



## ODISHA GRAMYA BANK

Information Technology Department

Head Office, AT Gandamunda, PO Khandagiri, Bhubaneswar-751030

### **RFQ Ref No. OGB/RFQ/ITD/HARDWARE/005/2023-24 dated 23-08-2023 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES**

Odisha Gramya Bank invites quotation from well-reputed vendors for rate contract for one year for supply of original passbook printer cartridges at its Head Office and 9 Regional Offices based on the requirements, criteria, terms and conditions laid down in this RFQ.

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

#### **A. Bid schedule and Address:**

<b>1.</b>	<b>Tender Reference Number</b>	<b>OGB/RFP/ITD/HARWDARE/005/2023-24</b>
<b>2.</b>	Date of Issue of RFP	23 <sup>rd</sup> August 2023
<b>3.</b>	Last date for receipt of queries, if any.	25 <sup>th</sup> August 2023, 17:00 hours
<b>4.</b>	Bid Submission Mode.	Manual bid submission
<b>5.</b>	Last Date and Time for submission of bids along with supporting documents.	8 <sup>th</sup> September on or before 17:00 hours
<b>6.</b>	Last date, time and place for submission of Original Bid Cost (DD)	8 <sup>th</sup> September 2023 on or before 17:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar.
<b>7.</b>	Date, time and venue for opening the techno-commercial bid	11 <sup>th</sup> September 2023, 16:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar.
<b>8.</b>	Name of contact officials for submission of documents as stated in serial No.5 & 6 and for any enquiries.	A. Patra – Sr. Manager IT S. Gajendra – Manager-IT
<b>9.</b>	Address for Communication / Submission of Bids	The General Manager, Information Technology Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
<b>10.</b>	Contact officials for any clarification.	Mr. A. Patra – Sr. Manager IT 0674-2353024 Mr. S. Gajendra – Manager IT 0674-2353024
<b>11.</b>	Contact e-mail ID	<a href="mailto:itdh@odishabank.in">itdh@odishabank.in</a> , <a href="mailto:itd@odishabank.in">itd@odishabank.in</a>

**B. Eligibility Criteria:**

Sl.	Eligibility Criteria	Supporting Documents
1	The bidder should be registered under GST.	Bidder to submit GST incorporation certificate.
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 submit the Self Declaration certificate as per Annexure-D
4	The Bidder should have authorization from OEM.	Manufacturer's Authorization Form (MAF) in letter head of OEM.
5	The bidder should have made operating profit in any one of the three financial years i.e. 2018-19, 2019-20 and 2020-21 or calendar years 2019, 2020, 2021.	Bidder should submit Copy of the audited Balance Sheets or CA certificate for the preceding three years (i.e. 2019-20, 2020-21 and 2021-22).

**C. Documents to be submitted:**

1. GST incorporation certificate of bidder.
2. Bidder's Self Declaration certificate as per Annexure - D.
3. Manufacturer's Authorization Form (MAF) in letter head of OEM for TVSE Speed 40, Epson PLQ20 and Lipi PB2 ribbon cartridge as per Annexure - C.
4. Bidder should submit Copy of the audited Balance Sheets or CA certificate for the preceding three years (i.e. 2019-20, 2020-21 and 2021-22).
5. Bidder's information as per Annexure – A.
6. Bidder's acceptance of terms and conditions of tender as per Annexure – B.
7. Commercial bid as per Annexure – E.
8. Bid Cost of ₹2,360.00 in form of Demand Draft drawn in favor of "Odisha Gramya Bank" payable at Bhubaneswar.

**D. Bid Cost and Exemptions:**

The Bidders can submit the bids along with necessary documents and with non-refundable amount of ₹2,360.00 (Rupees Two Thousand Three Hundred Sixty Only) including GST in form of Demand Draft drawn in favor of "Odisha Gramya Bank" payable at Bhubaneswar. The original DD towards bid cost must reach at "Information Technology Department, 2nd Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030" before last date of submission of bid along with other documents. Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udayog Aadhar as Micro & Small Enterprises of service industry under category relevant to this RFQ and on submission of photo copy of registration certification from relevant authority of Govt. of India.

