

THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD.



INFORMATION TECHNOLOGY DEPARTMENT

**HEAD OFFICE: The Ahmednagar District Central Co-op.
Bank Ltd., Head Office: Post Box No.42 Station Road,
Ahilyanagar.
Pin – 414001**

**REQUEST FOR PROPOSAL (RFP) FOR
Purchase, Installation and Maintenance of Desktops for branches.**

REF NO.: Computer/Tender/2026-27/004

RELEASE DATE: 03/05/2026

PARTICULARS	DEADLINE
Date of Release of the RFP	03/05/2026
Last date for receiving queries through e-mail:	07/05/2026 up to 12:30 PM
Date of submission of Technical and Commercial bid	13/05/2026 at 05:00 PM
Bank email id for RFP related communication	computer@adccbannagar.bank.in

**Disclaimer**

The information contained in this RFP document, or any information provided subsequently to bidder(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank with respect to the solution requested, this RFP does not claim to include all the information each bidder may require. Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability, and completeness of the information in this RFP and wherever necessary obtain independent advice. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.



Table of Contents

1. Introduction	4
2. Detailed Scope of Work	4
3. Evaluation Procedure.....	5
4. Instructions to the Bidders	5
6. Commercial Bid Evaluation.....	10
8. Late Delivery Charges	10
9. Force Majeure	10
10. Arbitration	11
11. Jurisdiction.....	12
12. Service Level Agreement (SLA):	12
Annexure-1 Covering Letter for Eligibility cum Technical Bid and Commercial Bid	13
Annexure-2: Functional and Technical Requirements	14
Annexure-3 Commercial Bill of Material	15
Annexure-4 Manufacturer's Authorization Form.....	16
Annexure –5 Letter of Conformity with Hardcopy.....	17
Annexure – 6 Pre-Bid Query Format	18
Annexure – 7 Bidder's Information	19
Annexure 8- Non- Disclosure Agreement.....	20



1. Introduction

THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD., (ADCCB) Ahilyanagar is a District Co-operative Bank in Western region of Maharashtra. The bank is having 299 branches and Head Office have computerized entire operation using Core Banking Solution. ADCC Bank (herein after called 'the Bank') is inviting proposals from provider for Purchase, Installation and Maintenance of Desktops, Passbook Printers, Statement Printers and Multifunction Printers for branches.

This tender is meant for the exclusive purpose of bidding as per the terms and conditions and scope of work indicated. It shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.

2. Detailed Scope of Work

This section provides an inventory of the services required by the Bank. The scope of this RFP covers the delivery, installation and maintenance of the following as given below:

Sr. No	Bid Area	Quantity	Brief Description
1	Desktops with operating system	400	Delivery, installation, and maintenance of required hardware components. Implementation, Configuration, Support and Maintenance.

- a) Bidder should supply, install, test, and maintain the Desktops.
- b) Bidder should provide on-site comprehensive three years warranty along with 2 years comprehensive AMC for Desktops with operating system.
- c) All the parts of items would be covered under comprehensive warranty except consumable items. If there is any gap between ADCC's requirement and OEM warranty, then it will be the responsibility of Bidder to fill up the gap.
- d) Bidder should undertake to provide maintenance support to equipment and arrange for spare parts for a minimum period of 5 years for Desktop with operating system from the date of its supply (i.e. 3 years comprehensive warranty and 2 years AMC with next business day support). Comprehensive annual maintenance contract has to be entered into separately with ADCC for this purpose.
- e) Bidder will generate the configuration/specification report of the Desktop with operating system and present the printout of same along with installation report to ADCC for their verification & signatures.
- f) Obtaining of the Road permits, form, other security forms, travel insurance etc. will be the sole responsibility of the successful bidder. However, ADCC will sign the necessary forms as purchaser, as per the requirements.
- g) Delivery Time and Place: Bidder should provide all the hardware mentioned in Bid area in



above table within 8-10 weeks at Bank's Branches spread over Ahilyanagar District. The details will be shared by Bank with successive bidder.

