



ODISHA GRAMYA BANK

Information Technology Department
Head Office, Gandamunda, P.O. Khandagiri, Bhubaneswar-751030

RFQ Ref No. RFQ/ITD/HW/01/2021-22 dated 18.05.2021 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 supply of original passbook printer cartridges at its Head Office/Regional Offices based on the requirements, specifications, terms and conditions laid down in this RFQ.

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

Both Bidder and OEM must comply to the Office Memorandum issued by Department of Expenditure under Ministry of Finance with F.No. 6/18/2019-PPD dated 23rd July 2020. Bidder and OEM(s) registered under Rule 144(xi) of the General Financial Rules (GFRs) should share the registration document upon demand by Technical Committee of Bank.

Cost of Bid: Rs.2,360.00 (Rupees Two Thousand Three Hundred Sixty Only)

General Specifications:

1.	Tender Reference Number	RFP/ITD/HW/01/2021-22
2.	Date of Issue of RFP	18 th May 2021
3.	Last date for receipt of queries, if any.	25 th May 2021, 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	14 th June 2021 on or before 14:00 hours
6.	Last date, time and place for submission of Original Bid Cost (DD)	14 th June 2021 on or before 14:00 hours at the Bank's Information Technology Department, Head Office, Bhubaneswar. (Should be submitted to the contact officials in person).
7.	Date, time and venue for opening the commercial bid	Will be intimated to qualified bidders.

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 – Asst. 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 0674-2353033 Mr. S Gajendra – Asst. Manager IT 0674-2353024
11.	Contact e-mail ID	itdh@odishabank.in itd@odishabank.in

Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. 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.

Bids sent through post/courier or by hand will not be accepted/ evaluated. Bids should be submitted in the e-procurement portal of Odisha Gramya Bank. 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.**

Checklist:

The following items must be checked before the Bid is submitted:

1. Rs.2,360.00 (Rupees Two Thousand Three Hundred Sixty Only) including GST towards cost of Bid document in form of Demand Draft issued by any commercial bank in India. The scanned copy of the Demand Draft to be uploaded in e-Procurement portal and the hard copy of the DD must reach at Head Office of OGB before last date of submission of bid along with other documents. **Bidders eligible under MSME shall be exempted for bid cost, if they submit appropriate certificate to this effect.**
2. Commercial Bid should be prepared in accordance with the RFQ document and should be uploaded to e-Procurement portal.
3. All the pages of RFQ document are duly sealed and signed by the authorized signatory and uploaded to e-Procurement portal of Bank using DSC.
4. Prices should be quoted in Indian Rupees (INR).

The bidder is to submit the commercial in the below format: (INR)

Annexure A

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.

Terms and conditions:

- The bidder should be authorized reseller of the OEM for cartridges.
- Price should be in INR and should include all taxes and duties.
- The delivery of passbook printer cartridges shall be at Head Office / Regional Offices of Odisha Gramya Bank.
- Delivery should be done within one week of release of purchase order.
- Delivery beyond one week will attract penalty of 0.5 % up to 5% per week of delay (Undelivered Portion) in delivery/in installation. The order shall be cancelled if the delivery of the passbook printer cartridge is delayed beyond three weeks of the order date.
- 100% payment on production of GST compliant invoice and after successful delivery and confirmation from Head Office/Regional Offices.
- Bank has rights to amend/rectify/modify any typing/material error at any point of time before release of order.
- Bank reserves right to cancel the bid at any time before issuance of purchase order without assigning any reason.
- The quotations received after due date shall not be considered.
- The price quoted shall be valid for one year and may be extended for another one year based on mutually agreed terms.
- In case duplicate cartridges are detected in the items supplied by the vendor, the contract shall be cancelled and the vendor shall be blacklisted.
- 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.

General Manager