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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 4600 plus branches, spread across the length and breadth of the country with presence in all the States and Union Territories. The Bank has also established its Wide Area Network at 4700 plus locations all over India covering administrative and branch offices.

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, herein after referred to as the “Bank” , intends to constitute a panel of local vendors from Mumbai, Navi Mumbai and Thane area of Maharashtra State for small IT-related purchases eg I-Pads, HDDs, RAMs, Keyboard/Mouse, and other IT related 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/2021-22:327                                                                                                                                                                                                                                                                                                                                                                                   |
| Description                               | Empanelment of Vendors from Mumbai/Navi Mumbai/Thane area for small IT-related Purchases                                                                                                                                                                                                                                                                                                                 |
| Cost of tender document & Mode of Payment | Rs.2,000/- (Rupees Two thousand Only) by way of NEFT to account Number <b>3287810289</b> IFSC <b>CBIN0283154</b> favouring Central Bank of India, DIT which is non-refundable                                                                                                                                                                                                                            |
| Tender Floating date                      | 04/06/2021                                                                                                                                                                                                                                                                                                                                                                                               |
| Mode of Tender Submission                 | Through sealed cover at the address for communication mentioned hereunder<br><br>Alternatively<br><br><b><u>Password-protected</u></b> tender documents may also be submitted through e- mail to<br><br><a href="mailto:cmcppadmin@centralbank.co.in">cmcppadmin@centralbank.co.in</a><br><br><b><u>Bids sent to other email IDs mentioned elsewhere in this document will be summarily rejected</u></b> |
| Last Date & Time for Tender Submission    | <b>By 04.00 PM on 11/06/2021</b>                                                                                                                                                                                                                                                                                                                                                                         |
| Address for Communication                 | Asstt. General Manager (IT)<br>Central Bank of India , DIT, Plot No 26, Sector 11,<br>CBD Belapur, Navi Mumbai – 400614                                                                                                                                                                                                                                                                                  |
| Contact details                           | Chief Manager (Admin)<br>022 – 67123584, 67123669<br>e-mail your queries to<br><a href="mailto:smitpurchase@centralbank.co.in">smitpurchase@centralbank.co.in</a><br><a href="mailto:purcppco@centralbank.co.in">purcppco@centralbank.co.in</a><br><br>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 Vendor should be **operating 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/Invoice/Proof of Delivery 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 by PSU Banks/Govt. Offices/ State/Central Govt Undertakings/Pvt Organisations (copies of proof of purchase order and delivery 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** (copy of valid registration certificate to be enclosed)
- 6) The Bidder should be in a position to deliver the goods ordered within the stipulated time frame within Mumbai/Navi Mumbai/Thane area. The list of spares/peripherals (Annexure-C) is only 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, if 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.

**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 an MSME (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. K V Subba Rao / 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 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.

Encl:           1. Annexure-A : Undertaking by the Bidders on their letter head  
                  2. Annexure-B : Bidder details and Financials  
                  3. Annexure-C : Indicative list of small IT-related purchases

**( 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 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 their approved  
firms/suppliers.

- ❖ 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 Rs.2,000/- (Rupees Two 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 MSME (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.
- ❖ 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***

