



পশ্চিম বঙ্গ গ্রামীণ ব্যাংক

PASCHIM BANGA GRAMIN BANK

HEAD OFFICE: Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah- 711 101

Phone No.: 2667-0052/6078/9327/9961, Fax No: 2667-0051/9589

**Short Term Limited tender Notice
For Audit of
Computer Hardware, Peripherals &
Electric Instruments at Branch, RO and
Head Office for knowing physical and working
conditions.**

Last Date and Time of Receipt of Tender: 05.08.2017 15:00 Hrs

Date and Time of opening of Tender : 05.08.2017 15:30 Hrs.

Table of Contents:-

Section-I

1. About the Organisation
2. Objectives
3. Earnest Money
4. Scope of Work

Section -II

1. Audit Format Example

Section -III

1. General terms and conditions

Section IV

1. Bid Performa (Annexure-A)
2. Company Profile (Annexure-B)

General Manager (IT)
Paschim Banga Gramin Bank
Head Office

Table of Contents

Section-I	3
Section-II.....	4
Section-III	6
Section-IV	7

The information provided by the bidders in response to this Request for Quotation (RFQ) will become the property of Paschim Banga Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

This document is prepared by Paschim Banga Gramin Bank It should not be reused or copied or used either partially or fully in any form.

Contact Official / Contact details

Shri Pankaj Bandaypadhyay, Chief Manager, DIT, Paschim Banga Gramin Bank, Department of Information Technology, Ist Floor, Head Office – Natabar Pal Road, Tikiapara, Howrah- 711 101
Phone : 033-2667-0052 Fax : 033-2667-9589
Email : ho.dit@mail.pbgb.co.in

Section-I

1. About the Organisation: - UCO Bank has sponsored Paschim Banga Gramin Bank(PBGB) in order to mobilize financial resources from rural/ semi-urban areas and grant loans and advances mostly to small and marginal farmers, agricultural laborers and rural artisans. The area of operation of PBGB is limited to the area as notified by Government of India covering five districts in the West Bengal.

Paschim Banga Gramin Bank is fully computerized and networked in order to achieve the effective and efficient customer services and Back office operations since November,2011.

Paschim Banga Gramin Bank with its network of 230 branches,4 Regional offices and Head Office spread across the 5 District (Howrah, Hooghly, Purba Barddhaman, Paschim Barddhaman and Birbhum) of West Bengal has been delivering Banking services to its 30,00,000 customers.

2. Objectives:- To identify the working condition Computer Hardware, Peripherals & Electric Instruments at Branch, RO and Head Office and to create a fresh Hardware Stock Registrar centrally.

3. Cost of Bid : Cost of original set of bid documents is ₹2000/- (Rs. Two thousand only). The payment towards bid document shall be made through an A/C payee Bank Draft/Pay Order on any scheduled Bank in India payable at Kolkata, drawn in favour of PASCHIM BANGA GRAMIN BANK. The Bank Draft/Pay Order must be accompanied with the bid at the time of submission. Any bid submitted without the said bank Draft/Pay Order will be summarily rejected.

4. Scope of Work: Auditor will examine the following points:-

• **Part A:-**

- a) Check all System as running condition or not
- b) Software installed in each system.
- c) No and age of all Hardware in comparison with consolidated data sheet as provided by each RO
- d) LAN including modem and switch condition
- e) Biometric Devices condition and total no of devices
- f) No of Printer(mention type of printer) and Condition
- g) Branch Internet Option (Provide details like ISP Name
- h) VSAT-Condition

• **Part B**

- (a) Electric load as per WBSEDCL/CESC
- (b) Earthing Condition
- (c) Alternative Power Source
- (d) Branch Electric Condition including wiring.
- (e) UPS Condition
- (f) No of batteries and total out put
- (g) Stabilizer condition

Section-II

1. Example Audit Format:

Region Name	Howrah						
Branch Name	Salap(1023) 033-2569874/9433333333(Manager Mob No)						
Total No of Bank Staff with designation	2 (One Office Assistant and Manager)						
Total no of System in the Branch	3-Complete System,3 Biometric Devices,,1 DMP,1PBG,2 nos 1KVA UPS,one internet option						
ITEM	Sl. No.	Maker Name	ITEM TYPE (Please Tick)	Installation Date	Hardware Condition	Hardware Age	Remarks
Monitor with TFT or CRT(Please mentioned in this sheet)	N.A.	Zenith	LED/LCD/TFT/ CRT	25-08-2009	Working Smoothly	7 Years +	
	N.A.	HP	LED/LCD/TFT/ CRT	25-09-2013	Working Smoothly	3 Years +	
Keyboard	N.A.	Zenith	PS/2 or USB	25-08-2009	Working Smoothly	7 Years +	
	N.A.	HP	PS/2 or USB	25-09-2013	Working Smoothly	3 Years +	
Mouse	N.A.	Zenith	PS/2 or USB	25-08-2009	Working Smoothly	7 Years +	
	N.A.	HP	PS/2 or USB	25-09-2013	Working Smoothly	3 Years +	
CPU including all installed software name and Operating Software details.	67589-098765	Zenith	Win-XP,7-zip,Open office,Acrobat Reader,IP masenger, Java, BAS 1.6	25-08-2009	Working Smoothly	7 Years +	
	345678-76543	HP	Win-7 Professional,7-zip,MS Office,Acrobat Reader,IP masenger, Java, BAS 1.6	25-09-2013	Working Smoothly	3 Years +	
Biometric Device	P/N-293633765 S/N-14281022362	SAFRAN	NOT APPLICABLE	25-06-2013	Working Smoothly	N.A.	
	P/N-293633765 S/N-14281022362	SAFRAN	NOT APPLICABLE	25-06-2013	Working Smoothly	N.A.	
Cable attached to System	All cable attached to the system and working properly						

