



ODISHA GRAMYA BANK

Information Technology Department

Head Office, Gandamunda, P.O. Khandagiri, Bhubaneswar-751030

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/004/2022-23 dated 19.05.2022

REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND MAINTENANCE OF FLATBED SCANNER

Odisha Gramya Bank invites sealed quotation from well-reputed vendors for supply and maintenance of Flatbed Scanner **UNDER RATE CONTRACT** at its Branches and Offices located across 13 operational districts of the State based on the requirements, specifications, terms and conditions laid down in this RFQ)

Any vendor, who was awarded a contract for any computer hardware (desktops, peripherals, etc.) but could not execute and consequently terminated, is not eligible to participate in the RFQ.

Bidders with unsatisfactory past record need not apply.

Both Bidder and OEM must comply to the Office Memorandum issued by Department of Expenditure under Ministry of Finance with F.No. 6/18/2019-PPD dated 23rd July 2020. Bidder and OEM(s) registered under Rule 144(xi) of the General Financial Rules (GFRs) should share the registration document upon demand by Technical Committee of Bank.

Eligibility Criteria:

Sl.	Eligibility Criteria	Supporting Documents
1	The bidder is registered as a company in India as per Companies Act, 1956 / Registered Partnership Firm (operating in the line of business) and should have been in operation for a period of at least 3 years as on date of RFQ. In case the Bidding Company is the result of a merger / acquisition, at least one of the merging companies should have been in operation for at least 3 years as on date of submission of the bid. In case the Bidding Company is the result of a demerger / hiving off, at least one of the demerged company or resulting company should have been in operation for at least 3 years as on the date of submission of bid.	The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed (in case of Partnership Firm) are to be uploaded along with technical bid. (Documentary proof should be attached).
2	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any Head Government / PSU / Banking / Insurance company / RBI / IBA in India within last one year as on date of the RFQ.	Bidder to upload the Self Declaration certificate as per Annexure-D

Sl.	Eligibility Criteria	Supporting Documents
3	The bidder must submit the beneficial ownership details of self and of the manufacturer (OEM) as per Annexure-B. The details provided must comply to Government of India, Ministry of Finance, Public Procurement of Division Order under Rule 144 (xi) of GFRs F. No. 6/18/2019- PPD dated 23.07.2020	To be filled in Annexure-B
4	The Bidder shall be the authorized partner or have authorization from OEM	Manufacturer's Authorization Form (MAF) in letter head of OEM in Annexure-C
5	The Bidder should have following accreditations / certifications which should be valid as on submission date of this RFQ <ul style="list-style-type: none"> ISO 9001 	Copy of certificate should be uploaded
6	The bidder must have presence with direct service centers or exclusive franchisee service centers or authorized service centers in 13 operating districts of Bank. These locations should be staffed with support personnel with experience in service support of flatbed scanners to be procured under this bid.	Bidder to submit the service center details as per Annexure-E of the RFQ (Documentary proof should be attached)
7	The Bidder should have a minimum turnover of ₹ 1 Crores per annum in each of the last three financial years In India.	Bidder should submit Copy of the audited Balance Sheets for the preceding three years (i.e.2018-19, 2019-20 and 2020-21).

Technical Specifications:

Parameter	Technical Specification
Item name	Flatbed Scanner
Type	CIS with 3-colour (RGB) LED
Size	minimum A4
Scan speed	minimum 6ppm of A4 @300dpi
Scan resolution	2400 x 2400 dpi or higher
Input / Output	Color: 48-bit input, 24-bit output Grayscale: 16-bit input, 8-bit Output B/W: 16-bit input, 1-bit output
Connectivity	USB 2.0 and above
Additional Features	OCR enabled
Operating system	Windows 7 or above
Software	Driver at no extra cost
Power Supply	Power and Data transfer directly from a single USB connection
Warranty	Bidder's comprehensive onsite warranty with back-to-back support from OEM for 1 st year. Bidder's comprehensive onsite Annual maintenance contract (AMC) with replacement support of all spare parts for 2 nd year and 3 rd year. Bidder shall provide L1 support for troubleshooting and resolution of issues related to the item supplied for period of engagement.

