

**REQUEST FOR QUOTES [RFQ 025/2024-25]**

**FOR**

**“Procurement of One Colour Laserjet Printer”.**

**Issued by: Canara Bank**  
CP & VM Vertical,  
IT Wing, HO (Annexe)  
1st Floor, Naveen Complex  
14, M G Road  
Bengaluru-560 001  
Phone No: 080-25590070  
Email: [singletender@canarabank.com](mailto:singletender@canarabank.com)

**Deliver at: Canara Bank**  
GTPC Wing,  
2nd floor , HO Annex ,  
CO manipal building, Near Tiger Circle  
Manipal - 576104  
Contact : 8689901118

**BID SCHEDULE**

S. No.	Description	Details
1.	RFQ No. and Date	RFQ 025/2024-25 dated 20/07/2024.
2.	Name of the Wing	CP&VM Wing
3.	Brief Description of the RFQ	Procurement of One Colour Laserjet Printer.
4.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, Single Tender Enquiry Processing Section, CP & VM Wing Head Office (Annex) 1 <sup>st</sup> Floor, Naveen Complex 14, M G Road Bengaluru -560 001 Karnataka
		Tel - 080-25590070 Email: <a href="mailto:Singletender@canarabank.com">Singletender@canarabank.com</a>
5.	Date of Issue of RFQ	20/07/2024, Saturday
6.	Last Date and Time for Submission of Bids	09/08/2024, Friday up to 3:00 PM  Venue: Canara Bank, First Floor, Single Tender Enquiry Processing Section, CP&VM Vertical, IT Wing-HO (Annex), Naveen Complex, 14 M G Road, Bengaluru 560001.
7.	Date and Time of Opening Bid	09/08/2024, Friday up to 3:30 PM
8.	Delivery	Immediate

Dear Bidders,

The Bank intends to procure Colour Printer. Find the details below:

1.	Details of the Assessment	Procurement of One Colour Laserjet Printer
2.	Technical Specification of the Item to be procured	As per Annexure-1
4.	Time Lines for Delivery/ installation/Implementation	Immediately
5.	Warranty Period (If applicable)	Standard Warranty The onsite repair service should available at Manipal during warranty period Or vendor has to arrange replacement/repair at their cost.
6.	AMC /ATS/ Support Charges as Applicable	NA
7.	Payment Terms	As per Annexure-3.
8.	Bill of Material	As per Annexure-2
9.	Mode of Submission of Bid/Quote	Soft copy only (Password Protected)
10.	Bid Submission Due Date & Time	09/08/2024, Friday, Up to 03:00 PM
11.	Deliverables & Payment terms	As per Annexure-3
12.	Any Other Information	Nil

Yours Faithfully,

**Authorized Signatory**

**Note: For further clarification, if any, please contact us.**

Address:

The Senior Manager,  
Canara Bank  
Single Tender Enquiry Processing Section,  
CP & VM Wing  
First Floor, Naveen Complex,  
#14, MG Road,  
Bangalore-560001  
Phone No.: 080-25590070  
Email: [singletender@canarabank.com](mailto:singletender@canarabank.com)

Annexure-1

Technical Requirements

SUB: RFQ for Procurement of One Colour Laserjet Printer.

Ref: Your RFQ 025/2024-25 dated 20/07/2024.

**Note:**

- 1 The Bidder shall specifically mention the make and model of the items offered for all the requirements in terms of RFQ without fail, failing which the Bid is liable for rejection.
- 2 If the Bidder feels that, certain features offered are superior to what has been specified by the Bank, it shall be highlighted separately. Information regarding any modification required in the proposed configuration to meet the intent of the specifications and state-of-the-art technology shall be provided. However, the Bank reserves the right to accept the modifications / superior features suggested/offered.
- 3 The Bidder shall provide all other required equipment and services, whether or not explicitly mentioned in this RFQ, to ensure the intent of specification, completeness, operability, maintainability and upgradability.
- 4 The selected bidder shall own the responsibility to demonstrate that the products offered are as per the specification/performance stipulated in this RFQ and as committed by the bidder either at site or in bidder's work site without any extra cost to the Bank.

a. Technical Specification:

S. No.	Description	Parameter
1.	Type	Laser
2.	Duplex	Auto
3.	Connection	Ethernet Network, WiFi
4.	Display	Colour Display
6.	Colour PPM	20-30
7.	Tray	3 (Front, Back, Rear)

Date

Signature with seal

Name:

Designation:

**Annexure- 2**

**Bill of Material**

**SUB: RFQ for Procurement of Colour Printer.**

**Ref: Your RFQ 025/2024-25 dated 20/07/2024.**

**Notes**

1. These details should be on the letterhead of Bidder and each & an Authorized Signatory with Name and Seal of the Company should sign every page.
2. Please be guided by RFQ terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
3. Do not change the structure of the format nor add any extra items.
4. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

**Price details**

**[Amount in Rupees]**

Sl. No.	Item Details	Cost Price					
		Qty	Unit Price (Excl. of Tax)	Total Price (Excl. of Tax)	Tax for Column C		Total Price (Incl. of Tax)
		A	B	C=A*B	D % of tax	E Tax Amt.	F=C+E
1.	Laser Jet Colour Printer	1					
<b>Total cost of items (Exclusive of Taxes)</b>							
<b>Total cost of items (Inclusive of Taxes)</b>							

**Undertaking**

- 1) Bill of material is submitted on the letterhead and is signed by an Authorized Signatory with Name and Seal of the Company.
- 2) We confirm that we have gone through RFQ clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- 3) We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- 4) We agree that the Bank will accept no counter condition/assumption in response to commercial bid. Bank has a right to reject such bid.
- 5) We are agreeable to the payment schedule as per "Payment Terms" of the RFQ.

**Date**

**Signature with seal**

**Name:**

**Designation:**

Deliverables & payments (SLAs)

SUB: RFQ for Procurement of Laser Jet Colour Printer.

Ref: Your RFQ 025/2024-25 dated 20/07/2024

1. Delivery :

1.1. Vendor has to deliver the products to the following address:

The Senior Manager  
Canara Bank,  
Project Management & Inventory Maintenance Section,  
CP & VM Vertical, IT Wing  
Head Office (Annex)  
1<sup>st</sup> Floor, Naveen Complex  
14, M G Road  
Bengaluru -560 001.

1.2. Partial or incomplete or damaged delivery of materials will not be considered as delivered of all the ordered materials. Date of delivery shall be treated as date of last material delivered to the ordered locations if materials are not damaged. In case materials are delivered with damage, Date of delivery shall be treated as date of replacement of damaged material with new one. Delivery payment shall be paid against completion of delivery of all the ordered materials without any damage and proof of delivery duly certified by Bank's Officials, along with delivery payment claim letter.

2. Payment Terms:

Payment schedule will be as under:

Sl. No.	Payment Stage	% of Payment
1.	Payment shall be released within 30 days from the date of delivery of the items mentioned. Proof of Delivery Certificate duly signed by the concerned Bank officials to be submitted along with the invoices while claiming payment.	100 %

The payments will be released through NEFT/RTGS and Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.

Date :

Signature with seal

Name:

Designation: