THE PUDUCHERRY STATE CO-OPERATIVE BANK LTD., HEAD OFFICE,
No.204, 100ft Road, ECR, Olandaikeerapalaiyam, Mudaliarpet, Puducherry 605004.
Email:apexbank@mypscbank.com Contact : 0413-2280575

E-TENDER NOTICE

E-TENDER FOR THE SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS

INTRODUCTION:

The Puducherry State Co Operative Bank Ltd., invites online tenders from eligible and experienced vendors for the procurement of Desktop Computers with 1 Year On-site support Guaranty / Warranty and repair services. All eligible qualified Manufacturers, Distributors and Authorized Dealers of reputed companies, and who can supply the required goods and render services, can participate in this tender, through registering and after enrolment, in online tendering system published in **https://pudutenders.gov.in**.

A. **Tender Form Cost: Rs.1,000/- plus GST 18% = Rs.1,180/- (Non-refundable)**

B. **Earnest Money Deposit: Rs.2,00,000/- (Refundable, subject to the conditions mentioned in this tender schedule)**

The tender form cost and the EMD should be deposited only through NEFT/RTGS available in the website.

1. **Tender Schedule:-**

S. NO.	Particulars of Tender	Date	Time
1.	E-Tender Publishing Date and time	15/09/2025	11.00 AM
2.	Document Download Start Date and time	15/09/2025	11.30 AM
3.	Document download end date and time	24/09/2025	05.00 PM
4	Bid submission start date and time.	15/09/2025	11.30 AM
5.	Bid submission end date and time.	24/09/2025	05.00 PM
6	Technical Bid opening date and time. Place will be intimated later.	25/09/2025	11.00 AM
7.	Price Bid opening date and time	It Will be intimated separately after finalization of the 'Technical Bid' by the Management.	

2. Notice Inviting Tender Documents (NIT) :

i Tender Notice
ii Terms and Conditions
iii Bidder Instructions
iv Technical Specifications
v. BOQ (Bill of Quantity)

3. A. Tender Descriptions:
- Desktop Computers: Dell / HP / Lenovo / Acer

B. Total Desktop Computers required - 155 Nos. with monitor and without monitor, In accordance with the specification as mentioned below in I + II serial numbers.

I.
Quantity: **110 Nos. – With Monitor**
Processor: Intel Core i5 13th Generation
RAM: 8 GB
SSD: 512 GB
Operating System: Windows 11 Pro English
Monitor: 21.5" LED monitor
Keyboard: Standard 104 Keys, USB Type wired
Mouse: Standard USB Type wired

II.
Quantity: **45 Nos. – Without Monitor**
Processor: Intel Core i5 13th Generation
RAM: 8 GB
SSD: 512 GB
Operating System: Windows 11 Pro English
Monitor: **NIL -Not required.**
Keyboard: Standard 104 Keys, USB Type wired
Mouse: Standard USB Type wired

4. The tender / **bid shall only be submitted through online tendering system of https://pudutenders.gov.in.** The interested eligible qualified bidders shall have to be enrolled / registered with portal of 'https://pudutenders.gov.in' for participating in the Bidding process as per the bidders' manual kit for enrolment. Digital Signature Certificate registration will be available in the same website. The bidders after purchasing the valid i-key and Digital Signature Certificate can only be able to download the forms and related documents and upload the bid document online only.

5. A. Tender Form including the Terms & Conditions can be downloaded from the websites 'https://pudutenders.gov.in.' The tender may also be **viewed from tender's column** of http://www.py.gov.in.

B. Tender Form Cost and EMD should be paid only through online by through Internet Banking / NEFT / RTGS as per the rules and regulations given in the website. The tender form cost and EMD if not paid the bid will not be considered for any reason. Remittance of the tender form cost or/and EMD amount in a later stage will not be allowed or considered for any reason.

C. Tender Form Cost and EMD should be submitted only in online mode on or before the Bid submission end date and time. The tender form cost and the EMD should be deposited only through NEFT/RTGS available in the website

6. The Tender will be of two-part bids. One is the technical bid and another one is price bid.

The Technical bid should contain all the documents called for and required where ever necessary, as mentioned in the Tender Terms & Conditions enclosed.

