



**THE HYDERABAD DISTRICT CO-OP. CENTRAL BANK LTD.**

**Head office: Nampally Station Road, Hyderabad 500001.**  
**Phone Nos.: 6675 8303/04/05/06/08/09 & 6675 6508; Fax No.: 6682 3910.**

E-Mail: ceo\_hyd@hyddccb.org

IT Ph:9705167869

**REQUEST FOR PROPOSAL**

***Invitation of Bids for supply, Installation and Maintenance of Thin clients (Buy Back Mode), Desktops(Buy Back Mode), Colour Printer and Network Printer for The Hyderabad DCCB HO and branches.***



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Date: 08/09/2021

Bids are invited for “*supply, Installation and Maintenance of Thin clients (Buy Back), Desktops (Buy Back), Colour Printer and Network Printer for The Hyderabad DCCB branches & HO.*”. The details of tender are as under

S. No.	Name of Work	Quantity(Rate Contract)
1	Thin Clients	80*
2	Desktops	90*
3	Colour Printer	1*
4	Network Printers	3*

\*\*RIGHT TO ALTER QUANTITIES -HDCCB may be flexible to either reduce or increase the quantity to be purchased on the same terms and conditions.

1. The tender documents are available on our website <https://www.hyderabadccb.org> (for reference only) and same can be downloaded.

### **INDICATIVE CRITICAL DATE SHEET**

Application fee (INR) (Non-refundable)	Rs. 10,000/- (Rupees Ten Thousand Only)
Ernest Money Deposit (Refundable)	Rs. 1,00,000/- (Rupees One Lakh only)
Bid Document Download Start Date	08/09/2021 (05:00 PM)
Bid Submission Start Date	08.09.2021(05:00 PM)
Bid Submission End Date	16.09.2021(04:00 PM)
Point of Contact for Bid Submission	Deputy General Manager(IT) The Hyderabad District Cooperative Central Bank Ltd. Door No.5-4-448 Fateh Sultan Lane, Nampally Station Road, Hyderabad, Telangana – 500001. Ph.9705167869, 9100073218
Mail Address for Tender Submission	<a href="mailto:dgm2.hyd@hyddccb.org">dgm2.hyd@hyddccb.org</a>
Technical Clarifications	<b>TSCAB-Technology Support</b> <a href="mailto:techsupport@tscab.org">techsupport@tscab.org</a> +91 9966639111, +91 7989420298

3. Online Bids shall be submitted only at The Hyderabad DCCB communication address. Tenderers/Contractors are advised to follow the instructions provided on indicative critical data sheet.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance 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.

5. Tenderer who has downloaded the tender from The Hyderabad DCCB website <https://www.hyderabadccb.org> 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 EMD FEE would be forfeited and tenderer is liable to be banned from doing business with The Hyderabad DCCB.

6. Intending tenderers are advised to visit again The Hyderabad DCCB website <https://www.hyderabadccb.org> at least 1 day prior to closing date of submission of tender for any corrigendum/ addendum/ amendment.

#### **APPLICATION FEE Payment & Tender cost**

1. Tenderers are advised to transfer the application fee through NEFT mode to the below mentioned beneficiary
  - a) **Name: ADMINISTRATION SECTION HDCC BANK LTD FOR NEFT**
  - b) **Account Number:150120010005293**
  - c) **IFSC Code: TSAB0015001**
  - d) **Bank: The Hyderabad District Cooperative Central Bank Ltd.**
2. Date/time of opening bids will be communicated to the Bidders.

#### **Submission of Tender**

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before submitting.

The offers submitted by Telegram/Fax shall not be considered. No correspondence will be entertained in this matter.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) Bidders can log on to The Hyderabad DCCB portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.
- 3) 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.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule.

#### **SUBMISSION OF BIDS**

1. 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.

2. The bidder has sign and put seal the required bid documents one by one as indicated in the tender document.
3. Bidder has to pay the tender fee / APPLICATION FEE as applicable and enter details of the instrument.
4. Bidder should prepare the APPLICATION FEE as per the instructions specified in the tender document. The original should be enclosed with tender.
5. 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.

### **ASSISTANCE TO BIDDERS**

- 1) 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.
- 2) 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.

### **REQUEST FOR PROPOSAL**

#### **Objective:**

This RFP (Request for Proposal) is issued as a request for “Selection of an agency for **supply, Installation and Maintenance of Thin client(Buy Back Mode), Desktops(Buy Back Mode), Colour Printer and Network printer for The Hyderabad DCCB HO and branches.**”

#### **1. THE DCCB – The Hyderabad DCCB**

The Chief Executive Officer (CEO),The Hyderabad DCCB Ltd, (Door No.5-4-448 Fateh sultan Lane, Nampally Station Road -500 001) invites online tenders with Encrypted in two bid system(Technical & Commercial) for **Invitation of Bids for supply, Installation and Maintenance of thin clients(Buy Back Mode), desktops(Buy Back Mode), Installation and Maintenance for The Hyderabad DCCB Head Office and Branches.** Both the documents should be Encrypted(Password Protected) and super scribed “**Invitation of Bids for supply, Installation and Maintenance of thin clients(Buy Back Mode), desktops(Buy Back Mode), Colour Printer and Network Printer**”.

#### **2. DEFINITIONS**

“**Applicable Law**” - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of court, as may be in force and effect during the subsistence of this Tender Document.

“**Bid Document**” - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

“**The Hyderabad DCCB**”- The Hyderabad District Cooperative Central Bank.

#### **3. DISCLAIMER**

The information contained in this bid document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of The Hyderabad DCCB is provided to Investors/Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided. By acceptance of this tender document, the recipient further agrees that this tender document may not be distributed, reproduced or used for any other purpose than selection of a company for “**supply, Installation and Maintenance of thin clients (Buy Back Mode), desktops (Buy Back Mode), Installation and Maintenance.**”.

The recipient agrees that it will cause its Directors, Partners, officers, employees and representatives and any other parties who provide services to the recipient to use the tender document for the purposes in the manner stated above. The Hyderabad DCCB does not make any representation or warranty expressed or implied, as to the accuracy, authenticity, timeliness and/or completeness of the information contained in this tender document. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender document.

The Hyderabad DCCB also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document. The Hyderabad DCCB may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender document. The issue of this tender document does not imply that The Hyderabad DCCB is bound to select a Bidder and The Hyderabad DCCB reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

#### **4. INTERPRETATION**

In this Tender Document, unless the context otherwise requires,

- a) For the purpose of this Tender Document, where the context so admits:
  - a. The singular shall be deemed to include the plural and vice versa and versa.
  - b. Masculine gender shall be deemed to include the feminine gender and References to a “person” if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies, corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department or agency thereof;
- b) References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.
- c) Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re-enactment is capable of applying to any transactions covered by this Contract. Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.
- d) The headings and sub-headings are inserted for convenience only and shall Document. References to the word “include” and “including” shall be construed without limitation. Any reference today shall mean a reference to a calendar day including Saturday and Sunday.

#### **5. DUE DILIGENCE**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the bidder’s risk and may result in rejection of the bid. The Hyderabad DCCB shall at its sole discretion be entitled to determine the adequacy /sufficiency of the information provided by the bidder.

#### **6. COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of its bid and Hyderabad DCCB shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **7. SCOPE OF WORK**

The broad scope of work is given below: -

- Below listed bill of material should be covered under warranty for a period of 3 years (on-site) effective from the date of installation.
- SLA should be 24/7 and action should be immediately (same day) taken during any disaster of below equipment.

**Technical Specifications Compliance Statement**

(Relevant Data Sheets to be submitted by the Bidder)

(To be submitted in TQ bid)

***( To be filled accurately, as any gaps in the sheet will lead to disqualification)***

*The specifications mentioned are as communicated by the Hyderabad DCCB and are minimum requirement .*

Thin client	
Make & Model	<< To be Specified >>
Processor	Intel® J1900 Quad Core 2.4GHz
Memory	4 GB DDR3 RAM (Up to 8GB support)
Internal Storage	16 GB SSD (16 GB SSD / 32 SSD / 2.5" SATA HDD Supports 500 GB (Expandable up to 1 TB / 2 TB)
LED Monitor (Optional)	19.5"
Keyboard & Mouse (Optional)	Wire/Wireless
Inbuilt O.S	windows 10 Pro
Graphics	Intel HD Graphics
LAN	100/1000 Gigabyte LAN
Front Panel	Power Switch
Ports	1x HDMI port (Mandatory) 1x DC IN 1 x VGA port 2x COM ports 2x USB 2.0 ports 2x USB 3.0 ports 1x RJ45 port 10M/100mbps 1x 2-port audio jacks
Side Panel I/O	1x USB 2.0 ports
Audio	1x Audio In (Mic), 1xAudio Out
Power Adapter	12V/5A Adapter
Dimension	185(W)*44(H)*197.5(D)mm
Weight	N.W.1.015KG G.W.1.740KG
Color	Black
Material	Aluminium Alloy Base (100% Heat resistant Casing)
Warranty	3 years Onsite including Power Adopter

Desktop	
Make & Model	<< To be Specified >>
Processor	Intel Core i5 10 <sup>th</sup> Gen 3.90 GHz
Memory	8 GB DDR4 RAM (up to 16GB)
Internal Storage	500GB/1 TB/2 TB (Expandable up to 2 TB)
LED Monitor (Optional)	19.5"
Key Board & Mouse (Optional)	Wire/Wireless
VGA on Die	Intel® HD Graphics, support VGA, HDMI display interface

	(Mandatory)
Memory	2x dual-channel 1600MHz DDRIII slots,16GB
Expansion Slots	1x mini PCIe (half size)
LAN	Realtek GigaLan
Power Supply	120W DC-DC Power Supply and 12V/5A Adapter
Audio	5.1channel HD Audio
Back Panel I/O Ports	1x PS2 keyboard/mouse common port 1x HDMI port 1x VGA port 1x COM port 4x USB 2.0 ports 2x USB 3.0 ports 1x RJ45 port 1x 3-port audio jacks
Front Panel I/O	2x USB 2.0 ports audio port jacks
Pre-installed software	Windows 10 Pro
Software	Operating System
Color	Black
Warranty	3 years Onsite including Power Adoppter
Printing Method	Colour Laser Beam Printing
<b>Colour Printer</b>	
Make & Model	<< To Be Specified >>
A4	21ppm / 21ppm (Mono / Colour)
Letter	22ppm / 22ppm (Mono / Colour)
2-Sided	12ppm / 12ppm (Mono / Colour)
<b>Print Resolution</b>	600 x 600 dpi
<b>Print Quality with Image Refinement Technology</b>	1 200 x 1 200 dpi (equivalent)
<b>Warm up Time (From Power On)</b>	13s
<b>First Print Out Time (FPOT)</b>	
A4	10.4s / 10.5s (Mono / Colour)
Letter	10.3s / 10.3s (Mono / Colour)
<b>Recovery Time (From Sleep Mode)</b>	6.1s
<b>Print Language</b>	UFR II, PCL 6
<b>Auto Duplex Print</b>	Standard
<b>Available Paper Size for Auto Duplex Print</b>	A4, B5, Letter, Legal, Executive, Foolscap, Indian Legal
<b>Print Margins</b>	5mm - top, bottom, left and right (Envelope: 10mm)
<b>Print Features</b>	Poster, Booklet, Watermark, Page Composer, Toner Saver
<b>Supported File Format for USB Direct Print</b>	Supported File Format: JPEG, TIFF, PDF
<b>Copy Speed A4</b>	
A4	21ppm / 21ppm (Mono / Colour)
Letter	22ppm / 22ppm (Mono / Colour)
<b>Copy Resolution</b>	600 x 600dpi
<b>First Copy Out Time (FCOT)</b>	
A4	11.4s / 13.4s (Mono / Colour)
Letter	11.2s / 13.1s (Mono / Colour)
<b>Maximum Number of Copies</b>	999 copies
<b>Reduce/Enlargement</b>	25 - 400% in 1% increments
<b>Copy Features</b>	Frame Erase, Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy
<b>Scan Resolution</b>	
Optical	Platen glass: 600 x 600dpi

	Feeder: 300 x 300dpi
Driver Enhanced	9 600 x 9 600 dpi
<b>Scan Type</b>	Colour Contact Image Sensor
<b>Maximum Scan Size</b>	
Platen Glass	216.0 x 297mm
Feeder	216.0 x 355.6mm
<b>Scan Speed*1</b>	1-Sided: 26.1 ipm (mono), 13.3 ipm (colour)
<b>Colour Depth</b>	24bit
<b>Pull Scan</b>	Yes, USB and Network
<b>Push Scan (Scan To PC) with MF Scan Utility</b>	Yes, USB and Network
<b>Scan To USB (via USB Host 2.0)</b>	Yes
<b>Scan To Cloud</b>	MF Scan Utility
<b>Scan Driver Compatibility</b>	TWAIN, WIA
<b>SEND Method</b>	SMB, Email, FTP
<b>Colour Mode</b>	Full Color, Grayscale, Monochrome
<b>Scan Resolution</b>	300 x 600dpi
<b>File Format</b>	JPEG, TIFF, PDF, Compact PDF, PDF (OCR)
<b>Auto Document Feeder (ADF)</b>	50 sheets (80g/m <sup>2</sup> )
<b>Available Paper Size for DADF</b>	A4, B5, A5, Letter, Legal, Statement (Minimum 128 x 139.7mm to Maximum 216.0 x 355.6mm)
<b>Paper Input</b>	
<b>(based on 80g/m<sup>2</sup>)</b>	
Standard Cassette	250 sheets
Multi-Purpose Tray	1 sheet
Optional Paper Feeder	N/A
<b>Maximum Paper Input Capacity</b>	251 sheets
<b>Paper Output</b>	100 sheets
<b>Paper Sizes</b>	
Cassette	A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal
	Custom (Minimum 76.2 x 127.0mm to Maximum 216.0 x 355.6mm)
Multi-Purpose Tray	A4, B5, A5, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal, Index Card
	Envelope: COM10, Monarch, C5, DL
	Custom (Minimum 76.2 x 127.0mm to Maximum 216.0 x 355.6mm)
Optional Paper Feeder	N/A
<b>Paper Types</b>	Plain, Thick, Coated, Recycled, Colour, Label, Postcard, Envelope
<b>Paper Weight</b>	
ADF	50 to 105g/m <sup>2</sup>
Cassette / Optional Paper Feeder	60 to 200g/m <sup>2</sup>
Multi-Purpose Tray	60 to 200g/m <sup>2</sup>
<b>Standard Interfaces</b>	
Wired	USB 2.0 High Speed, 10Base-T/100Base-TX/1 000Base-T
Wireless	Wi-Fi 802.11b/g/n



	(Infrastructure mode, WPS easy Setup, Direct Connection)
<b>Near Field Communication (NFC)</b>	N/A
<b>Network Protocol</b>	
Print	LPD, RAW, WSD-Print (IPv4,IPv6)
Scan	Email, SMB, WSD-Scan(IPv4, IPv6), FTP
TCP/IP Application Services	Bonjour(mDNS), HTTP, HTTPS, POP before SMTP (IPv4,IPv6), DHCP, ARP+PING, Auto IP, WINS (IPv4), DHCPv6 (IPv6)
Management	SNMPv1, SNMPv3 (IPv4,IPv6)
<b>Network Security</b>	
Wired	IP/Mac address filtering, HTTPS, SNMPv3, IEEE802.1x, IPSecurity
Wireless	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
<b>One-Push Wireless Configuration</b>	Wi-Fi Protected Setup (WPS)
<b>Other Features</b>	Department ID, Secure Print, Application Library
<b>Address Book</b>	LDAP
<b>Compatible Operating Systems*2</b>	Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008 Mac® OS X 10.9.5 & up*3, Linux*3
<b>Software Included</b>	Printer driver, Scanner driver, MF Scan Utility, Toner Status
<b>Device Memory</b>	1GB
<b>LCD Display</b>	WVGA Colour LCD 12.7cm(5in) Touch Screen Display
<b>Dimensions (W x D x H)</b>	451 x 460 x 413mm
<b>Weight</b>	20.5kg
<b>Power Consumption</b>	
Maximum	850W
Average (During Copy)	370W
Average (During Standby)	11W
Average (During Sleep)	0.8W (USB/ LAN / Wi-Fi)
<b>Noise Levels*4</b>	
During Operation	Sound Pressure Level: 51dB
	Sound Power Level: 69.4dB
During Standby	Sound Pressure Level: Inaudible
	Sound Power Level: 43dB
<b>Operating Environment</b>	
Temperature	10 - 30°C
Humidity	20% - 80% RH (no condensation)
<b>Power Requirements</b>	AC 220-240 V (±10%), 50/60 Hz (±2Hz)
<b>Toner Cartridge*5</b>	
Standard	Cartridge 054 BK: 1,500 pages (bundled: 1 500 pages)
	Cartridge 054 C/M/Y: 1 200 pages (bundled: 680 pages)
High	Cartridge 054H BK: 3 100 pages
	Cartridge 054H C/M/Y: 2 300 pages
<b>Monthly Duty Cycle*6</b>	30 000 pages

<b>Network Printer</b>	
<b>Make &amp; Model</b>	<< To Be Specified >>

<b>Printing Method</b>	Monochrome Laser Beam Printing
<b>Print Speed</b>	
A4	38 ppm
Letter	40 ppm
2-Sided	31 ppm (A4) / 33 ppm (Letter)
<b>Print Resolution</b>	600 x 600 dpi
<b>Print Quality with Image Refinement Technology</b>	1 200 x 1 200 dpi (equivalent)
<b>Warm up Time (From Power On)</b>	14s
<b>First Print Out Time (FPOT)</b>	
A4	5.5s
Letter	5.4s
<b>Recovery Time (From Sleep Mode)</b>	4s
<b>Print Language</b>	UFR II, PCL 6, Adobe® PostScript® 3™
<b>Auto Duplex Print</b>	Yes
<b>Available Paper Size for Auto Duplex Print</b>	A4, Letter, Legal, Indian Legal
<b>Print Margins</b>	5mm - top, bottom, left and right (Envelope: 10mm)
<b>Print Features</b>	Poster, Booklet, Watermark, Page Composer, Toner Saver
<b>Supported File Format for USB Direct Print</b>	JPEG, TIFF, PDF
<b>Copy Speed A4</b>	
A4	38ppm
Letter	40ppm
<b>Copy Resolution</b>	600 x 600dpi
<b>First Copy Out Time (FCOT)</b>	
A4	6.4s
Letter	6.2s
<b>Maximum Number of Copies</b>	
	999 copies
<b>Reduce/Enlargement</b>	25 - 400% in 1% increments
<b>Copy Features</b>	Erase Frame, Collate, N on 1, ID Card Copy, Passport Copy
<b>Scan Resolution</b>	
Optical	Platen glass: 600 x 600 dpi Feeder: 300 x 300 dpi
Driver Enhanced	9 600 x 9 600 dpi
<b>Scan Type</b>	Colour Contact Image Sensor
<b>Maximum Scan Size</b>	
Platen Glass	215.9 x 297 mm
Feeder	215.9 x 355.6 mm
<b>Scan Speed*1</b>	1-Sided: 38 ipm (mono), 13 ipm (colour) 2-Sided: 70 ipm (mono), 26 ipm (colour)
<b>Colour Depth</b>	24-bit
<b>Pull Scan</b>	Yes, USB and Network
<b>Push Scan (Scan To PC) with MF Scan Utility</b>	Yes, USB and Network
<b>Scan To USB (via USB Host 2.0)</b>	Yes
<b>Scan To Cloud</b>	MF Scan Utility
<b>Scan Driver Compatibility</b>	TWAIN, WIA
<b>SEND Method</b>	SMB, Email, FTP, iFAX Simple
<b>Colour Mode</b>	Full Color, Grayscale, Monochrome
<b>Scan Resolution</b>	300 x 600dpi

<b>File Format</b>	JPEG, TIFF, PDF, Compact PDF, PDF (OCR)
<b>Modem Speed</b>	33.6 Kbps
<b>Fax Resolution</b>	400 x 400 dpi
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Memory Capacity*2</b>	512 pages
<b>Favourite Dials (in address book)</b>	19 dials
<b>Speed Dial (Coded dials)</b>	281 dials
<b>Group dials / Destinations</b>	Maximum 299 dials / Maximum 299 destinations
<b>Duplex Fax (Transmission)</b>	Yes
<b>Sequential Broadcast</b>	Maximum 310 destinations
<b>Receive Mode</b>	Fax Only, Manual, Answering, Fax/Tel Auto Switch
<b>Memory Backup</b>	Permanent fax memory backup (Backup with flash memory)
<b>Fax Features</b>	Fax Forwarding, Dual Access, Remote Reception, PC Fax (Transmission only), DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports
<b>Transmission Time</b>	2.6s
<b>Auto Document Feeder (ADF)</b>	Duplex ADF: 50 sheets (80g/m2)
<b>Available Paper Size for DADF</b>	A4, B5, A5, A6, Letter, Legal, Statement (Minimum 105 x 128 mm to Maximum 215.9 x 355.6 mm)
<b>Paper Input</b>	
<b>(based on 80g/m2)</b>	
Standard Cassette	250 sheets
Multi-Purpose Tray	100 sheets
Optional Paper Feeder	550 sheets
<b>Maximum Paper Input Capacity</b>	900 sheets
<b>Paper Output</b>	150 sheets
<b>Paper Sizes</b>	
Cassette	A4, B5, A5, A6, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal
	Custom (Minimum 105.0 x 148.0 mm to Maximum 216.0 x 355.6 mm)
Multi-Purpose Tray	A4, B5, A5, A6, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal
	Custom (Minimum 76.2 x 127.0 mm to Maximum 216.0 x 355.6 mm)
Optional Paper Feeder	A4, B5, A5, A6, Letter, Legal, Statement, Executive, Government Letter, Government Legal, Foolscap, Indian Legal
	Custom (Minimum 105.0 x 148.0 mm to Maximum 216.0 x 355.6 mm)
<b>Paper Types</b>	Plain, Recycled, Coloured, Heavy, Label, Postcard, Envelope
<b>Paper Weight</b>	
ADF	50 to 105 g/m2
Cassette /	60 to 120 g/m2
Optional Paper Feeder	
Multi-Purpose Tray	60 to 163 g/m2
<b>Standard Interfaces</b>	
Wired	USB 2.0 High Speed, 10Base-T/100Base-TX/1000Base-T

Wireless	Wi-Fi 802.11b/g/n (Infrastructure mode, WPS easy Setup, Direct Connection)
<b>Near Field Communication (NFC)</b>	N/A
<b>Network Protocol</b>	
Print	LPD, RAW, WSD-Print (IPv4,IPv6)
Scan	Email, SMB, WSD-Scan(IPv4, IPv6), FTP
TCP/IP Application Services	Bonjour(mDNS), HTTP, HTTPS, POP before SMTP (IPv4,IPv6), DHCP, ARP+PING, Auto IP, WINS (IPv4), DHCPv6 (IPv6)
Management	SNMPv1, SNMPv3 (IPv4,IPv6)
<b>Network Security</b>	
Wired	IP/Mac address filtering, HTTPS, SNMPv3, IEEE802.1x, IPsecurity
Wireless	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
<b>One-Push Wireless Configuration</b>	Wi-Fi Protected Setup (WPS)
<b>Other Features</b>	Department ID, Secure Print, Application Library
<b>Address Book</b>	LDAP
<b>Compatible Operating Systems*3</b>	Windows® 10, Windows® 8.1, Windows® 7, Windows Server® 2019, Windows Server® 2016, Windows Server® 2012 R2, Windows Server® 2012, Windows Server® 2008 R2, Windows Server® 2008 Mac® OS X 10.9.5 & up*4, Linux*4
<b>Software Included</b>	Printer driver, Fax driver, Scanner driver, MF Scan Utility, Toner Status
<b>Device Memory</b>	1 GB
<b>LCD Display</b>	WVGA Colour LCD 12.7cm(5in) Touch Screen Display
<b>Dimensions (W x D x H)</b>	453 x 464 x 392mm
<b>Weight</b>	16.2kg
<b>Power Consumption</b>	
Maximum	1 350W
Operation (Average)	500W
Standby (Average)	9.4W
Sleep (Average)	0.9W
	(USB/Wired/Wireless)
<b>Noise Levels*5</b>	
Operation	Sound Pressure Level: 53 dB
	Sound Power Level: 6.7 dB
Standby	Sound Pressure Level: Inaudible
	Sound Power Level: Inaudible
<b>Operating Environment</b>	
Temperature	10 - 30°C
Humidity	20% - 80% RH (no condensation)
<b>Power Requirements</b>	AC 220-240 V (±10%), 50/60 Hz (±2Hz)
<b>Toner Cartridge*6</b>	
Standard	Cartridge 057: 3 100 pages (bundled: 3,100 pages)
High	Cartridge 057H: 10 000 pages
<b>Monthly Duty Cycle*7</b>	80 000 pages
<b>Paper Feeder</b>	Cassette Feeding Unit-AH1 (550 sheets)

## 8. CLARIFICATION ON BID DOCUMENTS

All prospective bidders requiring any clarification on the bid documents may request/forward their clarifications/queries to the Point of contact of The Hyderabad DCCB, before the last date of seeking clarifications.

Copies of consolidated queries of bidders and response of The Hyderabad DCCB will be issued by Hyderabad DCCB as addendum in the website, only if the clarifications requested for, are considered appropriate by The Hyderabad DCCB.

## 9. ELIGIBILITY CRITERIA

1. The bidder must be a Registered Company and having IT Operations for minimum period of 5 Years.
2. **Bidder should submit the Manufacturer Authorization form (MAF) for all the listed infrastructure without fail. Failing in which the application would stand disqualified at technical bid level.**
3. **All hardware products and software are strictly enterprise segment only.**
4. Average Annual financial turnover during the last 3years ending 31st March of 2021 should be at least 5 crore i.e., as on 31.03.2021.
5. Bidder must have its own valid PAN No. and Service Tax Registration No. meant for IT Services, TIN & CIN.
6. The bidder should have support/service center in Hyderabad.
7. The Bidder should be a company registered under Indian Companies Act 1956.
8. During last 5(five) years the bidder should not have been blacklisted/debarred 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.
9. Bidder should have partnership with respective OEMs for which they quoted the brand and MICROSOFT software, for their enterprise level products.
10. The bidder should have experience in working with Microsoft Windows Desktop and Server Operating Systems.
11. The bidder should have experience in managing network comprising of Wireless LAN, terrestrial LAN, WAN with Leased Circuits, CUG Network.
12. The vendor should have experience of IT Asset management and monitoring of networks through automated software monitoring tools.
13. The bidder should meet all statutory compliances for manpower deployment and service support.
14. All technical resources deployed by the bidder should have adequate experience and qualification and certified by the bidder as to be technically competent for handling the assigned responsibilities.
15. The Bank reserves the right to check the competency of the resources deployed by bidder and also can also reject candidates who are not up to the expectation.
- 16.

