

**Detailed Notice Inviting Tender NIT No: CO:DIT:PUR:2022-23:362 Date: 04.08.2022**

Central Bank of India, a body corporate constituted in India under the Banking Companies (Aquisition and Transfer of Undertaking) Act 1970 having its Head Office at Chander Mukhi, Nariman Point, Mumbai - 400021 hereinafter called "Bank" invites Sealed bids from eligible bidders of Mumbai, Navi Mumbai & Thane area of Maharashtra State, for empanelment, as briefly outlined below. For complete description of the requirement, please refer to the tender document.

Pkg No.	Description	Delivery/ Completion Period	EMD (Rs)	Deadline for Tender Submission	Schedule for Technical bid Opening
CO/DIT/PUR/ 2022-23/362	Empanelment of Vendors from Mumbai/Navi Mumbai/Thane area for small IT related Purchases	Empanelment	NIL	18.08.2022; 16:00 hours	18.08.2022; 16:30 hours

Tendering shall be conducted in accordance with Limited Tender procedures of the Bank. Prospective bidders must take note of the qualification requirements as specified in the tender documents.

A complete set of tender documents may be purchased by interested prospective bidders from address specified below upon payment of a non-refundable fee of Rs.1,000/-(Rupees One thousand only) by demand draft in favor of Central Bank of India payable at Mumbai. Alternatively, the same can be deposited to the account number 3287810289 IFSC CBIN0283154. Tender document can also be downloaded from the website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in). Any tender not accompanied with the specified fee shall be rejected.

Tender offers will be opened as per the schedule mentioned above. Technical specifications, Terms and conditions, and various formats for submitting the tender offer are described in the tender document.

The Bank is not bound to accept any particular tender received in response to this invitation and reserves the right to reject all tenders and cancel the tendering process at any time without any liability to any party whatsoever.

  
Chief Manager  
Central Bank of India,  
Department of Information Technology,  
1st Floor, plot No 26, Sector 11, CBD Belapur,  
Navi Mumbai-400614, 022-67123669  
e mail [cmcppadmin@centralbank.co.in](mailto:cmcppadmin@centralbank.co.in)

चंदर मुखी, नरीमन पॉइंट, मुंबई - 400 021 • दूरध्वनी : 2202 6428, 6638 7777 • फैक्स : (91-22) 2204 4336  
चंदर मुखी, नरीमन पॉइंट, मुंबई - 400 021 • दूरध्वनी : 2202 6428, 6638 7777 • फैक्स : (91-22) 2204 4336  
Chander Mukhi, Nariman Point, Mumbai - 400 021 • Tel. : 2202 6438, 6638 7777 • Fax : (91-22) 2204 4336



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## DEPARTMENT OF INFORMATION TECHNOLOGY

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### Notification for Empanelment

Central Bank of India, established in 1911, was nationalized in the year 1969 and today is a leading public sector bank listed in BSE/NSE.

The organizational structure of The Bank consists of four tiers viz., Central Office (CO), Zonal Offices (ZO), Regional Offices (RO) and Branches. The Bank has a network of 4528 branches, spread across the length and breadth of the country with presence in all the States and Union Territories.

The Bank also has specialized branches catering to the specific needs of Retail Customers, Industrial Units, Corporate Clients, Forex Dealers, Exporters and Importers, Small Scale Industries and Agricultural sector. The Bank has sponsorship in 2 Regional Rural Banks (RRB).

#### Purpose:

Central Bank of India, hereinafter referred to as the "Bank", intends to constitute a panel of local vendors from Mumbai, Navi Mumbai and Thane areas of Maharashtra State for small IT-related purchases e.g. I-Pads, HDDs, RAMs, Keyboard/Mouse, and other IT related peripherals & consumables (please refer to enclosed Annexure-C) for a period of ONE YEAR. The list of items, procured through this panel of vendors will be small in number and to meet the immediate requirement of the Bank.