7. The Price bid should be submitted through BOQ (Bill of Quantity) for the Desktop Computers and uploaded in the online tendering system only through https://pudutenders.gov.in

8. The Manufacturers / Distributor / Authorized Dealers who are blacklisted by the Government / State Agency or by any competent authority or by any legal proceedings or by any court order or disqualified by any agency from participating in any tender, and disqualified to participate in any tender by any means, and thereby the bidder will attracts disqualification and they are not eligible to participate in this e-tender. Minors /declared as insane and any company or individuals declared by any authority, that the person concerned should not participate in any contract with the Government are not eligible to participate in this Tender. A declaration / self-declaration affidavit should be given by the bidder in this regard in a non-judicial stamp paper duly signed before a notary that the bidder is not attracts any disqualifications / barred to participate in any Government contract etc. If any successful bidder found or came to know by the management that the successful bidder already attracts the disqualification and the same was hided the management can take any action as it deems fit under any Law.

9. **No physical / off-line price bid shall be accepted for any reasons, either due to technical or non-technical problems or for any reason.** Only those documents uploaded along with the technical bid conditions of this tender terms will be accepted at the time of physical verification and if the original documents could not be produced at the time of physical verification the bid form may be rejected without assigning any reason. Conditional tenders and casual letters sent by the bidders along with the bidding tender form or any other un-relevant documents uploaded will not be accepted for any reason.

10. Bidders can send one authorized representative along with the certified identity or identification along with an authorization letter duly signed by the competent authority on the date and time of opening the technical bid or price bid or for both. If one and the same person represents for both the technical and price bid it should be specifically mentioned in the authorized letter. The authorized representative should be in the position to give clarification in respect of the bid submitted, if any required at the time of opening of the bid and also permitted to sign the documents at the time of opening of the bid and at the end time of closing formalities. No person shall be allowed to participate in the process without any authorization and identification letter for any reason. Authorization letter given to the representative given to attend some other tender or for any other purpose, submitted by the representative will not be considered for any reason and will not be allowed to participate in the proceedings.

11. The successful L1 bidder shall be intimated via letter and the successful L1 bidder shall acknowledge his acceptance by signing an agreement and payment of security deposit.

12. The Managing Director of The Puducherry State Co-Operative Bank Ltd., reserves the rights to extend/reject/accept any/part/ or full tender with or without assigning any reason thereof.

AGM (Estt./Loans) **Chairman**	**AGM (Banking/CTS/Treasury)** **Secretary**	**AGM (Inspection)** **Joint Secretary**
Manager (Estt./Loans) **Member**	**Manager (Statistical)** **Member**	**Manager (H.O. Branch)** **Member**

Managing Director

TERMS AND CONDITIONS FOR THE E-TENDER NOTICE ISSUED FOR THE SUPPLY OF DESKTOP COMPUTERS AND INSTALLATION (Two Bids System)

1) GENERAL CONDITIONS:

- M/s. The Puducherry State Co-operative Bank Ltd., Head Office, Puducherry invites two bids system (Technical Bid and Price Bid) single stage two envelopes unconditional Bids for the supply and installation of Desktop Computers from the eligible and experienced vendors for the procurement of Desktop Computers with 1 Year On-site support Guaranty / Warranty and repair services. All eligible qualified Manufacturers, Distributors and Authorized Dealers of reputed companies, functioning in the Union Territory of Puducherry and outside the bank jurisdiction that is outside Puducherry, and who can supply the required goods and render services, can participate in this tender, through registering and after enrol, in online tendering system published in **https://pudutenders.gov.in**
- Only those who have actually supplied similar type of Desktop Computers either to any firms, co-operative institutions /Banks / Schools/ colleges and got experience in this field need to participate in the tender. The performance report in respect of the previous supply of computers (or) previous purchase order copies received for supply of Desktop Computer shall be enclosed in the technical bid.
- Bidders except manufacturers or registered companies from Tamil Nadu and Pondicherry regions only are eligible to participate in this E-tender Process, and not from any other states for administrative reasons.
- The Tender Notice, Terms and Conditions, Bidder Instructions, Technical Specifications and BOQ File (Price Bid) may be downloaded from the Tender published **website www.pudutenders.gov.in**, and the two part tender may be uploaded in the website as per the terms and conditions given in this notifications along with the required supporting documents.
- Tenders uploaded after the specified date and time shall not be uploaded and entertained and be summarily rejected for whatever the reason may be, either technical or non-technical reasons.
- The Management of the bank is no way responsible for the documents could not be downloaded and uploaded from / to the web site.
- The signatory of the bidder should indicate the status in which it is signed as competent authority and submit necessary supporting valuable document admissible under law as a proof that the authority signing the document is the competent authority and authorized to sign in the documents.
- Bidders shall quote the price only in the prescribed tender form of BOQ file which can be downloaded from the website, complying with all the terms and conditions.
- No telephonic /Mobile phone / fax enquires will be entertained for any reason.
- Once the bid uploaded in the website, the bidder has got no option to modify or alter or correct for any reason in the bid submitted through the website. Therefore once the bid is uploaded in the website, it will be final.

