

पूर्वांचल बैंक

(भारतीय स्टेट बैंक द्वारा प्रायोजित)

प्रधान कार्यालय, मोहददीपुर, गोरखपुर



Purvanchal Bank

(Sponsored by State Bank of India)

Head Office : Mohaddipur, Gorakhpur

Phones : 2200604,2200831,2201884, 2202601

Fax : 0551-2200261,2201614,2202738

E-mail : pgbgkp@gmail.com

Ref.: 2014-15/comp/04

Date : 11-04-2015

"OPEN TENDER"

ENQUIRY

Scanner: Request for proposal (RFP)(Approx. 30 Scanners)

Sealed tenders are invited by the Bank for supply and installation of Hardware at our branches in Gorakhpur, Maharajganj, Deoria, Kushinagar, Basti, Sant Kabirnagar and Siddharthnagar District in U.P. Specification are detailed in Annexure-1. The offers are invited in two parts- the Technical Bid and the Commercial Bid.

2. **The Technical Bid and Commercial Bid will be opened at 01.00 PM on 28-04-2015 at the CBS section of the Bank's Head Office, Mohaddipur, Gorakhpur** and will be evaluated by the Tender/ Purchase Committee of the Bank. Financial quotations of only those Vendors will be entitled for further evaluation, which are short listed after the Technical Bids evaluation process.

3. The Technical & Financial Bids are to be submitted at CBS Section at our Head Office latest by **05.00 PM on 27-04-2015** in two sealed envelopes separately duly superscripted '**ENQUIRY-PURCHASE OF Scanner -Technical** & '**ENQUIRY-PURCHASE OF Scanner Commercial**. The Bids may be submitted by Registered/Speed post or by courier at the following address so as to reach us within the stipulated time.

The General Manager (Administration)

Purvanchal Bank, Head Office

Mohaddipur, Gorakhpur- 273008

The Bids received after the prescribed time will not be considered and will be treated as rejected. The vendors are allowed to depute only one representative along with Authority Letter from Competent Authority on the material date and time to attend the Technical Bids opening process.

Terms & Conditions

4. The Technical Bids MUST contain detailed information about the configuration of all the items/components of equipment with their respective make / model / manufacturer along with demand draft of **Rs. 4,000.00** favoring Purvanchal Bank, Head Office, Mohaddipur, Gorakhpur payable at Gorakhpur as earnest money. Technical bid without earnest money would not be entertained.

Cont....02

(2)

5. Please carefully note that the Bank proposes to purchase the hardware at a **price inclusive of all taxes, excise duty, freight, octroi, packing & forwarding charges, etc.** The rate of VAT, your **VAT number/TIN (as applicable in the States of Uttar Pradesh) must also be mentioned in your Technical Bids.**
6. Vendors while submitting Technical Bids are required to submit an undertaking of Authenticity for hardware supplies and audited balance sheet for last 3 years.
7. The names of all the service engineers along with their location and contact numbers must be attached with the offer document. The adequacy of the service network of the vendor would be evaluated by the bank and would be an important factor in deciding whether the vendor qualifies in the technical bid.
8. The Technical & Commercial bids must be unconditional.
9. Vendors are requested to ascertain their best prices for these individual items without any exception. They are required to quote cost of hardware. (Inclusive of VAT and other taxes).
10. The bank does not bind itself to accept the lowest quotation and reserves the right to accept / reject any quotation without assigning any reason there for. While placing the Purchase Order, the Bank will be at liberty to decide as to which items of hardware items are required at its branches / offices and reserve the right to choose from the hardware items / mentioned in Annexure-I without assigning any reason there for.
11. The Vendors are requested to authenticate all the pages of their Bids along with enclosures under full signature and stamp of their Company.
12. The Technical Bids submitted without mentioning the details asked for by the Bank will be rejected. **No deviation in the terms & conditions mentioned in this RFP will be allowed. Technical Bids with any deviation are liable to be rejected.**
13. The vendor must submit duly filled & signed with seal of company annexure II and Tender document duly accepted and signed by authorized signatory along with the technical & commercial bid.
14. Canvassing in any form, in connection with quotations, is strictly prohibited. Quotations not fulfilling any or all of the conditions stipulated above or not complete in all respects are liable to be rejected.
15. Quotations which are ambiguous are liable to be rejected.
16. **Purchase orders may be issued by bank for whole quantity or in parts as required by bank** and payment(s) will also be made by him in accordance with procedure laid down by our Head Office. Refusal to accept the Purchase Order or default / delay in supply of the materials ordered at the agreed price, for whatever reason, will be subject to suitable action against such defaulters, as deemed fit.