Brief Notice Details:

Tender Reference no.	CO/DIT/PUR/2022-23:362
Description	Empanelment of Vendors from Mumbai/Navi Mumbai/Thane area for small IT-related Purchases
Cost of tender document & Mode of Payment	Rs.1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154 favouring Central Bank of India, DIT which is non-refundable
Tender Floating date	04/08/2022
Mode of Tender Submission	Through sealed cover only at the address for communication mentioned hereunder.
Place of Tender submission	Drop Box at Central Bank of India , DIT, Ground Floor, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614 022-67123669
Last Date & Time for Tender Submission	By 04.00 PM on 18/08/2022
Date, Time & Place for Opening of Tender	At 04.30 PM on 18/08/2022 Central Bank of India , DIT, 1 <sup>st</sup> Floor, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614
Address for Communication	Asstt. General Manager (IT) Central Bank of India , DIT, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614
Contact details	Chief Manager (Admin) 022 – 67123584, 67123669 e-mail your queries to <a href="mailto:smitpurchase@centralbank.co.in">smitpurchase@centralbank.co.in</a> <a href="mailto:purcppco@centralbank.co.in">purcppco@centralbank.co.in</a> Website: <a href="http://www.centralbankofindia.co.in">http://www.centralbankofindia.co.in</a>

The vendors, who are agreeable to comply with the following Terms & Conditions, only need apply.

Terms & Conditions of Empanelment:

- 1) The Bidder should be operating. Only from Mumbai, Navi Mumbai & Thane area of Maharashtra State.
- 2) The Bidder should be in the concerned profession for at least 3 years, having a minimum Annual Turnover of Rs.10.00 lakhs during the last three years. (copies of Financials and PO must be enclosed as per Annexure-B)
- 3) The Bidder should have successfully executed at least 10 Purchase Orders in respect of the captioned IT products at PSU Banks/Govt. Offices/ State/Central Govt Undertakings/Pvt Organisations (copies of purchase order to be enclosed) during the last one year.
- 4) The Bidder should have valid registration with GeM Portal (Govt. E-Marketplace Portal).
- 5) The Bidder should have valid registration with State/Local Authorities for conducting the captioned business., in case of non availability of registration certificate, any relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc. (copy of valid registration certificate/bills, if any to be enclosed)
- 6) The Bidder should be in a position to deliver the goods ordered within the stipulated time frame mentioned in purchase orders as and when required, at our any of the offices within Mumbai/Navi Mumbai/Thane area. The list of spares/peripherals (Annexure-C) is only

ANNEXURE – A

Asst. General Manager – IT,  
Central Bank of India, 1<sup>ST</sup> Floor  
Department of Information Technology,  
Plot No. 26, Sector 11,  
CBD Belapur, Navi Mumbai-400614

Sub : Empanelment of Suppliers for small quantity of IT-related purchases

Sir,

With reference to the above, I/We

request Central Bank of India to consider inclusion of my/our name in the list of approved firms/suppliers for small IT-related Purchases.

- ❖ I/We have read the instructions appended to the Notification and I/we understand that we are liable to be de-empanelled if any false information is discovered at a later date, to have been furnished by us. In such an event, any contract made between our firm and the Bank, on the basis of the information given by me/us, can be treated as invalid at the sole discretion of the Bank and I/we will be solely responsible for the consequences.
- ❖ I/We agree that the decision of the Bank in selection of vendors will be final and binding on me/us.
- ❖ I/We agree that I/we have no objection if inspection of my/our premises/workshop/shop etc. is done by the officials of the Bank, if needed.
- ❖ I/We confirm having remitted Rs1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154, favouring Central Bank of India OR I/we claim exemption from paying cost of tender document, as we have a valid registration as an MSE (copy enclosed).
- ❖ I/We also declare that I/we have not been black-listed by any PSU/PSB/Central/State Govt authorities/Pvt Organizations etc.
- ❖ I/we also declare that we are not an NPA account holder of any Bank or Financial Institution in India.
- ❖ We hereby certify that we have read the clauses contained in OM No.6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No.1), order (Public Procurement No.2) dated.23.07.2020 and order (Public Procurement No.3) dated 24.07.2020, regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from a country, has been registered with competent authority. We certify that we and our OEM fulfil all the requirements in this regard and are eligible to participate in this RFP.
- ❖ We also confirm that we ensure to comply with the Rule 144(xi) in the General Financial Rules (FGRs) 2017 i.e., no procurement shall be made in violation of restrictions as imposed by Government of India.
- ❖ I/We hereby declare that all the information furnished by me/us hereby is correct to the best of my/our knowledge and belief.

Signature  
Name & Designation  
Seal of the firm/company  
Place  
Date



indicative and similar items which are not explicitly mentioned in the enclosed Annexure-C may also be ordered for, based on the requirement.

- 7) The Bidder should agree to supply the items under Buy-back option also as and when specified and will have to undertake to dispose off the items under buy-back, complying with prevailing e-waste policy of the government and the same should be collected within 3 working days from the date of order.
- 8) The mere Empanelment does not constitute any right of confirm order for supply. Bank may issue purchase orders to any one or all empaneled vendors as per suitability.

