



**The Latur District Central Co-Op. Bank Ltd.,  
Latur**

**Request for Proposals  
for  
*LAN Networking for Head Office***

RFP Ref:

Dated: 02/08/2024

Last Date for Submission: 09/08/2024

Before: 05.00 p.m.

## Invitation for Proposals

The Latur District Central Co. Op. Bank Ltd invites proposals for LAN Networking for Head Office for Latur District Central Co-Op Bank Ltd, Latur.

Sr. No.	Particulars	Details
1	Project Name	RFP for LAN Networking for Head Office
2	RFP Inviting Bank	The Latur District Central Co-Op Bank Ltd, Latur
3	RFP Reference No.	
4	Availability of RFP Documents	You can obtain the RFP by visiting website <a href="http://www.laturdccb.com">www.laturdccb.com</a>
5	Date of Issuance of RFP	02/08/2024 to 09/08/2024 (Office Hours)
6	Last Date and Time for Proposal submission (on or before)	09/08/2024 till 05:00 PM
7	Mode of Submission of RFP	Proposal by Email at <a href="mailto:estate@laturdccb.com">estate@laturdccb.com</a>
8	Communication Address	All communications, including proposal documents should be addressed to:  The Latur District Central Co-Op Bank Ltd,  Head Office, Tilak Nagar, Main Road, Latur Phone No - 02382-243143 / 98229 80828  Email ID: <a href="mailto:estate@laturdccb.com">estate@laturdccb.com</a> Website: <a href="http://www.laturdccb.com">www.laturdccb.com</a>

The bank reserves the rights to reject any or all the proposals or call off the entire tender process without providing any specific reason for the same.

Technical specifications and terms and conditions for submitting the proposals are described in the RFP document.

**The Managing Director,**

**The Latur District Central Co. Op. Bank Ltd,  
Latur**

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## 1. Introduction

The Latur District Central Co-Op Bank Ltd is a District Central Co-operative Bank is having its Head Office at Latur (hereinafter referred to as "LDCC"). The LDCC Bank has total 123 branches and, Head Office which covers its operations within Latur district.

## 2. Objective of the RFP

The objective of this RFP is to select and finalize the agency for LAN Networking for Head Office for Latur District Central Co-Op Bank Ltd, Latur.

## 3. Basic Instructions to The Bidder

- A.** The Bidder is expected to have read and examined all the instructions, forms, terms and specifications in the Tender Document with full understanding of its implications. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid.
- B.** The Bidder is advised to strictly adhere to the Annexure provided for that purpose in this document. Any deviation in this matter will lead to disqualification of the Tender.

### C. Definitions

<b>The Bank</b>	<b>Latur District Central Co-operative Bank Limited, Latur.</b>
<b>BIDDER</b>	The prospective Bidder who has received Tender Document and intends to offer <b>LAN Networking for Head Office</b> mentioned in this Document. Henceforth called as "BIDDER"

### D. Procedure / Instructions for Submission of Bid

- 1) Proposals shall be submitted by emailing on or before the due date and time.
- 2) Relevant certificate / documents should be attached as required.

### E. Amendment In Tender Document

1. At any time upto the last date of receipt of Bids, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment. All such amendments shall be binding on all the Bidder. The bank shall inform such

amendments to all the Bidder only by e-mail on the Provided Email ID by the Bidder.

2. To afford prospective Bidder reasonable time to take the amendment into account in preparing their Bids, the Bank may, at its discretion, extend the last date for the receipt of Bids and date of opening the bids which shall be conveyed to all the Bidder only by e-mail on the Provided Email ID by the Bidder.

#### **F. Language of Bids**

The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the Bank, shall be written in the English Language, provided that any printed literature furnished by the Bidder may be written in another Language (Devnagari) so long as it is accompanied by an English version in which case, for purposes of interpretation of the Bid, the English version shall govern.

#### **G. Bid Currency and Related**

1. Rates should be quoted in Indian Rupees (INR) only.
2. The Bidder is intimated to specify basic cost and applicable taxes separately in columned form.
3. The rate quoted by the vendor should cover all the services as per scope of work.
4. Taxes extra as applicable.

