



Bankura District Central Co-operative Bank Ltd.

Head Office: Machantala, Bankura

Telephones: 03242-250302/253458

Telegram: BANCOP | Fax: 03242-255987

e-mail: headoffice@bankuradccb.com | itcell@bankuradccb.com

Memo No: 100/1209/2025-26/BDCCB Ltd.

Date: 30/10/2025

NOTICE INVITING TENDER FOR PROCUREMENT OF DESKTOP COMPUTER SET

TENDER NOTICE - 3/2025-26

Sealed quotations are being invited from the reputed suppliers for supply and installation of approx. 08 (Eight) Desktop Computers with all accessories including Monitor of same OEM for the use of Bank. Configurations of the Desktop Computer are appended below. All sealed quotations are to be submitted through offline to the address of the Chief Executive Officer of Bankura District Central Cooperative Bank Ltd. latest by **01:00 pm on 11/11/2025 (Tuesday)**. Tender will be opened on **03:00 pm on 11/11/2025 (Tuesday)**. Quotations received after stipulated time/date shall not be entertained.

Part: 01 (Hardware):

| | | |
|---------------------|---|---|
| Make / Brand | : | Lenovo, Dell, HP. |
| Processor | : | Core™ I5 Processor (or higher), 12 th Gen (or higher) |
| Operating System | : | DOS / Pre-loaded Microsoft Windows 11 Professional 64 Bit |
| Memory | : | 8GB DDR4 3200mhz (UDIMM) or higher |
| Storage | : | 1 X 512GB/1TB Pcie TLC SSD Gen4 1 X 1 TB 7200rpm 3.5" SATA or higher (optional) |
| Graphics | : | Intel® XE DG1 Integrated Intel® UHD Graphics PSU 180W, 260W |
| Design | : | Form Factor. |
| Case Colour Chassis | : | As Available. |
| CONNECTIVITY | : | WLAN 2 X 2 AX Wi-Fi 6 2 X 2 AC Wi-Fi 5 Bluetooth 5.0 |
| Front I/O Ports | : | 2 X USB 3.2 Gen1 1 X USB 3.2 Gen1 Type-C Card Reader (7-In-1) 1 X Audio Combo 1 X Mic |
| Rear I/O Ports | : | 1 X LAN (1G) 2 X USB 3.2 Gen1 2 X USB 2.0 HDMI 2.0 VGA + DP |
| Expansion Slot | : | 1 X Pcie 16x Gen4 Slot 1 X Pcie 1x Slot Internal Bay 1 X 3.5" HDD Optional 1 X 2.5" HDD External Bay 1 X Slim ODD1 |
| Security HW | : | TPM Kensington™ Lock Slot Padlock Loop Smart Cable Clip1 Chassis Intrusion Switch1 |
| Certification | : | Energy Star® 8.0 EPEAT™ Gold TÜV Low Noise Certification TCO 9.0 Sustainability Certification Erp Lot3 Certification for Eco-Design Erp LOT 3 |

Part: 02 (Software):

| | | |
|------------------|---|---|
| Operating System | : | Microsoft Windows 11 Professional 64 Bit. |
|------------------|---|---|



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Terms and conditions:-

1. The Bidder should submit separate rate quotes for Part 01 and Part 02 (for DOS version only) and single rate quote (for pre-loaded only) in his/her letterhead in an envelope mentioning unit rate of the model to be supplied. Rate should be mentioned and computed inclusive of Taxes.
2. The Bidder should submit following documents. The tender would be rejected if the documents are not submitted.
 - a. Proof of valid Trade License.
 - b. Proof of Goods & Service Tax Registration
 - c. Proof of IT Return for the last financial year.
3. The Bank reserves the right to verify and confirm all necessary documents as submitted by the vendors in support of their tender bids along with their credentials/documents required for the eligibility criteria. In any case, any information as furnished by the bidder/s if found fabricated or mala-fide or false or incorrect, the tender bids will be rejected.
4. Once the Bank authority confirms its Purchase Order (PO) to the respective winning bidder either through email or by issue of a formal Work Order, as the case may appear, the computers are to be delivered at Head Office within a period of Ten (10) days from the date of issuance or placement of such purchase order. If delivery does not happen within 10 (Ten) days, the Bank reserves right to cancel the PO.
5. Normally the payment may be made to the vendor agency within a period of 15 (fifteen) days from the date of successful installation of equipment and submission of proper Invoice along with the warranty and installation certificate duly signed by supplier. For online payment, the bidders are requested to provide a copy of cancelled cheque along with their Invoice.
6. This tender is floated for procurement of the desktop computer and the stated quantity for the same is indicative ones and their actual quantity for purchase may vary as per the requirement of the Bank.
7. Loss or damage in transit will be solely borne by the supplier.
8. No Advance Payment will be made in favour of any supplier under this tender. The bidders are requested not to mention any such clause for advance payments in their bid documents and if there is anything in this regard, the same will be ignored for consideration and no communication will be done in this regard.
9. Warranty: As per the Original Equipment Manufacturer (OEM)/manufacturer terms and conditions for 3 (three) years from the date of billing of all the equipment.
10. Time Extension: Generally no extension of time will be allowed. At unavoidable circumstances, any extension of time is subject to the consideration of the Tender Inviting Authority.
11. Document Verification: The bidders may be called on to be present at the Bank for evaluation, verification, and clarifications, if any and may be asked to bring their original documents for satisfaction of the authority. If the bidders fail to produce the same within the stipulated time frame, their bid/s will be liable to rejection.



