॥ असमर्थास समर्थ करणे ॥

दि डेक्कन मर्चन्टस् को-ऑप. बँक लि.

THE DECCAN MERCHANTS CO-OP. BANK LTD.

Date: 25th September 2026

Quotation Notice

Sealed Quotation are invited for Supply, Installation, Maintenance of Desktops PC with 5 years Warranty and Passbook Printers with 5 (Five Years) Warranty and On-site Support.

Deccan Merchants Co-operative Bank invites sealed quotations for Supply, Installation, Maintenance and On-site support for 25 Numbers of Desktops and 13 Numbers of Passbook Printers from Authorized Service Providers or authorized partner/ dealer/ re-seller of OEM, as per technical specifications, terms & conditions given below for its Branches in Mumbai and Pune. For details of the Branches visit the Banks Website www.deccan.bank.in

Deccan Merchants Co-operative Bank is on Core Banking Solution having its 13 branches, 1 Head Office in Mumbai. Bank would like to replace Old Desktops and Pass Book Printers with New Desktops and Passbook Printers as per Technical configuration given below. **Sealed Quotation as per the quantity and specification mentioned and duly-filled in all respects enclosing necessary documents may be addressed to the " Deccan Merchants Co-op. Bank Ltd., and envelope should be marked as Quotation for Desktops and Pass Book Printers, so as to reach on or before 09-10-2026 upto 4.00 P.M.**

The address of Bank
Assistant General Manager-Admin
Deccan Merchants Co-op. Bank
217, Rajaram Mohan Roy Marg,
Girgaum, Mumbai 400 004

A) TECHNICAL QUALIFYING CRITERIA:

1) **The Vendor** must be an Indian firm/ organization registered under Indian Companies Act or Indian Partnership Act

2) Vendor should be a **"Authorized Partner for the Desktop of the make offered"** as on date and shall submit copy of Certification given by OEM which shall be in force.

3) The Bidder should be in this line of activity and should have executed contracts for supply of Desktops during the last 3 years and should have executed at least 3 single orders for value more than Rs.20 lacs and documentary proof thereof should be attached.

4) The Bidder shall be having support services in Mumbai and Pune.

5) Bidder should have minimum Average Annual Turnover of Rs.10 Crores in last three financial Years as per the audited balance sheet and should be profit making & documents of Balance sheet & P&L should be submitted along with the bid document.

6) The Bidder should not have been blacklisted by any Regulatory Authority. Self-declaration to that effect should be submitted along with the technical bid.

7) Company/ Firm should enclose Balance Sheet/ TDS Return for the last two years

8) Vendor should have valid GST, PAN and TAN number.

B) Technical Requirement and Bill of Material

Sr.	Description	Approved Make	Quantity
1	Lenovo Think Center Neo 30s Business Desktop - Intel® CoreTM i5 processor 13th Generation, 16 GB (1x 16 GB) DDR5-4400 MHz (UDIMM), M.2 2230 512GB PCIE NVMe Class 25 Solid State Drive or higher, Intel Chipset MBD, Intel UHD Graphics integrated, Gigabit Ethernet Card, 19.5" or higher LED Monitor, Keyboard, Optical Mouse, Power Supply, Factory Preloaded Windows 11 Professional License with 5 years warranty.	Lenovo	25
2	Pass Book Printer Epson PLQ 35 with 5 Years Warranty		13

C) Terms of Payment

1) Terms of Payment

Payment Terms shall be as under:

a) 50 % of the order value will be paid on delivery of all Hardware ordered, at Head office, and at Branches.

b) 40 % of the order value will be paid, on completion of installation and third party testing of all the equipment and software ordered.

c) The balance of 10% will be paid after submission of Performance Bank Guarantee (as per the Bank's standard format) for the amount equivalent 5% of the Order Value for the entire period of 5 years.

D) Scope of Work

1) Delivery of Desktops and Printers & Installation of Desktops, operating system, network connectivity, patches, transferring of data and user creation and connecting to domain controller for user sign in.