Instructions to Bidders:

- ❖ Exemption from submitting Cost of Tender document will be allowed to constituents registered as Original Manufacturer or Service provider, if registered as MSE (copy of valid registration certificate to be enclosed to claim exemption).
- ❖ The Bank bears no responsibility for applications received after due date and are liable to be rejected.
- ❖ Firms/suppliers should not have been black-listed by any PSU/PSB/Central/State Govt authorities/Pvt organizations.
- ❖ Mere submission of Application for empanelment does not mean the right to be empanelled. The Bank reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which the Bank shall neither be liable nor obligatory to inform the applicants, the grounds of any such action.
- ❖ Applications incomplete in any respect will not be entertained and are liable to be rejected.
- ❖ For any queries, please call Mr. R K Shrivastava / Mr. V Ramesh at 022-67123669 or mail at [purcppco@centralbank.co.in](mailto:purcppco@centralbank.co.in) / [smitpurchase@centralbank.co.in](mailto:smitpurchase@centralbank.co.in)
- ❖ The Bank reserves the right to cancel the name of the suppliers/firms from its approved list at its absolute discretion without assigning any reason.
- ❖ All the copies of the documents being submitted should bear signature of the authorized person and seal of the firm/company.

( ANKESH CHOURASIA )  
ASST. GENERAL MANAGER – IT

ANNEXURE – B  
(BIDDER PARTICULARS AND FINANCIALS AND OTHER DETAILS)

S N	PARTICULARS	DETAILS	PROOF OF DOCUMENT TO BE ENCLOSED	WHETHER DOCUMENT ENCLOSED
1	Name of the Firm (In Block Letters)		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
2	Date of Establishment/ Incorporation		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
3	Constitution: 1. Proprietorship Firm 2. Partnership Firm 3. Company		1. Copy of registration of Proprietorship firm or Copy of GST Registration Certificate 2. Copy of Partnership Deed 3. Copy of Certificate of LLP Registration (OR) Certificate of Incorporation and Certificate of Commencement of Business in case of Public Limited Company / Certificate of Incorporation in case of Private Limited Company, issued by Registrar of Companies (Whichever is applicable)	YES/NO
4	Whether holding valid certificate under Shops & Establishments Act, issued by Local Authorities / <u>relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc</u>		Copy of Registration Certificate to be enclosed / <u>relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc</u>	YES/NO
5	Operating Business from Mumbai/Navi Mumbai/Thane area (pl specify place)		XXXXXXXXXXXXXXXXXXXX	YES/NO
6	Firm's address for correspondence and Telephone No.		Copy of Firm's address proof to be enclosed	YES/NO
7	Name of Chief Executive with his/her Present address, ID Proof and Telephone Nos		Copy of address proof to be enclosed	YES/NO
8	Name of Representative (s) with Designation as point of contact for Bank		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
9	<u>Cost of Tender Document:</u> Rs.1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154 favouring Central Bank of India (If MSE, copy of Registration Certificate to be enclosed to claim exemption)		UTR number to be furnished Or Enclose copy of MSE Registration Certificate to claim exemption	YES/NO
10	Whether executed a minimum of 10 Purchase Orders during the last 1 year		Copies of 10 POs executed during last 1 year to be enclosed	YES/NO
11	PAN No:		Copy of PAN card to be enclosed	YES/NO
12	GST No:		Copy of GST Registration Certificate to be enclosed	YES/NO
13	Aadhar no:		Copy of Aadhar card to be enclosed	YES/NO
14	E-mail ID for correspondence		XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX
15	GeM Portal Registration no:		Copy of GeM Registration Certificate to be enclosed	YES/NO
16	IT RETURNS		Copies of last 3 years IT Returns to be enclosed	YES/NO

17	Annual Turnover (Minimum Rs.10.00 Lakhs) for last three years (₹) :		Copies of Audited Balance Sheets & Revenue A/C of last three years to be enclosed	XXXXXXXXXX
	2019-2020			YES/NO
	2020-2021			YES/NO
	2021-2022			YES/NO

*Signature*  
*Name & Designation*  
*Seal of the firm/company*  
*Place*  
*Date*

## ANNEXURE-C

### INDICATIVE LIST OF SMALL QUANTITY PURCHASE OF IT-RELATED ITEMS

S.NO	ITEM
1	I-PADs
2	HDDs (of various storage capacities)
3	RAMs (of various storage capacities)
4	External HDDs (of various storage capacities)
5	Wire-less Keyboard
6	Wire-less Mouse
7	Web Cams
8	Printers
9	Other peripherals, consumables