

Notification for Empanelment

Central Bank of India, herein after referred to as the “Bank”, is a leading Public Sector Bank established in the year 1911. The equity shares of the Bank are listed in both Bombay Stock Exchange/ National Stock Exchange. The Bank is having its Central Office at Chander Mukhi, Nariman Point, Mumbai– 400021. & it’s Customer Care Department at 2nd floor, MMO Building, Fort, Mumbai 400001. Bank has completed 114 years of its service to the Nation and its millions of satisfied customers with technology oriented bouquet of user friendly services and in the field of IT we are known for providing new innovative and customer friendly services.

The Bank has pan India presence through its wide network of more than 4685 plus branches, 13 Zonal Offices, 90 Regional Offices spread across the country as on 31.03.2025. The Bank also has specialized branches for catering to the specific needs of Retail customers, Industrial units, corporate clients, Forex dealers, Exporters and Importers, Small Scale Industries and Agricultural sector.

DISCLAIMER The information contained in this Request for Proposal (RFP) document or information conveyed subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Central Bank of India (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of unconditional application for empanelment only. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.



OBJECTIVE OF EMPANELMENT

The objective of this empanelment is to: - Ensure timely availability of small IT peripherals and accessories - Maintain operational continuity through quick local procurement - Establish a pool of pre-qualified vendors for faster order placement - Ensure transparency, efficiency, and compliance with Bank's procurement norms.

SCOPE OF EMPANELMENT

Empaneled vendors may be considered for supply of small-quantity IT-related items including, but not limited to, those listed in Annexure-C. The list is indicative and the Bank reserves the right to procure similar items not explicitly listed, based on operational requirements.

Empanelment does not guarantee any minimum business or placement of purchase orders.

PERIOD OF EMPANELMENT

The empanelment shall be valid for a period of two (2) years from the date of empanelment, subject to satisfactory performance and compliance with the Bank's terms and conditions.

Tender Reference no.	CO/DIT/PUR/2025-26/444
Description	Empanelment of Vendors from Mumbai/Navi Mumbai/Thane area for small IT related Purchases
Cost of tender document & Mode of Payment	Rs.1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154 favouring Central Bank of India, DIT, which is non-refundable.
Tender Floating date	03/02/2026
Mode of Tender Submission	Through sealed cover only at the address for communication mentioned hereunder.
Place of Tender submission	Drop Box at Central Bank of India , DIT, Ground Floor, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614 022-67123669
Last Date & Time for Tender Submission	By 03.00 PM on 13/02/2026
Date, Time & Place for Opening of Tender	At 03.30 PM on 13/02/2026 Central Bank of India , DIT, 1 st Floor, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614
Address for Communication	Asstt. General Manager (IT) Central Bank of India , DIT, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614



Contact details	Chief Manager (IT) 022 – 67123669, 70888 07860, 91372 74695 e-mail your queries to smitpurchase@centralbank.bank.in purcppco@centralbank.bank.in Website: http://www.centralbank.bank.in
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The vendors, who are agreeable to comply with the following Terms & Conditions, only need to apply for empanelment.

ELIGIBILITY CRITERIA

Applicants must fulfil all the following criteria:

- A. Location - The applicant must be operating from Mumbai, Navi Mumbai or Thane only.
- B. Experience - Minimum three (3) years' experience in supply of IT-related items as per Annexure-C.
- C. Financial Strength - Minimum annual turnover of **Rs. 50.00** lakh in each of the last three financial years (2022-23, 2023-24, 2024-25).
- D. Past Performance - Execution of at least ten (10) purchase orders for similar IT items during the last one year from PSU Banks, Government Departments, PSUs, or reputed private organisations.
- E. Statutory Requirements - Valid GST and PAN - Valid GeM portal registration - Not blacklisted by any PSU/PSB/Government authority - Not an NPA with any Bank/Financial Institution
- F. Applicant should submit Address proof of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc. (copy of relevant document to be enclosed)
- G. The Applicant should be in a position to deliver the goods ordered within the stipulated time frame mentioned in purchase orders as and when required, at our any of the offices within Mumbai/Navi Mumbai/Thane area.
- H. The list of spares/peripherals (Annexure-C) is only **indicative** and similar items which are not explicitly mentioned in the list may also be ordered.
- I. The mere Empanelment does not constitute any right of confirm order for supply. Bank may issue purchase orders to any one or all empanelled vendors.