2) Creating user profile and authentication with banks domain server

3) Copy of data from previous desktop to new desktops to be installed

4) Configuration of Desktop as per previous configuration prevalent at Branch

5) Installation of Pass Book Printers and configuration of settings as required for desktops

6) Providing service and onsite support during the warranty period of 5 years as per Bank's requirement without any extra cost to the Bank

7) Resolving OS related issues during warranty period including installation / reinstallation of OS, patches, bug fixes, installation of MS office (if provided by the Bank), configuration to network, driver installation, printer installation, taking backup of data before formatting of the machine if required due to reason what so ever.

8) Vendor shall provide specifications with necessary power and cabling/wiring requirements for each piece of equipment offered.

9) Offer submitted by the vendor shall cover Supply, Installation, configuration, Reconfiguration, Training, Operationalization and maintenance of hardware for a warranty period of five years of Hardware.

E) **TERMS & CONDITIONS**:

1) Vendor must submit a letter of authority from their manufacturers (as per annexure I) that they have been authorized to quote on behalf of the manufacturer. Authorization from authorized distributors/dealers for software items is acceptable.

2) Vendor will promptly install the delivered goods at the designated installation sites. The Bidder is responsible for installation and configuration of systems at sites including unpacking of cartons/ boxes, assembling, wiring, cabling between hardware units and connecting to power supplies.

3) The Bank reserves the right to install Third Party software/ hardware or any other products at the same site.

4) The rate offered must be filled in the proforma of the Quotation form. Any correction should be initialed by the Vendor in the price bid attached with this document.

5) The rate quoted in the price bid must be inclusive of all taxes and charges.

6) Vendor has to supply and install the Desktops as per requirement of bank within 45 days after receipt of purchase order. If the vendor fails to supply the ordered quantity within scheduled time frame, the Bank will have right to purchase the ordered quantity which the supplier could not supply from any other alternate sources and the contract will be liable to be terminated.

7) Vendor should quote the Desktop of make specified only. Make other than specified shall be rejected.

8) Last date of receipt of sealed quotation documents is 09 October 2026 upto 4.00 pm.

9) Vendors who satisfy the technical conditions and price bid stipulated in the quotation document and who have enclosed all the documents /supplied materials required will alone be considered as qualified for further discussion.

10) Rates should be offered unconditionally and if rates are submitted with any condition the quotation is liable to be rejected.

11) Vendor shall enter into Service Level Agreement and Non-Disclosure Agreement with the Bank within 30 days from the date of PO.

12) Desktops supplied should be Brand new with preloaded Licenses and document thereof should be given to the Bank.

13) The offer must include a minimum Five -year comprehensive on-site warranty from the date of installation and acceptance of the system by the Bank.

14) During the warranty period, vendor shall maintain the systems and repair/replace at the installed site all defective components, at no charge to the Bank.

15) Vendor shall give on-site support to the bank during the warranty period and shall send the engineer for service call when the call is logged by the Bank and no additional cost will be payable.

16) Vendor should enclose self-attested copies of GST registration, letter of allotment of PAN/PAN Card under the Income Tax Act and GSTIN details failing which quotation will be liable to be rejected.

17) Bank reserves the right to reject any or all tender documents without assigning any reason thereof.

18) The defective equipment shall be replaced by the Bidder without any additional charge during warranty period.

19) Vendor must sign along with company seal on each and every page of the quotation document as token of the acceptance of the conditions.

20) Vendor must have to quote item wise rates, consolidated rates will not be considered and quotation will be liable to be rejected.

21) Bank reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

22) Vendor should not be blacklisted with any of the Bank and in case of existing Vendor he should have satisfactory track record in the Bank.

23) In case of any dispute the Jurisdiction of Court will be Mumbai only.