**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<br>(In Block Letters)                                                                                                                                                                                                                            |         | XXXXXXXXXXXXXXXXXXXXX                                                                                                                                                                                                                                                                                  | XXXXXXXXXXXXX             |
| 2   | Date of Establishment/ Incorporation                                                                                                                                                                                                                              |         | XXXXXXXXXXXXXXXXXXXXX                                                                                                                                                                                                                                                                                  | XXXXXXXXXXXXX             |
| 3   | Proprietorship Firms                                                                                                                                                                                                                                              |         | 1. Copy of registration of Proprietorship firm, if registered<br>2. Copy of GST Registration Certificate<br>3. Latest GST Return (1 or 3) Acknowledgement copy                                                                                                                                         | YES/NO                    |
| 4   | Partnership Firms/ Public Ltd Company/Private Ltd Company                                                                                                                                                                                                         |         | Copy of Partnership Deed / (OR) Copy of Certificate of LLP Registration (OR) Copy of Certificate of Incorporation and Certificate of Commencement of Business in case of Public Limited Company (OR) Certificate of Incorporation in case of Private Limited Company, issued by Registrar of Companies | YES/NO                    |
| 5   | Whether holding valid certificate under Shops & Establishments Act, issued by Local Authorities                                                                                                                                                                   |         | Copy of Registration Certificate to be enclosed                                                                                                                                                                                                                                                        | YES/NO                    |
| 6   | Operating Business from Mumbai/Nav Mumbai/Thane area (pl specify place)                                                                                                                                                                                           |         | XXXXXXXXXXXXXXXXXXXXX                                                                                                                                                                                                                                                                                  | XXXXXXXXXXXXX             |
| 7   | Firm's address for correspondence and Telephone No.                                                                                                                                                                                                               |         | Copy of Firm's address proof to be enclosed                                                                                                                                                                                                                                                            | YES/NO                    |
| 8   | Name of Chief Executive with his/her Present address, ID Proof and Telephone Nos                                                                                                                                                                                  |         | Copy of address proof to be enclosed                                                                                                                                                                                                                                                                   | YES/NO                    |
| 9   | Name of Representative (s) with Designation as point of contact for Bank                                                                                                                                                                                          |         | XXXXXXXXXXXXXXXXXXXXX                                                                                                                                                                                                                                                                                  | XXXXXXXXXXXXX             |
| 10  | <b>Cost of Tender Document:</b><br>Rs.2,000/- (Rupees Two thousand Only) by way of NEFT to account Number <b>3287810289</b> IFSC <b>CBIN0283154</b> favouring Central Bank of India (If MSME, copy of Registration Certificate to be enclosed to claim exemption) |         | UTR number to be furnished<br>Or<br>Enclose copy of MSME Registration Certificate to claim exemption                                                                                                                                                                                                   | YES/NO                    |
| 11  | Annual Turnover of Minimum Rs.10.00 Lakhs during the last three years                                                                                                                                                                                             |         | Copies of POs and Invoice/proof of delivery, amounting to a minimum of Rs.10.00 Lakhs during each of the last three years to be enclosed                                                                                                                                                               | YES/NO                    |
| 12  | Whether executed a minimum of 10 Purchase Orders during the last one year : YES/NO →                                                                                                                                                                              |         | Copies of 10 POs executed during last one year to be enclosed                                                                                                                                                                                                                                          | YES/NO                    |
| 13  | PAN No:                                                                                                                                                                                                                                                           |         | Copy of PAN card to be enclosed                                                                                                                                                                                                                                                                        | YES/NO                    |
| 14  | GST No:                                                                                                                                                                                                                                                           |         | Copy of GST Registration Certificate to be enclosed                                                                                                                                                                                                                                                    | YES/NO                    |
| 15  | Aadhar no:                                                                                                                                                                                                                                                        |         | Copy of Aadhar card to be enclosed                                                                                                                                                                                                                                                                     | YES/NO                    |
| 16  | E-mail ID for correspondence                                                                                                                                                                                                                                      |         | XXXXXXXXXXXXXXXXXXXXX                                                                                                                                                                                                                                                                                  | XXXXXXXXXXXXX             |
| 17  | GeM Portal Registration no:                                                                                                                                                                                                                                       |         | Copy of GeM Registration Certificate to be enclosed                                                                                                                                                                                                                                                    | YES/NO                    |
| 18  | IT RETURNS                                                                                                                                                                                                                                                        |         | Copies of last 3 years IT Returns to be enclosed                                                                                                                                                                                                                                                       | YES/NO                    |
| 19  | Turnover for last three years (in INR) :                                                                                                                                                                                                                          |         | Copies of Audited Balance Sheets & Revenue A/C of last three years to be enclosed                                                                                                                                                                                                                      | XXXXXXXXXXXXX             |
|     | 2018-2019                                                                                                                                                                                                                                                         |         |                                                                                                                                                                                                                                                                                                        | YES/NO                    |
|     | 2019-2020                                                                                                                                                                                                                                                         |         |                                                                                                                                                                                                                                                                                                        | YES/NO                    |
|     | 2020-2021                                                                                                                                                                                                                                                         |         |                                                                                                                                                                                                                                                                                                        | YES/NO                    |

## 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                                      |