#### **H. Validity**

The Bids shall remain valid for 60 days from the last date of submission. The Bidder may be required to give consent for the extension of the period of validity of the bid beyond initial 60 days, if so desired by the Bank, in writing. Refusal to grant such consent would result in rejection of bid. However, any extension of validity of bids will not entitle the Bidder to revise/modify the bid. The decision of the Bank in this behalf will be final, conclusive, and binding on the Bidder.

#### **I. Eligibility Criteria for Bidder's Qualification**

Bidders with minimum 3 years of experience in providing LAN networking services are eligible to participate in the tender.

<b>Sr. No.</b>	<b>Pre-Qualification Requirement</b>	<b>Supporting Document</b>
1	The Vendor should have minimum three years of experience in providing LAN networking services.	Relevant Work Orders.
2	The Bidder should not be a blacklisted by RBI, NABARD, Any Bank or Any Government department.	Letter of self-declaration to be provided by authorized signatory of the bidder firm.

The Bank reserves the right to relax or enhance the eligibility criteria depending on merits and may accept / reject any or all of the offers without assigning any reason whatsoever.

## **J. Terms and Conditions**

Terms and conditions for Bidders who participate in the tender are specified in the section called "Terms and Conditions". These terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the purchase order, to be issued to the successful Bidder(s) on the outcome of the tender process.

### **Purchase Order**

The eligible Bidder with lowest rates after negotiation for LAN Networking for Head Office will be awarded the purchase order as per terms and conditions mentioned.

### **Non-transferable Tender**

This tender document is not transferable. Only the Bidder, who has purchased this tender document, is entitled to quote.

### **Opening of Offers by Latur District Central Co. Op. Bank Ltd**

The offer for all the Bidders shall be opened by the bank in presence senior management of the bank. Bank may call the Bidder's representatives who choose to attend the opening of the tender on the specified date as mentioned earlier in the tender document. The incomplete proposals which do not meet the prerequisite criteria shall be rejected.

### **Location of Services**

This tender is being floated by the Head office of Latur District Central Co. Op. Bank Ltd. The Bidder must provide LAN Networking for Head Office at respective branches as per list provided by the Bank and maintenance services during warranty period.

### **Costs & Currency**

The offer must be made in Indian Rupees only, including the following:

1. Rates for LAN Networking for Head Office as per annexure I.
2. Cost of conveyance & transport if any must be inclusive.
3. Cost of installation and configuration must be inclusive.
4. Taxes extra as applicable.

### **Fixed Price**

The commercial offer shall be on a fixed price basis exclusive of all taxes, levies.

### **Rate Contract**

Latur District Central Co. Op. Bank Ltd reserves the right to place order with the selected Bidder for LAN Networking for Head Office as per rate contract for one year. The proposed rates must be valid for at least one year.

#### **K. Bank's Right to Reject Any/All Bids**

1. The Bank reserves the right to accept or reject any bid in part/full or annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the ground for its action. Any decision of the Bank in this regard shall be final, conclusive and binding on the Bidder.
2. The Bank reserves the right to re-issue the Tender and or any part thereof without assigning any reason whatsoever, at the sole discretion of the Bank. Any decision in this regard shall be final, conclusive and binding on the Bidder.
3. The Bank reserves the right to give minor deviations to any / all the Bidder in the techno-commercial specifications of bid. Any decision of the Bank in this regard shall be final and shall be binding on the Bidder.
4. The Bank reserves the right to issue a Work Order in phases or to alter the quantities specified in the offer. The Bank also reserves the right to delete one or more items from the list of items specified in the offer. Any decision of the Bank in this regard shall be final, conclusive and binding on the Bidder.

#### **L. Bid Evaluation Process**

1. The Bank may, at its sole discretion, decide to seek more information from the bidder to normalize the bids. However, the bidder will be notified separately, if such normalization exercise as part of the technical evaluation is carried out.
2. To enable the technical evaluation, each bidder is required to furnish the details as per all attached Annexure.
3. The Bank reserves the right to contact any bidder, Client/Bank for clarification or information submitted, to contact current and past customers of the Bidder and to use other sources of obtaining information regarding the bidder, which may be deemed appropriate and would assist in the evaluation.
4. In addition, Bank reserves the right to negotiate any point in the proposal or the subsequent contract with the bidder. Bidder is requested to provide any relevant information about additional features or services that they have included which they believe makes their products and / or service the best choice for Bank.