Dot Matrix Printers	Working properly and aged 6 years old		
Line Printers	No printer available		
Laser printers	No printer available		
Passbook Printer	Working properly and aged 9 years old		
Scanner	Model Name: HP (S/N-456789) working properly and aged 7 years +		
Switch	Dlink	No. of Port-	8(working properly aged 4 years +)
Servo controlled voltage stabilizer of 3 to 5 KVA	One 3 KVA Servo is working properly.		
UPS	2 nos of 1KVA (UPS working properly)		
UPS Battery	6 batteries	Total No and KVA-	2 and total KVA-2
Isolation Transformer			
Earthing Condition	Proper		
VSAT-Condition	Working properly		
Modem	Working properly		
Alternative Power Source	Generator		
Branch Internet Option (Provide details like ISP Name or Reliance dongle)	Reliance 4G dongle supplied by HO		
Electric load as per WBSEDCL/ CESC	3 KVA		

Section-III

1. General Terms and Conditions

- ✓ Validity period of offer Two month.
- ✓ Quotations must be submitted along with EMD amount Rs. 2000/- (Rupees Two Thousands Only) in the form of DD of any scheduled commercial bank , drawn in favor of Paschim Banga Gramin Bank , Payable at Kolkata. Quotations submitted without EMD amount are liable for rejection.
- ✓ Sealed quotations will be accepted at Paschim Banga Gramin Bank Head Office, Tikiapara, Howrah up to 31.07.2017, 15:00 Hrs. in prescribed format at Section IV - Annexure-“A” and “B” on Company Letter Head.

Address:

The General Manager (In charge of IT)
Paschim Banga Gramin Bank
Head Office,
Department of Information Technology,
Natabar Pal Road, Chatterjee Para More, Tikiapara,
Howrah 711 101

- ✓ Period: Within 30 Days from the date of issuance of Purchase Order, audit should be completed.
- ✓ Payment Terms: 100% payment shall be made against supply of required documents like sign off is stamped by Branch Head and other documents.
- ✓ Paschim Banga Gramin Bank, Tikiapara, Howrah reserves the right to accept or reject any one or all the quotations without assigning any reason.
- ✓ The Vendor should be a financially sound company, earning net profit for last three consecutive years.
- ✓ The vendor should be having adequate technical manpower to provide speedy & quality service at all locations for purchases. There should be at least 2-3 technically competent support personnel available at the vendor's own office/ franchise Offices at each of the above 4 Regions at the time of submission of bid.
- ✓ The vendor should have Offices/Support Centers at all the 4(four) Regions viz Howrah, Hooghly, Bardhaman and Suri (Annexure-IV) or at a place within a short distance from the respective District Head Quarter. In case the vendor do not have its own office at some of the above locations and wishes to provide support services through partner/ Franchisee at those locations, a letter from the partner/franchisee should be enclosed stating that they will be providing support services to Paschim Banga Gramin Bank branches/ offices for the purchases to be made. Such partner/franchisee must have their office in the aforesaid locations.
- ✓ The vendor should have positive Net Worth.

Section-IV

(Annexure-A)

To
The General Manager (IT)
Paschim Banga Gramin Bank
HEAD OFFICE
Natabar Paul Road,
Chatterjee Para More,
Tikiapara, Howrah- 711 101

Sir,

We have examined the tender for Computer Hardware, Peripherals & Electric Instruments at Branch, RO and Head Office Level Audit described at Section-II. Our rates for the items according to your specification and terms are as under:-

Sl. No.	Item	Features/Specification	Amount (Per Part). ₹	GST (if any)	Other Charges, (If any)	Total Amount (including all taxes and other charges) ₹.
1.	Computer Hardware, Peripherals & Electric Instruments at Branch, RO and Head Office Level Audit	As per Section II <u>PART A</u>				
		As per Section II <u>PART B</u>				
Total Amount (In words):					₹	

Declaration:- I/We hereby undertake and confirm that I/We have understand the terms and conditions of the tender and shall comply with the same.

From,

.....

.....

.....

Tel. No.(Office).....

E-Mail:.....@.....

(Signature and stamp of the firm)

Date:

Company Profile

SI	Particulars	
1	Name of Company	
2	Address	
3	Telephone No.	
4	Name of Directors/Partners/Proprietor	
5	Contact Person for all enquiries for this RFQ	
	Name	:
	Designation	:
	Telephone No	:
	Mobile No.	:
	e-mail address :	
6	Date of incorporation of the Company	
7	Date of commencement of Business	
8	Net Worth (₹ Lac)	
	31.03.15	
	31.03.16	
	31.03.17	
9	Net Profit (₹ Lac)	
	31.03.15	
	31.03.16	
	31.03.17	
10	Turn Over of the Company (₹ Lac)	
	31.03.15	
	31.03.16	
	31.03.17	
11	GSTN	
12	PAN Number	
13	Whether direct manufacturer of Hardware /Peripherals /System software or authorized dealer/reseller/channel partner	
14	Five Major Clients of Hardware /Peripherals/System Software/AMC	
15	Regional Rural Bank/PSU Bank Clienteles of Hardware Peripherals/System Software/AMC	

Declaration:- I/We hereby undertake and confirm that particulars furnished as above are true and correct.

Signature of Authorized Representative (Name & Designation)

Date