

**Ref. No::HO/MD/1009**

**Dated :- 21/07/2025**

**NOTICE INVITING QUOTATION(NIQ)**

Sealed quotations are invited from the reputed eligible Service provider/OEM /Reputed Bidder for supply & installation of Microsoft Office Software for the use of the Bank as mentioned in Annexure I .

**Annexure –I**

Descriptions of the Items	Qty	Unit Cost including GST
Original Microsoft Office Standard 2024 Perpetual license(paper license)Software	02 No	
Total cost including all Taxes		

All sealed quotations are submitted through offline to be addressed to the Managing Director, The West Bengal State Co-Operative Bank Ltd.,24A,Waterloo Street, Head Office (HO), Kolkata– 700069.

Last date of submission of the quotations would be 02/08/2025 at 2.00 p.m. at The West Bengal State Co-operative Bank Limited,HO,24 A , Waterloo Street , Kolkata – 700069 .

Payment Terms :- The 100% of Billed amount will be released after successful installation of the same.

Support Service:-One (01)year from successful date of installation with free of cost along with 04(Four) Hours response time & all the calls related to the supplied Software must be completed within same day and any kind of re-installation/debugging will be required, service provider will do the job with this cost .

Place of installation :- In the Branches/HO of the Bank & licensed user for PC/Laptop/Server etc ;

All the bidders are requested to submit the technical bids i.e GSTN ,Trade License etc along with Financial bid in separate sealed envelope .

Tax deductions :- The applicable TDS will be deducted from the Billed amount as per Bank's Norms .

Installation Guidelines :- The said Software will be installed at the Branches/HO/ROs within State of WB by the Engineer provided by the selected bidders and all the support services will be only physical visit .

Delivery process :- All the License provided by the selected bidder are reflected to the OEM's portal .

Delivery timelines :- Within Seven(07) day's from the date of issuance of the work order by Bank

Supporting Operating System :- Microsoft Windows 10/11 Pro and Server Windows 2016/2019Standard

Validity of the supplied license :- Life time

Media provided by Bidder: The selected bidder will provide the media CD containing the said Software

Type of License :- Volume E-license

Sd/-

**(Asis Ray Chaudhuri)**

General Manager(IT)