

WEST BENGAL STATE COOPERATIVE BANK LTD



REQUEST FOR PROPOSAL (RFP)

Selection of Vendor

For

**Procurement of Fixed Asset IT Inventory Management Software (IT
Related)**

For

The West Bengal State Cooperative Bank Ltd.

REF NO.: HO/MD/2712

RFP RELEASE DATE: 30/01/2026

Disclaimer

The information contained in this RFP document, or any information provided subsequently to the bidder(s) whether verbally or in documentary form by or on behalf of The West Bengal State Co-operative Bank (WBSCB) 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 WBSCB to the interested parties for submission of bids. The bidder will be solely responsible for the execution of this project. The purpose of this RFP is to provide the bidder with information to assist in the formulation of their proposals. While effort has been made to include all information and requirements of WBSCB with respect to the solution requested, this RFP does not claim to include all the information the bidder may require. The 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. WBSCB 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. WBSCB may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

NOTICE INVITING TENDER(NIT)

Request for Proposal (RFP) for quotation/purchase of Fixed Asset Inventory Management Software (only IT related) for the use of Bank including 3 (Three) Region Offices(RO)at Barasat, Diamond Harbour, Coochbehar and Head Office & Bank's Training Centre at Salt Lake & Coochbehar .

Sealed tenders are invited from reputed and experienced vendors and the last date of submission of the bids through online in e-procurement site of Govt. of west Bengal i.e www.wbtenders.gov.in within **17th February 2026 upto 3 PM.**

The selected bidder will migrate the existing old data from the existing Fixed Asset Module Software to the newly proposed Software and all the existing old data are in the PDF or Excel format.

The selected bidder who is participated in the said NIT are requested to give the demonstration of their respective product at our Head Office of the Bank within Ten (10) Day's after awarding of the work order received from our Bank.

The format of report as per the prescribed format will be share by Bank to the selected bidder and the proposed software will be successfully operational within 45 (Forty Five) day's from the issuance of the work order .

The tender document along with detailed terms and conditions is available at Bank's website i . e www.wbstcb.bank.in or www.wbtenders.gov.in.

The selected bidder will visit the Branches of the Bank mentioned in Annexure I of the Bank to collect all the data related to the IT asset in Microsoft excel/Microsoft Word format as per specified format share by the Bank and fit the collected data to its new proposed system of Fixed Asset Inventory Management Software/System .

The selected bidder/Service provider will installed the said proposed software at our Head office of the Bank initially & all the reports/data feeding will be done from our Head Office and specified hardware will be provided by the Bank and necessary software/hardware which will be required from the Bank will be mentioned as per Annexure II provided by Bank and fill up by the bidder .

Sd/-

Managing Director

The West Bengal state Co-operative Bank Limited

Kolkata – 700069

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1. Tender Highlights

PARTICULARS	DEADLINE
Project Name	Request for Proposal (RFP) for Procurement of Fixed Asset Inventory Management Software(IT Related)
RFP Inviting Bank	The West Bengal State Cooperative Bank Ltd. (WBSCB)
RFP Reference No:	HO/MD/2712 Dated: 30/01/2026
Availability of RFP document	31-01-2026 from 1:00 PM To be downloaded from The West Bengal Government eProcurement System Website 'www.wbtenders.gov.in'
Cost of the Tender document (non-refundable) by NEFT/Online Transfer to account as per the details given in e-tendering portal	INR 10,000/- + INR 1800/- (GST) = INR 11,800/- (Rupees Eleven Thousand Eight Hundred Only)
Earnest Money Deposit by NEFT/Online Transfer to account as per the details given in e-tendering portal	INR 1,00,000/- (Rupees One lac Only)
Last date of submission of the Prebid Query	05/02/2026 up to 5:00 PM through mail
Start date of Bid submission	09/02/2026 up to 1:00 PM
Last date of submission of the Technical and Commercial bid	17/02/2026 on or before 3:00 PM
RFP Validity	180 days from the last date of submission of bids
Mode of Submission of RFP	<u>Technical Proposal: Soft Copy</u> <u>Commercial Proposal: Soft Copy</u>
Website for Uploading Proposals (Both Technical and Commercial)	www.wbtenders.gov.in
Date of Opening of the Technical Bids	19/02/2026 – 03:00 PM The bids will be opened even if bidders are not present during the scheduled meeting.
Date of Opening of Commercial Bids	To be communicated to technically qualified bidders
Bank email id for RFP related communication	rfp_Coopcbs2010@wbstcb.com

Note: Bidders are required to strictly submit their bids, both technical cum eligibility criteria as well as commercial, in electronic form using the e-procurement system at “www.wbtenders.gov.in” Bids received after the closing of the bid submission deadline are summarily rejected without sighting any reason.

For online submission technical supporting documents should be submitted electronically by uploading to the website mentioned above on or before the final date & time of bid submission. The above dates are tentative and subject to change without any prior notice or intimation. Bidders should check the website “www.wbtenders.gov.in” for any changes/addendums to the above schedule and/or any other changes to this RFP. The bank would not be responsible for any delay/lack of update directly to the bidder. Bidders are to confirm with the Bank the time and venue one day before any of the above events. Eligibility cum Technical bids will be opened in the presence of the bidder’s representatives in virtual/physical mode who choose to attend the opening of the eligibility cum technical bid. No separate communication shall be sent in this regard. Subsequently, the Bank will evaluate the eligibility cum Technical Bids and the bidders shall be suitably intimated about the outcome, after evaluation.

Commercial bids will be opened in the presence of the bidder’s representatives in virtual mode, who are desirous to attend and are found qualified upon evaluation of the eligibility and technical bid by the Banks’ appointed internal committee. However, if it is found that any given date indicated in the Schedule of Dates is a public holiday, or WBSCB is closed on that day for any account, the activity would be shifted to the next working day of the bank.

Bidders are requested to download the RFP from The West Bengal Government eProcurement System Website www.wbtenders.gov.in. Bidder is required to pay the cost of the tender document of Rs. 11,800.00 (Rupees Eleven Thousand Eight Hundred Only) inclusive of GST along with the Bid as a cost towards this RFP. The cost of the tender document should be paid by means of NEFT/Online Transfer as per details mentioned in Section 1. Tender Highlights. This is a one-time non- returnable amount. The Bid not accompanied by the Cost of the Document shall be termed invalid and shall be summarily rejected.

2. Scope of Work

Fixed Asset Management software is a specialized digital solution designed to help organizations efficiently track, manage, maintain, and account for their long-term assets. Fixed Asset Management software helps organizations track, maintain, and account for their long-term assets throughout their lifecycle. By centralizing asset data, automating depreciation, and simplifying audits, it gives teams the visibility they need to stay compliant and make smarter financial decisions.

The proposed Software will be operated through Windows Platform and runs with the existing infrastructure. The Bank is currently using the Fixed Asset Software provided by our application Service provider M/S TCS Limited under Windows Platform &selected bidder will migrate existing old data to the proposed Software which will provided by selected bidder

- Head Office(1Unit): Minimum 10 Users approximately.
- Bank is having Head Office at in Kolkata
- Bank is having three (03) Regional Offices located at: Barasat , Diamond Harbor and Coochbehar
- Bank is having Forty Three (43) Branches &Two training Centre .

Initially one license of the Fixed Asset Inventory Management Software (IT related) will be required at our Head Office which will cover all the Branches/ROs/Training Centre etc. .

All the participated bidders are requested to inform the prerequisite Hardware, System Software & Database required for implementation of the same as per Annexure VII .

