



REQUEST FOR QUOTATION (RFQ)
FOR
SUPPLY AND
MAINTENANCE OF FLATBED SCANNERS
FOR
KERALA GRAMIN BANK

RFQ Ref: KGB/ITW/RFQ/03/SCR/2022 dated 01-12-2022

Issued by:

Kerala Gramin Bank
Head Office: IT Wing, KGB Tower,
A K Road, Malappuram, Kerala – 676 505

BID SCHEDULE

Description	Details
Date of Issue of RFP	01-12-2022
Last Date and Time for Submission of Bids	09-12-2022, Friday 3.00 PM
Date, Time & Venue for Opening of Part B- Technical Compliance Sheet	09-12-2022, Friday upto 3.30 PM Kerala Gramin Bank, Head Office, KGB Tower, AK Road, UP Hill, Malappuram, Kerala – 676505.
Date and time for opening of Commercial Bid	09-12-2022, Friday upto 4.30 PM Kerala Gramin Bank, Head Office, KGB Tower, AK Road, UP Hill, Malappuram, Kerala – 676505.
Price of Bid Documents	Nil
Security Deposit	Nil

PART-A**DETAILS OF THE RFQ AND TERMS & CONDITIONS**

We, Kerala Gramin Bank, a Regional Rural Bank, having its Head Office at KGB Towers, A K Road, UP Hill, Malappuram, Kerala-676505, invites quotations from eligible vendors for the supply of Flatbed scanners for the use of our branches, on buy-back of old HP Scanjet HP 2410 scanners, based on the following terms and conditions:

1. The bidder should be an authorised dealer of Flatbed Scanners or Original Equipment manufacturer (OEM).
2. The Bidder should have a valid GSTIN.
3. Quantity: 65 numbers (with a provision for +/- 10% variation). The actual number of new scanners required and old scanners disposed on buy-back will be specified in the Purchase Order.
4. Specification: As mentioned in Part-B of this RFQ.
5. Place of Delivery:-

SI No	Office	Indicative quantity
1	Kerala Gramin Bank, Head Office, Up-hill, AK Road, Malappuram-676505	10
2	Kerala Gramin bank , DBS Wing, Pallikkunnu P.O., Kannur-670004	27
3	Kerala Gramin Bank Regional Office, Ammus complex Kalpetta	28

6. Delivery Terms: Within 2 weeks from the date of Purchase Order.
7. Payment Terms:
 - a. 97% on completion of delivery and testing
 - b. 3% on submission of Performance Bank Guarantee (PBG) or on completion of Warranty Period Whichever is earlier. (The format of PBG will be provided by Kerala Gramin bank to the successful bidder)
8. Invoice should be submitted to the Bank's Head Office, along with delivery report duly counter-signed by our officials in the respective delivery sites. GSTIN of Kerala Gramin Bank is 32AACAK1498D1ZX.
9. Duly signed and sealed Technical Compliance sheet in the format given in Part-B of this RFQ, should be enclosed in an envelope superscribed as "**Technical Compliance for Flatbed Scanners**" and the duly signed and sealed Commercial Bid in the format specified in part C of this RFQ, should be enclosed in another envelope superscribed as "**Commercial Bid for Flatbed Scanners**". Both these envelopes should be enclosed in a larger sealed envelope superscribed as "**Bid for**

Flatbed Scanners” and sent by post or courier or handed over directly to The Asst. General Manager, Kerala Gramin Bank, Head Office, IT Wing, Up-hill, AK Road, Malappuram-676505.

10. Online submission of the bids is not acceptable.
11. There should not be any change in the format of the Technical Compliance Sheet and Commercial Bid, specified in this RFQ.
12. The Quotations should reach our Head Office on/before 09.12.2022 (3.00 PM). Quotations received after the stipulated time will not be considered for evaluation.
13. The Technical Compliance sheet will be opened at 3.30 PM on 09-12-2022 in the presence of bidders’ representatives whoever choose to be present on the occasion.
14. The Technical Compliance Sheet will be scrutinized on the same day and the commercial bids of technically shortlisted bidders will be opened at 4.30 PM on 09.12.2022, in the presence of bidders’ representatives whoever choose to be present on the occasion.
15. The Purchase Order will be generally placed to the L1 Bidder (Successful Bidder), who complies with all technical requirements. The Successful Bidder should accept the PO within the timeline stipulated in the Purchase Order.
16. In case the L1 Bidder does not accept the bid within the stipulated timeline or fails to deliver the scanners within the specified period of time, the Bank may, at its sole discretion, consider cancelling the order placed with the L1 Bidder and placing the order with the L2 Bidder.
17. Kerala Gramin Bank reserves the right to place purchase order with any vendor under this RFQ process or to cancel the process, without assigning any reason for cancellation.
18. The successful bidder shall enter in to an agreement with Kerala Gramin Bank within 21 days of accepting the purchase order.

Assistant General Manager

PART-B**FORMAT OF TECHNICAL COMPLIANCE SHEET****(There should not be any change in the given format)****Ref : KGB/ITW/RFQ/03/SCR/2022 dated 01-12-2022**

Name and address of the bidder:

Sl No.	Specification	Required Configurations	Bidder's Response (Yes/No)
1.	Make and Model	Must be specified and relevant brochure must be enclosed.	
2.	Scanner Type	Flatbed Colour Image Scanner	
3.	Sensor Type	CCD/CIS	
4.	Light Source	3 colour (RGB) LED	
5.	Scan Resolution	4800 dpi x 4800 dpi	
6.	Output Resolution	Minimum 50 dpi , Maximum 9600 dpi	
7.	Scanner Bit Depth	Colour : 48-bit input, 24-bit output Gray scale : 16-bit input, 8-bit output Black and White : 16-bit input, 1-bit output	
8.	Maximum document	216 x 297 mm	
9.	Output File Format	Jpeg, tiff, pdf, bmp, png	
10.	Supported OS & Banking application	Windows 8 /8.1 /10 and above & All subversions of Finacle 7 and 10	
11.	Scan speed	Maximum 12 seconds for 300 dpi / colour /A4	
12.	Interface	Highspeed USB 2.0	
13.	Power Source	USB powered	
14.	Warranty	3 year comprehensive onsite warranty with following documents need to be submit. 1. OEM Warranty Confirmation Letter. 2. Manufacturer's Authorization Form (MAF).	

Place:

Date :

Signature of Authorised signatory with seal

PART-C**FORMAT OF COMMERCIAL BID****(There should not be any change in the given format)****Ref: KGB/ITW/RFQ/03/SCR/2022 dated 01-12-2022**

Name and address of the bidder:	
Bidder's GSTIN:	

Quotation

Item Description	Unit Price (in Rupees, excluding GST)	Indicative Quantity	Total Price (in Rupees, excluding GST)	Total Price (in Rupees, including GST)
Flat bed Scanner with 3 year warranty, as per specification mentioned in Part B of RFQ Ref: KGB/ITW/RFQ/03/SCR/2022 dated 01-12-2022 (A)		65		
Buy Back Price of old Scanners (HP Scanjet 2410) (B)		65		
Net Price (A-B)		65		

We hereby agree to supply the machines and provide warranty period services as shown above.

Place:

Date :

Signature of Authorised signatory with seal