- h) Bidder to install predefined applications on desktop. Bank will share the list of predefined applications to the final selected bidder.
- i) Bank have procured the Securite End Point Security V7.6 through M/s. Cybernet IT Solutions Pvt. Ltd. Bidder to support the activity to Install, implement, maintain and support the Enterprise Anti-Virus services (Admin Console Based).
- j) Bank have deployed Active Directory(AD) Management and Monitoring Software, M/s. Cybernet IT Solutions Pvt. Ltd. is managing the activity, Bidder to support to deploy the AD on newly procured Desktops.
- k) Bidder to support the activity to Install, implement, maintain and support the Active Directory services to provide centralized domain control functionality for windows machines, centralized authentication for non-windows O.S (Linux, Mac, Ubuntu), network services (wired/wireless, proxy, VPN etc.),web applications.
- l) In case the Bank changes/upgrade/procure any new peripherals in contract period then bidder should include the components and provide support to Active Directory without any cost to the Bank.
- m) If the bank wishes to procure additional hardware during the contract period, then the bidder shall provide the hardware at the rates specified in the Bill of Material.

Note: All the supplied hardware should be Interoperable, IPv6 ready and in compliance with the policies/ guidelines issued by GOI in this regard. Also, the bidder is to quote/ propose only one make/ model against the respective item.

3. Evaluation Procedure

Post eligibility and technical evaluation ADCC bank will open the commercial bids of the eligible bidders and declare the selected bidder of the bid process. However, bank may negotiate further with lowest bidder. Bank is not bound to accept the lowest bid only. Bank may reject the RFP process any time without any reason to bidders. Bank's decision is final. In case If after evaluation of Bids, bank end-ups with one responsive bid only. In such situation, the bid process shall be considered valid even if there is one responsive Bid, provided that: -

- a. The Bid is technically qualified.
- b. The price quoted by the bidder is assessed to be reasonable.
- c. The Bid is unconditional and complete in all respects.
- d. The bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document.

4. Instructions to the Bidders

4.1 Two- Bid System Tender

- i. Bidders are required to submit the Eligibility cum Technical Bid and Commercial bid in physical form as per the submission timeline. The Language of Bid should be in English.



- ii. The bidder will take care of submitting the Bid properly filed so that the papers are not loose. The Bids, which are not sealed as indicated above, may be liable for rejection.
- iii. The tender not submitted in the prescribed format or incomplete in any aspect is liable for rejection. The Bank is not responsible for non-receipt of bid within the specified date and time due to any reason including postal delays or Holidays.

4.2 Submission of Technical Bid :-

- i. The Bidders shall submit the Technical Bid in sealed envelope. If above bid is found not properly sealed, the bid is liable for rejection. The envelope containing technical bid shall be marked as **“Technical Bid for Purchase, Installation and Maintenance of Desktops, Passbook Printers, Statement Printers and Multifunction Printers for branches”**.
- ii. All the formats need to be filled in exactly as per the pro -forma given in the Annexures and any deviation is likely to cause rejection of the bid.
- iii. The Bank shall not allow/permit changes in the technical specifications once it is submitted.
- iv. The offer may not be evaluated by the Bank in case of non-adherence to the format or partial submission of technical details as per the format given in the RFP.
- v. Non-submission or partial submission of the information along with the offer may result in disqualification of the bid of the concerned bidder.
- vi. The Technical Bid must not contain any price information.
- viii. The bidder will also submit copy of the RFP duly stamped and signed on each page by the authorized official of the bidder's company.
- ix. The bidder should submit the required documents with proper index and page number on each page
- x. The Bidder shall prepare two copies of the Technical bid clearly marking each **"Original Technical Bid for “Technical Bid for Purchase, Installation and Maintenance of Desktops, Passbook Printers, Statement Printers and Multifunction Printers for branches” and “Technical Bid for Purchase, Installation and Maintenance of Desktops, Passbook Printers, Statement Printers and Multifunction Printers for branches ”**. In the event of any discrepancy between them, the original shall govern. Original copy of bid security should be submitted with the Original Bid.
- xi. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the Bid except for un- amended printed literature shall be numbered serially and initialed and stamped by the person or persons signing the bid.
- xii. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- xiii. The Bidders shall seal the original and copy bids separately.
- xiv. Soft copy (in Pen drive) of complete technical bid shall also be submitted along with hard copy
- xv. In addition to the above marking, each envelope must be super-scribed with the following information:



- a. RFP Reference Number.
- b. Name and Address of Bidder.

