

**REQUEST FOR QUOTES [RFQ 006/2024-25]**

**FOR**

**“Procurement of One (1) unit of high speed scanner having three (3) years warranty”.**

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

**BID SCHEDULE**

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 006/2024-25 dated 17/05/2024.
2.	Name of the Wing	CP & VM Wing, HO
3.	Brief Description of the RFQ	Procurement of One (1) unit of Scanner having three (3) year's warranty.
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 - 080-25584033 Email: <a href="mailto:singletender@canarabank.com">singletender@canarabank.com</a>
5.	Date of Issue of RFQ	17/05/2024, Friday
6.	Last Date and Time for Submission of Bids	07/06/2024, Friday up to 3:00 PM  Venue: Canara Bank, First Floor, Single Tender Enquiry Processing Section, CP&VM Wing-HO (Annex), Naveen Complex, 14 M G Road, Bengaluru 560001.
7.	Date and Time of Opening Bid	07/06/2024, Friday up to 3:30 PM

Dear Bidders,

The Bank intends to procure One (1) units of High speed Scanner having three (3) years warranty. Find the details below:

1.	Details of the Assessment	Procurement of One (1) units of High speed Scanner having three (3) years warranty.
2.	Technical Specification of the Item to be procured	As per Annexure-1
4.	Time Lines for Delivery/ installation/Implementation	As per Annexure-3.
5.	Warranty Period (If applicable)	Three Years
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	07/06/2024, Friday up to 3:00 PM
11.	Deliverables & Payment terms	As per Annexure-3
12.	Any Other Information	Location details as per Annexure-3

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 Vertical 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: The Bank intends to procure One (1) units of High speed Scanner having three (3) years warranty.**

**Ref: Your RFQ 006/2024-25 dated 17/05/2024.**

**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:**

Sl. No.	Components	Required Configurations	Bidder's Response (Yes/No)
1.	Type	Sheet fed, One-pas duplex color scanner	
2.	Sensor Type	Color Contact Image Sensor (CIS)	
4.	Optical Resolution	600 dpi	
5.	Output Resolution	50-1200 dpi	
6.	Maximum Hardware Resolution	600 dpi	
7.	Maximum interpolated Resolution	1200 dpi	
8.	Color/Grayscale scan mode (Bit Depth)	RGB x 30 bit input/ 24-bit output	
9.	Auto Document feeder	50 sheets paper	
10.	Scan Speed (letter- size)	35 ppm/70 ipm	
11.	Connectivity	Super speed USB 3.0	
12.	Daily Duty Cycle	4,000 sheets	

Brand Name and Model Number	
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**Note: Following Points to be Adhered Mandatorily mentioned below: -**

1. Quotation to be submitted for the Scanner provided by OEM brands only.
2. Kindly note while submitting RFQ documents shared, Technical Specification of the Scanner model quoted should be provided along with RFQ.
3. Quotations not meeting minimum technical specifications will not be deemed as accepted.
4. Brochure of OEM (Scanner Model Quoted) should be submitted having detailed description of the Scanner Model.

**Date**

**Signature with seal**

**Name:**

**Designation:**

Annexure- 2

Bill of Material

SUB: The Bank intends to procure One (1) unit of High speed Scanner having three (3) years warranty.

Ref: Your RFQ 006/2024-25 dated 17/05/2024.

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.	Cost of Scanner	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 alteration 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:

**Annexure-3**  
**Deliverables & payments**

**SUB: The Bank intends to procure One (1) unit of High speed Scanner having three (3) years warranty.**

**Ref: Your RFQ 006/2024-25 dated 17/05/2024.**

**Delivery:**

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

Canara Bank  
GBM IT Hub  
Govt. Services Section  
CORE 4, SCOPE MINAR  
LAXMI NAGAR, DELHI-110092  
Contact: Sri Sushil Kendurkar, Senior Manager  
Mob: 94494 08698

**1.2. Delivery of the products should complete within 7-10 days from the date of issuance of the Purchase Order.**

**1.3. 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:

<b>Sl. No.</b>	<b>Payment Stage</b>	<b>% of Payment</b>
1.	Payment shall be released within 30 days from the date of delivery of One (01) unit of Scanner having three (3) years warranty. 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:**