



Request For Proposal (RFP) for Procurement of
Microsoft Office Standard 2019 Licences

The Chandigarh State Cooperative Bank Ltd.
S.C.O. 1088-89 Sector 22 B Chandigarh

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TENDER NOTIFICATION

The Chandigarh State Cooperative Bank Ltd.

SCO 1088-89, Sector 22 B

Chandigarh. 160 022

The Chandigarh State Cooperative Bank Ltd, Chandigarh, hereby invites sealed Proposals from authorised Firms for Supply of 09 Microsoft Office Standard 2019 Licences consisting of Technical Bid and Commercial Bid. RFP can be downloaded from the Bank's website <https://www.cscbapex.com/>The last date of submission of Bid is scheduled on 16th December, 2019 till 04:00 pm

Sd/-

Administrator

Request For Proposal (RFP) for Procurement of Microsoft Office Standard 2019 Licences

1. The Chandigarh State Cooperative Bank Limited, Chandigarh invites sealed Proposals from authorised Firms for Supply of 09 Microsoft Office Standard 2019 Licences consisting of Technical Bid and Commercial Bid to be installed in the desktop of branches as well as Head Office. The financial bid should be valid for a period of not less than 90 days from the date of opening of bid. For enhancing customer convenience levels and overall inter-branch efficiency, the Bank has been a frontrunner in implementing various IT enabled products.

2. The Bid Details are as follows:

Tender Number	RFP Notice No. CSCB/IT/2019/01
Tender Title	Request for proposal for procurement of Microsoft Office Standard 2019 Licences
Bid Security (EMD)	Demand Draft of Rs 15,000/- in the favour of bank.
Date and Time of commencement of Sale of Bid Document (RFP)	15.11.2019
Last Date and Time for Receipt of Bids at The Administrator The Chandigarh State Cooperative Bank Ltd, SCO 1088-89, Sector 22 B, Chandigarh U.T. 160022.	16.12.2019 at 04:00 pm
Date and Time of opening of Technical Bids	17.12.2019
Date and time of opening of Price Bids	18.12.2019
Address for Communication and submission of bid.	The Administrator The Chandigarh State Cooperative Bank Ltd, SCO 1088-89, Sector 22 B, Chandigarh U.T. 160022.
Bid Document Availability	The Chandigarh State Cooperative Bank Ltd, SCO 1088-89, Sector 22 B, Chandigarh U.T. 160022 or Download from website of the bank: https://www.cscbapex.com/
The bank reserves the right to amend the date due to unforeseen circumstances. All such changes will be duly notified on the website of the bank.	

Instruction for Bidders

1. The Chandigarh State Cooperative Bank Ltd invites sealed technical/financial bids for purchase of Microsoft Office Standard 2019 Licences.
2. **EMD (Earnest Money Deposit):** EMD is Rs 15,000/- (Fifteen Thousand). EMD value should be submitted along with commercial bid by the way of Demand Draft in favour of The Administrator, The Chandigarh State Co-operative Bank Ltd.; payable at Chandigarh.
3. Bidders are advised to study the Request for Proposal Document carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the Request for Proposal Document with full understanding of its implications.
4. The document may be deposited in the Head Office of The Chandigarh State Coop bank Ltd., Chandigarh. Bids received after 04:00 PM on 16.12.2019 will not be accepted or considered under any circumstances. In this regard decision of the Bank shall be final and no request in this regard will be entertained. Bid must be submitted in sealed envelope along with Technical and Commercial proposal.
5. The financial bid should be valid for a period of not less than 90 days from the date of opening of bid.
6. Bidder should be authorized dealer/ Partner / distributor of Microsoft in India.
7. The Bid Document is to be downloaded from the Website (www.cscbapex.com). Downloaded document must be deposited before the last date & time.
8. The Chandigarh State Cooperative Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for.
9. All the pages of Bid including Brochures should be made in an organized, structured, and neat manner. All the pages of the bid should be initiated with Name, Seal and Signature of the Authorized Signatory. Signing on all pages of RFP will be treated as a confirmation of offer of having accepted the conditions.
10. **EVALUATION OF BIDS**
 - a. The Bidders complying all the pre-qualification of Technicality as submitted in the Technical BID will be considered eligible for consideration of Financial BID.
 - b. The Financial Bid will be opened only for Bidders successful in the Technical Bid.
 - c. The Lowest Commercial (LC) will be determined on the basis of the lowest price quoted in the Financial Bid by the eligible bidders.
11. Please note that all the information desired needs to be provided. Incomplete information may lead to non-selection.
12. Payment will be released after receipt of Microsoft Office license as certified by concerned branch/section.
13. Validity of Microsoft Office license must be lifetime.
14. The License should be valid and legal to use for banking business/activity etc.

Format and Signing of Bid: Each bid shall be in two parts

Part 1 - Technical Proposal (Annexure A)

Part 2- Financial proposal (Annexure B)

TECHNICAL ELIGIBILITY CRITERIA: Annexure A

Sr.No.	Criteria	Documents to be submitted
1.	Bidder should be authorized dealer/ Partner / distributor of Microsoft in India.	A letter of authorization from Microsoft should be submitted.
2.	The Bidder(s) must have valid GST Registration and PAN number allotted by the respective authorities.	Copies of all the relevant certificates should be enclosed
3.	The Bidder should not have been blacklisted / debarred by the Government of India or their undertakings, any State Governments or their undertakings previously. In such cases the bid will be summarily rejected and no correspondence in this matter shall be replied by the Bank.	Undertakings from the Bidder or the OEM in this regard should be enclosed
4.	Experience in dealing with Govt. Department	Attach copies of supply placed to the department.
5.	Photocopies of relevant documents / certificates, duly stamped and signed must be submitted as proof in support of the claims made. The Bank reserves the right to verify /evaluate the claims made by the Bidder independently. The decision of the Bank in this regard shall be final, conclusive and binding upon the Bidder.	

Performa for Financial Bid: Annexure B

Sr.No	Item Name	Quantity	Validity	Amount Rs. (Inclusive of all taxes/GST)
1	MS Office Standard	9	Life Time	

- The discount, if any should be mentioned herein and nowhere else.
- Total Cost (all inclusive) of quantity mentioned above (in words) after discount if any

We accept that the rate quoted above shall remain valid for a period of 90 days from the last date of submission of proposal.

Sd/-
Administrator
The Chandigarh State Cooperative Bank Ltd,
SCO 1088-89, Sector 22 B, Chandigarh U.T.
160022.