The Bank is looking for prospective bidders which are having good Fixed Assets Software /web application and expertise of Fixed Assets, codification & preparation of Fixed Assets Register. The followings are brief scope of work for vendor: -

1. Asset Data Management & Reporting

- Generation of detailed asset information in terms of:
 - Value (book value and depreciation)
 - Quantity
- Asset movement and status reporting to include:
 - Opening balance
 - Purchases / additions
 - Disposals
 - Discarded assets
 - Closing balance
- Reports shall be available:
 - For a specific accounting period
 - As on a particular date

2. Fixed Asset Register (FAR)

- Maintain a **Fixed Asset Register**, including software assets, capturing at minimum:
 - Asset description
 - Asset category and grouping
 - Unique Asset Identification Number (**Unique TAG No.**)
 - Date of purchase
 - Supplier name and **supplier registration** details
 - Voucher number and voucher date
 - Invoice number and invoice date
 - Quantity purchased
 - Asset location
 - Purchase consideration / cost
 - Depreciation details
 - Warranty expiry date
- Provide capability to **print inventory numbers and asset data labels**.

3. Tagging, QR Code & Codification

- Generate **QR code labels** for fixed assets.
- Implement **QR-based tagging** for all taggable assets.
- Assign and manage **Unique TAG Numbers** through the proposed software.
- Enable **asset identification, tracking, and verification** through QR scanning.

4. Asset Grouping & Classification

- Allow **grouping and categorization** of assets:
 - Based on asset type, function, department, location, etc.
- Support classification of **IT assets based on criticality and sensitivity**:
 - High / Medium / Low
- Enable asset prioritization for risk, compliance, and operational impact.

5. Reconciliation & Audit Support

- **Perform inter-reconciliation of assets** for statutory auditors.
- Prepare reconciliation reports between:
 - Physical fixed assets
 - Fixed Asset Register
 - Accounting records
- Provide **reconciliation certificates and reports** to the Bank.

6. Data Upload

- Provide facility to **upload reconstructed and legacy asset data**.
- Support bulk data upload for asset verification and tracking.
- Enable testing and upload of data using the **excel based template** (added advantage).

7. Depreciation Management

Provide a **depreciation calculation module** featuring:

- Changeable depreciation rates

- Life-based depreciation calculation
- Automatic and compliant depreciation computation.
- Depreciation Management

8. Software Functional Requirements

The proposed software must include, but not be limited to:

- Fixed Assets Schedule
- Asset disposal management
- Asset locator and tracking
- Variance reports (excess/shortage) showing:
 - Quantity
 - Book value
 - Depreciation
- Dashboard for monitoring key asset statistics.
- User access control and role-based rights administration.
- Logging and audit trail of asset activities.
- Capture of data via **QR Code / Unique Asset TAG**.
- Tracking of **current and historical asset locations**.
- Analytical tools for customized reports (location, usage, movement history).

9. IT Asset Inventory Management

- Maintain complete inventory of:
 - Servers, databases, applications, endpoints
 - Hardware, software licenses, network devices, peripherals
- Maintain:
 - Private IP address details used by the Bank
 - Asset/system owner contact details
- Track asset issuance to, reassignment from, and return by employees.
- Ensure assets are:
 - Traceable
 - Auditable
 - Managed throughout their lifecycle

10. Compliance Requirements

- Asset recording and management shall comply with:
 - IT & Cyber Security policies
 - RBI / NABARD guidelines

- Statutory and Concurrent Audit requirements
- Maintain records of systems storing customer data.
- Provide support during audits and respond to audit observations.

3. Instruction to the Bidder

1.1 Eligibility Criteria

Sr.No	Eligibility Criteria	Supporting Documents to be submitted
1.	The Bidder should be an OEM of the proposed IT Inventory software must be a Government Organization / PSU / PSE or a Public / Private /Private Limited /LLP incorporated in India and providing Software services or IT Company at least for the last 2 years as on 31/01/2026.	Certificate of Incorporation and other Documentary evidence to be attached. The bidder should furnish IPR or Trademark or Copyright document to substantiate the criteria.
2.	The Bidder should have executed similar projects of in at least Two (2) Banks/Govt. Organization/Private Organization in India having order value of INR 2 Lac (excluding GST) or more in the last Two (2) financial years i.e 2023-2024 & 2024-2025. Here the similar projects means the order comprising of Supply, installation , Testing and Commissioning of Fixed Asset Management/IT Inventory System (IT related)	Copy of the purchase order /Agreement/Completion Certificate/Credential Letter from Client as evidence to be submitted. (completion certificate of executed work to be submitted)
3.	The Bidder must have registration under GST and have a valid PAN and also ITR for Last 3 Financial Years (2022-2023, 2023-2024, 2024-2025).	Self-Attested GST Registration Certificate and PAN.
4.	The bidder should have an average annual turnover of at least INR 1 Crore for last three financial years (2022-2023, 2023-2024, 2024-2025).	Audited Balance Sheet and Profit & Loss Account Statement along with Certificate issued by the Statutory Auditor / Chartered Accountant as per Annexure-IV
5.	The bidder should be a Profit-making company (before tax) for each of the last three financial years (2022-2023, 2023-2024, 2024-2025) from the Indian operations.	Audited Profit and Loss Account Statement along with Certificate issued by the Statutory Auditor /Chartered Accountant as per Annexure-IV

6.	Bidder shall not have been blacklisted during the last three (3) years as on the date of submission of bid by State/Central Government, Government organizations, Government undertakings, Public Sector enterprises, Scheduled Banks / Commercial Banks / Regional Rural Banks / Cooperative Banks.	The Bidder must submit a notarized affidavit on non-judicial stamp paper of Rs.100/- (Rupees Hundred) declaring the same.
7.	The bidder should have a local office /Development center in Kolkata with call logging facility	Supporting documents for existence of Local office/Service/Development Centre in Kolkata with phone nos. has to be attached

3.2 Objective of Evaluation Process

- I. The objective of the evaluation process is to evaluate the bids to select an effective and right fit solution at a competitive price. The evaluation by the Bank will be undertaken by an Internal Committee formed by WBSCB. The Bank may consider recommendations made by External Experts/ Consultants on the evaluation. The decision of the committee shall be final.
- II. Each recipient acknowledges and accepts that the internal committee may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of solution, not limited to those selection criteria set out in this RFP document.

3.3 Technical Evaluation

- Initially only the 'Technical Bids' will be opened and evaluated. All technical bids will be evaluated, and a technical score would be arrived at.
- In second stage, only those bidders, who have qualified in the technical evaluation, shall be invited for commercial evaluation.

3.3.1. Preliminary Examination Of Offers

- The internal committee will scrutinize the offers to determine their completeness (including signatures from the relevant personnel), errors, omissions in the technical & commercial offers of respective bidders. The committee plans to, at its sole discretion, waive any minor non-conformity or any minor deficiency in an offer. The committee reserves the right for such waivers and the committee's decision in the matter will be final.

3.3.2. General Eligibility Criteria

- The internal committee shall scrutinize the Eligibility bid submitted by the bidder. A thorough examination of supporting documents to meet each eligibility criteria (section 3.1) shall be conducted to determine the Eligible bidders. Bidders not complying with the eligibility criteria are liable to be rejected and shall not be considered for Technical Evaluation.

3.3.3. Technical Bid Evaluation Criteria

- The Technical Proposals of only those bidders shall be evaluated who have satisfied the eligibility criteria bid. The internal committee may seek clarifications from any or each bidder as a part of technical evaluation. All clarifications received within the stipulated time shall be considered for evaluation. In case a clarification is not received within the stipulated time, the respective technical parameter would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by the bidder.

3.4 Commercial Evaluation

It may be noted that commercial bids will be subjected to following evaluation process –

- Only those bidders meeting the eligibility criteria will be considered for further stages of evaluation. Only those bidders passing in the technical evaluation will be short-listed for commercial evaluation.
- The Commercial offers of only those Bidders, who are short-listed after technical evaluation, would be opened through online e-tendering. The format for quoting commercial bid is set out in **Annexure-IV**. The commercial offer should consist of comprehensive Cost for scope of work. The internal committee will determine whether the Commercial Bids are complete, unqualified, and unconditional. The technically qualified bidders will be required to participate in the commercial bid opening. Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfil its obligations as per the Scope of the RFP within the total quoted price shall be that of the Bidder.

Commercial bid valuation shall be considered as below in case of any kind of discrepancy:

- If there is a discrepancy between words and figures, the amount in words shall prevail.
- Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of committee, there is an obvious error such as a misplacement of a decimal point, in which case the line-item total will prevail.
- Where there is a discrepancy between the amount mentioned in the bid and the line-item total present in the schedule of prices, the amount obtained on totalling the line items in the Bill of Materials will prevail.

- The amount stated in the correction form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall price to rise, in which case the bid price shall prevail.
- If there is a discrepancy in the total, the correct total shall be arrived at by committee.
- In case the Bidder does not accept the correction of the errors as stated above, the bid shall be rejected.
- At the sole discretion and determination of the committee, the committee may add any other relevant criteria for evaluating the proposals received in response to this RFP.
- During the process of technical/commercial evaluation, if committee decides to withdraw any collateral item offered in the proposal, the commercial value of that item will be reduced from the commercial offer of all the bidders and TCO will be recalculated accordingly.
- Internal committee may, at its sole discretion, decide to seek more information from the respondents in order to normalize the bids. However, respondents will be notified separately, if such normalization exercise as part of the technical evaluation is resorted to.
- All liability related to non-compliance of this minimum wages requirement and any other law will be responsibility of the bidder.
- The internal committee shall not incur any liability to the affected bidder on account of such rejection.
- The commercials will be calculated till two decimal points only. If the third decimal point is greater than .005 the same shall be scaled up else, it shall be scaled down to arrive at two decimal points. Bank will make similar treatment for 4th or subsequent decimal point to finally arrive at two decimal points only.

3.5 Evaluation Mechanism

- The bidders fulfilling the eligibility criteria will be considered for technical evaluation. Technical Bids will be opened and evaluated. Only those bidders passing in the technical evaluation will be short-listed for commercial evaluation. The bidder with the lowest commercial bid shall be declared L-1.
- WBSCB reserves the right to float the RFP again. The Banks shall not incur any liability to the bidder(s) on account of reissue of RFP. Banks shall not be obliged to inform the bidder(s) of the grounds for the Bank's rejection. The Banks reserves the right to modify any items of the scope of the RFP. The RFP may be reissued on account of following:
 - If none of the bidders qualify in the technical bid evaluation.
 - If only one bidder qualifies in the technical bid evaluation.

- If selected bidder fails to execute the Agreement within the time limit stipulated. Any decision in this regard by Banks shall be final, conclusive, and binding on the bidders.
- Banks may call upon the ultimate short-listed bidder to make a detailed presentation to the Internal Committee of the Bank.
- The L-1 vendor shall be decided on the basis of the Techno-Commercial evaluation as mentioned in the RFP document.
- The bidder should quote costs for all the lines items as per commercial bid. The cost quoted also includes the cost of deliverables for all the phases of the Project.
- If any vendor fails to quote against any of the services sought by the Banks, it will be presumed by the Banks that the cost of such items is included in the overall cost and will not accept any plea or excuse from the vendors later and such services have to be provided to the Banks without any extra cost along with all other services.

3.6 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and WBSCB will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidder is expected to examine all instructions, annexures, scope of the consultancy services, terms and conditions etc. in the bidding documents. Failure to furnish all information required by the RFP or submission of a bid not substantially responsive to the RFP in any aspect will be at the Bidder's risk and may result in the rejection of its bid.

3.7 Pre-Bid Clarification

The prospective bidders, who wish to participate in this RFP/tender shall be permitted to send queries through email. Bank will provide clarifications and release corrigendum if required.

3.8 Amendment in RFP

At any time prior to the deadline for submission of bids, WBSCB, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP by amendment.

All prospective bidders who have purchased the RFP will be notified of the amendment in writing or by fax or e -mail or through addendum published on bank's website and will be binding on them.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, WBSCB, at its discretion, may extend the deadline for the submission of bid.

3.9 Bid Validity

Bid shall remain valid for 180 days from the date of opening of Technical Bid.

3.10 Late Bid

Any bid received after the deadline for submission of bids prescribed by the WBSCB, in Request for Proposal, will be rejected and returned unopened to the Bidder.

3.11 Replacement & Withdrawal of Bid

The Bidder may replace or withdraw its bid after the bid's submission, provided that written notice of the substitution or withdrawal of the bids is received by the WBSCB prior to the deadline prescribed for submission of bids.

The Bidder's substitution or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Section 3.14 (Submission of Technical Bid). A withdrawal notice may also be sent by e-mail but followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.

No bid can be modified after the deadline for submission of Bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of the bid during this interval may result in the Bidder's forfeiture of its Bid security, pursuant to Section 3.18 (Bid Security – Earnest Money Deposit).

3.12 Bid Opening

- a) WBSCB will open only the Technical Bids as per the schedule mentioned in RFP. The Commercial bids for technically qualified bidders only will be opened on a later date subsequent to the technical evaluation. WBSCB will notify the place, date and time of opening of the Commercial bids to the technically qualified bidders.
- b) Attendance of all the authorized representatives of the bidders who are present at Bid Opening will be taken in a register against name, name of the company and with full signature.
- c) Bids and modifications if any that are not opened and read out at Bid opening shall not be considered further for evaluation, irrespective of the circumstances. Such Bids will be returned unopened to the Bidders.

3.13 Preliminary Examination

- a) WBSCB will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- b) Arithmetical errors if any will be rectified on the following basis:
 - a. If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

- b. If there is a discrepancy between words and figures, the amount in words will prevail.
- c) WBSCB, at its discretion, may waive any minor informality, nonconformity or irregularity in a Bid, which does not prejudice or affect the relative ranking of any Bidder. This shall be binding on all bidders and WBSCB reserves the rights for such waivers.
- d) Prior to the detailed evaluation, WBSCB will determine the substantial responsiveness of each bid to the RFP. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms & conditions of the RFP without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security, Force Majeure, Applicable Laws and Taxes & Duties will be deemed to be material deviation. WBSCB's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- e) If a bid is not substantially responsive, it will be rejected by the WBSCB and may not subsequently be made responsive by the bidder by correction of the non-conformity.

3.14 Submission of Technical Bid

1. The Bidders shall submit the Technical Bid in the online tendering platform 'www.wbtenders.gov.in'.
2. Bidder shall not allow/permit changes in the technical specifications once it is submitted.
3. Non-submission or partial submission of the information along with the offer may result in disqualification of the bid of the concerned bidder.
4. The Technical Bid must not contain any price information.
5. The bidder should submit the required documents with proper index and page number on each page.
6. 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 initialled and stamped by the person or persons signing the bid.
7. 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 initialled by the person or persons signing the bid.
8. Soft copy of complete technical bid shall also be submitted in the website The West Bengal Government eProcurement System Website 'www.wbtenders.gov.in'.
9. Checklist for Bid Submission is provided in **Annexure-II**.

3.15 Submission of Commercial Bid

1. The Bidders shall submit the Commercial Bid in the online tendering platform 'www.wbtenders.gov.in'.
2. Soft copy of the complete Commercial bid shall also be submitted in the website The West Bengal

Government eProcurement System Website 'www.wbtenders.gov.in'.