Cont....03

17. The L1 vendor will have to submit demand draft for Performance Guarantee amounting **Rs. 10,000.00** in order to ensuring proper after sales services during the warranty period to be submitted within a week from the date of declaring L1.

18. **The L1 rates will be valid for 12 months from the approval date.**

19. **Terms of Payment:**

Except where stated otherwise, 100% of the cost against delivery and installation, or within 15 days after delivery, whichever is earlier

20. **Delivery:**

The complete set of hardware of the Purchase Order to be delivered within 2(Two) weeks from the date of Purchase Order, the date of Purchase Order and date of final execution of order (complete delivery of Scanners) will be treated as date of delivery for calculation of penalty, failing which 1% penalty of cost of hardware per week will be imposed and recovered from the payments and your earnest deposit will also be forfeited as a penalty.

21. **Warranty:** The vendor will provide to the Purvanchal Bank **Twelve (12) months free comprehensive onsite maintenance service** including free provision of spares, parts and kits from the date of delivery. **If CALL is not completed within 48 hours of time, penalty will be charged at the rate of 2% of invoice value of the hardware on a daily basis.**

22. Purvanchal Bank reserves the right to cancel the tender, fully or partly, without assigning any reason, whatsoever and no correspondence in this regard will be entertained.

23. The decision of the bank in regard to this tender shall be final and binding on all the bidders. All disputes or differences in connection with this tender shall be subject to the jurisdiction of the courts at Gorakhpur only. The tenderer is required to accept our standard arbitration clause.

24. Should you require any further information / clarifications in this regard, please contact at 0551-2204461 within seven days from the date of this document after which no such communication will be entertained.

Yours faithfully,

General Manager (Admn.)

Vendor's Acceptance of the Terms & Conditions

We accept all the instructions / terms and conditions governing the Quotations including the Annexure to the tender. We agree to Supply, Install, Test and Commission the Equipment being procured.

Vendor's signature & Seal

Name of the Vendor:

Commercial Terms and Conditions

For supply of

1. The Prices quoted include warranty for 1 year. A single price, inclusive of all taxes, duties, levies, octroi, entry tax, freight, transit insurance, loading-unloading etc. (**including VAT**) has been quoted against each item. We **declare that the prices contain all types of mandatory / obligatory taxes / duties in force including VAT**. During the warranty period free replacement of all defective components will be provided during the warranty period.
2. **We agree to comply with and abide by the terms and conditions stipulated in the enquiry letter regarding terms of payment, delivery period, factory testing, validity period etc.**

Name of the Vendor:

Place:

Date:

Vendor's Signature

Seal

.....

Annexure-I

For Branches / Head Office for ASP S(Any higher or better specification will also be suitable)

1. SCANNER:

Sr.	Component	Specifications
1	Scanner type	Flatbed
2	Scan resolution, optical	Up to 1200 dpi
3	Bit depth	48-bit
4	Levels of grayscale	256
5	Multifeed detection	No
6	Task speed	10 x 15 cm colour photo to file: about 21 sec, OCR A4 text page to Microsoft® Word®: about 47 sec, 10 x 15 cm colour photo to share/e-mail: about 34 sec, PDF to email about 67 sec
7	Scan size (flatbed), maximum	216 x 297 mm
8	Media types	Paper (plain, inkjet, photo, newsprint, magazine articles), transparencies, 3-D objects
9	Scan file format	Windows®: BMP, JPEG, GIF, TIFF, TIFF Compressed, PNG, PCX, Flash Pix (FPX), PDF, PDF searchable, RTF, HTM, TXT; Macintosh: TIFF, PICT, JPEG, GIF, Flash Pix, Plain Text, PDF, HTML, Rich Text
10	Compatible operating systems	Microsoft® Windows® 7, Windows Vista®, Windows® XP 32-bit and 64-bit, Windows® XP x64, Windows® 2000,
11	Connectivity, standard	Hi-Speed USB 2.0
12	Power	Universal AC adapter 100 to 240 VAC (50/60 Hz) input, 12 VDC, 1.25 amp output
13	Power consumption	17 watts maximum