This will enable the Bank to return the bid unopened in case it is declared unacceptable for any reason whatsoever.

xvi. All the inner and outer envelopes shall be addressed to the Bank at the address given below:

The Chief Executive Officer
THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD.
Head Office: Post Box No.42 Station Road,
Ahilyanagar, Pin – 414001

If any inner envelope is found to contain both technical and commercial bids, then that bid will be rejected summarily.

4.3 Submission of Commercial Bid:

- i. The Bidders shall submit the Commercial Bid in sealed envelope. If above bid is found not properly sealed, the bid is liable for rejection. The envelope containing commercial bid shall be marked as "**COMMERCIAL BID FOR Purchase, Installation and Maintenance of Desktops, Passbook Printers, Statement Printers and Multifunction Printers for branches**".
- ii. Please note that if any envelope is found to contain both technical & commercial offer, then that offer will be rejected outright.
- iii. The envelope must be super-scribed with the following information:
 - a. RFP Reference Number.
 - b. Name and Address of Bidder.

4.4 The bidder should not be allowed for Consortium.

4.5 For any query the bank's email id is as follows:

computer@ahmednagardccb.com

4.6 Cost of Bid –

Rs.10,000/- + Rs. 1,800/- (GST) = Rs. 11,800/- (Ten Thousand Eight Hundred Only) in the form of NEFT only (A/c no. : 017511029000129, IFSC : ICIC00ADCCB / AHDC0000175, A/c Name: - Ahmednagar District Central Cooperative Bank Ltd, Branch:: Head Office). Bidder are requested to submit the UTR/fund transfer details with the technical bid response. If any bid response found without any bid document cost, then the bid will be rejected by the bank.

4.7 Bid Security - Earnest Money Deposit (EMD)

The bidder shall furnish as part of its bid, bid security of INR 2,00,000/- (Rupees Two Lacs Only) in the form of RTGS/NEFT only (A/c no. : 017511029000129, IFSC : ICIC00ADCCB / AHDC0000175, A/c Name: - Ahmednagar District Central Cooperative Bank Ltd, Branch:: Head Office). Bidder are requested to submit the UTR/fund transfer details with the technical bid



response. Otherwise the bid response will be rejected by bank).

The bid security submitted by the bidder shall be forfeited if:

- a) The bidder withdraws the bid within the bid validity period; or
- b) The bidder fails to accept the “Letter of Award” within the given stipulated time;
or
- c) The bidder violates any of the provisions of the terms and conditions of this bid document.

4.8 Security Deposit –

Successive bidder have to submit Security Deposit of 2% of the final Contract Value in the form of Bank Deposit with Ahmednagar DCC Bank. The period of the deposit will be 66 months from the date of agreement and Bank will provide applicable interest rate for the period.

4.9 The bid security will be refunded to:

A. The unsuccessful bidder(s), only after acceptance of the “Letter of Award” by the successful bidder and the EMD will be refunded.