- At any time before the acceptance of tender if any information is received that the Bidder is banned or black listed by any procuring entity, the tender will not be accepted even if it is the lowest one when compare to other bidders. Copy of affidavit in Rs.20/- Non-Judicial e-Stamp paper duly signed before the notary public of either central or state Government, stating that the bidder is not black listed by any Government / State Agencies or any other competent authorities given in the tender schedule, in the format found in the Annexure-II enclosed with this Tender document.
- If the due dates given in the schedule **declared to be a Public holiday by the Government for any reason,** the proceedings to be done on the said date and time will be done on the next working day, at the same time and place and no separate notification in this regard will be given separately
- The L1 successful bidder shall be intimated by letter. The L1 shall acknowledge the receipt of the same with the concurrence and acceptance that

L1 successful bidder is ready to sign the agreement and payment of security deposit, as per the terms and conditions mentioned in the tender schedule. L1 successful bidder should be ready to co-operate with the Management of the bank to complete the formalities in the execution of the agreement and submission of other required documents and supply of goods and install the same and the same is in working condition.

- The Management of the bank Managing Director **reserves the rights to extend/reject/accept any/part/ or whole tender with or without assigning any reason thereof with the approval of the purchase committee constituted for that purpose, and cancel the tender process at any stage with due intimation to the bidders.**

AGM (Estt./Loans) **Chairman**	**AGM (Banking/CTS/Treasury)** **Secretary**	**AGM (Inspection)** **Joint Secretary**
Manager (Estt./Loans) **Member**	**Manager (Statistical)** **Member**	**Manager (H.O. Branch)** **Member**

Managing Director

2) TECHNICAL BID CONDITIONS:

- The following documents should be enclosed in the Part-I Technical Bid. List of documents to be scanned and uploaded within the period of bid submission. The original of the documents uploaded should be shown at the time of opening of the bid or whenever necessary and new clear Xerox copy of the same should be submitted by the successful bidder before signing the Agreement deed before the Managing Director and/or Tender committee members.

a) Tender Form Cost of Rs.1180/- (Rupees One thousand One Hundred and Eighty only) remitted through online and documents downloaded are eligible to participate in the Tender.

b) Earnest Money Deposit amount of Rs.2,00,000/- (Rupee Two Lakhs Only). The Earnest Money Deposit have to be paid through online. The tender form cost and the EMD should be deposited only through NEFT/RTGS available in the website

c) Scanned copy of Bidders' Profile (The Bidders Profile/Data is to be furnished by filling the required data as found in the Annexure - I enclosed)

d) The Bidders Acceptance shall be furnished by signing in all pages of this Tender document at right side bottom with office seal along with the designation of the signing authority.

e) Valid GST Certificate of Registration and documents should be enclosed and uploaded. The original of the same should be shown as and when required before the signing of the agreement.

f) The Bidder should submit Income Tax clearance Form for the past three Assessment years and the original of the same should be shown as and when required before the signing of the agreement.

g) Affidavit in Rs.20/- Non-Judicial e-Stamp paper duly declaring that the bidder is not black listed by the Government / State Agency or by any other competent authority in the form as found in the Annexure -II and duly signed before the Notary should be uploaded and the original should be handed over at the time of signing the agreement.

h) The Bidder should have previous experience in having supplied similar type of Desktop computers to companies / college / bank / Co-operative Institutions in Puducherry or outside Puducherry. The bidder should submit records with client list, Previous purchase order copy / or Work order given to the bidder should be uploaded and the original should be shown at the time of signing the agreement deed.

• The Bidders are to upload the scanned copies of the above-mentioned documents along with the Technical Bid in the Tender portal of the website www.pudutenders.gov.in

• wherein the pre-qualification, based on various factors such as supply, capacity, suitability and eligibility of the Bidders will be evaluated, considered and decided prior to opening of price bids after satisfied the technical bid submitted by the bidder .

• The PART-I Technical bid shall be opened in the presence of the Bidders or their authorized representative. The authorized representative should bring the authorization and identification letter etc as stated in this tender schedule. The representative should be in the position to give any clarification requested in the bid documents and authorized to sign in the documents along with the other authorized representatives.

