



**Tender Document for Supply & Installation of
29 computer set on SHORT NOTICE
For**

"THE SIRSA CENTRAL CO-OP BANK LTD;SIRSA"

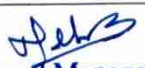
**Venue for Opening of Bid : Head Office of
The Sirsa Central Coop.
Bank Ltd
SCF 1,2,3 additional
Mandi, Sirsa 125055,
Haryana
Mob. No. 94164-90611
82229-39105**

E-mail: ccbsirsa@gmail.com

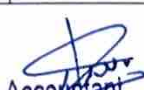
Website www.sirsadccb.bank.in

Index or Check List

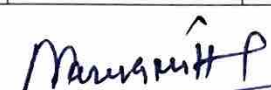
S.No.	Clause	Documents required	Submitted Yes/No	Mentioned Page No
1	Processing fee for Tender should have been submitted.	The Payment of Tender Document Fee INR 1000/- (One Thousand Rupees only) and e-service Fee Rs. 1180/- (Rupees one thousand one hundred eighty only) Non-refundable) would be made by eligible bidders online and proof soft copy must be attached in the technical bid.		
2	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 29000 (Rs. Twenty Nine Thousand Only) would be made online by the bidder and proof soft copy must be attached in the technical bid.		
3	Annexure 1 (Detail of Bidder)	details of the bidder must be provided in Annexure-I in the prescribed format. The bidder shall ensure that all required information is duly filled and signed		
4	Annexure-2 (Service Agreement)	The bidder must provide a duly filled and signed Service Agreement as per Annexure-2		
5	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956 / Partnership firm/ sole proprietorship firm/ Co-operative Society existing for the past 3 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firm/ VAT or GST Registration Certificate for Sole Proprietorship Firms. The bidder must have been in existence for at least the past three (3) years as on the date of submission of the bid. Only those entities fulfilling this eligibility criterion shall be considered for participation in the tender process.		
6	Annexure-3 It Should not have been black listed by any central / State Government Department / Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per Annexure-3 shall be submitted by the bidder along with the bid. The affidavit must be duly signed, stamped and notarized		


 General Manager

 The Sirsa Central Co-op. Bank Ltd.
 SIRSA


 Accountant

The Sirsa Central Coop Bank Ltd. Sirsa


 Accountant

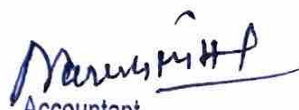
The Sirsa Central Coop Bank Ltd. Sirsa

THE SIRSA CENTRAL COOP. BANK LTD; SIRSA

	Annexure – 4 BOQ	BOQ Must Be submitted only in the financial Bid (Annexure-4) All prices must be quoted clearly in the prescribed format and should include all applicable taxes		
8	The Bidder should have valid GST No. & PAN No & ITR last two years 2024-25 and 2025-26.	Copies of GST No. & PAN No & ITR last two years 2024-25 and 2025-26 must be submitted.		
9	Authorized service Center	The OEM must have an authorized service center in Haryana and/or Chandigarh. The bidder shall submit valid documentary proof in support of the same, such as an authorization certificate, service center details, or any other relevant documents, along with the bid.		
10	Annexure-5 in The Manufacturer's Authorization Form (MAF).	The Manufacturer's Authorization Form (MAF) must be submitted on the OEM's official letterhead as per Annexure-5 . The document should be duly signed and stamped by the authorized signatory of the manufacturer and submitted along with the bid.		
11	Annexure-6 Duly filled and signed Compliance sheet and product specification.	The bidder shall submit a duly filled and signed Compliance Sheet along with detailed product specifications as per the tender requirements.		
12	OEM IDC Ranking in india	The OEM must be among the desktop top 4 vendors in India as per the latest IDC (International Data Corporation) report for at least the last three consecutive quarters. The bidder shall submit a copy of the relevant IDC reports as documentary proof.		


General Manager
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SIRSA


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DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER FOR

1. Tender Opening	20.08.2026 at 11.00 AM
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Purchase of 29 computer set with their installations

FOR

The Sirsa Central Cooperative Bank Ltd; Sirsa
is invited Tender from **Original Manufacturers /Authorized Dealers**, for
supply and installations 29 computer set for the **The Sirsa Central Cooperative
Bank Ltd; at SCF 12,3 Additional Mandi, Sirsa Hry. 129055**

Scheduled Tender Activity:

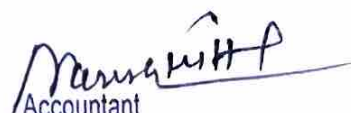
Sl. No.	Activity	Date
1	Effective date for tender	05.08.2026 at 10:00 AM
2	Last Date of Tender Document Submission	19.08.2026 at 05:00 PM
3.	Tender Opening Date	20.08.2026 at 11:00 AM

Items	EMD (in Rupees)	Cost of Tender Document (in Rupees)	Period of complete Delivery, Installation
29 computer set	29,000	Rs.1000/	2 weeks

Commercial bid & Technical bid must be enclosed separately.


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OTHER DETAILS:

Tenderis invited for below mentioned work in single stage two cover system i.e. Request for Pre-Qualification / Technical Bid (online Bid under Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

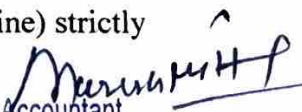
Sr.No	Name of Work	EMD to be deposited	Tender Estimated Value	Tender Document Fee and E-Services Fees	Start Date & Time of Bid Preparation & Submission	Opening of Bids Date	Expiry Date & Time of Bid Preparation & Submission
1	29 computer set	Rs.29,000/- (Rs.Twenty Nine Thousand Only) Refundable	Rs.2900000 (Rs.Twenty Nine Lakhs Only)	Rs.1000+ Rs.1180 =Rs.2180/- (Rs.Two Thousand one Hundred Eighty Only)	05.08.2026 at 10:00 AM	20.08.2026 at 11.00 AM	19.08.2026 up to 5.00 PM

- Bid Documents can be downloaded online from the portal <https://etenders.hry.nic.in> or www.sirsadccb.bank.in.
- The detail of the Bid Document Cost / EMD/Processing fees are required to be uploaded at the time of Online Submission and must be produced in the attached documents as a proof . Therefore, Bidders are required to keep the scanned copies of documents ready.
- SUBMISSION OF TENDER: The tender shall be submitted online by the tenderer in the following three separate covers online:-
 - Fee: Scanned copy of Bid Document Cost/EMD/Processing Fees.
 - Preque/ Technical: The cover shall contain scanned copies of the pre qualification documents/ technical parameter/technical bid to be submitted online by the bidder.
 - Financial: This cover contains contract schedule of rates (BOQ) to be submitted online by the bidder.

4. The contractual agencies should submit their tender documents (Online) strictly


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THE SIRSA CENTRAL COOP. BANK LTD; SIRSA

5. In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.

6. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim what so ever on this account will be considered.

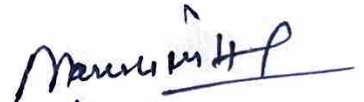
7. The Sirsa Central Co-operative Bank Ltd; Sirsa reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.


General Manager

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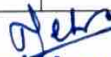
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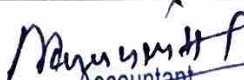
The Sirsa Central Coop Bank Ltd. Sirsa

Scope of work**Requirements of computer system****1. Technical Specifications:**

	Model	Bidder to specify
SR.No.	Description	Specification
1	Form Factor	Tower/Micro Tower/Mini Tower
2	Chassis	Standard Chassis
3	Chipset	Commercial Class Intel® Q Series Chipset or higher
4	Processor	Intel® Core 14th Generation Core i5 or higher
5	Memory	8 GB DDR-4 Memory Expandability Up to 64 GB with 2 DIMM Slots
6	Storage	512GB PCIe® NVMe SSD
7	Graphics	Integrated Intel® UHD Graphics 770
8	Audio	Integrated Audio Controller With Internal Speaker
9	Operating System	Genuine Installed Microsoft Windows 11 Professional Latest Version
10	Networking	Integrated Intel Gigabit 10/100/1000 Ethernet Controller; Integrated 802.11ax (2x2) With Bluetooth 5.3
11	Ports	Video: Display Port-1, HDMI-1,VGA-1, USB: USB 2.0-2, USB 3.0-2, USB 3.2-2, USB Type C -1, 1 Minimum RJ 45 Ethernet Port
12	Keyboard	USB Wired Keyboard Same OEM as Desktop
13	Mouse	USB Optical Wired Mouse Same OEM as Desktop
14	Display	21.5 inch or higher (Same OEM as Desktop) With Minimum Resolution Of 1920X1080 or better, With VGA , HDMI, TCO 8.0 Certified,
15	Slots	1 PCI Express V4.0 X16,1 PCI Express V4.0 X1,2 M.2 Integrated 5-In-1 SD Card Reader, 3 SATA Ports
16	Power Supply	180 W Internal Power Supply up to 90-94% efficiency or higher

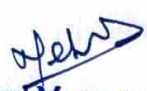

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THE SIRSA CENTRAL COOP. BANK LTD; SIRSA

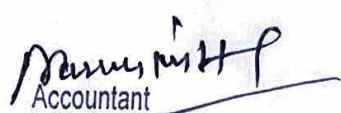
18	Warranty	3 Years Onsite
19	Other Features	Offered Desktop Computer must have Original Antivirus with subscription up to 3 years.
		Antivirus should be 100% make in India.


General Manager

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THE SIRSA CENTRAL COOP. BANK LTD; SIRSA
Eligibility of Tenderer and General Instructions:

1. Processing fee for Tender should have been submitted.

The bidder must submit the Tender Document Fee of INR 1000/- (Rupees One Thousand Only) and e-Service Fee of Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only), both non-refundable, through online mode only and screen shot or print must provide. If no provided , tenderer will be rejected.

Note:- No relaxation to the tender fees to any case

2. Earnest Money Deposit (EMD)

The bidder must deposit EMD amounting to Rs. 29,000/- (Rupees Twenty Nine Thousand Only) through online mode. EMD fees screen shot or print must provide.

Note:- No relaxation to the EMD fees to any case

3. The Bidder should be a private/public limited Company registered in India under the Indian Companies Act, 1956 / Partnership firm / Sole Proprietorship firm / Co-operative Society existing for the past 3 years.

The bidder shall submit the following documentary proof along with the bid:

- Certificate of Incorporation in case of a Registered Company
- Partnership Deed in case of a Partnership Firm
- VAT/GST Registration Certificate in case of a Sole Proprietorship Firm
- Society Registration Certificate, wherever applicable

The bidder must have been in existence for at least the past three (3) years as on the date of submission of the bid. Only those entities fulfilling this eligibility criterion shall be considered for participation in the tender process.

4. Should not have been blacklisted by any Central / State Government Department / Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on the date of submission of Bid.

The bidder shall submit an affidavit as per Annexure-3 confirming that the firm has not been blacklisted.

5. The Bidder should have valid GST No. & PAN No.

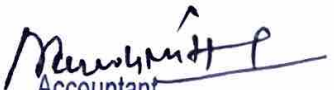
Copies of valid GST Registration Certificate and PAN Card must be submitted.

6. Authorized Service Center

The OEM must have an authorized service center located in Haryana or Chandigarh. Documentary proof must be attached.


General Manager
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SIRSA


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The Sirsa Central Coop Bank Ltd. Sirsa

7. MAF Format

The Manufacturer's Authorization Form (MAF) must be submitted on the Company Letter Head as per Annexure-5.

8. Duly filled and signed Compliance Sheet and Product Specification

The bidder must submit duly filled, signed, and stamped Compliance Sheet along with Product Specifications.

9. Financial Bid Must be submit as per BOQ provided online in the annexure 4.

10. ITR for the last FY 31-03-2026 and 31-03-2025 must be provided.

Any documents mentioned above missing tender will not be eligible for this tender and will be rejected.

Other Conditions:-

1. All the materials will be delivered free at the bank including all freight, forwarding, loading and unloading charges. The Bank will not bear any of these charges over and above the cost mentioned in the financial bid.
2. It will be the responsibility of the supplier for safe supply in full and good conditions at user's point (bank) and purchaser (bank) will not pay separately for transit insurance (if any required).
3. The tenders submitted by the bidder companies should be for all the items mentioned in the BOQ and for the services mentioned in the tender form. Tenders submitted for part of items in the BOQ or services will be treated as incomplete tenders and so will be disqualified during evaluation.
4. The Supplier shall be liable for comprehensive warranty for a minimum period of 3 Years. Supporting document for Warranty shall be enclosed with the delivery challan. Warranty shall commence from the date of commissioning.
5. The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the bank and the bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.
6. The bank reserves all rights to:
 - a) Amend any of the above clauses for the purpose of arriving at a cost-effective total technical solution for the bank.
 - b) Reject any tender/tenders or cancel the tender process all together without assigning any reason to the tenderers.
7. TDS shall be deducted on bill amount as per Central Govt. instructions.


General Manager

The Sirsa Central Co-op. Bank Ltd
SIRSA


Accountant₁₀

The Sirsa Central Coop Bank Ltd. Sirsa


Accountant

The Sirsa Central Coop Bank Ltd. Sirsa

THE SIRSA CENTRAL COOP. BANK LTD; SIRSA

8. All the tender bids should be attested properly by the vendor, failing which, the tender will be rejected. The tenderer should sign (not initials) at each page of the tender and all its Annexures. No page should be removed /detached from the tender document.
9. Mandatory Documents to be enclosed with the Technical Bid:-
 - a) Duly signed with stamp all pages of Tender documents as a mark of your acceptance.

REQUIREMENTS AND GENERAL TERMS & CONDITIONS

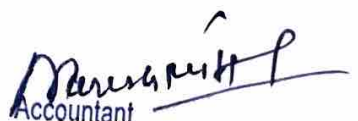
1. The prime requirement of the tenderer (herein after may be mentioned in this document as 'bidder or company') is that the tenderer must be capable of supply & Installation of 29 computer set.
2. All the items mentioned in the BoQ must be of best quality & standards, manufactured and supplied by company or authorised dealer only.
3. The Bank reserves the right to reject in its discretion any or all tender(s) without assigning any reason.
4. In Case of technical and financial bid from the two or more tenderer are in line then business committee of the bank will decide to allot tender.
5. The techno-commercial bid would be inclusive of all taxes, duties, surcharge(s) etc.
6. The quoted items must meet all the technical specifications as mentioned in the technical specification section of this document. Any inadequacy in given minimum specifications will disqualify the bidder company to be shortlisted during the evaluation process.
7. The bidders would treat the details of the specifications and other documents as confidential and would not reproduce or otherwise disclose the contents to third parties without written authorization from this office.
8. All damaged or unapproved goods shall be returned at the risk of the tenderer and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
9. On acceptance of tender and issue of work order by the bank, the date of delivery should be strictly adhered to otherwise; the bank reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period for 15 days, bank will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.


General Manager

The Sirsa Central Co-op. Bank Ltd.
SIRSA


Accountant

The Sirsa Central Coop Bank Ltd. Sirsa


Accountant

The Sirsa Central Coop Bank Ltd. Sirsa

ANNEXURE-1

DETAILS OF THE BIDDER / TENDERER

01	Name of Bidder:	
02	Address of the Registered Office :	
03	Address for communication:	
04	Telephone No.	
05	Mobile:	
06	E-Mail ID:	
07	GST No.	
08	Pan No:	
09	Name of the authorized Person, Mobile No. & address:	
10	Indicate whether Manufacturer/ Authorized Dealer/ Distributor/ Supply Agency:	

Signature of the Tenderer:

With seal

Date:

SERVICE AGREEMENT

This agreement of procurement of 29 computer systems at the Head office The Sirsa Central Co-operative Bank Ltd; made on between M/s having its office at through its Proprietors / partner..... (Who is authorized to sign the agreement) herein after of called 2nd party The Sirsa Central co-op Bank Ltd., Sirsa through its General Manager authorized representative herein after called the 1st party.

