



ODISHA GRAMYA BANK

Information Technology Department
Head Office, AT Gandamunda, PO Khandagiri, Bhubaneswar-751030

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/006/2022-23 dated 02.06.2022 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES

Odisha Gramya Bank invites quotation from well-reputed vendors for rate contract for one year for supply of original passbook printer cartridges at its Head Office and 9 Regional Offices based on the requirements, criteria, terms and conditions laid down in this RFQ.

Any vendor, who was awarded a contract for supply of cartridge but could not execute and consequently terminated, is not eligible to participate in the RFQ. **Bidders with unsatisfactory past record need not apply.**

A. Bid schedule and Address:

1.	Tender Reference Number	OGB/RFP/ITD/HARWDARE/006/2022-23
2.	Date of Issue of RFP	2 nd June 2022
3.	Last date for receipt of queries, if any.	6 th June 2022, 17:00 hours
4.	Bid Submission Mode.	Through e-Procurement portal: https://odishabank.abcprocure.com/EPROC/
5.	Last Date and Time for submission of bids along with supporting documents both by e-Procurement portal and physical copy	20 th June 2022 on or before 14:00 hours
6.	Last date, time and place for submission of Original Bid Cost (DD)	20 th June 2022 on or before 14:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar.
7.	Date, time and venue for opening the techno-commercial bid	20 th June 2022, 16:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar.
8.	Name of contact officials for submission of documents as stated in serial No.6 and for any enquiries.	A. Patra – Sr. Manager IT S. Gajendra – Manager-IT
9.	Address for Communication / Submission of Bids	The General Manager, Information Technology Dept., Odisha Gramya Bank, Head Office, AT- Gandamunda, P.O. – Khandagiri, Bhubaneswar – 751030.
10.	Contact officials for any clarification.	Mr. A. Patra – Sr. Manager IT 0674-2353024 Mr. S. Gajendra – Manager IT 0674-2353024
11.	Contact e-mail ID	itdh@odishabank.in , itd@odishabank.in

B. Eligibility Criteria:

Sl.	Eligibility Criteria	Supporting Documents
1	The bidder is registered as a company in India as per Companies Act, 1956/2013 Registered Partnership Firm (operating in the line of business) and should have been in operation for a period of at least 3 years as on date of RFQ. In case the Bidding Company is the result of a merger / acquisition, at least one of the merging companies should have been in operation for at least 3 years as on date of submission of the bid. In case the Bidding Company is the result of a demerger / hiving off, at least one of the demerged company or resulting company should have been in operation for at least 3 years as on the date of submission of bid.	The Certificate of Incorporation issued by the Registrar of Companies along with copies of Memorandum and Articles of Association/ partnership deed (in case of Partnership Firm) are to be uploaded along with technical bid. (Documentary proof should be attached).
2	The bidder should not have been blacklisted or de-empaneled due to unsatisfactory service, by Odisha Gramya Bank or in any Head Government / PSU / Banking / Insurance company / RBI / IBA in India within last one year as on date of the RFQ.	Bidder to upload the Self Declaration certificate as per Annexure-D
4	The Bidder shall be the authorized partner or have authorization from OEM	Manufacturer's Authorization Form (MAF) in letter head of OEM in Annexure-C
5	The Bidder should have following accreditations / certifications which should be valid as on submission date of this RFQ <ul style="list-style-type: none"> • ISO 9001 	Copy of certificate should be uploaded
7	The bidder should have made operating profit in any one of the three financial years i.e. 2018-19, 2019-20 and 2020-21 or calendar years 2019, 2020, 2021 or the Bidder's financial years. In case the Bidding Company is the result of a merger / acquisition, due consideration shall be given to the past financial results of the merging entity for the purpose of determining the net worth, minimum annual turnover and profit after tax for the purpose of meeting the eligibility criteria; should the Bidding Company be in operation for a period of less than 3 years. For this purpose, the decision of OGB will be treated as final and no further correspondence will be entertained on this. In case the Bidding Company is the result of a demerger / hiving off, due consideration shall be given to the past financial results of the demerged company for the purpose of determining the net worth, minimum annual turnover and profit after tax for the purpose of meeting the eligibility criteria; should the Bidding Company be in operation for a period of less than 3 years. For this purpose, the decision of OGB will be treated as final and no further correspondence will be entertained on this.	Bidder should submit Copy of the audited Balance Sheets for the preceding three years (i.e. 2018-19, 2019-20, 2020-21).

C. Bid Cost and Exemptions:

The Bidders can submit the bid response at e-procurement portal of OGB along with non-refundable amount of **₹2,360.00 (Rupees Two Thousand Three Hundred Sixty Only)** including GST in form of Demand Draft drawn in favor of "Odisha Gramya Bank" payable at Bhubaneswar. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at "Information Technology Department, 2nd Floor, Odisha Gramya Bank, Head Office, Gandamunda, Khandagiri, Bhubaneswar – 751030" before last date of submission of bid along with other documents. *Exemption of Bid Cost will be allowed to bidder registered under MSME / NSIC / Udyog Aadhar as Micro & Small Enterprises of service industry under category relevant to this RFP and on submission of photo copy of registration certification from relevant authority of Govt. of India. Bidder should upload scanned copy of required valid certificate in Bank's e-Procurement portal and need not send any hardcopy.*

