



ODISHA GRAMYA BANK

Information Technology Department

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

RFQ Ref No. RFQ/ITD/HARDWARE/005/2020-21 dated 13.11.2020 REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND INSTALLATION OF FLATBED SCANNER

Odisha Gramya Bank invites sealed quotation from well-reputed vendors for supply and installation 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.**

Parameter	Specification
Item name	Flatbed Scanner
Quantity	60 (with 15 % + / - variation)
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 and above
Software	Plug and play/driver at no extra cost
Power Supply	Power and Data transfer directly from a single USB connection
Warranty	Minimum 3 years bidder's comprehensive onsite warranty with back to back support from OEM.

The bidders are advised to submit their competitive commercials in a sealed envelope super scribed with "Quotation for Flatbed Scanner" at the following address on or before 20.11.2020 16:00 Hrs :

Address for submission of sealed quotations:

The General Manager
Odisha Gramya Bank
IT Department
Head Office
At: Gandamunda PO: Khandagiri
Bhubaneswar -751030

Last Date of submission of bid - 20.11.2020 16:00 Hrs
Date of opening of bid - 20.11.2020 16.:30 Hrs

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

Sl	Item Description	OEM	Unit Price	GST _____ %	Quantity	Total Price
1	Flatbed scanner as per the specifications				60	

Terms and conditions:

- Price should be in INR and should include all taxes and duties.
- The delivery, installation and support for all scanners shall be at branches and Offices of Odisha Gramya Bank.
- There should be three years' comprehensive onsite warranty.
- Bidder shall assign a SPOC to handle hardware failure complaints and to facilitate warranty support in co-ordination with OEM.
- Delivery and installation should be done within 10 days of release of purchase order.
- Delivery and installation beyond two weeks will attract penalty of 0.5 % up to 5% per week of delay (Undelivered Portion) in delivery and in installation. The order shall be cancelled if the delivery of the hardware is delayed beyond 4 weeks of the order date.
- Bank has rights to amend/rectify/modify any typing/material error at any point of time before release of order.
- 90% of invoice value shall be paid after 100% supply and installation of the order item and on production of GST compliant invoice. Remaining 10% payment will be held towards performance guarantee and shall be released after completion of the warranty period, or, shall be paid on submission of Bank Guarantee of equivalent value for the same period.
- Bank reserves 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 quotations not complying technical specifications shall not be taken into account.
- 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