#### **M. General Terms and Conditions of The Tender**

1. Proposals should follow the format established in this documents.
2. Any clarifications/information required should be submitted by email at least 3- days prior to due date so that response shall be provided to all the bidders.
3. Tender documents are not transferable.

4. As part of this solution and offering, vendor must supply LAN Networking for Head Office.
5. Proposals may not be withdrawn after submission and shall be valid for a period of 90 days.
6. Proposals must in organized, structured, and indexed manner. Brochures / leaflets and other documents with index, if not organized in index manner and documents not found at the time of tender scrutiny, bank will reject the tender. No communication in this regard will be entertained.
7. The vendors must identify by name, title, and telephone number, the person(s) in their organization to whom the Bank can address questions during the evaluation of proposals.
8. The proposal should be complete in all respects and contain all information asked for, along with all the technical/product details. The Proposal should include all items asked for in the attached Annexure.



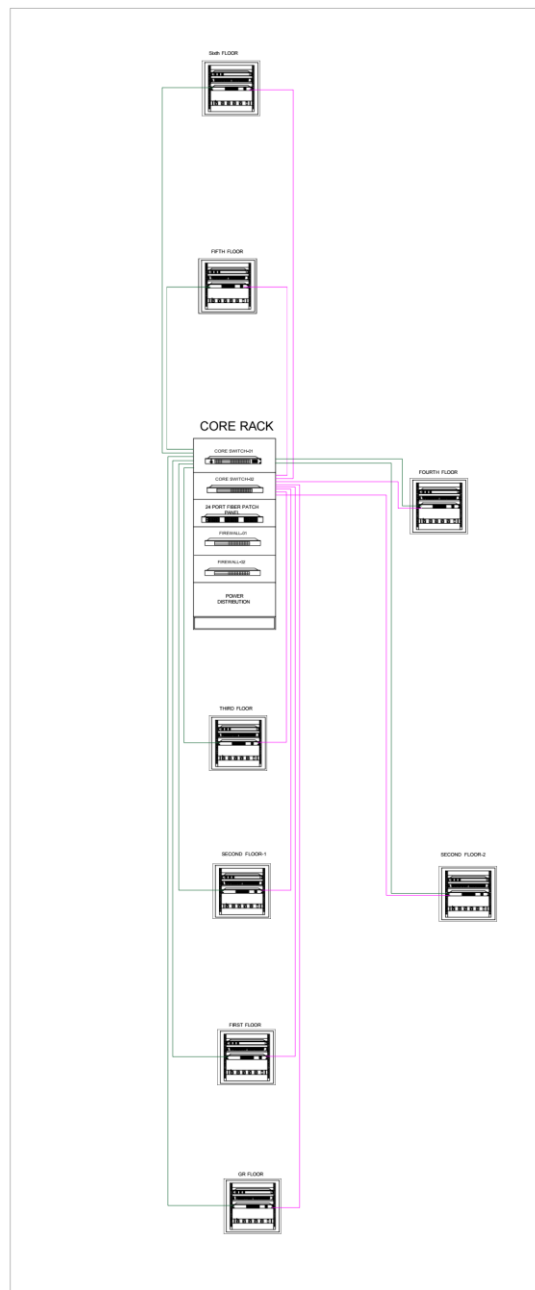
#### 4. Scope of Work

The Vendor will design and implement the LAN network to segregate internet access from CBS access and configure separate VLANs for each.

The vendor will also configure the firewall and internet leased lines for the Head Office.

#### Network Diagram:

DCC Bank  
OFC / UTP Connectivity  
Network Diagram



- 1) **Installation of the rack:** The rack that houses the network devices will be cleaned and dusted to ensure optimal performance and avoid overheating.
- 2) **Removing old devices:** The old switches and routers that are no longer needed will be removed from the rack and return them to the Head Office.
- 3) **Installing new switch in the rack:** A new switch will be installed in the rack to provide faster and more reliable connectivity for the Head Office network. The switch will be configured and tested before deployment.
- 4) The project also requires laying Cat 6 cable in proper casing or conduit pipe wherever the old cable is damaged or obsolete.
- 5) **Patch panel termination:** The patch panel will be terminated with the appropriate cables and connectors to connect the switch to the Head Office outlets in the branch.
- 6) Installing I/O boxes at the end points and connecting them to the patch panel ports. Vendor will be responsible for asset tagging, numbering etc.
- 7) **Testing the LAN Network:** The Head Office LAN network will be tested for functionality, speed, and security. Any issues or errors will be resolved and documented.