• The PART-II price bid of the Bidders shall not be opened if the bidder do not satisfy any one or all the terms and conditions specifically mentioned in the tender schedule and technical bid is fully satisfied as required by the management

• The Bidders must have authorization letter from the manufacturer for supply and service support network of the Desktop Computers. (The dealers/agencies/distributors are required to submit the proof of supply).

• The Bidders should mention clearly the details of the manufacturing address of the desktop computers to satisfy the requirement of exact location of the manufacturer.

.The bidder should not be black listed by any Government or any Government organizations or quasi government organizations or any other competent authorities.

3) FINANCIAL / PRICE BID CONDITIONS:

• The Price bid should be submitted in BOQ file .xls format only through https://pudutenders.gov.in

• The BOQ file shall be downloaded from the https://pudutenders.gov.in and enter the rate as requested.

• Enter the Bidder Name in full form as registered and the address also should be in full form.

• Enter the total rate for one set of Desktop Computer in Rupees including all Taxes & Charges up-to delivery with 1 Years On-site support warranty and repair services of the BOQ file.

4) E.M.D. PAYABLE CONDITIONS:

• The bidder is required to remit a fixed Earnest Money Deposit (EMD) amount of Rs.2,00,000/- through Internet Banking/NEFT/ RTGS at the time of submission of bid. Instructions given in the tender document and it will not carry any interest.

• Along with EMD amount, the tender form cost Rs.1,180/- including GST 18 % (Rupees One Thousand One Hundred and Eighty only) have to be paid through online payment through Internet Banking / NEFT / RTGS.

• No other mode of remittance shall be accepted.

• No Exemption from the payment of EMD will be allowed. If the bidder has got exemption from the competent authority from payment of EMD or exempted from payment of EMD amount for supply of computer from the competent authority or authorized officer, the bidder shall submit a copy of the order or letter along with the technical bid. If the no such order or letter submitted along with the technical bid and EMD not paid means the technical bid will not be taken for consideration for any reason whatsoever and consequently the bidder shall be excluded from the tender process immediately for non-fulfilling of the conditions.

5) SECURITY DEPOSIT CONDITIONS:

• After evaluation and finalization of pre-qualification / technical bids and financial bids, selected Bidders would be required to sign an agreement and furnish a Security Deposit of Rs. 2,00,000/- proposed to be supplied as a successful bidder as per the terms and conditions contained in this tender schedule and it does not carry any interest.

• The Security Deposit shall be remitted by way of Demand Draft drawn from any Nationalized Bank / Scheduled Bank drawn in favour of "The Puducherry State Co-operative Bank Ltd.," payable at Puducherry.

• No exemption will be given from payment of Security Deposit under any circumstance as per Act and the same should be remitted by Demand Draft within 15 days of intimation of acceptance of tender. **Bank guarantee will not be accepted.**

• The security deposit will be refunded only after expiry of warranty period and satisfactory performance of the Desktop computer and shall not carry any interest.

• On termination of contract for any reason, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the supplier by taking legal action apart from forfeiture of any amount due to the supplier. The decision of the Bank is final in this regard.

• If for (or) any reasons whatsoever, if the successful bidder does not comply with the terms & conditions including technical specifications during and in the course of contract period the contract will be terminated and the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the supplier by legal means apart from forfeiture of any amount due to the contractor and decision of the Bank is final in this regard.

6) Delivery Period:

• The Desktop computers shall be supplied within 30 days from the date of receipt of the purchase order. The successful bidder should supply the computer out of his own cost to the out-laying regions namely the Karaikal, Mahe and Yanam as per the supply order given to the bidder.

• It is mandatory on the part of the successful bidder to install Desktop Computers and take successful trials within 10 days from the date of supply.

• Time being the essence of contract no variation shall be permitted in the delivery time as prescribed in the delivery schedule.

If the Bidder fails to supply the Computers in full or part of the order as per the delivery schedule, the Bank shall reserve the right to cancel the order besides forfeiture of Security Deposit and decision of the Bank is final in this regard. No request regarding the extension of the time limit for the supply of the goods will be entertained by the management of the bank. However, only in the case of unforeseen natural calamities arise and the goods could not be reached and supplied within the time schedule, extension of time may be considered by the management of the bank only in an extraordinary circumstances.

7) Guarantee/ Warranty:

• Guarantee / Warranty will be for a period of One year from the date of successful installation of the Desktop computers and starting to work at site.

• The successful bidder should take care of One year after sale service and replacement of repair parts of the computers, from the date of successful installation of Computers at site.

