEM USB Keyboard		
11	Mouse	OEM USB Mouse		
12	Graphics	Intel® UHD Graphics		
13	Monitor	21.45" (54.48 cm), Full HD (1080p) 1920 x 1080 at 60 Hz,VGA,HDMI		
14	PSU	65W/90W adaptor		
15	Form Factor	1.2 or Below Liter Tiny form factor		
16	Mounting	VESA Mount		
17	Certification	Energy Star® 8.0 EPEAT™ Gold EPEAT™ Silver TCO Certified		
18	Warranty	5 Years onsite from OEM		
19	Brand	Preferred brands : Lenovo/HP/Dell		

**3. Laptops (Branded) : 2 Nos.**

Specifications

No	Parameter	Tender specification	Compliance Yes / No	Deviations
1	CPU	12th Generation Intel® Core™ i5-1235U Processor (E-cores up to 3.30 GHz P-cores up to 4.40 GHz)		
2	Display	39.62cms (15.6) FHD (1920 x 1080), TN, Anti-Glare, Non-Touch, 45%NTSC, 250 nits, 60Hz, LED Backlight, Narrow Bezel		
3	Memory	8 GB DDR4-3200MHz		
4	Storage	512 GB SSD M.2		
5	OS Support	Windows 11 Pro		
6	Audio	2 x 1.5W stereo speakers Dolby Audio™ Dual-array mics		
7	Network	Wi-Fi 6 & Bluetooth® 5.1 or above		
8	AC Adapter / Power Supply	65W		
9	External Ports	USB-C 3.2 Gen 2 USB 3.2. Gen 1 USB 2.0 HDMI 2.0 Ethernet (RJ45) Headphone / mic combo		
10	Camera	720P HD with Dual Array Microphone and Privacy Shutter		
11	Keyboard	Traditional		
12	Pointing Device	ClickPad		
13	Graphics	Integrated Intel® UHD		
14	Battery	2 Cell Li-Polymer 38Wh		
15	Certification	Energy Star® 8.0 EPEAT® Silver Eyesafe® low blue-light certified		
16	Warranty	5 Years onsite from OEM		
17	Brand	Preferred brands : Lenovo/HP/Dell		

**4. Impact Dot Matrix Printer – 3 Nos.**

Epson FX 90 II

- 9-pin wide carriage
- Speed: up to 738 cps
- Prints up to 7-part forms
- 7.5-million-character ribbon cartridge USB 2.0, Bi-directional Parallel Supported

- Warranty: 3 year onsite warranty

**5. Impact Dot Matrix Printer – 1 Nos.**

Epson PLQ 35 Passbook Printer

- 24 pins Impact Dot Matrix
- Speed: up to 540 characters per second
- Resolution : 180 x 360
- Bidirectional parallel, RS-232, Hi-Speed USB - compatible with USB 2.0 specification, IEEE 1284
- Warranty: 3 year onsite warranty

**6. Laser Printer – 1 Nos.**

Brother HL-L3220CDW Colour Laser printer

- A4 print speed up to 18 ppm
- Auto 2-sided (Duplex) printing, Intuitive Buttons, 1 Line LCD Display, 256 MB Memory, 250 Sheets Paper Tray
- USB 2.0, WiFi (Dual Band), WiFi Direct, AirPrint, Mopria, Brother iPrint & Scan
- Warranty: 3 year onsite warranty

**7. Ink Tank Printer – 1 Nos.**

Brother DCP-T820DW All-in-One Color Ink Tank Printer

- Up to 17ipm (mono) and 16.5ipm (colour)
- Auto 2-sided (Duplex) printing, 1 Line LCD Display, 128MB
- Function : Print, Scan, Copy
- Wi-Fi, ADF, Wired / Wireless LAN
- Hi-Speed USB 2.0, WiFi Direct, AirPrint, Mopria, Brother iPrint & Scan
- Warranty: 3 year onsite warranty

**Note : Buy back rate of 14 Desktop computers with average configuration(working condition),1 Ink tank printer,1 Impact dot matrix printer(Working condition) etc are expected to be included in proposal.**