## **5. Terms of Conditions of the Work Order:**

### **a) Technical Inspection and Performance Evaluation:**

The Latur District Central Co. Op. Bank Ltd reserves its right to carry out a technical inspection and performance evaluation (bench-marking) of the LAN Networking provided by short-listed bidders through its technical consultant.

### **b) Payment Terms:**

- i. 50 % Advance along with Purchase Order.
- ii. 40 % on work completion of LAN Networking for Head Office.
- iii. 10 % within one month of Project Completion.

### **c) Installation and Commissioning:**

- a. The Bidder shall be responsible for LAN Networking ordered for Head Office and for making them fully operational at no additional charge within 8 weeks of receiving the purchase order.
- b. Desired Specifications of the LAN Networking for Head Office is given in the Annexure I. The bidder should offer solution of the LAN Networking for Head Office which is having technical specifications at least matching with the desired specifications in Annexure I or higher.
- c. Installation, commissioning and onsite support for LAN Networking for Head Office and other peripherals at the locations specified in the purchase order. Bidder should ensure that delivered LAN Networking for Head Office are brand new and not refurbished machines. If it is observed in the future that delivered machines are refurbished machines, then bidder should replace such machines with new ones.
- d. Commissioning of LAN Networking includes delivery at the Head Office, installation of all its functionalities, configuration etc. and making network ready for operations.
- e. Successful bidder shall provide operational and administrative onsite training to the concerned Head Office staff / custodians at no extra cost.
- f. Successful Bidder shall provide 24\*7 and one year onsite comprehensive warranty with complete coverage of spare parts replacement. Bidder having 24\*7 help desk facility (phone, email, web-portal) will get added advantage during selection process.
- g. Successful Bidder shall inform Latur DCC Bank the name, address, telephone no., mobile number etc. of their official who will be responsible to act as a single point of contact to the officials of Latur DCC Bank for all activities relating to support

services.

- h. If the bidder fails to deliver and / or install all the equipment ordered within the stipulated time schedule or by the date extended by Latur District Central Co. Op. Bank Ltd, it will be a breach of contract. In the event of Latur District Central Co. Op. Bank Ltd agreeing to extend the date of delivery the bidder will have to supply the Hardware and software within extended period. Failure to do so will be treated as breach of contract. In such an event the bidder will become liable to pay penalty charge for the delay to Latur District Central Co. Op. Bank Ltd.

**d) Acceptance Tests:**

- a. At the discretion of Latur District Central Co. Op. Bank Ltd, there will be an acceptance test conducted by the vendor in presence of Latur District Central Co. Op. Bank Ltd officials and technical consultant. This acceptance test may be performed within 3 months after installation of hardware and software.
- b. There shall not be any additional charges payable by Latur District Central Co. Op. Bank Ltd for carrying out this acceptance test. Latur District Central Co. Op. Bank Ltd will take over the system on successful completion of the above acceptance test.

**e) Completeness of Installation:**

- a. The installation will be deemed as incomplete if (found in above said Acceptance Test that) any component of the LAN Networking for Head Office or any documentation is not delivered or is delivered but not installed and /or not operational or not acceptable to Latur District Central Co. Op. Bank Ltd.
- b. In such an event, the supply & installation will be termed as incomplete, and it will not be accepted, and warranty period will not commence.

**f) Warranty :**

- a. The offer must include one-year comprehensive onsite warranty as per Annexure I for the LAN Networking for Head Office from the date of installation of the system at Latur District Central Co. Op. Bank Ltd.
- b. Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories etc. covered in the quotations. Bidder must warrant all equipment, accessories, spare parts etc. against any manufacturing defects during the warranty period. During the warranty period, bidder shall maintain the systems and repair / replace at the installed site all defective components, at no charge to Latur District Central Co. Op. Bank Ltd.
- c. Warranty should not become void if Latur District Central Co. Op. Bank Ltd buys any other supplemental spares from a third party and installs it within these machines in the presence of the representative of the bidder. However, the warranty will not apply to such third-party hardware items installed by Latur District

Central Co. Op. Bank Ltd.

**g) Penalty For Delay:**

For any delay in installation of the LAN Networking for Head Office, Latur District Central Co. Op. Bank Ltd will charge penalty @ 0.25% of the order value per week or part thereof, subject to a maximum of 5%.