3. Bidders are requested to submit the man days cost for customization effort as per Commercial Bill of Material which will be considered for overall TCO calculation. However, the same cost will be applicable as and when required basis during the tenure of the contract.

3.16 Limitation of Liability

The aggregate liability of the Bidder in connection with this Agreement, the services provided by the bidder for the specific scope of work document, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise) and including all liability shall be the actual limited to the extent of the total contract value.

3.17 Indemnity

The Bidder shall, at its own cost and expenses, defend and indemnify WBSCB against all third-party claims including those of the infringement of intellectual property rights, including patent, trademark, copyright, trade secret or industrial design rights, arising from the performance of the contract.

The Bidder shall expeditiously meet any such claims and shall have full rights to defend itself therefrom. If WBSCB required to pay compensation to a third party resulting from such infringement etc., The Bidder will bear all expenses including legal fees.

WBSCB will give notice to the Bidder of any such claim and shall provide reasonable assistance to the Bidder in disposing of the claim.

The Bidder shall also be liable to indemnify WBSCB, at its own cost and expenses, against all losses/damages, which WBSCB may suffer on account of violation by the Bidder of any or all applicable national/ international trade laws. This liability shall not ensue if such losses/damages are caused due to gross negligence or wilful misconduct by WBSCB or its employees.

3.18 Bid Security – Earnest Money Deposit

- a) The bidder shall furnish as part of its bid, bid security of **INR 100,000/- (Rupees One lac Only)**. The bid security shall be denominated in INDIAN RUPEES only and should be in the form of NEFT/Online Transfer.
- b) The Earnest Money Deposit should be paid by means of NEFT/Online Transfer as per details mentioned in Section 1 of the RFP.
- c) Any bid not secured in accordance with Section- 3.18 above will be rejected by WBSCB as non-responsive.
- d) The Bid Security submitted by the bidder will be forfeited if:
 - i. The bidder withdraws his tender before processing of the same.
 - ii. The bidder withdraws his tender after processing but before acceptance of "Purchase Order" issued by Bank.
 - iii. The bidder violates any of the provisions of the terms and condition of this tender specification
- e) The bid security will be refunded to:

- i. The successful bidder, only after completion of the project.
- ii. The unsuccessful bidders, only after the acceptance of the "Purchase Order" by the selected bidder.

3.19 Execution of Agreements/NDA

The selected bidder shall execute a Non-Disclosure Agreement (NDA) on the draft suggested by the WBSCB. As the selected Bidder will have access to the data/information of the WBSCB while implementing the project as per the defined scope under RFP, the bank will require the Bidder to sign a non-disclosure agreement undertaking not to disclose or part with any information relating to the WBSCB and its data to any person or persons, as may come into possession of the Bidder during the course of the implementation and security integration. All expenses and costs for execution of the Contract/Agreement and NDA shall be borne by the bidder.

3.20 Performance Bank Guarantee

The Bidder should furnish a Performance Bank Guarantee (PBG) valid for the entire warranty period which is **One (1) year** with an additional claim period of 90 days, to the extent of 10% of the Proposed License cost & implementation cost (including GST). The bidder should also furnish a Performance Bank Guarantee (PBG) for the AMC to the extent of 10% of the AMC cost (Including GST) before starting of AMC period i.e. from 2nd year onwards.

- a. The PBG shall be denominated in Indian Rupees and shall be issued by a Scheduled Commercial Bank only as per the given format **Annexure VII**. All charges whatsoever such as premium; commission etc. with respect to the PBG shall be borne by the bidder.
- b. Each page of the PBG must bear the signature and seal of the BG issuing Bank and PBG number.
- c. In the event of the Bidder being unable to provide services as per the RFP for whatever reason, then WBSCB may invoke the PBG.
- d. In the event of delays by the Bidder in the implementation of project beyond the schedules given in the RFP, then WBSCB may invoke the PBG.
- e. Notwithstanding and without prejudice to any rights whatsoever of WBSCB under the contract in the matter, the proceeds of the PBG shall be payable to the Banks as compensation by the Bidder for its failure to complete its obligations under the contract. The banks shall notify the bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is at fault.
- f. The Bank shall also be entitled to make recoveries from the bidder's bills, Performance Bank Guarantee, or any other amount due to him, the equivalent value of any payment made to him by the Licensee due to inadvertence, error, collusion, misconstruction, or misstatement.
- g. The PBG may be discharged/returned by all the banks after the contract end and claim period from the date of issuing the PBG upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the PBG.

3.21 Bidder's Liability

Bidders' aggregate liability shall be limited to the total contract value during the Contract Period.

WBSCB shall not be held liable for and is absolved of any responsibility or claim/litigation arising out of the use of any third-party software or modules supplied by the Bidder as part of this agreement or infringement of any patent, trademarks, copyrights, intellectual property rights etc. or such other statutory infringements or any other law in respect of the services provided by the vendor. In such case the entire liability will be borne by the bidder.

In no event shall a Party be liable for any indirect, incidental or consequential damages or liability, under or in connection with or arising out of this Agreement or the software delivered.

All terms and conditions, payments schedules, time frame for implementation, expected service levels as per this Agreement will remain unchanged unless explicitly communicated by WBSCB in writing to the bidder. WBSCB shall not be responsible for any judgments made by the Bidder with respect to any aspect of the assignment. The Bidder shall at no point be entitled to excuse themselves from any claims by WBSCB whatsoever for their deviations in confirming to the terms and conditions, payments schedules, expected service levels, time frame for implementation etc. as mentioned in this Agreement.

The Bidder undertakes to provide appropriate human as well as other resources required, to execute the various tasks assigned as part of the project, from time to time.

3.22 Force Majeure

The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if any to the extent that it's delays 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 bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of WBSCB in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions.

If a Force Majeure situation arises, the Bidder shall promptly notify WBSCB in writing of such condition and the cause thereof within fifteen calendar days. Unless otherwise directed by WBSCB 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.

3.23 Cancellation of Contract

WBSCB reserves its right to cancel the entire / unexecuted part of the Purchase Order (after providing a cure period of 15 days and thereafter providing a 15 days' notice period) by assigning appropriate reasons in the event of one or more of the following conditions:

- Delay in delivery beyond the specified period for delivery.

- Serious discrepancy noticed during the reference checks.
- Major breach of trust is noticed during any stage of the project.
- Any other appropriate reason in view of WBSCB.
- Breach of confidential information of WBSCB by the bidder.

In addition to the cancellation of purchase order, WBSCB reserves the right to foreclose the EMD given by the Bidder against the advance payment to appropriate the damages.

In the event of termination for whatsoever reason, the Bidder shall be paid up to the stage of services rendered as per the payment terms defined in the RFP till the point of termination after deducting SLA penalty/Liquidated damages, if any.

3.24 Applicable Law and Jurisdiction of Court

The Contract with Bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts in Kolkata / Honourable High Court at Kolkata (with the exclusion of all other Courts).

3.25 Payment Terms

Bank will release payment after the completion of the milestone mentioned in the Section 4 of the RFP.

There will be no advance payment given by Bank to the selected bidder and the selected bidder will have to issue the Software License in favour of the Bank and installation certificates endorsed by the Concern Bank Official Personnel of the Bank. Invoices in triplicate accompanying the properly endorsed Chillan and installation certificate will be processed. The Bank will release to the selected bidder in the following manner :-

The bidders are requested to not to mention any such clause for advance payments in their bid documents and if there is anything in this regard, the same will be ignored for consideration and no communication will be done in this regard.

