



## PASCHIM BANGA GRAMIN BANK

Head Office: Natabar Pal Road, Chatterjee Para More,  
Tikiapara, Howrah – 711101, West Bengal

Ref No: PBGB/HO/DIT/ 883 /2022-23

Date: 01.07.2022

Sir,

Paschim Banga Gramin Bank invites application cum sealed quotations from authorized experienced Vendors for Audit of Computer Hardware and Peripherals at 230 branches and administrative offices of Paschim Banga Gramin Bank. The other details are as under.

Sl. No.	Description – 1	Description – 2
1.	Name & Location of Work	230 Branches and 5 administrative offices of Paschim Banga Gramin Bank under various districts viz Howrah, Hooghly, Birbhum, Purba and Paschim Bardhaman.
2.	Time allowed for completion	01 Months from the start of the job
3.	Queries	On or before 28-06-2022 in between 3.00 pm to 4.00 pm on each day. Contact Person: Mr. Soumya Roy, Senior Manager; DIT, Mob: 9674530056 <b>E-Mail:</b> ho.dit@mail.pbgb.co.in
4.	Last date and time of submission of tender	3 PM on or before – 08.07.2022
5.	Date & Time of opening of sealed bid	3.30 PM on 08.07.2022
6.	Address for submission of Tender Document	Chief Manager (DIT) Paschim Banga Gramin Bank Head Office: Natabar Pal Road Chatterjee Para More, Tikiapara, Howrah – 711101
7.	Qualification	Sufficient Technical Knowledge required in the computer hardware and peripherals. Also vendor should have manpower with adequate experienced technical knowledge.
8.	Defective Audit liability period	12 months from the date of virtual completion of work
9.	Validity of offer	3 months from the date of opening of price bid
10.	Approximate Estimated cost of the project.	Quoted Rate + GST as applicable in sealed envelope needs to be submitted.
11.	Experience certificate	Vendor should have previous experience to perform hardware audit in any government organisation and evidence in the form of document needs to be submitted.
12.	Data need to be provided	As per the annexure given by the bank.
13.	Documents Required to be submitted with Quotation at Paschim Banga Gramin Bank Head Office	<b>Envelop – 1 (Technical Bid)</b> 1. Scanned copy of <b>Valid Trade License and Professional Tax</b> . 2. Scanned copy of <b>PAN</b> Scanned copy of <b>Income tax return</b> for the financial year 2018-19, 2019-20 & 2020-21. 3. GST Registration No(If Available):- Return of ( GSTR-1/ GSTR-3) for last year 2021-22. 4. <b>Experience certificate provided by any previous vendor(If any).</b> <b>Envelop – 2 (Commercial Bid/ Price Bid)</b> Envelop – 1 & Envelop – 2 – Combined in <b>Big Envelop</b>
14.	Payment Terms	<b>Payment will be released after successful completion of the work and submission of the report for every branches with the verification sign and seal from the branch officials and acceptance by the DIT officials at Head office</b>



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PBGB has the right to accept/ reject any/ all quotation(s) without assigning any reason.

General Manager  
Paschim Banga Gramin Bank  
Head Office: Natabar Pal Road, Chatterjee Para More  
Tikiapara, Howrah – 711101

ANNEXURE: