



THE MAYURBHANJ CENTRAL CO-OPERATIVE BANK LTD.

At/Po- Baripada, Dist- Mayurbhanj (Odisha), Pin-757001

C.E.O.- 06792-252315

Fax- No. 06792-254844

Website: mayurbhanjccb.bank.in

Email: computercell@mayurbhanjccb.bank.in

MCCB/No. : 2593

Date: 24. 09. 2026

TENDER CALL NOTICE

Sealed tenders are invited from the service registered Firms/Service Agencies having valid GSTIN for Annual Maintenance Contract (AMC) of Computer Hardware and Peripherals at Head Office and different Branches of the Bank. The bidders shall have to furnish their offer/price towards cost of AMC as a percentage to the order value mentioned in the financial bid after going through the terms and conditions of the tender documents. The taxes as applicable should be indicated on the total offer price including tax. The bidder may obtain the details of Tender along with list of Computer Hardware and Peripherals with specification, from the website of The Mayurbhanj Central Cooperative Bank Ltd., i.e. mayurbhanjccb.bank.in

Tender should reach the undersigned on or before **16.10.2026 by 02:00 PM** at the latest by **Regd. Post or Speed Post or Courier or By-Hand only** and the tenders shall be opened on the same day at **3:30 PM** in presence of bidders or their authorized representative, if any, before the Purchase Committee of the Bank for finalization.

Tenders received in incomplete shape or after the schedule date and time shall be summarily rejected. The bank reserves the right to reject any or all tenders without assigning any reason thereof.

Tenders shall remain valid for a period of one year from the date of acceptance or would be decided by the competent authority.

Siddanta Dasgupta
24.09.2026
Chief Executive Officer I/C

Memo No. 2594

Date 24. 09. 2026

Copy of Tender Notice along with Tender papers forwarded to the Computer Cell of the Bank for information and necessary action with an advice to upload the Tender Notice in the website.

Siddanta Dasgupta
24.09.2026
Chief Executive Officer I/C

Memo No. 2595

Date 24. 09. 2026

Copy of Tender Call Notice forwarded to the Purchase Committee of the Bank for information with a direction to finalize the Tender Call Process for AMC of Computer Hardware and Peripherals of the Bank.

Siddanta Dasgupta
24.09.2026
Chief Executive Officer I/C



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TENDER DOCUMENT

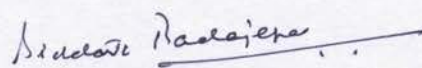
Annual Maintenance Contract (AMC) for Computer Hardware and Peripherals installed in the Mayurbhanj Central Cooperative Bank Ltd., Head Office & its 15 nos. of Branches by reputed Firms.

Date of issue of Tender Document	24.09.2026
Last Date & Time of submission of Tender Document	Up to 02:00 PM on 16.10.2026
Date & Time for opening of Tender Document	
Technical Bids	03:30 PM on 16.10.2026
Financial Bids of eligible Tenderers	04:15 PM on 16.10.2026
Security Deposit/EMD (Refundable)	Rs.15,000.00(Rupees fifteen Thousand Only) in shape of cash challan at Main Branch of MCCB Bank Ltd. The counter folio of the same should be enclosed with the technical Bid.

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Annexure
1	Tender Call Notice	
2	Eligibility Criteria / Scope of work & General Instructions/ Terms and conditions to the Tenderers	ANNEXURE-I
3	Proforma for Technical Bid	ANNEXURE-II
4	Proforma for Financial Bid	ANNEXURE-III
5	Tender Acceptance Letter	ANNEXURE-IV

NB: Bidder should put signature with seal on each paper of T&C (i.e. ANNEXURE-I).


Chief Executive Officer I/C 24.09.2026

GENERAL INSTRUCTIONS/TERMS AND CONDITIONS

1. The contract shall be initially for a period of one year from the date of awarding the contract. However, the contract may be extended for further period of two years (one year on each occasion) on mutual consent/agreement and on same unit price, terms, conditions and if services of the selected firm are found to be satisfactory during the contract period. Renewal should be proposed by either of the interested parties at least one month in advance prior to the expiry to the agreement. The Bank can terminate the contract with the selected firm at any point of time by giving one month advance notice in writing and mentioning the reason thereof.
2. Sub-contracting of AMC is strictly prohibited.
3. The interested firm has to submit the tender paper along with **forwarding letter** addressing to **"The Chief Executive Officer, The Mayurbhanj Central Cooperative Bank Ltd., At-Kacheri Road, Po-Baripada, Dist- Mayurbhanj -757001"** by Regd. Post or Speed Post or Courier or By-Hand only.
4. No change in AMC cost is allowed during contract period.
5. The firms shall not be liable for failure to perform any of its obligations under or arising out of his contract, if such failure results from any force majeure, act of God, fire, storm, natural disasters, earthquake, water damage, neglect, improper Use, strikes, lightning or electrical disturbances, damage during transportation etc.
6. All entries in the tender form should be legible and filled in clearly. No Underwriting/overwriting is allowed. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized person may be submitted.
7. The financial bid of only those tenderers will be opened who qualify in the Technical bid.
8. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. The successful tenderer has to provide service in The Mayurbhanj Central Cooperative Bank Ltd. Baripada.
9. Rates mentioned on the tender, if accepted, will not be allowed to be enhanced during the contract period.
10. The Bank reserves the right to accept or reject any tender without assigning any reason thereof. Any clarification in the matter may please be obtained from the undersigned.
11. Any blacklisted Firm/Agency shall not be allowed to participate in the tender.
12. Any legal dispute is subject to the Civil Court of Baripada, Odisha only.
13. The interested firm has to submit the technical bid and financial bid separately in a single master envelope, which should be super scribed as **"TENDER FOR AMC OF COMPUTER HAREWARE & PERIPHERALS"**.

SERVICE ASSURANCE

Maximum acceptance down time will be one working day excluding the days which the Calls is reported and completed and the intervening holidays, if any. However, the Maximum delay in all rectification averaged over one month for all the Computers, Printers & Scanners installed should not exceed half Working day. The maintenance service under the contract are to be rendered at the Different Branches and Head Office of The Mayurbhanj Central Cooperative Bank Ltd., Baripada as annexed in Annexure-III.

Siddharth Bala
Asst Chief Executive Officer I/C 24.09.2026



ANNEXURE-I

ELIGIBILITY CRITERIA



The firm must be registered with respective authorities like Company of Registrar OR Goods & Service Tax, etc., as per rules. Valid copies of such registration certificates must be submitted. The firm must have to produce copy of Income Tax Return & GST Returns.

- i. The firm should be in existence for over 8 years in the trade with the maintenance business of Computers/ Printers & Scanners.
- ii. The service rendering office of the firm or its Branches should be located in Odisha State.
- iii. The firm must have to produce last 2 nos. of Annual Maintenance Contract order as received which is above 2 lakhs.
- iv. The firm should not be terminated within its contract period before expiry of the contract.
- v. The firm must be experienced in rendering service in Banking Industry.

SCOPE OF WORKS/SERVICE

The firm should agree to provide the following services under the contract to keep the Computer Hardware and Peripherals (as at Annexure III) in good working condition. For this selected firm has to carry out the following AMC works:-

1. Scheduled preventive maintenance of all the Computers, Printers & Scanners must be carried out at least once in a quarter by furnishing a report unit-wise.
2. Immediate service should be provided by service engineers in the Bank as well as H.O. building on all working days.
3. In case of necessity, the firm must be able to provide standby Computers, Printers & Scanners in lieu of the Computers, Printers & Scanners to be taken up for repair.
4. Immediate on-call corrective and remedial maintenance to be provided by the firm for making the system functional. This includes replacement of unserviceable parts as well as repair of the non-functional/mal-functional system.
5. The replaced part will either be a new part/parts or equivalent in performance to new part/parts.
6. In a situation where the selected firm suggests for replacing/repairing any defective components/items, necessary decision on this matter is the sole discretion of the Bank.
7. The detailed Computers, Printers, Scanners are to be maintained by the selected firm's computerized database.
8. Any reported fault would be taken up by the service engineers within 24 hours. As far as possible, the repair would be carried out onsite itself. All the complaints received shall be attended by them in following manner:-

Signature of Bidder with seal



- i. Minor fault (i.e. except in case of major faults) should be repair immediately.
 - ii. Major faults like PCB, any major electronics part failure, Hardware related issue etc. within 48 hours by replacement method, with the available spares and replacement of spares where required.
 - iii. If the equipment is required to be transport to the firm's/manufacture's service workshop for repair, the same be undertaken at the risk and cost of the firm. No TA/DA shall be admissible for firm for rendering the services during the contract period.
 - iv. Repair and servicing of equipment can be carried out onsite or at the firm's workshop after attending the complaint by replacement method and the same shall be done within 7 days of the receipt of the complaints in case of major fault.
9. The firms shall also be responsible for deployment of necessary staff for cleaning of all Computers, Printers & Scanners using suitable cleaning material and equipment. Each Computers, Printers & Scanners has to be cleaned once in every quarter. Any damages caused by lighting/rodents (like rat cuts) will not be covered under the scope of the AMC Consumable items shall not be covered under AMC.
 10. The firm must have to provide valid mobile number or email id for booking of complaints during the period of contract for AMC.