(A) For Licensing Cost (one time)

50% of the Licensing cost after successful completion of UAT & successful migration of the existing old data with the new proposed software in UAT & Production environment along with all specified report returns and sign-off from the bank.

20% of the Licensing cost of Software will be released after 30 (Thirty) day's for successful implementation of Production Server and submission of 10% of the work order value including GST in the form of Bank Guarantee as per specified format given by Bank;

Remaining of 30% will be released after 45(Forty Five) Day's after successful implementation of the Production environment

(B) For implementation Cost including development and customization with data entry for collection of data from the Branches of the Bank(one time)

80% of the one-time implementation cost will be released after 30 (Thirty) days from the successful date of Production environment;

20% of the one-time implementation cost will be released post warranty period is over.

(C) AMC charges (After 1 year from successful implementation in Production) will be paid Quarterly advance basis after one year from the successful implementation of said software

(D) The API cost (if any) will be released after successful implementation within 30 days from successful implementation

Notes:

1. All payments shall be released after deducting applicable penalties and Taxes.
2. The quoted price should be as per scope of work mentioned in the RFP.
3. The quoted price should be inclusive of Travelling, Boarding, and Lodging and for any incidental expenses. The bank shall not bear any other cost other than the one indicated in the Commercial Bid format.
4. Applicable taxes like TDS (if applicable), will be deducted from the amount payable.
5. Prices quoted by the Bidder shall remain fixed during the Bidder's performance of the contract and will not be subject to variation on any account.
6. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
7. Price should not be indicated at any place in the Technical Bid. If the price is indicated in the technical bid, the entire bid will be summarily rejected.
8. The prices shall be quoted in Indian Rupees. Any reference made to variation in pricing due to the appreciation/depreciation of Indian rupees against any other currency is not acceptable.
9. Bids (both technical as well as commercial bid) shall be valid for a period of 180 days from the last date for submission of bids. Bids submitted with a short validity period will be treated as non-responsive and will be rejected.
10. Bids shall be submitted strictly as per the format given in the bid and any addition/deletion/change in the format will be summarily rejected.
11. Bids without the signature of the authorized signatory of the bidder will be summarily rejected.

Bank reserve its right to accept / reject any bid, which is not in line with these conditions.

3.26 Right to Audit

WBSCB reserves the right to conduct an audit/ ongoing audit of the services provided by the Bidder. The bidder should allow the persons authorized by it or audit agency/personnel identified by Bank to access documents, records or transaction or any other information given to, stored or processed by Vendor within

a reasonable time failing which Vendor will be liable to pay any charges/ penalty levied by regulatory bodies.

3.27 Deadline for Submission of Bid

Bids must be received by WBSCB through online tendering platform specified under Section – 3.14, point no 9 and not later than the time and date specified in the RFP or its subsequent addendums. In the event of the specified date for the submission of bids being declared a holiday for WBSCB, the bids will be received up to the appointed time on the next working day.

WBSCB may, at its discretion, extend the deadline for submission of bids by amending the RFP in accordance with Section 3.8, in which case all rights and obligations of WBSCB and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3.28 Penalty

In case of delay for which only Bidder is responsible beyond the milestone wise timeline mentioned in the Section 4 of the RFP.

In the unlikely event in delay of supply of said Software/Quality of support services /quality of supplied items/Breach of SLA etc a L.D. penalty of 5% of per week will be charged ;

The installation system will provide 99.9% uptime during the entire period of warranty or AMC period.

A. SLA after go-live

The table below specifies the SLA for service uptime from go-live till end of contract date with Meantime to Resolve (MTTR) from date and time of initiation of request.

Sr.No	Category	Required uptime	MTTR
1.	Supply, installation, Testing ,Maintenance and Commissioning of Asset Management System	99.90%	30minutes

1. All the calls will be closed on the same day and the selected bidder will provide the offline support services at the HO/Branches /ROs/Training Centre etc . The service uptime shall be computed as under:

Uptime is calculated under the following rules :

Uptime (%)=

Sum of total Hours during the Month –Sum of downtime during the month

----- X 100

Sum of total hours during the month

The selected bidder will provide 99.9% uptime which will be measured quarterly otherwise if the uptime will not fulfilled, the penalty clause will be imposed to the selected bidder and selected bidder will make SLA as per specified format given by Bank within 14 day's from the receipt of the Purchase order ;

All the customization and development as prescribed by Bank / Financial Auditor/Statutory Auditor/IS & CS Auditor/as per direction of Govt. of West Bengal / NABARD/RBI can be done within the Warranty period or AMC period by the selected bidder along with free of Cost within the timelines as mentioned by Bank

Incident Reporting

Criticality	Description	Respon se Time	Resolution Time	Penalty
Priority 1 – Critical Threat/ Severe Incident	<ol style="list-style-type: none"> 1. Direct threat or impact to the credibility of the Bank 2. Direct threat or damage to client, core business processes, users accessing the system, regulatory or servicing capabilities 3. Any problem due to which internal users cannot access the business systems. 4. The solution cannot function normally without this issue being resolved. 5. Delay in BAU activities. 	20 minutes	60 minutes	INR 200 per hour of delay to be deducted from remaining amount of Implementation Charges to be paid post warranty period
Priority 2 – Significant incident	<ol style="list-style-type: none"> 1. Any problem due to which internal user cannot access the business systems 2. Any incident which is classified as "Critical" for which an acceptable (by Bank) workaround has been provided by the bidder and there is no material damage & reputational loss to Bank 3. Bank experiences a loss of Service. Certain features are unavailable. However, operations can continue in a restricted manner Unavailability of application during non-business hours. 	30 minutes	120 minutes	INR 200 per hour of delay to be deducted from remaining amount of Implementation Charges to be paid post warranty period

Criticality	Description	Respon se Time	Resolution Time	Penalty
	4. Impact to internal workflow systems with limited risk to critical systems or processes			
Priority 3 / Limited Incident	<p>Minor degradation to a service, business process or location which will not result to any reputational loss to Bank</p> <p>Has the potential to turn into a significant incident if not resolved within the defined time</p> <p>Any problem where less than 100 users cannot access the application</p> <p>Impact to internal workflow systems with limited risk to critical systems or processes</p>	30 minutes	1 day	INR 200 per hour of delay to be deducted from remaining amount of Implementation Charges to be paid post warranty period

4. Time Schedule of the Project

Description	Timeline
• Acceptance of Purchase order by the selected Bidder.	Within 5 Days of receipt of Purchase order
• Submission of Performance Bank Guarantee	Within 7 days of receipt of Purchase order.
• Technical demo of the product in the front of the Bank Official's at Conference Hall of the Head Office	Within 10 days of receipt of Purchase order.
• Signing of Contract Agreement	Within 2 weeks of acceptance of Purchase Order
• POC of the IT Inventory solution to be completed	Within 3 weeks of acceptance of Purchase Order
• UAT to be completed post successful POC	Within 2 weeks of Successful POC
• Go-Live of IT Asset Inventory solution	Within 2 weeks of Successful UAT & UAT sign-off from bank

5. Annexure

ANNEXURE I: FORMAT FOR PRE-BID QUERY

RFP Ref. No. HO/MD/2712

Dated: 30/01/2026

If, the bidder, desiring to respond to RFP for **Comprehensive Assessment of IT Inventory and Network Architecture For The West Bengal State Cooperative Bank Ltd.** requires any clarifications on the points mentioned in the RFP, it may communicate with West Bengal District Central Co-Operative Bank Ltd. using the following format (in a Microsoft Excel (.xls/.xlsx) format).

All questions received within the last date of receiving Pre-bid queries mentioned in the RFP will be formally responded to and questions/points of clarification and the responses will be circulated to all participating bidders if required. The source (identity) of the bidder seeking points of clarification will not be revealed. Alternatively, WBSCB 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	WBSCB Bank Response

ANNEXURE II: CHECKLIST DETAILS

To,
The Managing Director,
The West Bengal State Co-operative Bank Ltd.
24A, Waterloo Street,
Kolkata – 700 069

RFP Ref. No. – **HO/MD/2712**

Date - 30/01/2026

Dear Sir,

Below Checklist details has been attached with the technical Bid in the E-tendering platform www.wbtenders.gov.in.

Sr No	Particulars	Documents Attached (Yes/No)
1.	Compliance of RFP document (RFP & Its corrigendum to be signed & Stamped by bidder)	
2.	ANNEXURE IV: Letter of Confirmation	
3.	Notarized affidavit on non-judicial stamp paper of Rs.100/- (Rupees Hundred) declaring non-blacklisting as per details mentioned in Section 3.1 Eligibility Criteria	
4.	Proof of Submission of Tender Document Fee and Earnest Money Deposit	
5.	ANNEXURE II: CHECKLIST DETAILS	
6.	Self-attestation copy of Bidder indicating GSTIN No. and PAN No.	
7.	ANNEXURE IX: Non-Disclosure Agreement with WBSCB	
8.	Supporting Documents related to Previous experience as mentioned in Eligibility criteria	
9.	Balance sheet and P&L of last three financial years confirming positive net profit.	

ANNEXURE III: COMMERCIAL BILL OF MATERIAL has been uploaded in the E-tendering platform www.wbtenders.gov.in. We confirm that there is no price disclosure in the Technical Bid submitted by us.

WBSCB may ask for additional details with respect to the Bid, and same shall be provided by us within the stipulated timeframe of the Bid. Annexure- II has been enclosed with the Bid.

Place:

Date:

SEAL(Authorized Signatory)

ANNEXURE III: COMMERCIAL BILL OF MATERIAL

Commercial Bill of Material to be submitted only in Commercial Bid.

ITEMWISE RATE FOR SCOPE OF WORK

No	Particulars	Quantity	Rate Exclusive of GST
1	One time Cost towards License off Fixed Assets Management Software (FAM Software)	1	
2	One time implementation Cost including Development & Customization along with Data entry from the respective 48 Nos Branches/ROs/Training Centre of the Bank	1	
3	Annual Maintenance cost(AMC) from Second Year onwards(as per scope of work defined) including Development & Customization	1	
4	Cost towards API Integration of Fixed Management Software with existing Core Banking Applications Software provided by M/S TCS Limited or other Application Software etc	1	
<i>Total Cost of the Project Exclusive of GST</i>			
Input GST Rate @	< >	<i>Total Cost of the Project Inclusive of GST</i>	

We certify that the items quoted above are as per SOW of the RFP Ref No. HO/MD/2712 Dated: 30/01/2026 and prices quoted are all in compliance with the terms of the RFP. We also confirm that we agree to all the terms and conditions mentioned in the RFP. The price quoted by us shall remain valid till 180 days from Bid submission date.

Authorized Signatory:

Name and Designation:

Office Seal with date

ANNEXURE IV: LETTER OF CONFIRMATION

To,
The Managing Director,
The West Bengal State Co-operative Bank Ltd.
24A, Waterloo Street,
Kolkata – 700 069

RFP Ref. No. – **HO/MD/2712**

Date – **30/01/2026**

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, West Bengal State Co-Operative Bank Ltd. 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 West Bengal State Cooperative Bank.

We, hereby acknowledge and confirm, having accepted that West Bengal State Cooperative Bank can at its absolute discretion, apply whatever criteria are deemed appropriate, not just limiting to those criteria set out in the RFP and related documents, in shortlisting of bidders.

We shall observe the confidentiality of all the information passed on to us in the 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 Any Financial Institution or otherwise not involved in any such incident with any concern whatsoever, where the job was undertaken/Performed and conduct has been questioned by any authority, which may lead to legal action.

Place:

Date:

SEAL (Authorized Signatory)

ANNEXURE V: BIDDER DETAILS
To be submitted on the letterhead of the bidder

To,
The Managing Director,
The West Bengal State Co-operative Bank Ltd.
24A, Waterloo Street,
Kolkata – 700 069

RFP Ref. No. – **HO/MD/2712**

Date – **30/01/2026**

Sl.No	Items	Information to be Filled by Bidder& OEM also	Attachments (If any)& Page Number
1	Name, Address, Mobile ,Landline, email And other details	(Please Specify)	
2	Name and address of the directors/proprietor/partners	(Please Specify)	
3	Year of Establishment and Nature of Business carried by the company	(Please Specify)	Registration Certificate
4	GST,PAN and Bank Account Details	(Please specify)	GST, PAN and Cancel Cheque
5	Persons authorized by the company to execute documents on its behalf, with Bank	(Please specify)	
6	OEM's experience(years)	(Please specify)	Self-Declaration
7	The Bidder/OEM shall submit full details of the patent , trade mark ,Intellectual Property Rights ,Copyrights , industrial proper right held by them or or used by them of any third party with regard to design or any part of the system	(Please specify)	Self-Declaration
8	Average Annual Turnover for last 3years (Year 2024-25,2023-24,2023-22)	(Please specify)	Audited Balance Sheet
9	Configurations & number of Hardware/System Software/Database required for implementation of the said Software	(Please specify)	Self-Declaration

Authorized Signatory:

Name and Designation:

Office Seal with date

ANNEXURE VI: HARDWARE SIZING

1. Total no of Application & Database Server (Total quantity required to be mentioned by Bidder)
2. Total number of Desktop Computer (if required):-Total quantity required to be mentioned by Bidder

Server Configuration	Descriptions	Hardware Sizing	Remarks if any by Bidder
Application & Database Server to be implemented for procurement of Fixed Asset Inventory Management Software	Memory		
	Processor		
	LAN& WAN		
	Local Storage		
	Database		
	OS		
Desktop Computer (if any required) for procurement of Fixed Asset Inventory Management Software	Memory		
	Processor		
	LAN& WAN		
	Local Storage		
	Database		

Required database along with valid license of application Software will be provided by the selected bidder.

Note: Bidder can propose any additional software/Hardware required for installation of the proposed IT Asset inventory solution.

ANNEXURE VII: PERFORMANCE BANK GAURANTEE

Bank Guarantee No _____ dated _____ Amount of Guarantee

Rs. _____ Guarantee cover from dated: _____ to dated:

_____ Last Date for Lodgment of claim: _____

To,

The Managing Director

The West Bengal State Cooperative Bank Limited

24A, Waterloo Street Kolkata-700 069

In consideration of The West Bengal State Cooperative Bank Ltd (hereinafter called "Beneficiary") having agreed to exempt,

_____ (Name of vendor), having its Registered Office situated at _____ (Hereinafter called the "the obligator(s)") from the demand of security deposit of 'Rs. _____ (Rupees _____ only) under the terms and conditions of an agreement dated _____ (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs. ' _____ (Rupees _____ only), at the request of the obligator,

we _____, a scheduled commercial Bank having its Head Office at _____ amongst others a branch at _____ (hereinafter referred to as "the Bank") has agreed to give following guarantee in favor of the beneficiary for an amount not exceeding Rs. ' _____ (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding 'Rs. _____ (Rupees _____ only).

2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before _____, we shall be discharged from all liabilities under this guarantee thereafter.

3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.