4.10 The bidder should have service Centre at Ahilyanagar.

4.11 Telex, Cable, Facsimile or E-mail Bids will not be accepted.



5. Eligibility Criteria

Sl. No.	Eligibility Criteria	Supporting Documents
1	Bidder should be a legal entity registered in India, since last 3 (Three) years under Indian Companies Act 1956 or partnership act 1932 or partnership/LLP act 2013.	Certificate of Incorporation/Partnership deed and other Documentary evidence to be attached *Consortium is not allowed.
2	Bidder should have minimum average Turnover of INR 8 Crore in the last three financial years (2023-24,24-25,25-26)	Statutory Auditor Certificate or Certificate from the Company Secretary/Chartered Accountant of the Agency clearly specifying the Annual Turnover for the specified years. Provisional Balance Sheet for F.Y 2025-26 may considered.
3	The Bidder should not have been blacklisted by any of the Ministry/ Department of Government of India/ State Governments and also neither convicted nor is any criminal case pending against it before any court of competent jurisdiction	Self-declaration by competent authority of the bidder
4	The Agency should have valid GSTIN- (Copy of GSTIN)	(Copy of GSTIN certificate to be submitted
5	Bidders should have Manufacturer Authorization (MAF) Letter from Original Equipment Manufacturer (OEM) (as per Annexure-3), brochures and data sheets along with the proposal for each quoted product (viz. Desktop)	Need to provide Manufacturer Authorization (MAF) Letter from OEM, brochures, and data sheets along with the proposal for each quoted product (viz. Desktop)
6	The bidder should have prior experience of Supply, Installation and maintenance of IT infrastructure including minimum 500 Desktop in at least 1 DCC Bank in Maharashtra in last 5 years	Credentials from clients in form of purchase orders/ contract / credential letters etc. has to be provided.
7	The Bidder or OEM should have its service center at Ahilyanagar/ Pune	Shops and Establishment Certificate, Service Centre address, Phone number to be provided.



6. Commercial Bid Evaluation

The commercial proposals of only those bidders shall be evaluated who have fulfilled the eligibility cum technical criteria. The bidder must fulfill "Functional and Technical requirements as per Annexure 2".

The L1 bidder shall be evaluated on the base of the Composite rate of above items.

Commercial Terms:

1. The quoted price is valid for next 180 days.
2. Taxes are extra at actuals.
3. If any changes in taxes during the project tenure the same will be borne by the bank.

7. Payment Terms and Schedule

- 1) Payment schedule - Payments to the successful bidder shall be made on target milestones (including specified project deliverables) as mentioned below: -
 - i. Hardware cost:
 - a. 50% after successful delivery of Hardware and sign off from the Bank.
 - b. 45% after successful installation of Hardware and sign off from the Bank.
 - c. 5% after completion of warranty of Hardware and sign off from the Bank.
 - ii. One Time Cost:
 - a. Implementation/installation cost will be paid after 30 days of successful implementation, sign off and acceptance by the bank.
 - iii. AMC for Hardware management solution:
 - a. Yearly AMC, value will be paid Half Yearly advance, and SLA will be imposed in next invoice and service credit for last AMC invoice.
- 2) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- 3) The price would be inclusive of all applicable taxes under the Indian law like customs duty, excise duty, import taxes, freight, forwarding, insurance for transit and till installation, delivery, etc. but exclusive of only applicable GST which shall be paid / reimbursed on actual basis on production of bills.

8. Late Delivery Charges

Charges will be levied on late delivery of hardware items mentioned in the scope of work as Rs.500/- per device per week after delivery timeframe.

9. Force Majeure

The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination



for default, if any to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of ADCC Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions.

If a Force Majeure situation arises, the Bidder shall promptly notify ADCC Bank in writing of such condition and the cause thereof within fifteen calendar days. Unless otherwise directed by ADCC Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

10. Arbitration

The Bidder and ADCC Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- a. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- b. The matter will be referred for negotiation between Authorized Official of ADCC Bank and the Authorized Official of the Bidder. The matter shall then be resolved between them, and the agreed course of action documented within a further period of 15 days.

In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Ahilyanagar and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

The arbitrators shall hold their sittings at Ahilyanagar. The arbitration proceedings shall be conducted in English as well as Marathi language. Subject to the above, the courts of law at Ahilyanagar alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.

The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the



subsistence of any arbitration or other proceedings.

11. Jurisdiction

Arbitration proceedings shall be held in Ahilyanagar, India.

12. Service Level Agreement (SLA):

This Schedule describes the service levels that have been established for the Services offered by the Bidder to the Bank. The Bidder shall monitor and maintain the stated service levels to provide quality customer service to Bank.

Penalties due to Delay in Delivery, Installation, & Maintenance

- Delivery, installation & commissioning of all equipment should be within 10 weeks from date of placing of order.
- Post-delivery if any defected device does not replace within 5 working days then penalty amount will be Rs.1000/- (In words One Thousand Rs. Only).
- Exceptions on enforcing the SLA and other penalty clauses will be made only in case of Force Majeure situations or in exceptional circumstances at the discretion of Bank.
- Penalty amount will be adjusted from Service credit/AMC/Security Deposit.