• The calibration certificates for the computers, if any in this tender, shall be submitted at the time of installation and commissioning.

• The onsite warranty and service shall be carried out and replacements of Computers till placed for operation.

8) AGREEMENT CONDITIONS:

- The successful Bidder has to execute an agreement on Rs.100/- non-judicial stamp paper incorporating the terms and conditions within 15 days from the date of intimation of the acceptance of the tender. In case of default of either of the conditions (i.e.) remitting the security deposit and execution of the agreement within the time allowed, the EMD paid is likely to be forfeited by the Bank. The successful bidder before signing the agreement, the draft should be shown to the management of the bank and get the approval on mutual consent.

- The period of contract will be effected from the date of successful commissioning of computers at site and it shall be for a period of one year

- If the supplier fails to execute the agreement satisfactorily at the quoted rate the security deposit will be forfeited by the Bank and decision of the Bank is final.

- Notwithstanding anything contained in the tender schedule, no obligation will rest on the Bank to accept the lowest tender and the Bank shall also have the right to accept or reject any or all the tenders fully or partly without assigning any reasons.

- For violation of any of the terms and condition, the Bank reserves the right to terminate the contract and the EMD & security deposit shall be forfeited by the Bank with prior notice to the bidder.

9) PAYMENT TERMS:

- NO ADVANCE PAYMENT WILL BE MADE for any reason at any stage of the proceedings.

- 100% payment shall be released after receipt of desktop computers in good condition and also the successful installation and commenced to work at the respective destination.
- The variation in the statutory levies and taxes by Union Territory / Central Government shall be effected on the end price to the benefit of either the bidder or the Bank as the case may be.

10. ESTOPPEL CLAUSE:

The bidder, after submission of the tender, shall be **estopped from questioning the validity of any condition of this tender document or any action taken there under by the Purchaser**, and no claim in this regard shall be entertained at any stage thereafter. By submitting the bid, by the bidder, then it is clear that the bidder understood and agreed to all terms and conditions mentioned in the tender schedule and the conditions which are naturally can be admitted in any tender process.

11. ESCALATION CLAUSE:

No price escalation shall be entertained during the validity of the contract or the execution of the supply, except for statutory taxes/duties levied by the Government after the date of submission of the tender only to that extent.

12) DISPUTES AND ARBITRATION:
In case of disputes arising out of this tender process, an arbitrator as mutually acceptable to the bidder and Bank will be appointed by the Managing Director, PSC Bank. The Arbitrator shall act according to the Arbitration Act and the arbitrator's decision shall be final, conclusive and binding on both the parties.

13) LEGAL JURISDICTION:

In case if either party to the tender is aggrieved by the award of the arbitrator so appointed as per clause or otherwise, they can appeal to court. The Jurisdiction of the court shall be confined to Puducherry only to entertain such disputes. In case of appeal it is subject to the jurisdiction of the Madras High court.

14) **CAUTION:**
The bidder who enrol himself and participated in the tender process shall follow the terms and conditions given in the tender schedule and out of which the bidder cannot show and argue or compare with the terms and conditions of any other tender schedule issued by some body.

The documents to be scanned and uploaded within the period of bid submission.

The Managing Director of The Puducherry State Co-OperativeBank Ltd., reserves the rights to extend/reject/accept any/part/or whole tenders with or without assigning any reason thereof.

AGM (Estt./Loans) **Chairman**	**AGM (Banking/CTS/Treasury)** **Secretary**	**AGM (Inspection)** **Joint Secretary**
Manager (Estt./Loans) **Member**	**Manager (Statistical)** **Member**	**Manager (H.O. Branch)** **Member**

Managing Director

TECHNICAL BID – CHECK LIST

Kindly ensure compliance of the under mentioned requirements as per Tender terms and conditions for opening and evaluation of Technical Bid.

S.N.	Details	Yes/No
1	Sealed cover and duly superscripted as "Technical Bid for The Supply and Installation of Desktop Computers"	
2	Tender form cost of Rs.1180/-	
3	EMD of Rs. 2,00,000/-	
4	Bidders Profile / Bidders Data as per Annexure - I	
5	Bidders Acceptance	
6	Bid Submission confirmation received from the e-Tender website.	
7	Valid GST Registration / Provisional Certificates and documents	
8	Income Tax Form the assessment years 2022–23, 2023–24 and 2024-25.	
9	Copy of affidavit in Rs.20/- Non-Judicial e-Stamp paper duly notarized for the bidder is not black listed by the Government / State Agency as per Annexure II.	
10	Past experience in supply, installation of Desktop computers by way of client list of any firms/Co-op. Institutions/ Colleges / Banks. Previous Purchase order / work order copies.	
11	If the Bidder is other than manufacturer, then the Bidder should submit authorization from the specified manufacturer from whom the bidder sources the Desktop computers to be supplied under this Tender.	

