



**ODISHA GRAMYA BANK**  
Information Technology Department  
Head Office, Gandamunda, Khandagiri, Bhubaneswar - 751030

**RFQ Ref No. OGB/RFQ/ITD/HARDWARE/013/2021-22 dated 11<sup>th</sup> Feb 2022**  
**REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF NEW COMPATIBLE**  
**LASER PRINTER CARTRIDGES OF VARIOUS PRINTER MODELS**

Odisha Gramya Bank invites closed and competitive bids from well-reputed vendors for rate contract for supply of new compatible laser printer cartridges at its Head Office, Bhubaneswar based on the requirements, specifications, terms and conditions laid down in this RFQ.

Any vendor, who was awarded a contract for supply of compatible laser printer cartridge but could not execute and consequently terminated / blacklisted, is not eligible to participate in the RFQ. **Bidders with unsatisfactory past record need not apply.**

Cost of Bid: Rs.2,360.00 (Rupees Two Thousand Three Hundred Sixty Only)

1. General Specifications:

1.	Tender Reference Number	OGB/RFQ/ITD/HARDWARE/013/2021-22
2.	Date of Issue of RFP	11 <sup>th</sup> Feb 2022
3.	Bid Submission Mode.	Through manual tendering process
4.	Last date, time and place for submission of bids along with supporting documents and original Bid Cost (DD)	28 <sup>th</sup> Feb 2022 on or before 14:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar. (Should be submitted to the contact officials in person).
5.	Date, time and venue for opening the commercial bid	28 <sup>th</sup> Feb 2022 at 16:00 hours
6.	Name of contact officials for submission of documents as stated in serial No.6 and for any enquiries.	S. S. Acharya – Sr. Manager IT A. Patra – Sr. Manager IT S. Gajendra – Asst. Manager-IT
7.	Address for Communication / Submission of Bids	The General Manager, Information Technology Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
8.	Contact officials for any clarification.	Mr. A. Patra – Sr. Manager IT 0674-2353024 Mr. S Gajendra – Asst. Manager IT 0674-2353024
9.	Contact e-mail ID	<a href="mailto:itd@odishabank.in">itd@odishabank.in</a> <a href="mailto:itdh@odishabank.in">itdh@odishabank.in</a>

**Note:**

- Bids will be opened in the presence of the Bidders' representatives who choose to attend.
- Bids should be submitted either through post / courier or by hand. If last day of submission of bids is declared a holiday under NI Act by the Government or any restriction imposed by Government due to COVID-19 pandemic, subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time will not be considered.
- Bids along with supporting documents and original copy of Bid Cost (DD) must reach to Head Office of Odisha Gramya Bank (OGB) on or before last date and time of submission of Bids.

**2. Scope of Work**

- Bidder needs to maintain the compatible cartridge of laser printers of various makes and models like HP, Brother, RICOH, Samsung etc. as available in Odisha Gramya Bank.
- Bidder should ensure the minimum page yield of 1,000 pages without leaving any spot / dots / marks / lines in the printouts.
- Bidder to ensure the cartridge supplied should be quality checked to produce crisp, deep black text and high page yield.

**3. Checklist:**

The following items must be checked before the Bid is submitted:

1. Rs.2,360.00 (Rupees Two Thousand Three Hundred Sixty Only) including GST towards cost of Bid document in form of Demand Draft issued by any commercial bank in India. The original copy of the DD must reach at Head Office of OGB before last date of submission of bid along with other documents. **Bidders eligible under MSME shall be exempted for bid cost, if they submit appropriate certificate to this effect.**
2. Commercial Bid should be prepared in accordance with the RFQ document.
3. All the pages of RFQ document are duly sealed and signed by the authorized signatory.

**Bid Format:**

The bidder is to submit the commercial as per the below format: (INR)

Table # 1

Sl. No.	Item Description	Quantity	Unit Price
1	BROTHER: DCP-L2520D / HL-L2321D	1	
2	SAMSUNG: ML2160	1	
3	RICOH: SP200	1	
4	HP: 12A / 88A	1	
5	HP: COLOUR LASERJET CP1025	1	
6	TOTAL PRICE:		

Selection of L1 bidder shall be reckoned based on the total price mentioned in table # 1.

**Terms and conditions:**

- Price quoted should be in INR and exclusive of all taxes and duties.
- The delivery of compatible laser printer cartridges shall be at Head Office of Odisha Gramya Bank. The bidder shall bear all expenses relating to packaging, labor and delivery of cartridges at HO.
- Delivery should be done within one week of release of purchase order.
- Delivery beyond one week will attract penalty of 0.5 % up to 5% per week of delay (Undelivered Portion) in delivery/in installation. The order shall be cancelled and the bidder shall be blacklisted if the delivery of the compatible laser printer cartridge is delayed beyond three weeks from the date of issuance of order.
- Bidder should be a registered entity and should have GSTIN of Odisha. 100% payment on production of GST compliant invoice and after successful delivery and confirmation from Head Office.
- Bank reserves the right to amend / rectify / modify any typing / material error at any point of time before release of Purchase Order.
- Bank reserves the right to cancel the bid at any time before issuance of Purchase Order without assigning any reason.
- The quotations received after due date shall not be considered.
- The price quoted shall be valid for two years from the date of issuance of 1<sup>st</sup> Purchase Order and may be extended for another one year based on mutually agreed terms and conditions.
- In case refilled or recycled laser printer cartridges are detected in the items supplied by the bidder, the contract shall be cancelled and the bidder shall be blacklisted.
- In case of detection of defective cartridge / inefficient cartridge page yield, the bidder shall replace such cartridges with no additional cost to Bank.
- Bank reserves the right to place order on rotation basis for supply of cartridges with any technically qualified bidder(s) if they agree to match with the L1 price.

**General Manager**