Signature of Bidder with seal

ANNEXURE-II
TECHNICAL BID

(On Company Letter Head)



Sl No	Description	Documents
1	Name of the Firm/Company/Agency	To be mentioned
2	Complete address & Telephone No.	To be mentioned
3	Name of the proprietor/Partners of the Agency/Firm	To be mentioned
4	Copy of Income Tax Return (Last 3 years) and PAN Number with Proof	To be enclosed
5	Copy of Registration Certificate of GST etc.	To be enclosed
6	Copy of the GST Returns (Last 1 Years)	To be enclosed
7	Service Rendering Experience proof (Last 3 years) including in Banking Industry/Contract Copies	To be enclosed
8	Self-Declaration of non-termination of contract before the expiry date/Non-blacklisted in rendering service	To be enclosed

Note: All documentary proofs have to be attached for above items & should be self-attested with seal.

I hereby agree to abide by all the terms & conditions of the tender documents.

**Name & Signature of the
Authorized Signatory of the Firm
(With Seal of the Agency affixed)
Date:**

ANNEXURE-III
FINANCIAL BID (On Company Letter Head)

Sl. No	Branch Name	Item Description	Sl. No. of Item	Qty	Purchase Value	AMC Amount per annum
1	Baripada	Desktop-Acer including monitor	UXVWNSIB583417007A0700	1	44491.53	
2	Baripada	Desktop-Acer including monitor	UXVWNSIB58341700860700	1	44491.53	
3	Baripada	Desktop-HCL including monitor	A133AA737642	1	32444.83	
4	Baripada	Desktop-HCL including monitor	3131AA436750	1	32444.83	
5	Baripada	Desktop- HP Pavilion including monitor	CNV6460HX1	1	34299.99	
6	Baripada	EPSO PRINTER PLQ-35	X7ZT055310	1	22457.63	
7	Baripada	LQ DSI 5235 24PIN 136 COL PRINTER	—	1	18196.00	
8	Baripada	Hp-Laser Printer 1020 plus	CNCH857396	1	13000.00	
9	Mahila	Desktop-Acer including monitor	UXVWNSIB58341700800700	1	44491.53	
10	Mahila	Desktop-HCL including monitor	3131AA436745	1	32444.83	
11	Mahila	EPSO PRINTER PLQ-35	X7ZT054911	1	22457.63	
12	Mahila	LQ DSI 5235 24PIN 136 COL PRINTER	—	1	18196.00	
13	Mahila	Laser (HP Laser jet 1020 plus)	CNCH904387	1	13000.00	
14	Betnoti	Desktop-Acer including monitor	UXVWNSIB58341700730700	1	44491.53	
15	Betnoti	EPSO PRINTER LQ-1310	TRMY094524	1	16525.42	
16	Betnoti	EPSO PRINTER PLQ-35	X7ZT054977	1	22457.63	
17	Betnoti	Desktop-HCL including monitor	4121AA214115	1	32444.83	
18	Betnoti	Desktop-HCL including monitor	4121AA214117	1	32444.83	
19	Betnoti	Desktop-HCL including monitor	1131AA401955	1	32444.83	
20	Betnoti	Laser Printer HP 1020	CNCH857472	1	13000.00	