We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

Notwithstanding anything contained herein:

- (i) Our liability under this Bank Guarantee shall not exceed 'Rs. _____ (Rupees _____ only).
- (ii) This Bank Guarantee is valid up to _____ and
- (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the guarantee as found under clause (ii) above plus claim period)

PLACE:

DATE :

SIGNATURE WITH SEAL

ANNEXURE VIII: CERTIFICATE OF FINANCIALS

To,
The Managing Director,
The West Bengal State Co-operative Bank Ltd.
24A, Waterloo Street,
Kolkata – 700 069

SUB: Certificate For Financial Credentials.

Ref: RFP Ref. No. – HO/MD/IT/2712

Date – 30/01/2026

Dear Sir,

This is to certify that M/s _____, with registered address as and having GST Registration No. _____ has the following Turnover, Net Profit/Loss and Net worth from its Indian Operations. This information is based on the Audited Financial Statements for Financial Years 2022-23, 2023-24 and 2024-25

Financial year	Turnover (Rs. In Lacs) as on 31 st March	Net Profit Before Tax (Rs. In Lacs) as on 31 st March	Enclosed Audited Balance sheet and Profit & Loss A/c (Yes/No)
2022-23			
2023-24			
2024-25			

Date

Place:

Signature of CA/Statutory Auditor

Name of CA/Statutory Auditor:

Designation:

UDIN:

ANNEXURE IX: NON-DISCLOSURE AGREEMENT

RFP Ref. No. **HO/MD/2712**

Dated **30/01/2026**

(On Rs.100 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

<Bank Name>, a financial corporation institute having its Registered Office at <Bank Address>(hereinafter referred to as “<Bank Name>” 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 Non-Disclosure Agreement shall be submitted to <Bank Name>. If the Non-Disclosure Agreement is not submitted, then <Bank Name> reserves the right to cancel the contract.

The Bidder and WBSCB are hereinafter collectively referred to as “the Parties” and individually as “the Party”

WHEREAS:

1. <Bank Name> is engaged in the business of providing financial services to its customers and intends to engage the Bidder for Supply, Installation and Maintenance of Fixed Asset Inventory Software for IT.
2. In the course of such assignment, it is anticipated that <Bank Name> or any of its officers, employees, officials, representatives or agents may disclose, or deliver, to the Bidder some Confidential Information (as hereinafter defined), to enable the Bidder to carry out the aforesaid assignment (hereinafter referred to as " the Purpose").
3. The bidder 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 <Bank Name>, The Vendor undertakes to safeguard and protect such confidential information as may be received from <Bank Name>

NOW, THEREFORE THIS AGREEMENT WITNESSED THAT in consideration of the above premises and the <Bank Name> granting the Vendor and or his representatives to have specific access <Bank Name>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 <Bank Name> 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 <Bank Name>
- (c) was rightfully obtained by the Vendor from a source other than <Bank Name>. 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 West Bengal State Co-operative Bank Ltd. of such order and afford The <Bank Name>. 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 <Bank Name>. Upon termination of this Agreement, Confidential Information shall be returned to <Bank Name> 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 <Bank Name> 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, as may be legally permissible and reasonably practicable, 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 Section shall be satisfied by handling Confidential Information with the similar 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 Section 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 its directors, partners, agents, affiliates, associates, bidder's or persons in the direct employment of the Vendor (collectively as "Representatives") 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 representative 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 **<Bank Name>**, immediately if it learns of any use or disclosure of the Confidential Information in violation of terms of this Agreement. Notwithstanding anything contained in this Agreement, the Bidder shall disclose the Confidential Information to such other parties who conduct bidder's internal risk management procedures, facilitate bidder's administration of business and support bidder's infrastructure. the Bidder shall disclose Confidential Information to its professional indemnity insurers in which event any such disclosure shall be subject to confidentiality obligations provided herein.

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 **<Bank Name>**, and any of its Affiliates, customers and their 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 **<Bank Name>**, business that is protected by patent, copyright, trademark, trade secret or other similar intellectual property right; or
- c) business processes, procedures and policies; or
- d) current and future business plans; or
- e) personnel information; or
- f) financial information.
- g) Customer Information
- h) technology information including architecture, framework, infrastructure design, DC & DR information etc.
- i) all data stored in the application

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 **<Bank Name>**

4. Term: This Agreement shall be read together with the principal agreement as may be executed between the Parties for the Purpose and shall be effective from the date hereof and shall continue till expiration of the Purpose or termination of this Agreement by **<Bank Name>**, whichever is earlier. The Vendor hereby agrees and undertakes to **<Bank Name>**, that immediately on termination of this Agreement it would forthwith cease using the Confidential Information and further promptly return or destroy, under information to **<Bank Name>**, all information received by it from **<Bank Name>**, 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 **<Bank Name>**, to certify in writing upon request of **<Bank Name>**, that the obligations set forth in this Agreement have been complied with. Notwithstanding anything contained herein, the Bidder shall be allowed to retain sufficient documentation that is necessary to support any advice, reports, or opinions provided by the Bidder or as may be required by law. Any such retention shall be subject to confidentiality obligations contained herein.

Any provisions of this Agreement which by their nature extend beyond its termination shall continue to be binding and applicable for three (3) years post termination of this Agreement or until such information enters the public domain

5. Title and Proprietary Rights: Notwithstanding the disclosure of any Confidential Information by **<Bank Name>** to the Vendor, the title and all intellectual property and proprietary rights in the Confidential Information shall remain with **<Bank Name>**.

6. Remedies: The Vendor acknowledges the confidential nature of Confidential Information and that damage may result to **<Bank Name>**, 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, **<Bank Name>**, may suffer immediate irreparable loss for which monetary compensation may not be adequate. **<Bank Name>**, 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. Except for the contracting Parties to this Agreement, no third party shall have any right to enforce or rely on any provision of the Agreement. In no event shall, either Party be liable for any indirect or consequential losses or damages.

Any claim for relief to **<Bank Name>**, shall include **<Bank Name>**, costs and expenses of enforcement (including the attorney's fees), as may be awarded by court of competent jurisdiction in its final judgment

7. Entire Agreement, Amendment and Assignment: Unless the principal agreement is executed between the Parties, 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 Kolkata, West Bengal shall have exclusive jurisdiction in relation thereto even though other Courts in India may also have similar jurisdictions.

9. 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 **<Bank Name>** be liable for the inaccuracy or incompleteness of the Confidential Information. None of the Confidential Information disclosed by **<Bank Name>** constitutes any representation, warranty, assurance, guarantee or inducement with respect to the fitness of such Confidential Information for any particular purpose. However, **<Bank Name>** understands that any inaccurate or incomplete Confidential Information may have adverse/material impact on the Purpose for which it is being used.

<Bank Name> discloses the Confidential Information without any representation or warranty, whether express, implied or otherwise, on truthfulness, accuracy, completeness, merchantability, fitness for a particular purpose, title or anything else.

10. Waiver: A waiver (whether express or implied) by **<Bank Name>** 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 **<Bank Name>** from subsequently enforcing any of the subsequent breach or default by the Vendor under any of the provisions of this Agreement.

11. Unpublished Price Sensitive Information: **<Bank Name>** shall inform the Bidder in writing if, in the course of the Purpose, the Representatives of the Bidder will have access to any unpublished price sensitive information, whether of **<Bank Name>** or any other entity. **<Bank Name>** agrees that the Bidder shall not be responsible for determining the difference between price-sensitive and non-price-sensitive information that would form part of the information disclosed to the bidder. All information supplied to the Bidder (in whatever form) which is not in the public domain will be treated as Confidential Information for the Purpose. Further, **<Bank Name>** shall be responsible to obtain legal advice to ensure that information disclosed to the Bidder is not in contravention of any applicable laws and regulations.

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

For and on behalf of ----- Ltd.

(Designation)

For and on behalf of **<Bank Name>**.