Sr. No	Service Matrix Parameters	Matrix	Deduction
1	Resolution time for raised complaint/ issues.	Address to complaints/ issues within 2 hrs.	No penalty
2		Resolution of complaints/ issues related to Hardware after 48 hrs.	Rs. 1000/- per day for each equipment not in working condition from the date of lodging the Complaint.
3		Resolution of complaints/ issues after 7days (168 hrs.)	Device is to be replaced or stand by arrangement is to be made.



Annexure-1 Covering Letter for Eligibility cum Technical Bid and Commercial Bid

To,

The Chief Executive Officer
THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD.
Head Office: Post Box No.42 Station Road,
Ahilyanagar,
Pin – 414001

Having examined the RFP (RFP Computer/Tender/2026-27/004 dated 03.05.2026) including all annexure, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver services in conformity with the said RFP and in accordance with our proposal and total cost indicated in the Commercial Bid and made part of this bid.

We undertake, if our bid is accepted, to deliver services and complete the project in accordance with the scheduled timelines.

We agree to abide by this bid for the period of 180 days from the date fixed for Technical bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with the bank's written acceptance thereof and bank's notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that the bank is not bound to accept the lowest or any bid the bank may receive. Place:

Dated: this day of 2026.

.....
(Signature) (In the Capacity of)

Duly authorized to sign bid for and on behalf of



Annexure-2: Functional and Technical Requirements

The Functional and Technical Requirements has been attached in a separate file named “Annexure 2- Functional and Technical Requirements.



Annexure-3 Commercial Bill of Material

The Commercial Bill of Material has been attached in a separate file named “Annexure 2-Commercial Bill of Material.

Note:

- The unit price should be including delivery and installation of Branch Peripherals cost in Commercial Bill of Material.
- The installation and Configuration Charges for Anti-Virus and Active Directory should be mentioned separately in Commercial Bill of Material.
- Taxes extra at actual
- Total cost of ownership for the 5 years
- 3 years comprehensive warranty and 4th and 5th year AMC should cover Support and Maintenance to Anti- Virus and Active Directory Server.
- Consumables are not part of the warranty (ribbon, cartridge, printer head)

**Annexure-4 Manufacturer's Authorization Form**

Note: This authorization letter shall be printed on the letterhead of all the original equipment manufacturer (OEM) and shall be signed by a competent person having the power of attorney to bind the manufacturer.

To,

The Chief Executive Officer
THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD.
Head Office: Post Box No.42 Station Road,
Ahilyanagar,
Pin – 414001

Dear Sir,

Sub: RFP Computer/Tender/2026-27/004 dated 03.05.2026

We who are established and reputable manufacturers/ producers of _____ having factories/ development facilities at (address of factory/ facility) do hereby authorize M/s _____ (name and address of the bidder) to submit a bid, and sign the contract with you against the above bid invitation.

We hereby extend our full guarantee and warranty for the solution, products and services offered by the above firm against this bid invitation.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the products manufactured or distributed by the bidder:

- Such products as ADCC may opt to purchase from the bidder, provided, that this option shall not relieve the bidder of any warranty obligations under the contract; and
- In the event of termination of production of such products:
- Advance notification to ADCC of the pending termination, with sufficient time to permit ADCC to procure needed requirements; and
- Following such termination, furnishing at no cost to ADCC, the blueprints, design documents, operations manuals, standards, source codes and specifications of the products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, technical support and maintenance obligations required by the contract.

We further certify that, in case the authorized distributor/ system integrator is not able to meet its obligations as per contract during contract period, we, as the OEM, shall perform the said obligations with regard to their items by ourselves or through alternate & acceptable service provider.

Place:

Date:

Seal and signature of the OEM

**Annexure –5 Letter of Conformity with Hardcopy**

Ref: RFP Computer/Tender/2026-27/004 dated 03.05.2026

Date:

To,

The Chief Executive Officer,

THE AHMEDNAGAR DISTRICT CENTRAL CO-OPERATIVE BANK LTD.

