



Kerala Gramin Bank
Head Office: Malappuram
Information Technology Wing
Malappuram-Kerala-676 505.

Ref: IT/KGB/TENDER/1/34/2018

Date: 25-01-2018

TENDER NOTICE

Quotations invited in sealed envelopes from qualified vendors for supply of monochrome LaserJet printers with required specifications.

SPECIFICATION OF LASERJET PRINTER

SL	Parameter	Requirement
1	DUPLEX	Automatic duplex
2	NETWORK	required
3	SPEED	25 PPM or higher
4	MONOCHROME	Yes
5	MEMORY	32 MB or higher
6	Print Quality(Black)	600x600 dpi or higher
7	Duty cycle (monthly, A4)	7500 pages or higher
8	USB	Hi-speed USB 2.0 port
9	IP version supported	should support both IPV4 & V6
10	Paper Size	A4, A5, A6, B5, Legal
11	Ethernet	10/100/Base Tx Fast Ethernet
12	Operating system	Windows 7 - 32 bit; or higher

OTHER SPECIFICATION AND TERMS

1. The quantity required is 50 monochrome LaserJet printers
2. Printers should be supplied to the below address or any other branch/office of the bank in the state of Kerala as per the instruction of the Bank, at the cost of the suppliers:

The Chief Manager
Kerala Gramin Bank
Head Office, IT Wing,
A K Road, Malappuram
Malappuram P.O. – 676505, Kerala

3. This order should be executed in accordance with the specifications given above.
4. No change in rate or quality of sample item submitted by you will be allowed later.
5. Your quotation should be reached to the undersigned in closed cover superscripting "Quotation for supply of LaserJet Printer" to the address shown below on or before **03.02.2018, 5 PM:**



**The Chief Manager
Kerala Gramin Bank
Head Office, IT Wing,
A K Road, Malappuram
Malappuram P.O. – 676505, Kerala**

WARRANTY

1. The entire hardware and driver software deployed for this project shall be under Comprehensive Onsite Warranty covering all parts including for the display panel, updates, minor upgrades of software, maintenance or support for its proper operation, performance and output as specified in the tender technical specifications for a period of **three years** from the Date of receipt.
2. The system spare parts/services, as and when required, and complete maintenance of the hardware Items during warranty period, shall be supported and attended within a period specified by the by the bank in the Purchase Order
3. The support shall be given in person or through telephone, FAX, letter and E-mail within a reasonable time as the case may be, which will be mentioned in the purchase order.
4. Escalation matrix should be provided for technical support.
5. If during the warranty period, any hardware items fails on four or more occasions in a quarter, such hardware items **shall be replaced** by equivalent / superior new hardware items by the vendor at no additional cost to the Bank
6. The bidder should guarantee that the hardware items delivered to the Bank are brand new, including all components. All hardware must be supplied with their original and complete printed documentation.

PRICING & PAYMENTS

1. The Price offered to the Bank must be in Indian Rupees, and inclusive of Duties / Insurance/ Freight but Exclusive of all taxes (CST / LST / VAT /GST / Octroi / Entry Tax etc.). The Vendor has to invariably quote the applicable taxes separately.
2. The item value along with GST should be claimed in the invoice, location wise and CST / VAT/GST will be paid in actual at our end. However please note that taxes will be paid to the maximum of taxes indicated in the Bill of Material.
3. The Octroi / Entry Tax, if applicable, will also be paid / reimbursed at our end centrally on production of original payment receipt from the respective location where the items were delivered. The Octroi / Entry Tax will have to be claimed separately by submitting the original Octroi / Entry tax paid receipt location wise and it should be claimed before / within the installation payment.
4. No escalation in price quoted is permitted for any reason whatsoever. Prices quoted must be firm till the completion of the offer validity period. From the date of placing the order till the delivery of the systems, if any changes are brought in the duties such as excise/customs etc., by the Government, resulting in reduction of the cost of the systems, the benefit arising out of such reduction shall be passed on to the Bank.

5. Applicable Taxes will be paid at actual to the maximum of taxes indicated in the Bill of Material. If there is any delay in delivery of the hardware ordered on account of the Bidder, then any increase in tax rate has to be borne by the bidder. However if any decrease in the tax rates, then the taxes at actual will be paid.
6. Transit insurance shall be provided by the vendor, which will not be reimbursed.

Payment Terms

All Payment will be released by the Bank on production of relevant documents. The Delivery Note and Invoices should be raised on the Bank as per the purchase order. The invoices should be submitted at the below address:-

The Chief Manager,
 Kerala Gramin Bank,
 I T Wing, Head Office,
 KGB Towers,
 Malappuram - Kerala – 676 505

The Banks shall release the payment of each **undisputed Invoice** raised in accordance with this tender and subsequent Purchase Order/s within thirty (30) calendar Days after its receipt unless otherwise mutually agreed in writing, provided that such invoice accompany the required documents together with evidence of delivery and payable under this tender and subsequent Purchase Order

Payment Schedule will be as under

SI. No	Payment Stages	% of Payment	Condition/Remarks
1	On completion of Delivery of full consignment and post-delivery inspection*	90%	After delivery of all Hardware & Driver software items on production of relevant documents Bank will conduct a post-delivery inspection. Please note that Originals of invoices (plus One Copy) reflecting Taxes & Duties, Proof of delivery duly signed by Bank officials of the respective Branch/office should be submitted while claiming payment in respect of orders placed. (*Post-delivery inspection will be carried out by bank within 15 days of delivery)
2	Warranty	10%	10% of the total cost shall be paid only after completion of warranty period of three years. or On submission of a bank guarantee for equivalent amount by the vendor after releasing 90% payment.



DEFECT LIABILITY

In case any of the supplies and equipment delivered under the Contract are found to be defective as to material and workmanship and / or not in accordance with the requirement, and/or do not achieve the guaranteed performance as specified herein, within the warranty period of the contract and the bidder shall forthwith replace/make good such defective supplies at no extra cost to the bank

OTHER TERMS AND CONDITIONS

1. Quotation should reach as detailed above on or before the stipulated date. Belated quotation will not be accepted. Full address (with email ID) should be noted on quotation.
2. All the bills for the above supplies should give Order Reference No. and Date and it should be submitted in triplicate.
3. Packing of item should be good, if packing of items is defective, you will be liable for the loss of goods in transit.
4. Supply order shall be issued to the party who submit L1 quote. Supply should be made on or before the due date shown in the work order. A penalty of 1% to 2% on total cost be levied and recovered from the bill amount in case of delayed supply. If the delay is more than 30 days, the order stands automatically cancelled unless otherwise permitted by the Bank. The Bank will not be held responsible in any manner for any loss/ inconvenience in this regard. Further, such cancellations will be treated as a black mark against the vendor and the name of the vendor is liable to be removed from the Bank's approved list.
5. Bank reserves the right to reject the whole or part of items supplied which if found to be of inferior quality/ not as per our specifications or not in accordance with the proof approved. The Bank shall in no way be responsible for any loss/ damage consequent to this.
6. **Quotations shall be provided in closed envelopes. No other modes will be accepted.**

For further clarifications, please contact: 0483-2730179

The date of **opening** of bids-

05-02-2018, Monday 11 .A.M at Bank's Head Office, Malappuram, Kerala.

**Malappuram
25-01-2018**

**S/d
General Manager
Information Technology Wing**