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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 TWO YEARS. 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/2023-24:393
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	03/11/2023
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 20/11/2023
Date, Time & Place for Opening of Tender	At 04.30 PM on 20/11/2023 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 smitpurchase@centralbank.co.in <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 Applicant should be operating, only from Mumbai, Navi Mumbai & Thane area of Maharashtra State.
- 2) The Applicant should have minimum 3 years experience in supply of the IT related items as mentioned in Annexure-C.(Enclose supporting documents)

- 3) The Applicant should have minimum Annual Turnover of Rs.10.00 lakhs during the last three years. (Enclose copies of Financials as per Annexure-B)
- 4) The Applicant should have successfully executed at least 10 Purchase Orders in respect of the IT products as mentioned in Annexure-C, at PSU Banks/Govt. Offices/ State/Central Govt Undertakings/Pvt Organisations (copies of purchase orders to be enclosed) during the last one year.
- 5) The Applicant should have valid registration with GeM Portal (Govt. E-Marketplace Portal).
- 6) Applicant should submit Address proof of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc. (copy of relevant document to be enclosed)
- 7) The Applicant 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.
- 8) The list of spares/peripherals (Annexure-C) is only indicative and similar items which are not explicitly mentioned in the list may also be ordered.
- 9) 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.

**Instructions to Applicants:**

- ❖ Exemption from submitting Cost of Tender document will be allowed to constituents registered as Original Manufacturer or Service provider 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. Shahid Khan / Mr. R K Shrivastava at 022-67123669 or mail at [smitpurchase@centralbank.co.in](mailto:smitpurchase@centralbank.co.in) / [purcppco@centralbank.co.in](mailto:purcppco@centralbank.co.in)
- ❖ The Bank reserves the right to cancel the empanelment of any supplier/firm/Vendor from its approved list at its absolute and sole 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 – 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 Vendors for Small IT-related purchases  
Ref: Tender No CO/DIT/PUR/2023-24/393 dated 02.11.2023

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 Applicant 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.
- ❖ I/We agree that all disputes or differences whatsoever arising between the parties out of or in relation to the construction meaning and operation or effect of the PO or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable national laws, and the award made in pursuance thereof shall be binding on the parties. Any dispute, controversy or claims, arising out of or relating to this Agreement or the breach, termination or in validity thereof, shall be settled by arbitration of a sole arbitrator jointly appointed by the Parties, or if the Parties are unable to Agree upon an arbitrator, to the arbitration panel of 3 (three) arbitrators, 1(one) to be appointed by each disputing Party and the third to be appointed by the 2(two) arbitrators so appointed. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or modification, amendment, consolidation or re-enactment thereof. Any appeal will be subject of the exclusive jurisdiction of courts at Mumbai and the language of the

arbitration proceedings and that of all documents and communication between the parties shall be in English. The transactions shall be governed by and interpreted in accordance with Indian law. The venue of the arbitration shall be in Mumbai.

- ❖ 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*

**Tender No. CO/DIT/PUR/2023-24/393 Empanelment of Vendors for Small IT-related Purchases**  
**ANNEXURE – B**

**(APPLICANT PARTICULARS AND FINANCIALS AND OTHER DETAILS)**

<b>S N</b>	<b>PARTICULARS</b>	<b>DETAILS TO BE FILLED</b>	<b>PROOF OF DOCUMENT TO BE ENCLOSED</b>
1	Name of the Firm (In Block Letters)		
2	Date of establishment/Incorporation		
3	Constitution: 1. Proprietorship Firm  2. Partnership Firm  3. Company		1. Copy of GST Registration Certificate 2. 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
4	Whether holding valid certificate 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>		<u>Copy of relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc</u>
6	Firm's address for correspondence and contact number		Copy of Firm's address proof
8	Name of Person, Designation and contact number for Bank's contact		
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
10	Whether executed a minimum of 10 Purchase Orders for IT related items during the last 1 year		Copies of 10 POs executed during last 1 year to be enclosed
11	PAN No:		Copy of PAN card to be enclosed
12	GST No:		Copy of GST Registration Certificate to be enclosed
14	E-mail ID for correspondence		

15	GeM Portal Registration no:		Copy of GeM Registration Certificate to be enclosed
16	IT RETURNS		Copies of last 3 years IT Returns
17	Annual Turnover (Minimum Rs.10.00 Lakh) for 2020-21, 2021-22, 2022-23 :		Copies of Audited Balance Sheets & Revenue A/C of last three years to be enclosed

*Signature*

*Name & Designation*

*Seal of the firm/company*

*Place*

*Date*

#### ANNEXURE-C

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

S N	PARTICULARS
1	iPad
2	HDD (of various storage capacities)
3	RAM (of various storage capacities)
4	External HDD (of various storage capacities)
5	Wire-less Keyboard
6	Wire-less Mouse
7	Web Cams
8	Printers
9	Other peripherals, consumables