Head Office: Post Box No.42 Station Road,

Ahilyanagar,

Pin – 414001

Dear Sir,

We confirm having submitted the Bid and annexures in accordance with the said RFP. The details submitted by us are true and correct to the best of our knowledge and if it is proved otherwise at any stage of execution of the contract, The Ahmednagar District Central Co-operative Bank has the right to summarily reject the proposal and disqualify us from the process.

We confirm that we will abide by the conditions mentioned in the Tender Document (RFP and annexure) in full or in accordance with the deviations in “Terms & Conditions” accepted by the bank.

We, hereby acknowledge and confirm, having accepted that the Bank can at its absolute discretion, apply whatever criteria is deemed appropriate, not just limiting to those criteria set out in the RFP and related documents, in short listing of bidders.

We shall observe confidentiality of all the information passed on to us in course of the tendering process and shall not use the information for any other purpose than the current tender.

We also confirm that we have not been blacklisted by any Govt. Department/ PSU/PSE or Banks or otherwise not involved in any such incident with any concern whatsoever, where the job undertaken/performed and conduct has been questioned by any authority, which may lead to legal action.

Place:

Date:

SEAL

(Authorized Signatory)

**Annexure – 6 Pre-Bid Query Format**

Note: Bidder's request for Clarification - to be submitted minimum of two days before pre-bid meeting

If, bidder, desiring to respond to RFP for Purchase, Installation and Maintenance of Desktop, Passbook Printers, Statement Printers and Multifunction Printers for branches and Buy Back of old Inventory, requires any clarifications on the points mentioned in the RFP, it may communicate with The Ahmednagar District Central Co-operative Bank using the following format (in an Microsoft excel (xls/xlsx) format). All questions should be received as per the last date mentioned in the RFP will be formally responded to and questions/points of clarification and the responses will be circulated to all participating bidder if required. The source (identity) of the bidder seeking points of clarification will not be revealed. Alternatively, the bank may at its discretion, may or may not answer all queries in the Pre-bid meeting.

Section Number	Page Number	Point Number	Original Clause	Query

**Annexure – 7 Bidder’s Information**

RFP Computer/Tender/2026-27/004 dated 03.05.2026

Name of the Bidder	
Constitution & Year of Establishment	
Registered Office/Corporate office Address	
Mailing Address	
Name and designations of the persons authorized to make commitments to the Bank	
Telephone Fax e-mail	
Gross annual turnover of the bidder. (Amount in INR Crore) 2023-24: 2024-25: 2025-26:	



Annexure 8- Non- Disclosure Agreement

(On Rs.500 non-Judicial stamp paper)

This Non-Disclosure Agreement made and entered into at.....This.....day of.....2026.

BY AND BETWEEN

..... Company Limited, a company incorporated under the

Companies Act, 1956 having its registered office at (Hereinafter referred to as the Vendor which expression unless repugnant to the context or meaning thereof be deemed to include its permitted successors) of the ONE PART;

AND

The Ahmednagar District Central Co-operative Bank Ltd., a district central co-operative bank having its Head Office at Post Box No:42, Station Road, Ahilyanagar, Maharashtra - 414001 (hereinafter referred to as "Bank" which expression shall unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

The Vendor and The Ahmednagar District Central Co-operative Bank are hereinafter collectively referred to as "the Parties" and individually as "the Party"

WHEREAS:

1. The Ahmednagar District Central Co-operative Bank is engaged in the business of providing financial services to its customers and intends to engage Vendor for procurement of Desktops for Branches.
2. In the course of such assignment, it is anticipated that Ahmednagar District Central Co-operative Bank or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Vendor some Confidential Information (as hereinafter defined), to enable the Vendor to carry out the aforesaid assignment (hereinafter referred to as " the Purpose").
3. The Vendor is aware and confirms that all information, data and other documents made available in the RFP/Bid Documents/Agreement /Contract or in connection with the Services rendered by the Vendor are confidential information and are privileged and strictly confidential and or proprietary of The Ahmednagar District Central Co-operative Bank. The Vendor undertakes to safeguard and protect such confidential information as may be received from The Ahmednagar District Central Co-operative Bank.

