



Ph: (06622) – 272022 ; 275050; 275022;  
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E-mail:- sundargarhdccb@gmail.com

**The Sundargarh District Central Co-operative Bank Ltd.,**  
**SUNDARGARH – 770 001**  
Regd. No. 90/ SG / Dt.1.6.1955

Ref No: SDCCB/FAD/ 4984 /2025-26

Date: 10/03/2026

**TENDER CALL NOTICE**

Sealed Quotation are invited from registered Firms/Authorized/Dealers/Suppliers/Distributors of State Odisha with OEM authorization Certificate having valid GST No., Latest GST return Certificate and latest income Tax return certificate for supply of Desktop Computer, LaserJet Printers, All in Printer, Laptop, Scanners for Branches and Head Office of the Sundargarh District Central Co-operative Bank Ltd., Sundargarh.

Tender Documents with detail terms & conditions can be downloaded from Bank website: <http://www.sdccbsng.bank.in>

All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on the website as above.

For any issues related to tender please contact Chief Executive Officer, Sundargarh District Central Co-operative Bank or through email id: [sundargarhdccb@gmail.com](mailto:sundargarhdccb@gmail.com), [ceo@sdccbsng.com](mailto:ceo@sdccbsng.com)

Sl. No	Particulars	Date & Time	Remarks
1	Date of Tender Notice	10.03.2026	
2	Last date & Time of Submission of Tender (Technical and Financial Bid)	20.03.2026, 3.00 P.M	
3	Opening of Technical Bids	20.03.2026 4.00 P.M	
	Opening of Financial Bids	20.03.2026 4.30 P.M	
4	Supply of Computers, Printers and Scanners (in case finalized in favor of any firm etc.)	Within 15 days of receipt of supply order	
5	Payment of Bill	After receipt / installation of all Equipments	

All the communications with respect to the tender shall be addressed to:

The Chief Executive Officer  
Sundargarh District Central Co-operative Bank Ltd.  
Main Road, Regent Market  
Sundargarh – 770001

  
Chief Executive Officer



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**SECTION-I**

**INSTRUCTIONS TO THE TENDERERS**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1.1. Details of specification and quantity requirement are given in Section - IV.

1.2. The Bank has reserves the right to reject any tender/bid wholly or partly without assigning any reason.

1.3. Floating of tender and opening of bids do not mean that the items will be mandatorily purchased from the selected bidder. Keeping in view all the options available for procurement of computer and accessories including e-market place, the authority reserves every right to cancel the tender process.

1.4. Tenderer shall take into account all costs including installation, commissioning, etc. for giving delivery of material at sites of Bank before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

1.5. The item should be delivered at Branches & Head Office (As annexed) and the supplier shall be responsible for any damage during the transit of goods.

1.6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The Bank reserves the right to accept or reject any or all the tenders.

1.7. The bidders may submit duly filled and completed bidding document as per instruction contained in the bidding documents. Incomplete bid shall be rejected.

1.8. Selection of the Bidder: For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Financial Bid & must be submitted in separate sealed envelopes.

1.9. Delivery and Opening of Tender: All tender documents should be sent through courier, speed post, registered post or by authorized person of the firm. Any other offer like e-mail etc. will not be considered and ignored straightway. All tender documents received after the specified date and time shall not be considered.

1.10. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.



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**SECTION-II**

**LIST OF DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID:**

- 2.1. The covering letter with acceptance of terms and conditions.
- 2.2. Technical Bid Format-I
- 2.3. Financial Bid Format-II
- 2.4. The intending tenderer must be Authorized / Dealers / Suppliers / Distributors in the State of Odisha with Original Equipment Manufacturer (OEM) Certificate. The tenderer shall have to enclose the copy of the same while submitting the tender.
- 2.5. Copy of PAN.
- 2.6. Copy of GST Registration.
- 2.7 Copy of IT returns (Last 3 Financial Years i.e. 2022-2023, 2023-2024 & 2024-2025).
- 2.7. The Bank detail must be submitted along with the Quotations / Tenders.
- 2.8. EMD of Rs. 10,000/- (Rupees Ten thousand) only for bidding of Desktop Computer & Printer in shape of Bank Draft drawn in favour of the **Chief Executive Officer, Sundargarh District Central Co-operative Bank** payable at **Sundargarh** be deposited along with the quotation which is refundable without interest. **EMD** of unsuccessful bidders will be refunded immediately after finalization of tender and the **EMD** of successful bidder will be refunded after completion of delivery & installation without interest thereof.