**6. Submission Guidelines**

Interested agencies are invited to submit their proposals as per Annexure I by emailing on before due date. Proposals should include project timeline, and cost estimate.

**7. Selection Process**

Proposals will be evaluated based on LAN Networking experience, relevance of past work, and cost-effectiveness.

## 8. Annexure I: Location for LAN Networking for Head Office

Sr No	Location	Data	Wi-Fi	Printer	Floor	Remark
1	Estate Department	10	2	3	Ground	
<b>Total</b>		<b>10</b>	<b>2</b>	<b>3</b>		
2	Vice Chairmen Cabin	3	1	1	First Floor	
3	Director Cabin	2	1	1		
4	Chairmen Cabin	2	1	1		
5	MD Cabin	2	1	1		
6	Conference Room	4	1	1		
<b>Total</b>		<b>33</b>	<b>9</b>	<b>11</b>		
7	Agree Department	12	1	2	Second Floor	
8	Non-Agree Department	13	1	2		
9	A/C Department	24	1	2		existing
<b>Total</b>		<b>49</b>	<b>3</b>	<b>6</b>		
10	Administrator	8	1	1	Third Floor	
11	HRD & Audit	14	1	1		
12	Recovery	4	1	2		
13	Audit Department	4	1	2		
14	SHG	7	1	1		
15	Investment Department	5	1			
16	GM Cabin	2	1	1		
<b>Total</b>		<b>44</b>	<b>7</b>	<b>8</b>		
17	IT Department	20	1	2	Fourt Floor	
18	Training Lab CBS	48	1	2		Existing
19	Guest Room	1	1			
<b>Total</b>		<b>69</b>	<b>3</b>	<b>4</b>		
20	Board Room	5	1	1	Fifth Floor	
21	Dining Room	2	1	1		
22	Chairmen Cabin	2	1	1		
<b>Total</b>		<b>9</b>	<b>3</b>	<b>3</b>		
<b>Total</b>		<b>214</b>	<b>27</b>	<b>35</b>		

## 9. Annexure II: Commercial Offer Format for LAN Networking for Head Office

Sr. No.	Item	Brand	Unit	Unit Rate	QTY	Total Amount
	<b>Copper Backbone Cat 6</b>					
1	24 Port Gigabit Switch fully managed	Cisco	Nos.		10	
2	Rack - 42 U	D-Link/ CommScope	Nos.		01	
3	Rack - 9 U	D-Link/ CommScope	Nos.		05	
4	Cat 6 UTP Cable, 23AWG Solid, 305m, Grey	D-Link/ CommScope	Box		42	
5	Cat 6 UTP Patch Panel, 24 port Fully loaded, 1 U	D-Link/ CommScope	Nos.		13	
6	Cat 6 UTP Keystone Jack, Blue	D-Link/ CommScope	Nos.		276	
7	Cat 6 UTP Patch Cord, Grey, 2m	D-Link/ CommScope	Nos.		276	
8	Cat 6 UTP Patch Cord, Grey, 1m	D-Link/ CommScope	Nos.		276	
9	Single Face Plates	D-Link/ CommScope	Nos.		276	
10	Surface Mount Box	D-Link/ CommScope	Nos.		276	
11	Cable Manager	-			7	
	<b>PVC and Accessories</b>	-				
1	STD,25MM PVC Pipe/casing capping with Accessories, Labour cost and material per mtr and cable laying.	-	Mtr		3000	
2	STD, Branch Networking service (Rack cleaning, patch Pannel termination, l/o to desktop side, Tagging, numbering, etc.)	-	No.		1	
<b>TOTAL AMOUNT in INR</b>						

### Terms and Conditions:

<b>1</b>	<b>Delivery &amp; Installation</b>	The vendor will implement LAN Networking. The vendor will remove the old switch, modem etc. and return them to the Head Office.
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<b>2</b>	<b>Delivery Timeline</b>	The timeline for completion of the project shall be 4 weeks.
<b>3</b>	<b>Taxes</b>	Extra as applicable at the time of billing.
<b>4</b>	<b>Payment Terms</b>	The material and cable laying and other related work for Head Office will be measured accurately and at actual by the vendor and billed accordingly. The payment will be processed within 14 days of receiving the invoice.

**\*End of Document\***