NOW, THEREFORE THIS AGREEMENT WITNESSED THAT in consideration of the above premises and The Ahmednagar District Central Co-operative Bank granting the Vendor and or his agents, representatives to have specific access to The Ahmednagar District Central Co-operative Bank property / information and other data it is hereby agreed by and between the parties hereto as follows:

1. Confidential Information:



(i) "Confidential Information" means all information disclosed/furnished by The Ahmednagar District Central Co-operative Bank to the Vendor whether orally, in writing or in electronic, magnetic or other form for the limited purpose of enabling the Vendor to carry out the proposed Implementation assignment, and shall mean and include data, documents and information or any copy, abstract, extract, sample, note or module thereof, explicitly designated as "Confidential"; Provided the oral information is set forth in writing and marked "Confidential" within seven (7) days of such oral disclosure.

(ii) The Vendor may use the Confidential Information solely for and in connection with the Purpose and shall not use the Confidential Information or any part thereof for any reason other than the Purpose stated above.

Confidential Information in oral form must be identified as confidential at the time of disclosure and confirmed as such in writing within seven (7) days of such disclosure. Confidential Information does not include information which:

(a) is or subsequently becomes legally and publicly available without breach of this Agreement by either party,

(b) was rightfully in the possession of the Vendor without any obligation of confidentiality prior to receiving it from The The Ahmednagar District Central Co-operative Bank,

(c) was rightfully obtained by the Vendor from a source other than The Ahmednagar District Central Co-operative Bank without any obligation of confidentiality,

(d) was developed by for the Vendor independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence, or is/was disclosed pursuant to an order of a court or governmental agency as so required by such order, provided that the Vendor shall, unless prohibited by law or regulation, promptly notify The Ahmednagar District Central Co-operative Bank of such order and afford The Ahmednagar District Central Co-operative Bank the opportunity to seek appropriate protective order relating to such disclosure.

(e) the recipient knew or had in its possession, prior to disclosure, without limitation on its confidentiality;

(f) is released from confidentiality with the prior written consent of the other party.

The recipient shall have the burden of proving hereinabove are applicable to the information in the possession of the recipient. Confidential Information shall at all times remain the sole and exclusive property of the disclosing party. Upon termination of this Agreement, Confidential Information shall be returned to the disclosing party or destroyed, if incapable of return. The destruction shall be witnessed and so recorded, in writing, by an authorized representative of each of the parties.

Nothing contained herein shall in any manner impair or affect rights of The Ahmednagar District Central Co-operative Bank in respect of the Confidential Information.

In the event that any of the Parties hereto becomes legally compelled to disclose any

Confidential Information, such Party shall give sufficient notice to the other party to enable the other Party to prevent or minimize to the extent possible, such disclosure. Neither party shall disclose to a third party any Confidential Information or the contents of this Agreement without the prior written consent of the other party. The obligations of this Clause shall be satisfied by handling Confidential Information with the same degree of care, which the receiving party applies to its own similar confidential information but in no event less than reasonable care.

The obligations of this clause shall survive the expiration, cancellation or termination of this Agreement



2. Non-disclosure: The Vendor shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Vendor who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Vendor shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to assure against unauthorized use or disclosure. The Vendor may disclose Confidential Information to others only if the Vendor has executed a Non-Disclosure Agreement with the other party to whom it is disclosed that contains terms and conditions that are no less restrictive than these presents and the Vendor agrees to notify The Ahmednagar District Central Co-operative Bank immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement.

Notwithstanding the marking and identification requirements above, the following categories of information shall be treated as Confidential Information under this Agreement irrespective of whether it is marked or identified as confidential:

- a) Information regarding The Ahmednagar District Central Co-operative Bank and any of its Affiliates, customers and their accounts ("Customer Information"). For purposes of this Agreement, Affiliate means a business entity now or hereafter controlled by, controlling or under common control. Control exists when an entity owns or controls more than 10% of the outstanding shares or securities representing the right to vote for the election of directors or other managing authority of another entity; or
- b) any aspect of The Ahmednagar District Central Co-operative Bank's business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right; or
- c) business processes and procedures; or
- d) current and future business plans; or
- e) personnel information; or
- f) financial information.

3. Publications: The Vendor shall not make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of The Ahmednagar District Central Co-operative Bank.

