



INFORMATION TECHNOLOGY WING

Ref: KGB/ITW/EOI/5/Pr.Cons/2018

15.10.2018

**INVITATION FOR EXPRESSION OF INTEREST
FOR THE SUPPLY/SERVICING OF
PRINTER CARTRIDGES AND RELATED ITEMS
TO KERALA GRAMIN BANK ON RATE-CONTRACT BASIS**

Expression of Interest (EoI) is invited for empanelling suppliers of Printer cartridges and related items to our branches and offices for a period of three years, based on the following terms and conditions.

Scope of work:

PRINTER TYPE	MODEL	Scope
LASER PRINTER	Samsung M2830DW	1. Supply of OEM/ high quality compatible cartridges 2. OEM remanufactured cartridges, including free services to drum/blade/chip/roller etc.
	Canon Laser LBP6680X	
	HP 2055 DN	
	HP Pro 403DN	
PASS BOOK PRINTER	Brother HL2240D	Supply of high quality OEM cartridges
	Olivetti PR2 PLUS	
	Epson PLQ20	
DOT MATRIX	TVS speed 40 Plus	Supply of high quality OEM cartridges
	LIPI 2250 High Speed DMP	
	TVS MSP 255	
	High Speed DMP Epson DLQ 3500	

Terms and conditions:

1. The EoI submitting firm should be well experienced in the field of supply of printer cartridges and the client list should include at least one scheduled Bank.
2. The annual turn over the firm for the last two financial years should not be less than 1 Crore each.
3. The Supplier, with whom rate contract is entered into by the Bank, should maintain sufficient stock for incessant supply of the items and should have adequate arrangement for transportation of the ordered items to the specified locations in reasonable time(maximum 3 working days in Rural/semi-urban areas and 2 working days in urban locations).
4. The onward transportation/courier charges to be borne by the Supplier.
5. In the case of toner refills, the Supplier should ensure that any issue related to the cartridge, like problems with the drum/blade/roller/chip etc. also are rectified at no extra cost.

6. The Supplier shall supply printer consumables at a unified price agreed in the rate contract, to all branches and offices across Kerala within the specified period of time.
7. The Supplier shall arrange for the replacement of cartridges on receiving orders from the Branches/Offices, before the despatch of the exhausted cartridges, so that the wait period is avoided. The exhausted cartridges will be couriered to the Supplier within one week of receipt of the replacement.
8. In the case of damages or poor quality of consumables supplied, the Supplier shall replace the item with new ones without any additional cost.
9. The Supplier shall provide means for centralized monitoring of the supply of items, bills payable etc. (preferably a software application or daily data updation through e-mail), at no extra cost. The details of orders placed by our Branches and offices, supplies affected, bills paid, bills pending etc. should be made available to our Head Office/IT Wing by the Supplier at any point of time.
10. The Bank reserves the right for short-listing a firm based on the EoI submitted by them. If a firm is shortlisted, the matter will be communicated to the firm by the Bank. Periodical quotes will be invited from all the shortlisted firms and the rate contract will be entered into with the L1 bidder on a half-yearly basis, provided he/she/they adhere to all the terms and conditions specified by the Bank, including quality stipulations of the items supplied and services.
11. The shortlisted firms have to submit their quotes for each item/service mentioned in the scope of work on a half yearly basis, upon hearing from the Bank. The format of commercial proposal will be provided by the Bank.
12. The shortlisted firms should produce Performance Bank Guarantee along with their Commercial quotes, if required by the Bank.
13. In case the Supplier with whom rate-contract is entered into by the Bank does not act according to the terms and conditions of the contract, he/she/they will be excluded from the panel of suppliers and will not be considered for any tendering/bidding process in future.
14. Last date for receipt of EoI is 31-10-2018 (before 5 p.m.)
15. The envelope containing the EoI should be super-scribed as "EoI for empanelment of supply of Printer Cartridges" and to be submitted to the following address:

**The General Manager,
Kerala Gramin Bank,
Head Office/IT Wing,
A K Road, Malappuram-676505**

Checklist of documents to be enclosed:

1. Details of the firm and Technical Compliance in the format given in Annexure-I
2. Attested copy of License from Govt./Local bodies
3. Attested copy of GSTIN document
4. Attested copy of IT Return for last two financial years
5. Attested copy of Financial Results for the last two financial years
6. List of major clients

Annexure-I to KGB/ITW/EOI/5/Pr.Cons/2018 dated 15.10.2018

Details of the Firm submitting EoI:

Sl. No.	Particulars	Response
1	Name of the firm	
2	Address	
3	Constitution of the firm (Proprietorship/Partnership/Private Ltd. Company/Public Ltd. Company/Co- operative Society etc.)	
4	Name of the authorised signatory	
5	Designation of the authorised signatory	
6	PAN No	
7	GSTIN No	
8	Turnover for the FY 2016-17 2017-18	
9	Networth as on 31/03/2018	
10	License Details	
	a. License No	
	b. License issuing authority	

Compliance Format:

Sl. No.	Bank's Requirement	Compliance (Yes/No)
1	Whether ready to supply/provide service as per the scope of work mentioned in the EoI invitation document (Ref: KGB/ITW/EOI/5/Pr.Cons/2018 dated 15/10/2018)	
2	Whether ready to abide by all the terms and conditions mentioned in the EoI invitation document (Ref: KGB/ITW/EOI/5/Pr.Cons/2018 dated 15/10/2018)	
3	Whether all the documents as per checklist are attached.	

Place:

Date:

Signature of the Authorised Signatory with seal