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12. Rejection Bids:

- a. Incomplete bids are liable to be rejected.
 - b. Unsigned tenders/bids, unattested corrections and overwriting by bidders are also liable for rejection.
 - c. The schedule for accepting the tenders shall be strictly followed-late tenders shall not be accepted.
 - d. Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
 - e. The bidder/s must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, bidders must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
 - f. Each page of the tender document including annexure duly stamped and signed by the bidder must be submitted along with the tender bid and the tender should be page-numbered.
13. Bidder should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service centre in West Bengal for attending the after sales service. Bidder should have service centre in West Bengal.
14. Delivery & installation: The Computers should be delivered and installed at Head Office within a time period of 10 (ten) days from the date of receipt of Work Order or Purchase Order. If any material is not delivered within the time period specified in the Work Order, the Bank Authority reserves the right, without incurring any liability, to cancel the work order, and there by, to purchase the same from another vendor. Any provision thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties. If the vendor is unable to complete the work performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war fire or other causes beyond the Vendor's reasonable control, the vendor will be allowed to extend the period of the Work Order.
15. The selected bidder will provide first level support within 04 Hours on any Working days during warranty period for 3 (three) years from the date of installation of items. That the all Hardware delivered by selected bidder must be covered by a comprehensive warranty for a minimum period of 3 (three) years from the date of installation and supplied Accessories will provide 99% uptime during the warranty period.
16. That the selected bidder will bear all expenses for repair/replacement of the supplied accessories/system during the warranty period and this Bank will not make any separate payment for any such expenses to be incurred within the comprehensive warranty period and all the replacement materials are original and same make.
17. That the selected bidder will transfer ownership of the computers in favour of the Bank and the same shall be effected as soon as the computers is brought to the sites of the Bank's premises, installed thereafter and accepted by the Bank.
18. That selected bidder will be responsible to give the call logging facility with the OEM, if any kind of problem arises in the supplied accessories within the warranty period and to provide the physical support services of the installed Desktop Computer including the installed operating System (OS) at the premises of Branches/Head Office.



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19. Bankura District Central Cooperative Bank Ltd. reserves the right to accept or reject any/all quotations without assigning any reason whatsoever and the same shall be final and binding. Acceptance of lowest quotation is not obligatory.
20. Interested bidder(s) may remain present at the time of opening of the quotations.


Chief Executive Officer

Bankura District Central Cooperative Bank Ltd.

Memo No: 100/1209/1(21)/2025-26/BDCCB Ltd.

Copy forwarded for information and with a direction to display the tender document in the Head Office/Branch Notice Board for circulation to:-

1. The Cell Heads Head Office (All)
2. The Branch Manager Branch (All)


Chief Executive Officer

Bankura District Central Cooperative Bank Ltd.

Memo No: 100/1209/2(7)/2025-26/BDCCB Ltd.

Copy forwarded for favour of information and with a request to kindly allow us to display the Tender Notice in your Office Notice Board to:-

1. P.A. to The District Magistrate, Bankura
2. The Executive Officer, Bankura Zilla Parishad
3. The Sub-Divisional Officer, Bankura Sub Division
4. The Executive Officer, Bankura Municipality
5. The Assistant Registrar of Cooperative Societies, Bankura Range
6. The Chief Executive Officer, Cooperative Union, Bankura
7. The Chief Executive Officer, Wholesale Consumer Cooperative Society, Bankura


Chief Executive Officer

Bankura District Central Cooperative Bank Ltd.

CC to:-

1. The Chairman of the Bank
2. The Vice Chairman of the Bank