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**SECTION-III**

**Instructions for Bid Submission**

Sealed Tenders should be addressed to The Chief Executive Officer, Sundargarh District Central Co-operative Bank Ltd, Sundargarh, Odisha-770001, and superscripted "**Tender for Procurement of Desktops, Printers & Scanners**".

- 3.1. The tender should reach the office not later than 3:00 PM on 20<sup>th</sup> March, 2026.
- 3.2. Technical bid & financial bid shall be placed in separate sealed envelopes each marked as Envelope-1: "**Technical Bid**", Envelope-2: "**Financial bid**" respectively. All two envelopes shall be submitted together in another sealed envelope endorsed "**Tender for Procurement of Desktops, Printers & Scanners**". The bid will be received up to 3:00 PM on 20<sup>th</sup> March, 2026. No tender will be accepted after 3:00 PM on 20<sup>th</sup> March 2026 under any circumstances whatsoever.
- 3.3. The Technical Bids shall be opened at 4.00 PM on the 20.03.2026 at the office of the Chief Executive Officer, Sundargarh District Central Co-operative Bank (Head Office) in the presence of the tenderer's or their representatives. In case no representative is present at the scheduled time, the tender committee / procurement committee of the Bank will open the tenders independently.
- 3.4. Financial bid will be opened for the Pre-qualified bidders only on the same day at 4.30 PM.
- 3.5. The bidder must use only the forms issued by the office to fill in the rates.
- 3.6. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. Overwriting of figures is not permitted.
- 3.7. Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down.
- 3.8. Earnest Money is required to be deposited by the tenderer at the time of submission of Bid as provided in Section-II.
- 3.9. Bank reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. This office also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
- 3.10. Bidder is advised to go through the tender advertisement and the tender document carefully and should take into account any corrigendum published on the tender document before submitting their bids.
- 3.11. The rates quoted shall include all charges for packing, transport, loading, unloading and for delivery at site. Bidders must include in their rates, applicable taxes, GST, excise duty and any other tax and duty if applicable. No claim in respect of applicable taxes, excise duty or other tax, duty or levy whether existing or future, shall be entertained by the Bank.



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Website - [www.sdccbsng.com](http://www.sdccbsng.com)

GSTIN -21AAAAT8303L1ZM

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3.12. Time allowed for supply of Desktop, Printers & Scanners will be at best 15 days, which shall be strictly observed by the Vendor and it shall be reckoned from the date of receiving of supply order.

3.13. Time shall be considered as the essence of the contract. This office reserves the right to terminate the Contract if the Vendor fails to supply the Desktops, Printers & Scanners within the specified period and his EMD will be forfeited.

3.14. Guarantee/ Warranty: The equipment should be covered comprehensive on-site warranty against any manufacturing defect for a period of 03 Years from the date of successful installation and acceptance. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. Warranty certificate should be submitted with the bill(s).

3.15. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

3.16. Items supplied are subject to inspection and acceptance and the supplier should collect/replace the rejected items at his cost and risk.

3.17. Proof of **OEM Authorization Certificate** must be attached.

3.18. Cancellation: Bank reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

3.19. For any dispute, the place of jurisdiction shall be Sundargarh, only.



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**SECTION-IV**

Minimum technical specifications of Desktops, Printers & Scanners are given below. The procurement committee may decide any alternation in specification as per suitability.

**Technical Specifications**

Sl. No.	Item Description	Configuration / Model
1	Desktop Computer Acer	(A) CPU Intel Core-i5-13 Generation, (B) Memory 16GB DDR Ram with 64 GB or higher Expandability, (C) Hard Disk Drive : 512 SSD, (D) Key Board 104 Key, (E) Mouse : Optical with USB Interface, (F) Ports : 6 USB Ports in front, (G) Audio ports for microphone and headphone in front, Rear: 1 Serial Port, 1 HDMI, 1 line in, 1 line out, 1 Power connector, 1 VGA, 2 USB 2.0. 1 PCI Exp 3.0 x1, 1 PCI Exp 4.0 x16, 1 PCI (Full Height), 2 M.2 slots for WLAN & SSD, (H) Cabinet: Tower, (I) Networking Facility: 10/100/1000 on board integrated, (J) Operating System : Windows 11 professional Preload, (K) Monitor 21.5 inch LED Monitor. Or Higher <b>(Warranty: Three years onsite)</b>
2	HP LaserJet Printer	HP LaserJet 1020 A Printer or Higher <b>(Warranty : One Year onsite)</b>
3	HP All-In-One Printer	HP LaserJet 136A All-In-One Printer or Higher <b>(Warranty : One Year onsite)</b>
4	Passbook Printer	EPSON PLQ-35 or Higher <b>(Warranty : One Year onsite)</b>
5	Dot Matrix Printer	EPSON 1310 Dot Matrix Printer or Higher <b>(Warranty : One Year onsite)</b>
6	Scanner	EPSON V-39 Flatbed Scanner or Higher <b>(Warranty : One Year onsite)</b>
7	High Speed Scanner	HP 3000s4 Paper Feed Scanner or Higher <b>(Warranty : One Year onsite)</b>