Instructions to Applicants:

- ❖ Exemption from submitting Cost of Tender document will be allowed to constituents registered as **Original Manufacturer or Service provider** as MSE (copy of valid registration certificate to be enclosed to claim exemption).



- ❖ The Bank bears no responsibility for applications received after due date and are liable to be rejected.
- ❖ Firms/suppliers should not have been black-listed by any PSU/PSB/Central/State Govt authorities/Pvt organizations.
- ❖ Mere submission of Application for empanelment does not mean the right to be empanelled. The Bank reserves its right to reject, accept any or all applications or cancel the process of empanelment without assigning any reason thereof for which the Bank shall neither be liable nor obligatory to inform the applicants, the grounds of any such action.
- ❖ Applications incomplete in any respect will not be entertained and are liable to be rejected.
- ❖ For any queries, please call Mr. Shahid Khan / Mr. A R Mondal at 022-67123669 or mail at smitpurchase@centralbank.co.in / purcppco@centralbank.co.in
- ❖ The Bank reserves the right to cancel the empanelment of any supplier/firm/Vendor from its approved list at its absolute and sole discretion without assigning any reason.
- ❖ All the copies of the documents being submitted should bear signature of the authorized person and seal of the firm/company.

(VIVEK DHIMAN)
ASST. GENERAL MANAGER – IT



ANNEXURE – A (Submit on Firm's letterhead only)

**Asstt. General Manager – IT,
Central Bank of India, 1ST Floor
Department of Information Technology,
Plot No. 26, Sector 11,
CBD Belapur, Navi Mumbai-400614**

**Sub: Empanelment of Vendors for Small IT-related purchases
Ref: Tender No CO/DIT/PUR/2025-26/444 dated 03.02.2026**

Sir,

With reference to the above, I/We _____
request Central Bank of India to consider inclusion of my/our name in the list of approved
firms/suppliers for small IT-related Purchases.

- ❖ I/We have read the instructions appended to the Notification and I/we understand that we are liable to be de-empanelled if any false information is discovered at a later date, to have been furnished by us. In such an event, any contract made between our firm and the Bank, on the basis of the information given by me/us, can be treated as invalid at the sole discretion of the Bank and I/we will be solely responsible for the consequences.
- ❖ I/We agree that the decision of the Bank in selection of vendors will be final and binding on me/us.
- ❖ I/We agree that I/we have no objection if inspection of my/our premises/workshop/shop etc. is done by the officials of the Bank, if needed.
- ❖ I/We confirm having remitted Rs1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154, favouring Central Bank of India OR I/we claim exemption from paying cost of tender document, as we have a valid registration as an MSE (copy enclosed).
- ❖ I/We also declare that I/we have not been black-listed by any PSU/PSB/Central/State Govt authorities/Pvt Organizations etc.
- ❖ I/we also declare that we are not an NPA account holder of any Bank or Financial Institution in India.
- ❖ We hereby certify that we have read the clauses contained in OM No.6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No.1), order (Public Procurement No.2) dated.23.07.2020 and order (Public Procurement No.3) dated 24.07.2020, regarding restrictions on procurement from an Applicant of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from a country, has been registered with competent authority. We certify that we and our OEM fulfil all the requirements in this regard and are eligible to participate in this RFP.
- ❖ I/We agree that all disputes or differences whatsoever arising between the parties out of or in relation to the construction meaning and operation or effect of the PO or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable national laws, and the award made in pursuance thereof shall be binding



