

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

**INDIAN BANK,
FGM OFFICE, CHENNAI
FIRST FLOOR, NO.55 Ethirajsalai
Egmore, Chennai -8**

REQUEST FOR QUOTATION (RFQ)

IMAGE RUNNER C3120 Canon Colour Photocopier for F G M Office, Chennai

BIDDER

M/s.....

Ref: FGMO:Chennai:EST:TNR:003/2021/ 22DATE: 20.12.2021

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QUOTE DOCUMENT

Name of work: Supply & installation of IMAGE RUNNER C3120 Canon Colour Photocopier at FGM Office Chennai

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Indian Bank, FGM Office, Chennai invites sealed Quotation for one no. of '**IMAGE RUNNER C3120 Canon Colour Photocopier**' from Original Equipment Manufacturers (OEM) or their authorised distributors or dealers.

1.	Name of work	Supply and Installation of IMAGE Runner C3120 Canon PhotoCopier
2.	Estimated cost of the item	Rs.1.47 Lakh (Exclusive of GST)
3.	Period of completion	15 days from the date of issue of Purchase Order
4.	Validity of Quotation	15 Days from the date of opening
5.	Defects Liability Period	12 Months from the date of virtual completion of work
6.	Retention Money/ Security Deposit	10% against the final bill (No interim bill will be permitted). It will be returned after one year.
7.	Liquidated Damages	1% per week of the Contract Value subject to maximum total of 5% of Contract value
8.	Quotation Documents	PDF document can be downloaded from our website 20.12.2021 to 22.12.2021.
9.	Cost of Quotation Documents	Nil
10.	Earnest Money Deposit	Nil
11.	Last date of submission of Quotation	22.12.2021 upto 15.00Hrs. at Indian Bank, FGM Office, 1 st floor, No.55, Ethiraj Salai, Chennai.
12.	Date of opening Quotation	23.11.2021 upto 15.30Hrs. at Indian Bank, FGM Office, 1 st floor, No.55, Ethiraj Salai, Chennai.

Note:

1. The bank reserves the right to reject any tender/ bid without assigning any reason.
2. The rates quoted by the tenderer/ bidder shall be based only on the specifications and conditions of the tender documents.
3. Bank is not liable to make any payment to tenderer/ bidders for preparation to submit the tender/bid.


Assistant General Manager

Indian Bank, FGM Office

No 55 Ethiraj Salai

Chennai

PH No: 044-28256886/28251288



Quotation

To
The Assistant General Manager
Indian, Bank, FGM Office,
No.55, First Floor Ethirajsalai
Egmore, Chennai - 600008

Date:

Subject: IMAGE RUNNER C3120 Canon Colour Photocopier for FGM Office, Chennai

Ref: Ref: FGMO:Chennai:EST:TNR:003/2021/ 22DATE: 20.12.2021

In reference to the above we hereby submit the quotation for the subject works (Bill of Materials).

Sl. No	Make & Model of the Machine	Rate	G S T	Effective price per unit including GST (in Rs.)	Warranty Period	AMC Rate after warranty period	Rate of Toner during the warranty period (incl.GST)	Life of Machine (In terms of no.of years and no.of Copies)

Amount in words (Inclu GST)

(Rupees

.....

.....Only)

Place:

Date:

Signature of Authorised Person

.....

Name

.....

Business address

.....



Terms & Conditions:

1. Eligibility:

- a) The tenderer should be a reputed manufacturer / authorized dealer for Canon IMAGE Runner C3120 photo copier in India and should have servicing facility at Chennai, Tamil Nadu.
 - b) The Bidder should be in business of similar nature for the past 5 years in market and should have minimum three years of experience of providing after sale service/Maintenance of photocopiers to Departments/Banks/PSUs etc. located in Chennai
 - c) The bidder should have an establishment within Chennai where it can be contacted and inspection of items required can be made by Officers of Indian Bank.
 - d) The bidder should not have been blacklisted by any Government Organization/PSU in the past. An undertaking in this regard should be submitted with the Bid Document as per **Annexure I**
 - e) The bidder should submit copy of quality assurance certificate like ISO 9001, ISI/BIS/CE/FDA (from manufacturing firms) certification along with the bid document.
 - f) The bidder should submit a Comprehensive warranty/Guarantee Certificate on company letter head as per **Annexure II**
 - g) The bidder should submit an authorization certificate in respect of after sale service on the letter head of Manufacturing Company.
2. The rates shall be filled up in the format given above. Quoted price shall be inclusive of all. Quote submitted in any other format will be summarily rejected. All pages of this document shall be sealed & signed while submitting the quote as acceptance of terms & conditions.
 3. The Bidders shall separately specify at the end of the Quote the % and value of SGST and CGST as applicable. Regarding tax part, the tax rate at the time of billing shall rule over and above all documentations. Valid documents shall be produced if Quoted/ asked for at the time before payment. TDS for income tax is as applicable and shall be included in the quoted rates.
 4. The LI will be decided based on the price quoted excluding GST
 5. Bid once submitted will not be returned back for any reasons what so ever may be
 6. Conditional quotes will be summarily rejected
 7. **Payment:** No Advance payment will be made. 90% of the amount will be paid on delivery and submission of the bill subject to the condition that the delivery and installation of the machine has been made to the satisfaction of Indian Bank.
 8. **Retention money @ 10%** of work order/Final bill value will be deducted & returned after one year subject to the condition that the equipment is maintained satisfactorily by the company during the aforesaid period.
 9. **Warranty/Guarantee:** Comprehensive Warranty/Guarantee of the item should be at least one year onsite from the date of successful installation of the machine. In the event of any manufacturing defects of item, the firm/bidder has to replace the same free of cost. Warranty/Guarantee Certificate should be submitted on Company letter head (Annexure)