21	Betnoti	CANON Scan Lite 300IN	2995C018	1	5203.39	
22	Badasahi	Desktop- HP Pavilion including monitor	CNC6350ZXP	1	34299.99	
23	Badasahi	Desktop-Acer including monitor	UXVWNSIB58341700890700	1	44491.53	
24	Badasahi	EPSO PRINTER LQ-1310	TRMY094520	1	16525.42	
25	Badasahi	EPSO PRINTER PLQ-35	X7ZT055315	1	22457.63	
26	Badasahi	Hp-Laser Printer 1020 plus	CNCH857402	1	13000.00	
27	Badasahi	Desktop-HCL Infiniti including monitor	1131AA401952	1	32444.83	
28	Badasahi	Desktop-HCL Infiniti including monitor	A101AA315037	1	32444.83	
29	Badasahi	Desktop-HCL Infiniti including monitor	1131AA401953	1	32444.83	
30	Barkand	Desktop-Acer including monitor	UXVWNSIB583417008B0700	1	44491.53	
31	Barkand	Desktop-Acer including monitor	UXVWNSIB58341700780700	1	44491.53	
32	Barkand	Desktop-HCL Infiniti including monitor	B86132303463	1	32444.83	
33	Barkand	Desktop- HP Pavilion including monitor	CNV6450QDT	1	34299.99	
34	Barkand	EPSO PRINTER LQ-1310	TRMY094526	1	16525.42	
35	Barkand	EPSO PRINTER PLQ-35	X7ZT054960	1	22457.63	
36	Barkand	Hp-Laser Printer 1020 plus	CNCH857390	1	13000.00	
37	Udala	Desktop-Acer including monitor	UXVWNSIB58341700810700	1	44491.53	
38	Udala	Desktop-Acer including monitor	UXVWNSIB58341700870700	1	44491.53	
39	Udala	EPSO PRINTER LQ-1310	TRMY090959	1	16525.42	
40	Udala	EPSO PRINTER PLQ-35	X7ZT055227	1	22457.63	
41	Udala	Hp-Laser Printer 1020 plus	CNCH857403	1	13000.00	
42	Udala	Desktop- HP Pavilion including monitor	CNC63510GV	1	34299.99	
43	Udala	HP Pro Desktop 600G1 SFF	JPA611D0SM	1	34299.99	
44	Saraskana	Desktop-Acer including monitor	UXVWNSIB58341700820700	1	44491.53	
45	Saraskana	Desktop-Acer including monitor	UXVWNSIB58341700720700	1	44491.53	
46	Saraskana	EPSO PRINTER LQ-1310	TRMY090611	1	16525.42	
47	Saraskana	EPSO PRINTER PLQ-35	X7ZT055233	1	22457.63	
48	Saraskana	Desktop-HCL Infiniti including monitor	4121AA214124	1	32444.83	
49	Saraskana	Desktop- HP Pavilion including monitor	CNC63510GH	1	34299.99	
50	Saraskana	Hp-Laser Printer 1020 plus	CNCH857404	1	13000.00	
51	Bisoi	Desktop-Acer including monitor	UXVWNSIB583417007F0700	1	44491.53	
52	Bisoi	Desktop-Acer including monitor	UXVWNSIB583417008C0700	1	44491.53	
53	Bisoi	EPSO PRINTER PLQ-35	X7ZT055212	1	22457.63	
54	Bisoi	Desktop-HCL Infiniti including monitor	1131AA401964	1	32444.83	
55	Bisoi	Desktop-HCL Infiniti including monitor	4121AA214122	1	32444.83	
56	Bisoi	Hp-Laser Printer 1020 plus	CNCH904380	1	13000.00	