	<b>Eligibility Criteria (Deployment within India)</b>	<b>Compliance Proof</b>
1	Should have sold the Desktops and thin clients to minimum Ten customer with 50 – 100 units independently.	PO copy / OEM undertaking
2	No of Desktops and thin clients sold, not necessarily by the same bidder or the same proposed solution, in scheduled commercial bank /PSU/Govt. in India as on bid submission date should minimum two or more	PO copy / OEM undertaking
3	The devices and software should be supported by the OEM on a 24x7 basis through a global Technical Assistance Centre (TAC) with an India toll free number.	Toll Free Number
4	The TAC support should be provided directly from OEM and not through any intermediate third-party.	MAF of OEM For Reseller
5	OEM shall have proposed infrastructure R&D facility in India; if required site visit shall be arranged	OEM undertaking

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

## 10. SPECIAL TERMS AND CONDITIONS

- The Hyderabad DCCB shall reserve the right to verify the operation and performance of project by the bidder and the bidder shall permit The Hyderabad DCCB to do so. The Hyderabad DCCB will evaluate the

information submitted by the bidder with regard to bidder's capacity. The bidder cannot subcontract the work at any stage without prior written approval from The Hyderabad DCCB.

- For any delay in delivery and installation, the Bidder will be liable for penalties as follows: i) 1% of the late delivered goods for One week or part thereof; 1.5% for Two weeks or part thereof, 2% for Three weeks. ii) If any delay is for more than 30 days, The Hyderabad DCCB will reserve the right to cancel the order without giving any notice.
- The job would be awarded to the L1 bidder, whosoever declared as L1 bidder, as per the criteria defined in the item rate BoQ/tender document.
- Rates quoted in the item rate BoQ should be valid for the complete contract period as no changes in the price bid would be considered at a later stage.
- The bidder cannot make any amendment in the Technical Bid /Commercial Bid; neither can he impose any condition. All such bids will be rejected at the discretion of The Hyderabad DCCB.
- The rates quoted in the price bid will be inclusive of all taxes, (except Service Tax and/), fees, levies etc.
- The agency will submit the invoice supported by complete description of work and rate payable as per job order. Further the invoice should also be supported with detail of documents serial/date wise, with hard/soft copies without duplication containing exact number of pages.
- The invoice should contain PAN No., GST No., Job Order no. and address of the bidder when the payment has to be made.
- **Response time:** The response time of bidder to attend any complaint upon receipt of the complaint/information from the user should not be more than twenty-four hours.

## 11. PROCESSING FEE

- I. The Application fee is non-refundable.
- II. The EMD is non-interest bearing.
- III. The successful bidders' EMD will be discharged upon expiry of "Offer Validity Period" or upon receiving of Performance Guarantee. EMD of unsuccessful bidders shall be refunded after finalization of Tender.
- IV. The EMD will be forfeited:
- V. If a bidder withdraws his bid during the period of validity. Or in case of a successful bidder, if the bidder fails to sign the contract in accordance with terms and conditions.

## 12. UNDERTAKING

An undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical Specifications of the Bidding Document will be required, since no deviation will be acceptable to The Hyderabad DCCB.

## 13. BID PRICES

- i) The price i.e. offer must be made by the intending bidder covering all important points mentioned in the bid format. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions. **(Prices quoted in the Financial Bid shall be on rate contract for a period of at least One Year).**
- ii) The bidder shall include payment of all dues such as taxes & other statutory dues, not specifically mentioned in the specification but essential for successful completion of work. The bidder shall not be eligible for any extra charges in respect of such payments. Though not mentioned in the bid document extra charges if any shall be paid by the bidder only.
- iii) All liabilities, whatsoever, on account of copy rights or any other reason, if any, shall be borne by the bidder.

## 14. PERIOD OF VALIDITY OF BID

- I. **Validity Period:**

Online Bids shall remain valid for 180 days after the date of bid opening prescribed by DCCB; The Hyderabad DCCB holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

## **II. Extension of Period of Validity**

In exceptional circumstances, The Hyderabad DCCB may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.

## **III. Amendment of RFP**

At any time prior to the deadline for submission of proposal, The Hyderabad DCCB may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document and it will be notified.

## **15. MODIFICATIONS/ SUBSTITUTIONS/ WITHDRAWAL OF PROPOSALS**

No proposal shall be modified, substituted, withdrawn by the applicant after the proposal due date. Any alteration / modification in the proposal or additional information or material supplied subsequent to the proposal due date, unless the same has been expressly sought for by the authority, shall be disregarded.

## **16. ACCEPTANCE & WITHDRAWALS**

The right of final acceptance of the tender is entirely vested with The Hyderabad DCCB who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of The Hyderabad DCCB to communicate with rejected Bidders. After acceptance of the tender by The Hyderabad DCCB, the Bidder shall have no right to withdraw his tender, or claim higher price.

## **17. The Hyderabad DCCB DECISION TO BE FINAL**

The final decision would be based on the technical capacity and pricing. The Hyderabad DCCB does not bind itself in selecting the firm offering lowest prices alone. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. The Hyderabad DCCB reserves the right to not to accept lowest price, to reject any or all the tenders without assigning any reason. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.

## **18. AWARD CRITERIA**

I. Preliminary Scrutiny: The Hyderabad DCCB will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The Hyderabad DCCB may, at its discretion, waive any minor nonconformity or any minor irregularity in an offer. This shall be binding on all Bidders and The Hyderabad DCCB reserves the right for such waivers.

II. The quote received will be first evaluated for completeness and responsiveness. Only those bids which are found to be responsive, will be considered for technical evaluation, those bids which are technically qualified will be considered for financial bid opening. Non-responsive/Non-complete bids shall be summarily rejected and no communication of the same will be obligatory on the part of The Hyderabad DCCB.