**E. Validity period of bid:** The bid shall remain valid for 90 days after the date of bid opening.

**F. Delivery Locations of Passbook Printer Cartridges:**

BRANCH	ADDRESS	PIN
RO BARIPADA	B N TOWER, NEAR JAGANNATH TEMPLE, DEULA SAHI, AT/PO- BARIPADA	757001
RO KEONJHAR	AT/PO-KEONJHARGARH,DIST KEONJHAR	758001
RO JASHIPUR	AT/PO-JASHIPUR, BLOCK-JASHIPUR DIST-MAYURBHANJ	757034
RO CUTTACK	MAHANADI VIHAR, CUTTACK	753004
RO CHANDIKHOLE	ACHARYA MARKET COMPLEX, CHANDIKHOLE CHHAK, PO- SUNGUDA, DIST - JAJPUR	754296
RO BALASORE	CHURCH BUILDING, VIVEKANANDA MARG, BALASORE	756001
RO PIPILI	AT/PO- PIPILI , DIST - PURI	752104
RO KHURDA	NEAR NEW BUS STAND, AT/PO /DIST - KHURDA	752056
HEAD OFFICE	AT GANDAMUNDA PO KHANDAGIRI BHUBANESWAR	751030
RO DHENKANAL	DEULA SAHI, AT/PO/DIST -DHENKANAL	759001

**G. Terms and conditions:**

1. Bids along with necessary documents and 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 bid and required documents.
2. 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. Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.
3. 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 shall not be considered.
4. Final decision to accept / reject the bids shall be taken by the Purchase Committee of Odisha Gramya Bank.
5. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
6. Delivery of cartridges at locations as per Purchase Order should be done within one week from the date of receipt of Purchase Order.
7. All taxes and charges relating to packaging, transport and labor towards delivery of cartridges at Head Office and 9 Regional Offices shall be borne by the successful bidder.
8. Delay in delivery of cartridge beyond one week will attract penalty of 5% per week of delay on the total cost of undelivered portion excluding taxes. The order shall be cancelled if the delivery of the passbook printer cartridge is delayed beyond three weeks of the order date.
9. 100% payment on production of GST compliant invoice and after successful delivery and confirmation from Head Office and 9 Regional Offices.
10. Bank has rights to amend/rectify/modify any typing/material error at any point of time before release of order.

11. Bank reserves right to cancel the bid at any time before issuance of purchase order without assigning any reason.
12. The rate contract for supply of passbook printer cartridge shall be valid for one year i.e. starting 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.
13. In case duplicate cartridges are detected in the items supplied by the vendor, the contract shall be cancelled and the vendor shall be blacklisted.

**General Manager**

**Annexure A - Bidder Information**

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Valid Sales tax registration no.			
4	Valid Goods and Service Tax registration no. (Preferably for Odisha State Code:21)			
	Permanent Account Number (PAN)			
5	Name & Designation of the contact person to whom all references shall be made regarding this tender			
6	Telephone No. (Cell # and Landline # with STD Code)			
7	E-Mail of the contact person:			
8	Fax No. (with STD Code)			
9	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
10	Year	2019-20	2020-21	2021-22
11	Net worth			
12	Turn Over			
13	Profit After Tax			

**Annexure B - Declaration for Acceptance of RFQ Terms and Conditions**

To

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

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for RFQ Ref No. OGB/RFQ/ITD/HARDWARE/005/2023-24 dated 23-08-2023 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES. I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

**Annexure C - OEM / Manufacturer's Authorization Letter**

*[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**

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 RFP document for selection of vendor for RFQ Ref No. OGB/RFQ/ITD/HARDWARE/005/2023-24 dated 23-08-2023 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES. 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 - Commercial Bid Format: Passbook Printer Cartridge**

(Company letter head)

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/005/2023-24 dated 23-08-2023 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES

Sl. No.	Item Description	Unit Price
1	TVSE Speed 40 Plus	
2	EPSON PLQ20	
3	LIPI PB2	

L1 bidder(s) shall be selected for each line item separately based on lowest quote among all bidders for respective line item.

If L2 bidder agrees to match prices with L1 bidder then the order shall be split between L1 and L2 bidder at 60:40 ratio at the prices of L1.

**All prices are exclusive of taxes.**

**The bidder shall meet the requirements of Goods & Services Tax (GST) as and when made applicable by the Government of India.**

Dated this..... Day of.....2023

(Signature)

(Name)  
of)

(In the capacity

Duly authorized to sign Bid for and on behalf of