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**SECTION – V**

**(TO BE FURNISHED IN LETTER PAD OF THE FIRM)**

To  
Chief Executive Officer  
Sundargarh District Central Co-Operative Bank Ltd.  
Main Road, Regent Market  
Sundargarh - 770001

**Sub: Tender for supply of Desktop Computers, Printers & Scanners at Sundargarh District Central Co-operative Bank.**

Dear Sir,

I, the undersigned, offer to participate in the tender process to supply the Desktop Computers, Printers & Scanners in accordance with your Tender Notice No.: \_\_\_\_\_ Dated \_\_\_\_\_.

We are hereby submitting our proposal, which includes Technical Bid and Financial Bid sealed in envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document.

Yours faithfully

**Authorized Signatory with  
Date**



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**FORM - 1**

**TECHNICAL BID (ON LETTER HEAD OF THE FIRM)**

Sl.	Specification	Compliance	Remarks
1	Name of the Bidder (Attach Authorization copy)		
2	Full Address of Registered Office		
3	Name & Telephone number of the authorized person signing the bid		
4	Bank Name:	Account Number :	
		Bank & Branch Name :	
		IFSC Code :	
5	PAN No. (Attach self-attested copy)		
6	GSTIN Number (Attach self-attested copy)		
7	Up-to-date GSTR Return (Attach copy of GSTR-3B of April-2022 to November-2025)		
8	IT Return for F/Y 2022-23, 2023-24 & 2024-25 (Attach copy)		
9	Acceptance to all the terms & conditions of the tender (Yes/No)		
10	<b>Acceptance for Warranty:</b> Three years on-site comprehensive warranty from the date of installation for Computers / Printers / Scanners.		
11	<b>DELIVERY:</b> Within 15 days from the date of order.		
12	<b>INSTALLATION:</b> Firm will install and commission the equipment free of cost.		

I have carefully read and understand all the terms & conditions of the tender and undertake to abide by them. The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief.

**Place:**

**Date:**

**(Signature of Bidder / Authorized Person)**



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**FORM - 2**

**FINANCIAL BID (ON LETTER HEAD OF THE FIRM)**

Sl. No.	Item Description	Configuration / Model	Quantity (Nos.)	Amount inclusive of all Taxes
1	Desktop Computer Acer	A) CPU Intel Core-i5-12 Generation or Higher, (B) Memory 8/16GB DDR Ram with 64 GB or higher Expandability, (C) Hard Disk Drive : 512 SSD, (D) Key Board 104 Key, (E) Mouse : Optical with USB Interface, (F) Ports : 6 USB Ports in front, (G) Audio ports for microphone and headphone in front, Rear: 1 Serial Port,1 HDMI, 1 line in, 1 line out, 1 Power connector, 1 VGA, 2 USB 2.0. 1 PCI Exp 3.0 x1, 1 PCI Exp 4.0 x16, 1 PCI (Full Height), 2 M.2 slots for WLAN & SSD, (H) Cabinet: Tower, (I) Networking Facility:10/100/1000 on board integrated, (J) Operating System : Windows 11 professional Preload, (K) Monitor 21.5 inch LED Monitor. Or Higher <b>(Warranty: Three years onsite)</b>	36	
2	HP LaserJet Printer	HP LaserJet 1020 Printer or Higher <b>(Warranty : One Year onsite)</b>	09	
3	HP All-In-One Printer	HP LaserJet 136A All-In-One Printer or Higher <b>(Warranty : One Year onsite)</b>	7	
4	Passbook Printer	EPSON PLQ-35 or Higher <b>(Warranty : One Year onsite)</b>	11	
5	Dot Matrix Printer	EPSON LQ 1310 Dot Matrix Printer or Higher <b>(Warranty : One Years onsite)</b>	6	
6	Scanner	EPSON V-39 Flatbed Scanner or Higher <b>(Warranty : One Year onsite)</b>	5	
7	High Speed Scanner	HP 3000s4 Paper Feed Scanner or Higher <b>(Warranty : One Year onsite)</b>	2	
<b>TOTAL</b>				