The Sirsa Central co-op Bank Ltd., Sirsa, acting through the General Manager, herein after referred to as the other part whereas the said firm has agreed with the Bank, for conducting install Computer Set at the Head office Sirsa as per described in scope of work.

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:-

1. Both the parties are competent to sign this agreement.
2. The firm has agreed to provide 29 computer sets at the Head office "THE SIRSA CENTRAL CO-OPERATIVE BANK LTD" as mention in Tender as per the scope of work mentioned in the tender.
- 3 TDS shall be deducted from Firm bill and certificate would be issued by the Bank.
4. The total cost for said goods will be.....Rupees..... The charges are to be paid by the First Party to the Second Party after the delivery of goods. No extra Bill will be entertained except the agreed consolidated remuneration.
- 5.The said conditions shall be read and be treated as forming part of this agreement and the parties hereto will respectively be bound hereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.
6. That the above terms and conditions can be amended / modified with the consent of both parties at any time.
7. That if terms and conditions mentioned above are breached by any of the party agreement shall stand cancelled and the loss will be borne by the party who breaches the contract.
8. Any dispute arising under this agreement shall be referred to a sole arbitrator appointed as per the provisions of Arbitration and Conciliation Act, 1996 with consent of the Bank and the Contractor. The award of the arbitration shall be final and binding on both parties.
9. All disputes shall be settled within Sirsa District jurisdiction.

Signature of the authorized person of the Firm

.....

Name and Address of the Firm

Seal of the Firm

(Second Party)

General Manager
CB Sirsa (First Party)

Self Declaration on not being blacklisted

I/We M/s _____ represented by its Proprietor/Registered Office at Managing Partner/Managing Director having its registered office at _____ do hereby declare that I/ We have carefully read all the conditions of tender for supply of 29 Computer Set to The Sirsa Central Coop. Bank Ltd; Sirsa and will abide by with all the terms conditions of the Tender.

1/ We declare that I/ we possess a valid GST registration certificate & registered manufacturer/dealer of the said equipment.

I/We do hereby declare that I/We have not been derecognized/ blacklisted either by State Government or by Central Government organizations for any reasons.

1/We do hereby solemnly affirm and state that the facts stated above are true to the best of my knowledge, belief and best on records.

Signature of the bidder:

Date:

Name & Address of the Firm

THE SIRSA CENTRAL COOP. BANK LTD; SIRSA

ANNEXURE-4

Cover-B

Financial BID

Sl.NO.	Item Description	Quantity	Estimated Rate	Basic Rate for Single Unit Figures to be entered by the Bidder Including GST	Total
1	2	3	4	5	
1.01	Supply & Installation of Computer Set	29	2900000.00		

Signature by the Bidder With Stamp

ORIGINAL EQUIPMENT MANUFACTURER (OEM)'S AUTHORISATION FORM

(in Original Letter Head of OEM)

To

The General Manager
The Sirsa Central Cooperative Bank Ltd;
SCF 1,2,3 Around Additional Anaj Mandi
Sirsa (Haryana) 129055.

Subject:-Request for Manufacturer Authorization – Tender Submission.

Dear Sir,

Name of Work:- _____

We M/s _____ an established and reputable manufacturer of professional Corporate/Registered office at _____ (Product) having do hereby authorize as our Distributor / Dealer of _____ submit the above bid no: _____ dated _____ for the supply of 29 Computer set manufactured by us.

The products will be genuine and covered under official _____ (HP, Dell etc.) warranty

Yours faithfully,

for

Signature of Officer Authorized to sign this Document on behalf of the OEM.