After the verification of above documents by the PSC Banks' Purchase Committee the tenders of the bidders will be admitted in the Technical Bid and then only the Price Bid will be opened.

ANNEXURE – I

DETAILS OF BIDDER

(Read carefully the terms & conditions of sale before filling-up and submitting the bid)

1	Name & Address	
2	Phone	
3	Mobile No.	
4	Email Id	
5	GST Registration No.	
6	Income Tax Pan Certificate	
7	Bank Account details i) Bank A/c No. : ii) IFSC Code No. : iii) Branch Name :	

DECLARATION

The above information is correct and true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Date:

Place:

Signature of Authorized Person of the firm under proper seal

ANNEXURE – II

(Specimen of Affidavit)
Affidavit

I………………..……………S/o………………………………R/o…………
…..…………...
....
..........................hereby solemnly and declare as under:-

1. That I or my partners or my firm is not blacklisted by any Government Department / Organization connected with the supply and installation Desktop Computers as authorized dealers & suppliers / contract works as registered contractors.

2. That it is my true statement and I shall be responsible for any false statement.

DEPONENT

Verification: Verified at ……………………….. On this …………………… day of ……………. that the contents of this above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Signature of the tenderer with Seal

Note: Affidavit should be typed in Rs.20/- non-Judicial Stamp paper and signed in front of Notary public.

Annexure-III

Manufacturers Authorisation Form
[To be submitted along with Technical Bid]

To,
The Managing Director,
The Puducherry State Co-operative Bank Ltd.,
No.204, 100ft ECR,
Olandaikeerpalayam, Mudaliarpet,
Puducherry 605004.

Dear Sir,

Sub: Supply of Desktops computer.

We ___________________ who are established and reputable manufacturers of ___________________ having factories at ___________________ and ___________________ do hereby authorise M/s ____________________ [**Name and address of vendor]** to submit a bid and sign the contract with you for the goods manufactured by us against the above **Tender No**___________________ **dated** We hereby extend our full guarantee and warranty as per the clauses of contract based on the terms and conditions of the Tender for the goods and services offered for supply by the above firm against the Tender.

Yours faithfully

( )
Name of the manufacturer

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 bind the manufacturer. It should be included by the bidder in its bid.

Annexure -IV

Forwarding Letter
(To be submitted on company's letter head)

To:
The Managing Director,
The Puducherry State Co-operative Bank Ltd.,
No.204, 100ft ECR,
Olandaikeerpalayam, Mudaliarpet,
Puducherry 605004.

Dear Sir,

Sub: Tender for Supply & Installation of Desktop Computer

This is in reference to your above mentioned tender for the procurement of Desktop PCs. Having examined the tender document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with necessary supporting documents.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that PSC Bank reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:...../...../2025 Authorised Signatory.

Name:

Designation:

Annexure-V

S.No.	Location	Whether Local support available at the location (yes or No)	In respect of column 3, it response in ‘No’, Specify location from which support extended	Service Support OWN through Franchise	Address and Telephone No.(for response specified in Column 5)	Working Days and Hours	No. Of Software Engineers	No. Of Hardware Engineers
1	Puducherry							
2	Karaikal							
3	Mahe							
4	Yanam							

Annexure-VI

Pro-forma of Indemnity

This is to certify that M/s ____________________________________ Who have supplied Desktop Computers related accessories to PSC Bank vide order no ________________________ dated ________________________ 2025 have all required rights for the supply of the software. The software supplied by us is legal/ licensed copies.

Further, M/s _______________________________ is willing to indemnify PSC Bank against any claims due to violation of any patents and copyrights for the software sold under licensing agreement from us. The above indemnity is limited to the software supplied by M/s ___________________________________only.

For M/s ___________________________

Signature with seal, name, designation and date

Annexure VII

Undertaking of Authenticity for Desktop PCs

(To be signed by authority not lower than the Company Secretary of the Vendor)

With reference to the Items being quoted to you vide our quotation No.: _________________dated ________________, we hereby undertake that all the components / parts / assembly / software used in the Desktop Computers shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorised license certificate [eg., product keys on certification of authenticity in case of Microsoft Windows operating system] and also that it shall be sourced from the authorised source (eg., authorised Microsoft channel in case of Microsoft operating system).

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation for the IT hardware / software already billed, we agree to take back the Desktops and monitors without demur, if already supplied and return the money if any paid to us by you in this regard.

We ___________________________________ also take full responsibility of both parts & service SLA as per the content even if there is any defect by our authorised service centre / reseller / SI etc.

Authorised Signatory

Name

Designation

TECHNICAL SPECIFICATION &WARRANTY
E-TENDER FOR THE SUPPLY AND INSTALLATION OF DESKTOP COMPUTER

Desktop Computers: Dell/ HP/ Lenovo/Acer

Total Desktop Computer- 155 Nos. [I + II]

- I. **Quantity**: 110 Nos. – **With Monitor**
Processor: Intel Core i5 13th Generation
RAM: 8 GB
SSD: 512 GB
Operating System: Windows 11 Pro English
Monitor: 21.5" LED monitor
Keyboard: Standard 104 Keys, USB Type
Mouse: Standard USB Type

II. Quantity: 45 Nos. – **Without Monitor**
Processor: Intel Core i5 13th Generation
RAM: 8 GB
SSD: 512 GB
Operating System: Windows 11 Pro English
Monitor: NIL
Keyboard: Standard 104 Keys, USB Type wired
Mouse: Standard USB Type wired

GUARANTEE /WARRANTY:

1. The Puducherry State Co-operative Bank Ltd., invites online tenders from eligible and experienced vendors for the procurement of Desktop Computers with One Year On-site support warranty.
    1. Comprehensive maintenance and support for 1 year
    2. On-site support and repair services
    3. Replacement of defective parts and components
2. It is the responsibility of vendor to supply a complete solution / unit for the analysis.
3. Vendor should be able to supply all the spares / consumable required for repair for at least One year after installation.

BIDDER INSTRUCTIONS

Instructions to Bidders for Online Tendering (e-Tendering)
E-TENDER FORTHE SUPPLY AND INSTALATION OF DESKTOP COMPUTERS.

(Two Bids System)
1. The bidders are required to submit soft copies of their bids electronically on the e-Procurement Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: https://pudutenders.gov.in.

2. REGISTRATION
i. Bidders are required to enroll on the e-Procurement module of the e-Procurement Portal (URL: https://pudutenders.gov.in) by clicking on the link "Online bidder Enrolment" on the e-Procurement Portal which is free of charge.
ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
iii. Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement Portal.
iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any of the Certifying Authority recognized by CCA India (e.g. nCode, eMudhra etc.), with their profile.
v. Bidder then log-in to the site through the secured log-in by entering their user ID / password and the password of the Digital Signature Certificate.

3. SEARCHING FOR TENDER DOCUMENTS
i. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, Organization Name, Location, Date, Value, etc.
ii. Once the bidders selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the e- Procurement Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
iii. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the helpdesk

4. PREPARATION OF BIDS

Bidder should take into account corrigendum published on the tender document before submitting their bids.

i. Please go through 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 name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

ii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally they can be in PDF format. Bid documents may be scanned with 100 dpi which helps in reducing size of the scanned document. Maximum size of the bid document shall not exceed 35 MB.

5. SUBMISSION OF BIDS

i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date/time. Bidder will be responsible for any delay due to other issues.

ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iii. All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure secrecy of data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Confidentiality of bids is maintained using the Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Department's bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

v. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission Instructions

6. ONLINE PAYMENT OF EMD & TENDER FEES

The bidders have the option to make payment of EMD & Tender fee through the following modes:

i) Internet Banking
ii) NEFT/RTGS.

In Internet banking, bidders shall make payments using his/her internet Banking enabled account with any of the banks listed in the Annexure enclosed. The Payment Gateway will display a list of banks wherein the bidder has to choose his bank. Upon selection, the bidder will be taken to the login page of his/her bank.

The bidder has to Login and proceed for paying the Tender fees/EMD. If the transaction is successful, system will be redirected to the e-Tendering portal for submission of bid.

To facilitate Bidders who do not have Internet banking facility, payment can be made offline through NEFT/RTGS mode. In this option, the bidder has to take print out of the NEFT/RTGS payment Challan auto-generated by the system and visit his/her bank to remit the requisite amount. Once payment is received in the pooling account, the bidders will be able to proceed for bid submission by feeding the Unique Transaction Reference (UTR) number in the e-Procurement portal. It is advised that the bidders make payment one day in advance for validation purpose.