10. Completion period:

The item should be delivered and installed within 15 days from the date of Purchase Order.

11. Indemnity clause:



The firm shall indemnify the Bank against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by The firm in execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the firm for anything done or committed to be done in the execution of this contract. The firm will abide by the job, safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the firm's negligence. The firm will pay all indemnities arising from such incidents, without any extra cost to Bank and will not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the contractor/vendor defend such suit, either jointly with the firm or singularly in case the later chooses not to defend the case.

12. Force Majeure:

Force Majeure such as act of God, earthquake, flood or similar natural calamities, serious loss or damage by fire or lightning will be accepted on adequate proof thereof. The jurisdiction will be Chennai only.

13. Legal & Arbitration:

In the event of any dispute over this contract, Bank's decision shall be final and binding on the contractor. The dispute if any on the interpretation of contract can be resolved mutually through discussion/negotiation within 30 days of dispute or question being raised, failing which the same shall be settled through arbitration in accordance with provision of Indian Arbitration and conciliation act 1996. The place of Arbitration will be in Chennai and both parties will select a single Arbitrator for resolving the issue.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the parties to seek redressal /other legal recourse.

14. Bank is not liable for the cost incurred in the inspection and preparation of quote and submission / participation and also not liable for any other cost what so ever may be
15. Bank reserve the right to reject any or all applications received without assigning any reasons whatsoever.
16. "The bank is not bound to accept the lowest Quote & reserves the right to accept or reject any or all the Quotes without assigning any reasons whatsoever"
17. The contractor is responsible for the safety & security of the staff / subcontractor / subcontractor's staff employed by him / them during the contract period.
18. Necessary safety precautions to be taken by the contractor during the working hours. Bank is not liable for any incident / accidents at site during the course of work to the contractor / his work men's.
19. The contractor should ensure all the workmen are covered under workmen Insurance policy (as applicable) before start of the work copy of the same shall be submitted before start of work.
20. In case of disputes arising out of this contract / for all the legal issues, same shall be sorted out at / under the jurisdiction of Chennai.
21. Works shall be carried out as per Indian Electricity Rules (Latest edition)

22. Submission of BIDS:

The bid shall comprise of (i) technical bid and (ii) financial bid

- (a) The technical bid comprises of technical specification of machine and other documents
- (b) The financial Bid shall specify rates/prices as per format given in page 4

The bidder should submit tender bid consisting of (i) Technical Bid and (ii) Financial Bid sealed separately in two different envelopes super scribing "Technical Bid" and (ii) Financial Bid, sealed separately in two different envelopes, super scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super scribing "Tender Notice for supply



of IMAGE RUNNER C3120 Canon Colour Photocopier addressed to “ INDIAN BANK FGM Office, First Floor, No55 Ethiraj Salai, Egmore, Chennai – 8.

The bid should either hand delivered or sent by Registered/Speed Post so as to reach the above mentioned address on or before 23. 12.2021. Any tender received after the prescribed deadline will be rejected.



WARRANTY /GUARANTEE CERTIFICATE
(to be given in Company letter head)

To
The Assistant General Manager
Indian Bank
FGM Office, Chennai

Dear Sir,

The photocopier to be supplied to Indian Bank FGM Office Chennai in case of selection will be brand new, latest model, unused, non-refurbished and original and original and conform to the technical specification given there in. The model of the machines is not nearing obsolescence or out of production within three years from the date of supply/installation. The comprehensive onsite Warranty/Guarantee period of all machines quoted is ____ months which covers services, spares, software etc. excluding consumable items, i.e toners/drums.

Thanking you,

Yours faithfully,

(Signature of Authorised Signatory)
Name, Designation with seal and date.