D. Validity period of bid: The bid shall remain valid for 90 days after the date of bid opening.

E. Delivery Locations:

BRANCH	ADDRESS	PIN
RO BARI PADA	B N TOWER, NEAR JAGANNATH TEMPLE, DEULA SAHI, AT/PO- BARI PADA	757001
RO KEONJHAR	AT/PO-KEONJHARGARH, DIST KEONJHAR	758001
RO JASHIPUR	AT/PO-JASHIPUR, BLOCK-JASHIPUR DIST-MAYURBHANJ	757034
RO CUTTACK	MAHANADI VIHAR, CUTTACK	753004
RO CHANDIKHOLE	ACHARYA MARKET COMPLEX, CHANDIKHOLE CHHAK, PO- SUNGUDA, DIST- JAJPUR	754296
RO BALASORE	CHURCH BUILDING, VIVEKANANDA MARG, BALASORE	756001
RO PIPILI	AT/PO- PIPILI , DIST - PURI	752104
RO KHURDA	NEAR NEW BUS STAND, AT/PO /DIST - KHURDA	752056
HEAD OFFICE	AT GANDAMUNDA PO KHANDAGIRI BHUBANESWAR	751030
RO DHENKANAL	DEULA SAHI, AT/PO/DIST-DHENKANAL	759001

F. Bid Submission process:

- Bidder should register in the e-Procurement portal <https://odishabank.abcprocure.com> with Class-3 Digital Signature of the Authorized person to bid.
- Under tender section select the event with subject line "**REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER CARTRIDGES**". The event is a "Techno Commercial Bid".
- Bidder should filled up all the forms available under "Technical Bid" and "Price Bid" envelope. All forms must be filled up and necessary documents should be attached.

G. Terms and conditions:

1. Bids should be submitted in the e-procurement portal of Odisha Gramya Bank. Bids sent through post/courier or by hand will not be accepted/ evaluated.
2. Original copy of Bid Cost DD must reach to Head Office of Odisha Gramya Bank (OGB) on or before last date and time of submission of Bids. Any delay due to postal and or courier will not be considered towards relaxation in submission of physical copies of required documents.
3. If last day of submission of bids is declared a holiday under NI Act by the Government or any restriction imposed by Government due to COVID-19 pandemic, subsequent to issuance of RFP the next working day will be deemed to be the last day for submission of the RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.
4. Final decision to accept / reject the bids shall be taken by the Purchase Committee of Odisha Gramya Bank.

5. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
6. Delivery of cartridges at locations as per Purchase Order should be done within one week from the date of receipt of Purchase Order.
7. All taxes and charges relating to packaging, transport and labor towards delivery of cartridges at Head Office and 9 Regional Offices shall be borne by the successful bidder.
8. Delay in delivery of cartridge beyond one week will attract penalty of 5% per week of delay on the total cost of undelivered portion excluding taxes. The order shall be cancelled if the delivery of the passbook printer cartridge is delayed beyond three weeks of the order date.
9. 100% payment on production of GST compliant invoice and after successful delivery and confirmation from Head Office and 9 Regional Offices.
10. Bank has rights to amend/rectify/modify any typing/material error at any point of time before release of order.
11. Bank reserves right to cancel the bid at any time before issuance of purchase order without assigning any reason.
12. The rate contract for supply of passbook printer cartridge shall be valid for one year and may be extended for another one year based on mutually agreed terms.
13. In case duplicate cartridges are detected in the items supplied by the vendor, the contract shall be cancelled and the vendor shall be blacklisted.

General Manager

Annexure A - Bidder Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Constitution of the Company (Public Ltd/ Private Ltd)			
4	Details of Incorporation of the Company.		Date:	
			Ref#	
5	Valid Sales tax registration no.			
6	Valid Goods and Service Tax registration no. (Preferably for Odisha State Code:21)			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (Cell # and Landline # with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
13	Year	2018-19	2019-20	2020-21
14	Net worth			
15	Turn Over			
16	Profit After Tax			

Annexure B - Declaration for Acceptance of RFQ Terms and Conditions

To

The General Manager,
Information Technology Dept.,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for RFQ Ref No. OGB/RFQ/ITD/HARDWARE/006/2022-23 dated 02.06.2021 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER AND DOT MATRIX PRINTER CARTRIDGES. I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Annexure C - OEM / Manufacturer's Authorization Letter

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]

Date:

To:

WHEREAS

We _____, are official manufacturers/OEM vendors of _____.
We _____ do hereby authorize M/S _____ to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed by the Manufacturer/OEM Vendor:

Name:

Title:

Seal:

Dated on _____ day of _____, _____

Annexure D - Declaration for Clean Track Record

To
The General Manager,
Information Technology Dept.,
Odisha Gramya Bank, Head Office,
AT- Gandamunda, P.O. – Khandagiri,
Bhubaneswar – 751030.

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for selection of vendor for RFQ Ref No. OGB/RFQ/ITD/HARDWARE/006/2022-23 dated 02.06.2021 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER AND DOT MATRIX PRINTER CARTRIDGES. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government / Private organizations in India / abroad. I further certify that I am competent officer and duly authorized by my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Annexure E - Commercial Bid Format: Passbook Printer Cartridge

(Company letter head)

RFQ Ref No. OGB/RFQ/ITD/HARDWARE/006/2022-23 dated 02.06.2021 REQUEST FOR QUOTATION (RFQ) FOR RATE CONTRACT FOR SUPPLY OF ORIGINAL PASSBOOK PRINTER AND DOT MATRIX PRINTER CARTRIDGES

Sl. No.	Item Description	Unit Price
1	TVSE Speed 40 Plus	
2	EPSON PLQ20	
3	LIPI PB2	

L1 bidder(s) shall be selected for each line item separately based on lowest quote among all bidders for respective line item.

If L2 bidder agrees to match prices with L1 bidder then the order shall be split between L1 and L2 bidder at 60:40 ratio at the prices of L1.

All prices are exclusive of taxes.

The bidder shall meet the requirements of Goods & Services Tax (GST) as and when made applicable by the Government of India.

Dated this..... Day of.....2022

(Signature)

(Name)

Duly authorized to sign Bid for and on behalf of

(In the capacity of)