57	Rairangpur	Desktop-Acer including monitor	UXVWNSIB58341700770700	1	44491.53
58	Rairangpur	Desktop-Acer including monitor	UXVWNSIB583417007D0700	1	44491.53
59	Rairangpur	Hp-Laser Printer 1020 plus	CNV6460JMX	1	13000.00
60	Rairangpur	Desktop-HCL Infiniti including monitor	3131AA436749	1	32444.83
61	Rairangpur	Desktop-HCL Infiniti including monitor	8073A1062999	1	32444.83
	Rairangpur	EPSO PRINTER LQ-1310	TRMY089697	1	16525.42
62	Rairangpur	Epson PLQ 20	RJLY075554	1	22600.00
63	Bahalda	Desktop-Acer including monitor	UXVWNSIB58341700850700	1	44491.53
64	Bahalda	Desktop-Acer including monitor	UXVWNSIB58341700840700	1	44491.53
65	Bahalda	Dot Matrix - WEP LQ DSI 5235	14GUT039250	1	25200.00
66	Bahalda	EPSO PRINTER PLQ-35	X7ZT055318	1	22457.63
67	Bahalda	Hp-Laser Printer 1020 plus	CNCH904515	1	13000.00
68	Bahalda	Desktop-HCL Infiniti including monitor	A133AA737647	1	32444.83
69	Bahalda	Desktop-HCL Infiniti including monitor	B86131200566	1	32444.83
70	Jashipur	Desktop-Acer including monitor	UXVWNSIB58341700760700	1	44491.53
71	Jashipur	Desktop-Acer including monitor	UXVWNSIB583417008A0700	1	44491.53
72	Jashipur	EPSO PRINTER LQ-1310	TRMY089329	1	16525.42
73	Jashipur	EPSO PRINTER PLQ-35	X7ZT052772	1	22457.63
74	Jashipur	Desktop- HP Pavilion including monitor	CNV6450QFK	1	34299.99
75	Jashipur	Desktop-HCL Infiniti including monitor	3131AA436746	1	32444.83
76	Jashipur	Hp-Laser Printer 1020 plus	CNCH904391	1	13000.00
77	Karanjia	Desktop-Acer including monitor	UXVWNSIB583417008FO700	1	44491.53
78	Karanjia	Desktop-Acer including monitor	UXVWNSIB583417007C0700	1	44491.53
79	Karanjia	EPSO PRINTER LQ-1310	TRMY089716	1	16525.42
80	Karanjia	Desktop-HCL Infiniti including monitor	8115BG000384C	1	32444.83
81	Karanjia	Pass Book Printer EPSON PLQ-20	RJLY075590	1	22600.00
82	Karanjia	HP Laser Jet 1020 Plus	CNCH904393	1	13000.00
83	Karanjia	Desktop- HP Pavilion including monitor	CNC63510G1	1	34299.99
84	Thakurmunda	Desktop-Acer including monitor	UXVWNSIB58341700740700	1	44491.53
85	Thakurmunda	EPSO PRINTER LQ-1310	TRMY089712	1	16525.42
86	Thakurmunda	Desktop-HCL Infiniti including monitor	B86132302740	1	32444.83
87	Thakurmunda	Desktop-HCL Infiniti including monitor	B86132302155	1	32444.83
88	Thakurmunda	Pass Book Printer EPSON PLQ-20	-	1	22600.00
89	Thakurmunda	HPLASERJET1020PLUSE	-	1	13000.00
90	Head Office	Desktop-Acer including monitor	UXVWNSIB583417007E0700	1	44491.53
91	Head Office	Desktop-Acer including monitor	UXVWNSIB583417008D0700	1	44491.53
92	Head Office	Desktop-Acer including monitor	UXVWNSIB583417008E0700	1	44491.53
93	Head Office	Desktop-Acer including monitor	UXVWNSIB58341700790700	1	44491.53
94	Head Office	Desktop-Acer including monitor	UXVWNSIB58341700880700	1	44491.53
95	Head Office	Desktop-Acer including monitor	UXVWNSIB583417007B0700	1	44491.53
96	Head Office	Desktop-HCL Infiniti including monitor	1131AA401968	1	32444.83
97	Head Office	Desktop-HCL Infiniti including monitor	A133AA737659	1	32444.83
98	Head Office	Desktop-HCL Infiniti including monitor	1131AA401960	1	32444.83
99	Head Office	Desktop-HCL Infiniti including monitor	4121AA214110	1	32444.83
100	Head Office	Desktop-HCL Infiniti including monitor	A133AA737657	1	32444.83
101	Head Office	Desktop- HP Pavilion including monitor	CNV64402XV	1	34299.99
102	Head Office	Desktop-HCL Infiniti including monitor	9101AA197455	1	32444.83
103	Head Office	Desktop- HP Pavilion including monitor	CNV6460J8S	1	34299.99
104	Head Office	Desktop-HCL Infiniti including monitor	164039468978	1	32444.83
105	Head Office	HP Laser Jet M1136 MFP	CNJ8HBV6GK	1	13200.00
106	Head Office	Desktop-HCL Infiniti including monitor	1131AA401965	1	32444.83
107	Head Office	HPLASERJET1108	VNF3903483	1	13200.00
108	Head Office	HP Laser Jet P1606dn	VNC3D34389	1	13200.00
109	Head Office	Desktop- HP Pavilion including monitor	CNV6440270	1	34299.99
110	Head Office	HP Laser Jet P1108	VN3213165	1	13200.00
111	Head Office	HP Laser M1319F MFP	CNK8F7N5X5	1	13200.00
112	Head Office	ACCER DESKTOP	-	1	32444.83

GST(18%)

Total AMC Value





ANNEXURE-IV

TENDER ACCEPTANCE LETTER

(To be given by the Company Letter Head)

Ref No:

Date:

To
The Chief Executive Officer
The Mayurbhanj Central Cooperative Bank Ltd., Baripada.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Date:

Sir,

1. I/We have downloaded /obtained the tender document (s) for the above Mentioned Tender work from the website.
2. I/We have certified that I / We have read the entire terms & conditions of the tender documents which form part of the contract agreement and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s) / Corrigendum (s) entirely / in its totality.
4. In case any provisions of this tender are found violated, then your Department/ Organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid.

Yours faithfully

(Signature of Bidder, with Official Seal)