Compliance Certificate**The specifications are as follows:****Technical Specifications:**

	Model	Bidder to specify	
Sl.No.	Description	Specification	Compliance Yes/No
1	Form Factor	Tower/Micro Tower/Mini Tower	YES
2	Chassis	Standard Chassis	YES
3	Chipset	Intel® H670/H770/AMD PRO 665 Chipset or higher	YES
4	Processor	Intel® Core 14th Generation Core i5	YES
5	Memory	8 GB DDR-4 Memory Expandability Up to 64 GB with 2 DIMM Slots	YES
6	Storage	512GB PCIe® NVMe SSD	YES
7	Graphics	Integrated Intel® UHD Graphics 770	YES
8	Audio	Integrated Audio Controller With Internal Speaker	YES
9	Operating System	Genuine Factory Installed Microsoft Windows 11 Professional Latest Version With OEM	YES
10	Networking	Integrated Intel Gigabit 10/100/1000 Ethernet Controller; Integrated 802.11ax (2x2) With Bluetooth 5.3	YES
11	Ports	Video: Display Port-1, HDMI-1,VGA-1, USB: USB 2.0-2, USB 3.0-2, USB 3.2-2, USB Type C -1, 1 Minimum RJ 45 Ethernet Port	YES
12	Keyboard	USB Wired Keyboard Same OEM as Desktop	YES
13	Mouse	USB Optical Wired Mouse Same OEM as Desktop	YES
14	Display	21.5 inch or higher (Same OEM as Desktop) With Minimum Resolution Of 1920X1080 or better, With VGA , HDMI, TCO 8.0 Certified,	YES
15	Slots	1 PCI Express V4.0 X16,1 PCI Express V4.0 X1,2 M.2	YES
		Integrated 5-In-1 SD Card Reader, 3 SATA Ports	YES

THE SIRSA CENTRAL COOP. BANK LTD; SIRSA			
16	Power Supply	180 W Internal Power Supply up to 90-94% efficiency or higher	YES
17	Warranty	3 Years Onsite	YES
18	Other Features	Offered Desktop Computer must have Original Antivirus with subscription up to 3 years.	YES
		Antivirus should be 100% make in India.	YES

Stamp and signature of firm

THE SIRSA CENTRAL COOP. BANK LTD; SIRSA			
16	Power Supply	180 W Internal Power Supply up to 90-94% efficiency or higher	YES
17	Warranty	3 Years Onsite	YES
18	Other Features	Offered Desktop Computer must have Original Antivirus with subscription up to 3 years.	YES
		Antivirus should be 100% make in India.	YES

Stamp and signature of firm

Eligibility Criteria for Technical Bid

S.No.	Clause	Documents required
1	Processing fee for Tender should have been submitted.	The Payment of Tender Document Fee INR 1000/- (One Thousand Rupees only) and eservice Fee Rs. 1180/- (Rupees one thousand one hundred eighty only) Non- refundable) and EMD Fees would be made by eligible bidders online and proof soft copy must be attached in the technical bid.
2	Earnest Money Deposit (EMD)	The Payment for EMD of Rs. 29000 (Rs. Twenty Nine Thousand Only) would be made online by the bidder and proof soft copy must be attached in the technical bid.
3	Annexure 1 (Detail of bidder)	Annexure 1 detail of bidder submission.
4	Annexure 2 (Service Agreement)	Service Agreement must be done.
5	The Bidder should be a private/ public limited Company registered in India under the Indian Companies Act, 1956 / Partnership firm/ sole proprietorship firm/ Co- operative Society existing for the past 3 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firm/ VAT or GST Registration Certificate for Sole Proprietorship Firms.
6	Annexure-3 (Self Declaration) Should not have been black listed by any central / State Government Department / Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the Annexure-3 to be submitted by bidder.
7	BOQ (Annexure-4)	BOQ Must be provided in the financial bid.
8	The Bidder should have valid GST No. & PAN No & ITR last two years 2024-25 and 2025-26.	Copies of GST No. & PAN No & ITR last two years 2024-25 and 2025-26 must be provided..
9	Authorized service Center	The OEM should have authorized service center in Haryana / Chandigarh.
10	Annexure 5 of The Manufacturer's Authorization Certificate	The Manufacturer's Authorization Form Should Be on Company Letter head or as per annexure-5
11	Annexure 6 Duly filled and signed Compliance sheet and product specification.	Attach proof annexure-6 Duly filled and signed Compliance sheet and product specification.
12	IDC Ranking	The OEM must be among the desktop top 4 vendors in India as per the latest IDC ranking in india and proof attached herewith

We M/s _____ have be enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

Any Bid failing to meet the above Qualification criteria shall be summarily rejected.