## **19. PERFORMANCE SECURITY**

Within seven (7) days of the receipt of Notification of Award / Letter of Intent from the Purchaser, the successful bidder shall furnish the Performance Security of the value of 10% of the total contract value in the form of mode to the above mentioned beneficiary

This Performance Security shall be non-interest bearing and shall be refunded preferably within 90 days from the end date of the contractual period, subject to it not being forfeited in full or deducted in parts or full on account of any penalty imposition by The Hyderabad DCCB.

## 20. PAYMENT TERMS & PERIOD OF CONTRACT

- a. The Hyderabad DCCB shall pay fixed charges, on mutually agreed basis for the contracted services rendered.
- b. No extra boarding, lodging, TA, DA or any other expenses shall be paid by The Hyderabad DCCB for providing services.
- c. Payments will be made as per the below schedule:

S.No.	Activity	Payment (%) to be released
1	80% the equipment value will be released on delivery and powered-on of the equipment	80%
2	amount will be released after obtaining acceptance certification from competent authority(Decided by the Bank) after installation.	10%
3	10% of the equipment value will be kept as performance guarantee for a period of 180 days or released only after submission of the bank guarantee for the equal amount.	10%

Maintenance period/Contract shall start from the formal acceptance date of product by The Hyderabad DCCB. A formal letter/communication in this regard shall be issued by The Hyderabad DCCB to the vendor.

- d. The Hyderabad DCCB shall deduct any dues, such as TDS etc. while making payments.

## 21. LIQUIDATED DAMAGES

Failure to providing the listed products in the stipulated period defined in the proposal from the date of purchase order will result in imposition of penalty of 1% of the total contract value for a maximum of one week of delay and 2% of the total contract value per week for a maximum of another one week of delay. Delay beyond four(4) weeks may attract forfeiture of the Performance Security/ APPLICATION FEE and cancellation of contract, at the discretion of The Hyderabad DCCB.

## 22. TAXES AND DUTIES

The prices (including all taxes, duties, etc. but excluding Service tax and/or GST) quoted in the bid shall hold good and shall be binding on the bidder, notwithstanding any increase in the prices of materials and labor or in the freights or levy of other charges whatsoever and the bidder shall not be entitled to claim any increase over the rates quoted by him during the period of currency of the contract except taxes and duties as introduced / modified by Govt. from time to time if any within the period from last date of bid submission to the original completion date of the Contract. Reimbursement of any new tax or variation of existing tax, introduced during last date of bid submission to the original completion date of the Contract shall be paid in actual on submission of documentary evidence.

The extended period of Contract for the purpose shall only be considered on merit.

## 23. NOTIFICATION OF AWARD & SIGNING OF CONTRACT WITH PURCHASER

The Bidder whose Bid has been accepted shall be notified of the award by The Hyderabad DCCB, by registered letter, or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Indenter Notification of award of work and shall send his acceptance to enter into the Contract within three (3) days from the receipt of the Letter of Intent notification of work award. Bidder shall also enter into the agreement with The Hyderabad DCCB within 7 days of acceptance.

## 24. EXPENSES FOR THE CONTRACT

All incidental expenses of the execution of the contract/ agreement shall be borne solely by the successful bidder and such amount shall not be refunded to the successful bidder by The Hyderabad DCCB.

## 25. FAILURE TO ABIDE BY THE CONTRACT



The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the contract without prejudice to the rights of The Hyderabad DCCB.

## 26. TERMINATION FOR DEFAULT

The company may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the contractor, terminate this contract in whole.

- i. If the contractor fails to deliver any or all of the goods and perform services within the time period(s) specified in the contract, or any extension thereof granted by the company.
- ii. If the contractor fails to perform any obligation(s) under the contract.
- iii. If the contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the company.

## 27. GOVERNING LAW

The laws of Republic of India shall govern the Tender Document and the Contract.

## 28. SUBMISSION OF BIDS

Bid should be submitted as follows:

- Technical Bid
  - Encrypted Documents to Mail ID "[dgm2.hyd@hyddccb.org](mailto:dgm2.hyd@hyddccb.org)"
- Commercial Bid
  - Price bid undertaking
  - Schedule of price bid in the form of proposal/Commercials in format mentioned in RFP
  - Encrypted Documents to Mail ID "[dgm2.hyd@hyddccb.org](mailto:dgm2.hyd@hyddccb.org)"
- Bidder who has downloaded the tender from the T h e H y d e r a b a d DCCB Website 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 EMD FEE would be forfeited and bidder is liable to be banned from doing business with The Hyderabad DCCB.
- Bidders are advised to visit again T h e H y d e r a b a d DCCB website at least 1 day prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- The offers submitted by Telegram/Fax shall not be considered. No correspondence will be entertained in this matter.
- **A copy of Application Fee with Transaction details must be attached along with documents.**
- The Encrypted Documents duly signed, stamped scanned and uploaded should be submitted on or before **4.00 PM on 16.09.2021** to the Mail ID mentioned above.

## 29. VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

## 30. RESPONSIBILITY OF BIDDER

If the Documents submitted through mail not password protected, The Hyderabad DCCB will assume no responsibility for the Bid's misplacement or premature opening.

## 31. REJECTION OF BID

The Bid Document shall be submitted in the form of Encrypted document(Password Protected). Bids submitted by Telephone, fax would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

Any bid received by The Hyderabad DCCB after the deadline for submission of bids prescribed by The Hyderabad DCCB, will be summarily rejected and returned unopened to the Bidder. The Hyderabad DCCB shall not be responsible for any non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

### **33. 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.

### **34. 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.

### **35. OPENING OF COMMERCIAL BIDS**

After Technical evaluation of the qualified shortlisted bidders only 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 Hyderabad DCCB at the Commercial Bid opening.

