



ALLAHABAD BANK

Department of Information Technology & Digital Banking
HEAD OFFICE
2 N.S. ROAD, KOLKATA

Ref. No. HO/IT & DB/HO Proc/Sundry/91

Date: 07.03.2018

Notice Inviting Tender (NIT) for Supply, Installation & Maintenance of One (1) ADF Scanner for Head Office

Allahabad Bank, a body corporate established under the Banking Companies (Acquisition and Transfer of Undertaking) Act 1970, having its Head Office at 2, Netaji Subhas Road, Kolkata-700001, India, hereinafter called "The Purchaser", which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns, intends to issue this bid document, hereinafter called Notice Inviting Tender or NIT, to the vendors to participate in the competitive bidding for supply, installation & Maintenance of **One (01) ADF Scanner** at the Bank's Head Office. In this connection Sealed Techno-commercial bids are invited from the authorised or local dealers/suppliers/resellers of the ADF Scanner, at the Head Office as per the specifications/Requirement mentioned below.

Validity of Bids: The Offer should be valid for at least 30 days.

Warranty: **Three (03)** years onsite comprehensive warranty from the date of successful installation of the item.

Delivery: Strictly Within Five (5) days of placement of P.O.

Payment Terms: 100% payment within working 7 days of delivery and successful installation and on submission of necessary invoice/s, **Warranty & Certificate** along with NEFT/RTGS Bank account details.

Taxes: Applicable taxes will be paid extra.

Technical Specification: As per *Annexure-I* of the NIT

❖ Submission of Tender:

The Tender documents should be submitted in **sealed envelope super scribing "Tender for Supply, Installation & Maintenance of One (1) ADF Scanner "**. The sealed envelope containing Bid must reach at the following address within 22.03.2018, 13.00 Hrs. IST

**The Chief Manager-IT
Dept. of IT & DB
Head Office
Allahabad bank
2 N.S. Road, Kolkata-1**

Note : The Bank is not responsible for premature opening of any bids received by Posts.

The Bid must contain following:

1. Detailed **Technical Specification** of the offered ADF Scanner with **Part Code** (as per the *Annexure-I*), **Product Details**.
2. Price schedule (as per the *Annexure-II*)
3. Signed and stamped NIT documents.

Non Submission or deviation in the documents submitted as mentioned above, may lead to disqualification of the bid. Bank at its discretion may ask for clarification from the bidder.

No Changes are allowed / permitted after the submission of the documents. **Each offer must specify only a single solution which is cost effective and meets the tender specification and should not include any alternatives or else it may lead to disqualification of bid.**

The language of Bid should be in English.

Please note that quotation incomplete in any respect will be liable for rejection. Allahabad Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

❖ **Date of Opening of Tender**

The Bids received within stipulated period will be opened on 22.03.2018 at 13.30 Hrs IST. The Bidder's representatives may choose to remain present at the time of Tender opening.

- Bank reserves the right to postpone the date or/and time of opening of Bids. In such a case, the bidders will be informed separately about the new date and timing of opening of tender.

❖ **Evaluation Process**

Technical Evaluation of the bids will be done on the basis of Technical Specification and documents submitted by the bidder in the bid.

Bids of the technically qualified bidders will be taken/considered for commercial evaluation and L1 price will be derived by considering the total bid price of the items (*exclusive of taxes*).

The bidder has to deliver the ADF Scanner strictly within Five (05) days from the date of placing of purchase order, failing which Bank at its discretion may cancel the purchase order & the bidder may be debarred from further participation in any tender of Allahabad Bank.

**(Chief Manager-IT)
Dept. of IT & DB
Allahabad Bank**

Technical Specifications of ADF Scanner

Item No-1

Sl. No.	Parameters	Minimum Technical Specification	Bidder's Offer / Compliance
1	Make	To be specified by the Bidder	
2	Model	To be specified by the Bidder	
3	Part Code	To be specified by the Bidder	
4	Standard color & mono scan speed	Up to 24 ppm (pages per minute)	
5	2- Sided color & mono scan speed(duplex)	Up to 24ppm, up to 48imm (image per minute) A4	
6	Scanner Driver	Window 7 window10	
7	Paper Handling	Up to 50 sheets	
8	Duty cycle	Up to 1500 sheets	

(PRICE BID)

Price Schedule for ADF Scanner

Bid Ref. No. HO/IT & DB/HO Proc/Sundry/91 dated 07.03.2018

(Amount in Rs.)

Sl. No.	1	2	3	4
Item	Item Description (Make & Model)	Unit Price with 3 year warranty/subscription (Exclusive of Taxes)	Qty	Total Price (2*3) with 3 year warranty/subscription (Exclusive of Taxes)
ADF Scanner			One (01)	
Grand Total (Total Bid Price)				

Total Bid Price (in words): _____

We undertake that if our bid is selected/ declared as L1, we agree to abide by the terms & conditions of the Notice Inviting Tender.

- Note:
- 1) The bidder has to quote for each line item.
 - 2) The Unit and Total Cost should be given in full INR (i.e. without decimal places), which should be inclusive of all taxes like customs duty, excise duty, import taxes, freight, forwarding, insurance, delivery, installation, training etc. but exclusive of only applicable (in India) GST and any applicable tax/cess, which shall be paid / reimbursed on actual basis on production of bills.
 - 3) In case of discrepancy between unit price and Total price, the unit price shall prevail.
 - 4) The Bank is not bound to accept the lowest or any bid the bank receives and Bank has the right to accept or reject in part of full any or all the offers without assigning any reason.

Place:

Date: _____

Seal & Signature of Authorized signatory of the Bidder