on the parties. Any dispute, controversy or claims, arising out of or relating to this Agreement or the breach, termination or in validity thereof, shall be settled by arbitration of a sole arbitrator jointly appointed by the Parties, or if the Parties are unable to Agree upon an arbitrator, to the arbitration panel of 3 (three) arbitrators, 1(one) to be appointed by each disputing Party and the third to be appointed by the 2(two) arbitrators so appointed. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or modification, amendment, consolidation or re-enactment thereof. Any appeal will be subject of the exclusive jurisdiction of courts at Mumbai and the language of the arbitration proceedings and that of all documents and communication between the parties shall be in English. The transactions shall be governed by and interpreted in accordance with Indian law. The venue of the arbitration shall be in Mumbai.

- ❖ We also confirm that we ensure to comply with the Rule 144(xi) in the General Financial Rules (FGRs) 2017 i.e., no procurement shall be made in violation of restrictions as imposed by Government of India.
- ❖ I/We hereby declare that all the information furnished by me/us hereby is correct to the best of my/our knowledge and belief.

Signature

Name & Designation

Seal of the firm/company

Place

Date



Tender No. CO/DIT/PUR/2025-26/444 Empanelment of Vendors for Small IT-related Purchases

ANNEXURE – B

(APPLICANT PARTICULARS AND FINANCIALS AND OTHER DETAILS)

S N	PARTICULARS	DETAILS TO BE FILLED	PROOF OF DOCUMENT TO BE ENCLOSED
1	Name of the Firm (In Block Letters)		
2	Date of establishment/Incorporation		
3	Constitution: 1. Proprietorship Firm 2. Partnership Firm 3. Company		1. Copy of GST Registration Certificate 2. Copy of Certificate of LLP Registration (OR) Certificate of Incorporation and Certificate of Commencement of Business in case of Public Limited Company / Certificate of Incorporation in case of Private Limited Company, issued by Registrar of Companies
4	Whether holding valid certificate issued by Local Authorities / <u>relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc</u>		Copy of relevant document as a proof of address of the merchant location viz. Rent agreement/electricity bill in the name of merchant establishment etc
6	Firm's address for correspondence and contact number		Copy of Firm's address proof
8	Name of Person, Designation and contact number for Bank's contact		
9	<u>Cost of Tender Document:</u> Rs.1,000/- (Rupees One thousand Only) by way of NEFT to account Number 3287810289 IFSC CBIN0283154 favouring Central Bank of India (If MSE, copy of Registration Certificate to be enclosed to		UTR number to be furnished Or Enclose copy of MSE Registration Certificate to claim exemption



	claim exemption)		
10	Whether executed a minimum of 10 Purchase Orders for IT related items during the last 1 year		Copies of 10 POs executed during last 1 year to be enclosed
11	PAN No:		Copy of PAN card to be enclosed
12	GST No:		Copy of GST Registration Certificate to be enclosed
14	E-mail ID for correspondence		
15	GeM Portal Registration no:		Copy of GeM Registration Certificate to be enclosed
16	IT RETURNS		Copies of last 3 years IT Returns
17	Annual Turnover (Minimum Rs.50.00 Lakh) for 2022-23, 2023-24, 2024-25 :		Copies of Audited Balance Sheets & Revenue A/C of last three years to be enclosed

Signature

Name & Designation

Seal of the firm/company

Place

Date



ANNEXURE-C

INDICATIVE LIST OF SMALL QUANTITY PURCHASE OF IT-RELATED ITEMS

S N	ITEMS DESCRIPTION
1	Apple iPad & Other Apple Accessories
2	HDD /SSD (of various storage capacities)
3	RAM (of various storage capacities)
4	External HDD (of various storage capacities)
5	Wire-less Keyboard
6	Wire-less Mouse
7	Web Cams/Speakers
8	Printers (Laser/Ink tank/DMP)
9	Other peripherals, consumables