General Specifications:

SL No	Items	Dates and information
1.	Tender Reference Number	OGB/RFQ/ITD/HARDWARE/004/2022-23
2.	Date of Issue of RFQ	19-05-2022
3.	Last date for receipt of queries, if any.	24-05-2022, 17:00 hours
4.	Bid Submission Mode.	Through e-Procurement portal: https://odishabank.abcprocure.com/EPROC/
5.	Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy	10-06-2022 on or before 14:00 hours
6.	Last date, time and place for submission of Original Bid Cost (DD)	10-06-2022 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).
7.	Date, time and venue for opening the commercial bid	10-06-2022 at 16:00 hours
8.	Name of contact officials for submission of documents as stated in serial No.6 and for any enquiries.	S. S. Acharya – Sr. Manager (HOD) IT A. Patra – Sr. Manager IT S. Gajendra – Asst. Manager-IT
9.	Address for Communication / Submission of DD	The General Manager, Information Technology Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
10.	Contact officials for any clarification.	Mr. A. Patra – Sr. Manager IT 0674-2353024 Mr. S Gajendra – Manager IT 0674-2353024
11.	Contact e-mail ID	itdh@odishabank.in , itd@odishabank.in

Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. 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 RFQ the next working day will be deemed to be the last day for submission of the RFQ. The Bid/s which is/are deposited after the said date and time shall not be considered.

Bids sent through post/courier or by hand will not be accepted/ evaluated. Bids should be submitted in the e-procurement portal of Odisha Gramya Bank. Original Bid Cost DD must reach to Head Office of Odisha Gramya Bank (OGB) on or before last date and time of submission of Bids. **Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.**

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 scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the

physical 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 and should be uploaded to e-Procurement portal.
3. All the pages of RFQ document are duly sealed and signed by the authorized signatory and uploaded to e-Procurement portal of Bank using DSC.
4. Prices should be quoted in Indian Rupees (INR).
5. The bidder is to prepare and upload the commercial as per the below format:

Commercial Format

Sl.	Particulars	Unit Price	Qty.	Total Price
1	Make: Model: Flatbed scanner with Bidder's comprehensive onsite warranty with back-to-back support from OEM for 1 st year		50	
2	Bidder's comprehensive onsite AMC cost for 2 nd year		50	
3	Bidder's comprehensive onsite AMC cost for 3 rd year		50	
4	Total Cost (1+2+3) - TCO			

** The sum of total price of all items mentioned under commercial format will be considered for selection of L1 bidder.

Terms and conditions:

1. Price should be in INR excluding taxes and duties.
2. The bidder should be authorized by the OEM of the quoted scanner for supply.
3. Delivery of all items order shall be at Head Office of Odisha Gramya Bank.
4. Installation will be done by Bank's designated SI at Branches of Odisha Gramya Bank operating in 13 districts of Odisha namely Anugul, Balasore, Bhadrak, Cuttack, Dhenkanl, Jagatsinghpur, Jajpur, Kendrapara, Keonjhar, Khurda, Mayurbhanj, Nayagarh and Puri.
5. L1 warranty and AMC support shall be provided by the selected bidder at respective Branch locations with no additional cost to Bank.
6. Bidder shall assign a SPOC to handle hardware failure complaints and to facilitate warranty support in co-ordination with OEM.
7. Delivery and installation should be done within 4 weeks of release of purchase order.
8. Delivery and installation beyond four weeks will attract penalty of 0.5 % up to 5% per week of delay (Undelivered Portion) in delivery. The order shall be cancelled and the bidder will be blacklisted if the delivery of the hardware is delayed beyond 6 weeks of the order date.
9. Bank has rights to amend/rectify/modify any typing/material error at any point of time before release of order.
10. 90% of sl. # 1 of commercial format shall be paid after 100% supply and installation of the order item and on production of GST compliant invoice. Remaining 10% of sl. # 1 of commercial

format will be held towards performance guarantee and shall be released after completion of 3 years from the date of installation of scanner, or, shall be paid on submission of Bank Guarantee of equivalent value for the same period.