### **36. CLARIFICATION OF BIDS**

To assist in the evaluation, comparison and an examination of bids, The Hyderabad 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, The Hyderabad DCCB reserves the right to make its own reasonable assumptions at the total risk and cost of the bidder.

### **37. COMPLETENESS OF BIDS**

The Hyderabad 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.

### **38. 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 EMD FEE may be forfeited.

### **39. REJECTION OF BID**

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by The Hyderabad DCCB and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the bidder.

### **40. Annual Maintenance Contract**

Annual Maintenance atleast 2 years should be there and there after upon mutual agreement Bank will decide.

**Thanking you**

**SD/-**

**Deputy General Manager(IT)**

**The Hyderabad District Cooperative Central Bank Ltd.**

**Commercial Response**

Ref Number: **Ref No.:IT/15/CBS Requirement/2021-2022.**

**Date:**

**To**

**The Chief Executive Officer (CEO)**  
**The Hyderabad District Cooperative Central Bank Limited**  
Door No.5-4-448 Fateh Sultan Lane,  
Nampally Station Road,  
Hyderabad,  
Telangana - 500001

Dear Sir

SUB: RFP/Tender Reference:

Description	Make	Model No.	Unit Price(Rs.)	Qty	Taxes	Total Amt(Rs.)
Thin Clients						
Desktops						
Colour Printer						
Network Printer						
AMC for 4 <sup>th</sup> and 5 <sup>th</sup> Year						

**Total Amount should mentioned in Words also.**

Yours Truly

Authorized signatory of bidder

[Seal, Name, Signature and authority]

## MANUFACTURER'S AUTHORIZATION FORM

Date:

To

**THE CHIEF EXECUTIVE OFFICER,  
THE HYDERABAD DISTRICT COOPERATIVE CENTRAL BANK LIMITED**  
Door No.5-4-448 Fateh Sultan Lane,  
Nampally Station Road,  
Hyderabad,  
Telangana - 500001

**Ref: Tender No: IT/15/CBS Requirement/2021-2022**

**Sub: Manufacturer Authorization for Tender No. Ref No.:IT/15/CBS Requirement/2021-2022.**

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 to provide to listed Infrastructure at least for a period of 3 years from the date of installation, 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 center. We also undertake 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 undertake that to meet the timelines defined in the tender. We will ensure that the support services are made available to Hyderabad 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 Hyderabad DCCB for due approval and order execution thereafter.

Thanking You

For Name: Designation:

Note: This letter of authority should be on the letterhead 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.

### *General Information of the Bidder*

#	Description	Supporting Documents with page nos.
1	Name of the Company/ Firm	
2	Date of Incorporation (Registration Number & Registering Authority) PAN No. and GST	ROC, PAN & GST.
3	Legal Status of the Company in India & Nature of Business in India	Public Ltd Company/ Private/Firm
4	Address of the Registered Office in India	
5	Name & e-mail id, Mobile number, of the Contact Person	Name & Designation Mobile: Email:
6	Web-Site	
7	Certification Details (if any)	
8	EMD details	Amount: UTR No. & Date Name of the Bank:
9	Proof of purchase of bid document	Receipt No: Date of purchase:

Date

Signature of Bidder & Stamp

## Declaration Regarding Clean Track Record

**Date:**

To  
The Chief Executive officer,  
The Hyderabad District Cooperative Central Bank Ltd.  
Door No.5-4-448 Fateh Sultan Lane,  
Nampally Station Road,  
Hyderabad,  
Telangana – 500 001.

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. ].I hereby declare that my company has not been debarred/ black listed as on Bid calling date by any Central or State Government / Quasi Government Departments or Organizations in India for nonsatisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,  
(Signature of the Bidder)  
Name & Designation  
Seal  
Date  
Business Address:

## 1. Financial Turnover Details

(All values in Rs. Crore)

Sno	Financial Year	Total turnover of the firm	Net Worth of Company
	(1)	(2)	(3)
1	FY.2018-19		
2	FY 2019-20		
3	FY.2020-21		

### Note:

1. Turnover in areas other than mentioned above shall not be considered for evaluation.
2. Please attach audited Balance Sheets and IT return statements to confirming the figures mentioned in columns (2).

## 2. Details of Past Project Experience

Description of Item	Details
Name of the Client Department	
Contact address & details of the department	
Value of the Project Rs.	
Items supplied in the project	
Date of Start of Work (DD/MM/YY)	
Date of Completion of Work (DD/MM/YY)	
Identified bidder should submit any of the following: i. PO / Work order ii. Work completion certificates / Performance Certificate from client dept. duly signed by the authorized signatory from the Client end. iii. Work satisfactory certificate from the client dept.	
<b>Enclosures submitted: Yes / No</b>	

Place:  
Date :

Bidder's signature  
and seal.

**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Chief Executive officer,  
The Hyderabad District Cooperative Central Bank Ltd.  
Door No.5-4-448 Fateh Sultan Lane,  
Nampally Station Road,  
Hyderabad,  
Telangana – 500 001.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works including supply, delivery installation of hardware, firm wares and software as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call no & dated

.....

We << Name of the Company>> are submitting this bid for items against the tender no----- --.

We hereby declare to undertake to provide services/execute the work as per the scope work (supply, installation & maintenance) or its part assigned to us in conformity with the said bidding documents for an amount quoted in financial bid accordance with the schedule of prices attached herewith and coverage options made by The Hyderabad DCCB or its user organization.

If our bid is accepted, we undertake to;

- a. Provide services/execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- d. Enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form.
- e. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- f. You may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever. Vendor means the bidder who is decided and declared so after examination of commercial bids.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Date & Place:

Signature of Bidder & Stamp

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