4. Term: This Agreement shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by The Ahmednagar District Central Co-operative Bank, whichever is earlier. The Vendor hereby agrees and undertakes to The Ahmednagar District Central Co-operative Bank that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further promptly return or destroy, under information to The Ahmednagar District Central Co-operative Bank, all information received by it from The Ahmednagar District Central Co-operative Bank for the Purpose, whether marked Confidential or otherwise, and whether in written, graphic or other tangible form and all copies, abstracts, extracts, samples, notes or modules thereof. The Vendor further agree and undertake to The Ahmednagar District Central Co-operative Bank to certify in writing upon request of The Ahmednagar District Central Co-operative Bank that the obligations set forth in this Agreement have been complied with.

Any provisions of this Agreement which by their nature extend beyond its termination shall continue to be binding and applicable without limit in point in time except and until such information enters the public domain



5. Title and Proprietary Rights: Notwithstanding the disclosure of any Confidential Information by The Ahmednagar District Central Co-operative Bank to the Vendor, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with The Ahmednagar District Central Co-operative Bank.

6. Remedies: The Vendor acknowledges the confidential nature of Confidential Information and that damage could result to The Ahmednagar District Central Co-operative Bank if the Vendor breaches any provision of this Agreement and agrees that, if it or any of its directors, officers or employees should engage or cause or permit any other person to engage in any act in violation of any provision hereof, The Ahmednagar District Central Co-operative Bank may suffer immediate irreparable loss for which monetary compensation may not be adequate. The Ahmednagar District Central Co-operative Bank shall be entitled, in addition to other remedies for damages & relief as may be available to it, to an injunction or similar relief prohibiting the Vendor, its directors, officers etc. from engaging in any such act which constitutes or results in breach of any of the covenants of this Agreement.

Any claim for relief to The Ahmednagar District Central Co-operative Bank shall include The Ahmednagar District Central Co-operative Bank's costs and expenses of enforcement (including the attorney's fees).

7. Entire Agreement, Amendment and Assignment: This Agreement constitutes the entire agreement between the Parties relating to the matters discussed herein and supersedes any and all prior oral discussions and / or written correspondence or agreements between the Parties. This Agreement may be amended or modified only with the mutual written consent of the Parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.

8. Governing Law: The provisions of this Agreement shall be governed by the laws of India and the competent court at The Ahmednagar shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

9. Indemnity: The Vendor shall defend, indemnify and hold harmless The Ahmednagar District Central Co-operative Bank, its affiliates, subsidiaries, successors, assigns, and their respective officers, directors and employees, at all times, from and against any and all claims, demands, damages, assertions of liability whether civil, criminal, tortuous or of any nature whatsoever, arising out of or pertaining to or resulting from any breach of representations and warranties made by the Vendor. and/or breach of any provisions of this Agreement, including but not limited to any claim from third party pursuant to any act or omission of the Vendor, in the course of discharge of its obligations under this Agreement.

10. General: The Vendor shall not reverse - engineer, decompile, disassemble or otherwise interfere with any software disclosed hereunder.

All Confidential Information is provided "as is". In no event shall The Ahmednagar District Central Co-operative Bank be liable for the inaccuracy or incompleteness of the Confidential Information. None of the Confidential Information disclosed by The Ahmednagar District Central Co-operative Bank constitutes any representation, warranty, assurance, guarantee or inducement with respect to the fitness of such Confidential Information for any particular purpose.

The Ahmednagar District Central Co-operative Bank discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, lawfulness, merchantability, fitness for a particular purpose, title, non-infringement, or anything else.

11. Waiver: A waiver (whether express or implied) by The Ahmednagar District Central Co-operative Bank of any of the provisions of this Agreement, or of any breach or default by the Vendor in performing any of the provisions hereof, shall not



constitute a continuing waiver and such waiver shall not prevent The Ahmednagar District Central Co-operative Bank from subsequently enforcing any of the subsequent breach or default by the Vendor under any of the provisions of this Agreement.

In witness whereof, the Parties hereto have executed these presents the day, month and year first herein above written.

For and on behalf of -----

()

(Designation)

For and on behalf of The Ahmednagar District Central Co-operative Bank

()

(Designation)