



**REQUEST FOR QUOTATION (RFQ)
FOR
SUPPLY AND
MAINTENANCE OF VIDEO CONFERENCING DEVICES
FOR
KERALA GRAMIN BANK**

RFQ Ref: KGB/GAW/RFQ/01/VCD/2023 dated 21-10-2023

Issued by:

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

BID SCHEDULE

Description	Details
Date of Issue of RFP	21-10-2023
Last Date and Time for Submission of Bids	30-10-2022, Monday 3.30 PM
Date and time for opening of Commercial Bid	30-10-2023 Monday 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 Video conferencing devices use of our offices, , based on the following terms and conditions:

1. The bidder should be an authorised dealer of Video conferencing devices for Original Equipment manufacturer (OEM).
2. The Bidder should have a valid GSTIN.
3. Quantity: 2 numbers (with provision to purchase one additional device at same price and conditions with in 2 month of issuing 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	2

***(Delivery location may change as per requirement.)**

6. Delivery Terms: Within 7 from the date of Purchase Order.
7. Payment Terms:
 - a. 100% on completion of delivery, installation, and testing.
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 and Commercial Bid in the format specified in part C of this, should be enclosed in an envelope superscribed as " **Bid for Video conferencing devices** and sent by post or courier or handed over directly to The Asst. General Manager, Kerala Gramin Bank, Head Office, GA 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 end on/before 30.10.2023 (3.30 PM). Quotations received after the stipulated time will not be considered for evaluation.
13. 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.
14. In case the L1 Bidder does not accept the bid within the stipulated timeline or fails to deliver the devices within the specified period, the Bank may, at its sole discretion, consider cancelling the order placed with the L1 Bidder and placing the order with the L2 Bidder.
15. Technical details or requirement is given in Part B
16. 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.
17. The successful bidder shall enter into an agreement with Kerala Gramin Bank within 21 days of accepting the purchase order.

Assistant General Manager

PART-B
TECHNICAL COMPLIANCE SHEET

(There should not be any change in the given format)

Ref : KGB/GAW/RFQ/01/VCD/2023 dated 21-10-2023

Name and address of the bidder:

No	Item	Specification	Required configuration	Bidders response (yes/No)
1	Camera	Make and Model	Must be specified and relevant brochure must be enclosed	
		Video Quality & maximum Frame rate	30 fps in 1080P or above	
		Maximum Resolution	1920*/1080 (compressed) or above	
		Optical Zooming	10x or above	
		Digital zooming: 16x or above	Digital zooming: 16x or above	
		Field of view: 55" or above	Field of view: 55" or above	
		Minimum Participants capacity	Participants capacity: 6	
		Remote	IR remote	
		Connection: USB 2	Connection: USB 2	
		Shutter	1/30s-1/10000s	
2	Audio	Microphone	Device should have 4 inbuilt unidirectional micro phones.	
		Connection	Connection: Wired	
		USB interface	USB interface: USB 2.0	
		Microphone addition to the device	Able to add minimum two extension micro phone in future if required.	
3	USB extender	Good quality USB extender	Minimum 10 meter	
4	Warranty	Comprehensive onsite warranty	3-year comprehensive onsite warranty with necessary documents need to be submitted.	

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/GAW/RFQ/01/VCD/2023 dated 21-10-2023

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

Quotation

No	Item Description as per specification mentioned in Part B of RFQ Ref: KGB/GAW/RFQ/01/VCD/2023 dated 21-10-2023	Unit Price (in Rupees, excluding GST)	Indicative Quantity	Total Price (in Rupees, excluding GST)	Total Price (in Rupees, including GST)
1	Camera	2	2		
2	Audio Device	2	2		
3	USB extender	4	4		
Total					

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

Place:
Date :

Signature of Authorised signatory with seal