Managing Director

Annexure 1

TECHNICAL BID

Registration Details (whichever is applicable and attach copy)

Name of Company :

S. No	Item	Details
1.	Name of Company	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Constitution of the Company and Name of Directors	
5.	Name and designation of the person authorised to make commitments to the Bank	
6.	Email Address	
7.	Year of commencement of Business	
8.	Turnover of the company for the last 3 financial year. Certified Balance sheet. Profit Loss Account. 2023-2024 2024-2025 2025-2026 Minimum Turnover Requirement Rs.10 Crores	
9.	Profit of the company for the year 2023-2024 2024-2025 2025-2026	
10.	GST Number	
11.	TAN Number	
12.	PAN Number	
13.	Details and Copy of 3 PO for Single Order for supply of Desktops to the Bank /NBFC for value exceeding Rs.20 Lakhs during the last 3 years	
14.	Brief Description of after sales service facilities available with the bidder	

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Annexure 2
COMMERCIAL BID

Sr. No.	Particulars	Qty	Unit Price	CGST	SGST	Total
1	Lenovo Think Center Neo 30s Business Desktop - Intel® CoreTM i5 processor 13th Generation, 16 GB (1x 16 GB) DDR5-4400 MHz (UDIMM), M.2 2230 512GB PCIE NVMe Class 25 Solid State Drive or higher, Intel Chipset MBD, Intel UHD Graphics integrated, Gigabit Ethernet Card, 19.5" or higher LED Monitor, Keyboard, Optical Mouse, Power Supply, Factory Preloaded Windows 11 Professional License with 5 years warranty.	25				
3	Pass Book Printer Epson PLQ 35 with 5 Years Warranty	13				
	Total Cost for 5 Years					

Total Rupees in words (----------
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Price * - Unit price and total price should be inclusive of all taxes. Items must be quoted as per the specification given.

Seal and Signature of Vendor :
Name and Designation :
Name of Company/ firm :
Address of Vendor :

Date
Place

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Annexure 3 manufacturer Authorization Form

Manufacturer's Authorization Form (MAF)

No. _____ dated_____

To
General Manager,
The Deccan Merchants Co-op Bank Ltd.,

Dear Sir,

Tender Reference No._____

We _____who are established and reputable manufactures of _____ having factories at_____ and _____ do hereby authorize M/s…….. (Name and address of Bidder) to bid, negotiate and conclude the contract with you for our products against the above Quotation. They are also authorised to install, maintain and provide support services related to our products.

We hereby extend our full guarantee, warranty and AMC support as per the requirement of RFP, for the goods offered for supply in response to the RFP by us / by the above firm.

We assure that, in the event of M/s …… (name of the Bidder's Company) not being able to fulfil its obligation as our Service Provider in respect of the Warranty / AMC support terms related to our products, we would continue to meet these terms through alternate arrangements.

The Technical Bill of Material, related to our products, as proposed against the above Quotation is attached.

Yours faithfully,

(Name)
For and on behalf of M/s_____
(Name of manufactures)

Annexure – 4
Non Black List Undertaking

To

Managing Director
Deccan Merchants Co-op Bank Limited

Dear Sir,

Sub: RFP for Desktop at Its Head Office and Branches.

We have not been blacklisted by any Nationalized Bank/RBI/IBA or any other Government agency/ICAI. No legal action is pending against us for any cause in any legal jurisdiction.

All the Information Submitted with the RFP is as per our records.

Signature of Authorized Official

Annexure - 5

Background Checks

On the letterhead of the vendor

The ********* represents and warrants that all Staff who is assigned to perform Services for the Bank under this RFP has been subjected to rigorous background check and screening which include: confirmation of prior work experience, academic records and professional qualifications, character reference checks, confirmation of identity through government issued identification and criminal history, if any.

The ****** also undertakes that any staff stationed at or sent by the ****** to the premises of the Bank for the purposes of Services under this RFP shall be subjected to the above background checks and shall have read and understood the Banks guidelines and code of conduct in this regard which may be provided by the Bank to the ****** from time to time.

The ********* represents and warrants that the Staff assigned to provide the Services, irrespective of the location/premises from which such Staff works, shall at all times be deemed to be the employees of the ******

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