

Ref. No::-HO/MD/1612

Dated :- 28/09/2026

NOTICE INVITING QUOTATION(NIQ)

Sealed quotation is invited from the reputed eligible Service provider /Reputed Bidder for supply & installation of following Original Microsoft Office Software for the use of Bank as mentioned in Annexure I

Annexure –I

SI No	Descriptions of item	No of Qty Required	Total cost including GST
1	Original Microsoft Office Standard 2024 Perpetual License (Paper License) Software	1	

All sealed quotations are submitted through offline to be addressed to the Managing Director, The West Bengal State Co-Operative Bank Ltd.,3rd floor ,24A,Waterloo Street, Head Office (HO), Kolkata– 700069.

Last date of submission of the sealed quotations would be 07/10/2026 up to 2.00 p.m. at The West Bengal State Co-operative Bank Limited,HQ,24 A , Waterloo Street , Kolkata – 700069 .

Payment Terms :- The 100% of Billed amount will be released after successful installation of the same duly signed by the Concern Officer of the Bank .

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

Place of installation :- In the Branches/HO of the Bank & the said license used for Desktop PC /Laptop etc ;

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

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

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

Installation process:-The selected bidder will visit respective Branches & complete installation process

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

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

Supporting Operating System :- Microsoft Windows 10/11 Professional Operating System ;

Validity of the supplied License :- Life time ;

Type of License :- Volume E-License

Sd/-
Managing Director