(Designation)

ANNEXURE X: WBSCB OPERATIONAL UNIT ADDRESSES

Sl. No.	Operational Unit Name	Operational Unit Type	Operational Unit Address
1	Head Office	WBSCB Head Office	24A Waterloo Street, Kolkata- 700069
2	Behala Branch	WBSCB Branch	15A S. N. Roy Road, Kolkata- 700038
3	Beliaghata Branch	WBSCB Branch	P-52 C.I.T. Scheme- VI (M), Kolkata- 700054
4	Bhowanipore Branch	WBSCB Branch	28A, S. P. Mukherjee Road, Bhowanipore, Kolkata- 700025
5	Chetla Branch	WBSCB Branch	Auditorium Block, CIT Market, Kolkata- 700037
6	Entally Branch	WBSCB Branch	27/1C, C.I.T. Road, Scheme-LV, Kolkata- 700014
7	Gariahat Branch	WBSCB Branch	2/2A Nandy Street, Kolkata- 700029
8	Golpark Branch	WBSCB Branch	28/3A Gariahat Road, Kolkata- 700029
9	Hatibagan Branch	WBSCB Branch	62 AUROBINDO SARANI, Kolkata- 700005
10	Kolkata Main Branch	WBSCB Branch	24A, Waterloo Street, Kolkata- 700069
11	New Alipore Branch	WBSCB Branch	Premises No.- 63, Bankim Mukherjee Sarani, P.O- New Alipore, P.S- New Alipore, Kolkata- 700053
12	Poura Bhavan Branch	WBSCB Branch	415A, 1St Floor, FD Block, Sec- III, Poura Bhawan, Salt Lake City, Kolkata- 700106
13	Salt Lake Branch	WBSCB Branch	EC-156, Sector- I, Salt Lake, Kolkata- 700064
14	Shyambazar Branch	WBSCB Branch	15/2B, Balaram Ghosh Street, Kolkata- 700004
15	Siliguri Day Branch	WBSCB Branch	1st Floor, Hill Cart Road, Sarkar Mansion, Siliguri, Dist.- Darjeeling, Pin- 734001
16	Siliguri Evening Branch	WBSCB Branch	1st Floor, Hill Cart Road, Sarkar Mansion, Siliguri, Dist.- Darjeeling, Pin- 734001
17	Alipurduar Branch	WBSCB Branch	Puran Bazar, Alipurduar Choupathi, P.O+Dist.- Alipurduar, Pin- 736121
18	Cooch Behar Branch	WBSCB Branch	Biswa Singha Road, P.O+Dist.- Cooch Behar, Pin- 736101
19	Dinhata Branch	WBSCB Branch	Main Road, P.O- Dinhata, Cooch Behar, Pin- 736135
20	Falakata Branch	WBSCB Branch	Old Choupathi, Sitalabari, P.O+P.S- Falakata, Alipurduar, Pin- 735211
21	Mathabhanga Branch	WBSCB Branch	Imigration Road, Mathabhanga, Cooch Behar, Pin- 736146
22	Toofanganj Branch	WBSCB Branch	Sarat Sudha Bhawan, Ward No.- 4, P.O- Toofanganj, Cooch Behar, Pin- 736159
23	Amdanga Branch	WBSCB Branch	Vill- Rafipur, P.O- Arkhali, Amdanga Panchayat BDO Building, North 24 Pgs, Pin- 743221
24	Baduria Branch	WBSCB Branch	Baduria Bazar, Vill+P.O- Baduria, North 24 Pgs, Pin- 743401

25	Barasat Branch	WBSCB Branch	1st Floor, R.B.C Road, Near Barasat Court, North 24 Pgs, Pin- 700124
26	Barrackpore Branch	WBSCB Branch	1 no. Pipe Road, Ashadeep Municipal Complex, Barrackpore Chiriamore, North 24 Pgs, Pin- 700120
27	Basirhat Branch	WBSCB Branch	Near Basirhat Court, P.O- Basirhat, North 24 Pgs, Pin- 743411
28	Bongaon Branch	WBSCB Branch	School Road, Opp. Bongaon High School, P.O- Bongaon, North 24 Pgs, Pin- 743235
29	Chandpara Branch	WBSCB Branch	Near Chandpara Bazar, P.O- Chandpara, North 24 Pgs, Pin- 743245
30	Dum Dum Branch	WBSCB Branch	60 Purba Sinthee Road, Kadamtala Bazar, Dum Dum, North 24 Pgs, Pin- 700030
31	Habra Branch	WBSCB Branch	Ward No.- 3, 48/51 East Khamar Dhuba, Jassore Road, P.O+P.S- Habra, Pin- 743263
32	Helenga Branch	WBSCB Branch	P.O- Helenga, P.S- Bagdah, North 24 Pgs, Pin- 743270
33	Kanchrapara Branch	WBSCB Branch	217, KGR Path, Lichubagan, Baisakhi Market Complex P.O- Kanchrapara, North 24 Pgs. Pin- 743145
34	Panshila Branch	WBSCB Branch	Panihati Municipality Market Complex, R. N. Avenue, P.O- Panshila, North 24 Pgs, Pin- 700112
35	Amtala Branch	WBSCB Branch	Baruipur Road, Pallisree, P.O- Kanyanagar, P.S- Bishnupur, South 24 Pgs, Pin- 743503
36	Baruipur Branch	WBSCB Branch	Shyamsundar Complex, Kalitala, Baruipur Station Road, P.O- Baruipur, South 24 Pgs, Pin- 700144
37	Bhangore Branch	WBSCB Branch	Vill- B. Gobindapur, P.O- Gobindapur, P.S- Bhangore, South 24 Pgs, Pin- 743502
38	Bijoygunj Branch	WBSCB Branch	Vill- Lakshmikantapur, P.O- Ghateswar, P.S- Mandir Bazar, South 24 Pgs, Pin- 743336
39	Canning Branch	WBSCB Branch	Near Canning Petrol Pump P.O+ P.S- Canning Town, South 24 Pgs, Pin- 743329
40	Diamond Harbour Branch	WBSCB Branch	Near Diamond Harbour Municipality, P.O- Diamond Harbour, South 24 Pgs, Pin- 743331
41	Kakdwip Branch	WBSCB Branch	Nayapara, Ganeshpur, Near Pratapaditya Nagar Gram Panchayat, P.O+P.S- Kakdwip, South 24 Pgs, Pin- 743347
42	Kashinagar Branch	WBSCB Branch	Kashinagar, Vill+P.O- Kashinagar, P.S- Raidighi, South 24 Pgs, Pin- 743349
43	Pathar Pratima Branch	WBSCB Branch	Vill- Dakshin Shibganj, P.O+P.S- Pathar Pratima, South 24 Pgs, Pin- 743371
44	Sagar Branch	WBSCB Branch	Vill+P.O- Rudranagar, Sagar, South 24 Pgs, Pin- 743373
45	North 24-PGS Regional Office	WBSCB Regional Office	36, Rishi Bankim Sarani, Near Barasat Court, Barasat, North 24 Pgs, Pin- 700124
46	South 24-PGS Regional Office	WBSCB Regional Office	Near Diamond Harbour Municipality, P.O- Diamond Harbour, South 24 Pgs, Pin- 743331
47	Coochbehar Regional Office	WBSCB Regional Office	Biswa Singha Road, P.O+Dist.- Cooch Behar, Pin- 736101
48	ACMART	WBSCB Training Centre	415A, FD Block, Sector- III, Salt Lake, Bidhannagar, Kolkata- 700106
49	AFTRDC	WBSCB Training Centre	Biswa Singha Road, P.O+Dist.- Cooch Behar, Pin- 736101