Bid submission can be done immediately when EMD/Tender fee is paid through “Internet Banking” mode when compared to NEFT/RTGS mode of payment.

During evaluation of tender, EMD of unsuccessful bidders will be automatically refunded to the bidder’s account from where they initiated payment.

ADDITIONAL INSTRUCTIONS:

1. No physical submission of price bid will be entertained as it should be furnished on-line only. Also, no fax, email, SMS, letters or any other form of communication will be entertained for the same.
2. Before electronically submitting the tenders, it should be ensured that all the tender papers are digitally signed by the Bidder.
3. Any attempt to submit price bid through mode other than online will result in cancellation of bid and forfeiture of EMD of the bidder concerned.
4. Interested Bidders can view the tender documents namely Tender Notice, Terms and Conditions, Bidder Instructions and Technical Specification on line and completely after reading only can participate in the tender. Bidders can download tender documents as mentioned above.
5. Bidders who wish to submit their offer shall pay tender document cost & Earnest Money Deposit online in the websitehttps://pudutenders.gov.in.
6. Bidders shall have to submit Technical Bid cover both off-line and on-line mode and Hard copy to The Puducherry State Co Operative Bank Ltd., Head Office and Soft copy uploading in the website with required documents eligible for Technical Bid mentioned in the check list.
7. Price Bid / Financial Cover (.xls format) The Bill of Quantity (BOQ) must be uploaded after entering the rate in the BOQ for the Tender.

a) Bidder shall enter the name of the firm on BOQ only.

b) Bidders are requested not to edit or change or insert worksheet for any item

c) Rates are to be filled only on BOQ (in .xls format) sheet only at permitted cell.

8. The price bids would be opened for those bidders who meet the criteria of eligibility and selection in the Technical Bid.
9. The final results of the e-tender process are binding on all bidders and THE PUDUCHERRY STATE CO-OPERATIVE BANK LTD., Any requests for cancellation received after the conclusion of the on-line bidding shall result in the forfeiture of the EMD.

10. All bidders are advised not to wait till last date to submit their tender / bid. THE PUDUCHERRY STATE CO-OPERATIVE BANK LTD., shall not be responsible for any inconvenience in website and no extension in deposition of tender / bid be allowed for any bidder.

11. Bidders are requested to send one representative with an authorization letter on the day of opening the tender for participation. Without authorization no one will be permitted for participation.

12. The L1 bidder shall be intimated via letter and he shall acknowledge his acceptance by signing an agreement and payment of security deposit.

13. All bidders are advised to frequently visit the website www.pudutenders.gov.in for any corrigendum / addendum regarding the tender published.

The Managing Director of The Pondicherry State Co-Operative Bank Ltd., reserves the rights to extend/reject/accept any/part/all tenders with or without assigning any reason thereof.

AGM (Estt./Loans) **Chairman**	**AGM (Banking/CTS/Treasury)** **Secretary**	**AGM (Inspection)** **Joint Secretary**
Manager (Estt./Loans) **Member**	**Manager (Statistical)** **Member**	**Manager (H.O. Branch)** **Member**

Managing Director

List of Banks available at present with the ICICI Bank-Payment Gateway

Sl.	No PARTICULARS
1	Allahabad Bank
2	Andhra Bank
3	Axis Bank
4	Bank of Bahrain and Kuwait
5	Bank of Baroda
6	Bank of India
7	Bank of Maharashtra
8	Canara Bank
9	Central Bank of India
10	City Union Bank
11	Corporation Bank
12	CSB Bank Ltd
13	DCB BANK Personal
14	Deutsche Bank
15	Dhanlaxmi Bank
16	Federal Bank
17	HDFC Bank Retail
18	ICICI Bank
19	IDFC First Bank
20	Indian Bank
21	Indian Overseas Net Banking
22	Indus Ind Bank
23	Jammu and Kashmir Bank
24	Karnataka Bank
25	Karur Vysya Bank
26	Kotak Mahindra Bank
27	Lakshmi Vilas
28	Oriental Bank Of Commerce
29	Punjab and Sind Bank
30	Punjab National Bank
31	RBL Bank Limited
32	Shamrao Vithal Co-op. Bank Ltd
33	South Indian Bank
34	Standard Chartered Bank
35	State Bank of India
36	Syndicate Bank
37	Tamilnadu Mercantile Bank
38	UCO Bank
39	Union Bank of India
40	United Bank of India
41	Vijaya Bank
42	Yes Bank