11. AMC payment of 2nd and 3rd year will be released on quarterly arrear basis as per the rates quoted by the successful bidder in response to RFQ # OGB/RFQ/ITD/HARDWARE/004/2022-23 dated 19th May 2022, subject to satisfactory quality of service rendered and adherence to all other terms and conditions as specified in terms and conditions as specified in RFQ.
12. Bank reserves right to cancel the bid at any time before issuance of purchase order without assigning any reason.
13. The quotations received after due date shall not be considered.
14. The quotations not complying technical specifications shall not be taken into account.
15. The bidders participating must be in a position to supply and install the hardware within 10 days of the date of the purchase order.

General Manager

Annexure A – Bidders Details

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/004/2022-23 dated 19.05.2022

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Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Constitution of the Company (Public Ltd/ Private Ltd)			
4	Details of Incorporation of the Company.	Date:		
		Ref#		
5	Valid Goods and Service Tax registration no.			
6	Permanent Account Number (PAN)			
7	Name & Designation of the contact person to whom all references shall be made regarding this tender			
8	Mobile number			
9	E-Mail of the contact person:			
10	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
	Year	2018-19 or 2019	2019-20 or 2020	2020-21 or 2021
11	Net worth			
12	Turn Over			
13	Profit After Tax			

Annexure B – Details of Beneficial Owner

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Bidder's Beneficial Ownership Details:

Name of the Beneficial Owner	Percentage of beneficial Ownership	Natural Person or Legal / Artificial Juridical person / entity	Country of Citizenship / Country of incorporation of legal / artificial juridical person /entity	In case of legal / artificial juridical person / entity, beneficial ownership details of such entities may be furnished and so on

Manufacturer's Beneficial Ownership Details:

Name of the Beneficial Owner	Percentage of beneficial Ownership	Natural Person or Legal / Artificial Juridical person / entity	Country of Citizenship / Country of incorporation of legal / artificial juridical person /entity	In case of legal / artificial juridical person / entity, beneficial ownership details of such entities may be furnished and so on

(Enclose documentary proof)

Date:

Annexure C - OEM / Manufacturer's Authorization Letter

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[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]

Date:

To:

WHEREAS

We _____, are official manufacturers/OEM vendors of _____.
We _____ do hereby authorize M/S _____ to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed by the Manufacturer/OEM Vendor:

Name:

Title:

Seal:

Dated on _____ day of _____, _____

Annexure D - Declaration for Clean Track Record

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/004/2022-23 dated 19.05.2022
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To

The General Manager,
Information Technology Dept,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFQ document for selection of vendor RFQ Ref No. OGB/RFQ/ITD/HARDWARE/004/2022-23 dated 19.05.2022 REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND MAINTENANCE OF FLATBED SCANNER.

I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in India / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure E: Details of service support center with the name and contact details of support staff at 13 operating districts of Bank on Bidder's letter head or Self- Declaration on Bidder's letter head as applicable.

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SI	District	Engineer's Name	Contact No.	Address
1	Anugul			
2	Balasore			
3	Bhadrak			
4	Cuttack			
5	Dhenkanal			
6	Jagatsinghpur			
7	Jajpur			
8	Kendrapara			
9	Keonjhar			
10	Khurda			
11	Mayurbhanj			
12	Nayagarh			
13	Puri			

Authorized Signatory

Note:

The bidder must have presence with direct service centers or exclusive franchisee service centers or authorized service centers in 13 operating districts of Bank. These locations should be staffed with support personnel with experience in service support of flatbed scanner to be procured under this bid.