# COMP/AMC/ENQ/18-19/02 23rd April 2018

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| --- |
| All interested vendors |

Sub: Enquiry for purchase of Line Printers & Passbook Printers

Dear Sir,

With reference to the above we would like to invite quotations in separate sealed envelopes for procurement of different Printers to be installed at our Head Office & Howrah branch. Quotation for the list of items should be made as per price schedule given below. The terms and conditions of Procurement, installation and warranty support is enclosed as Annexure – I.

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| --- | --- | --- | --- | --- | --- | --- |
| S/N | Item | Branch | Qty | Rate (Rs.) | GST (%) | Total (Rs.) |
| 1. | LIPI Line Matrix Printer 6805 | Head Office | 2 |  |  |  |
| 2. | Pass Book Printer PLQ 30 (Epson make) | Howrah | 1 |  |  |  |
|  | TOTAL (Rounding off) |  |  |  |  |  |

**You are requested to submit quotation in one sealed envelopes within 05/05/2015 by 16-00 hrs. at our above mentioned Head office address (10, Strand Road, Kolkata – 700 001).** Our Fairlee Place Branch address is: 17, N. S. Road, Kolkata – 700001. Our Howrah branch address is: DRM Building, E. Rly., beside Howrah station., Howrah – 711101. Our Liluah branch address is: C & W Workshop, E. Rly, Liluah, Howrah.

The qualified bidder will be judged depending on technical & commercial evaluation and the qualified bidder may be awarded contract. The bank in its own discretion can distribute items for among more than one qualified bidders.

Thanking you

Yours faithfully

(G. Bandyopadhyay)

Sr. Systems Manager

D/A: As Above

**Annexure - I**

**Commercial Terms & Conditions:**

1. Supply, Installation & Commissioning Schedule:

The entire hardware and networking components mentioned in the order should be supplied, installed and commissioned within 7 working days (for item 2) & within 21 working days (for item 1) from the date of placement of the order, at our branch mentioned in the Price Schedule. Delivery should be made free of cost. No piecemeal delivery will be entertained.

1. Payment Terms:

100% payment will be released within 15 working days from the date of issue of certificate for commissioning for all items. The joint certification will be done by the bank and the hardware vendor. Payment will be made from Head Office, 10, Strand Road, Kolkata – 700 001.

1. Warranty:

On-site maintenance warranty should be provided by the vendor for all items supplied, installed and commissioned for at least one year from the date of commissioning of the items mentioned in the order

1. Warranty services required:

The warranty services should include at least the following:

Regarding warranty service Bank’s responsibility will be limited to book the service call in vendor’s office only over phone. The service should be provided either by the vendor or by the principal manufacturer in due time as mentioned below.

E. Service related Issues:

All service calls are to be attended physically within next working day.

The hardware should be made functional within 6 hours of attending the call. The hardware should be put in working condition latest within the next working day of the registration of service call, if registered before 12 Noon, otherwise 1 more day will be available for rectification. The problem should be rectified to the entire satisfaction of the user / manager. If necessary some driver software & other common software to be arranged and reloaded in the PCs to make it functional. Necessary data transfer required also should be done, if required.

It is preferable to provide a replacement of a hardware item, if it becomes non-functional during warranty period. No PC, Printer and other hardware and accessories will be allowed to move out of the office for repair unless a replacement is provided in working condition.

Printer head, plastic parts, drum, toner & consumables are exclusive of this contract.

For replacement of all consumables, which involves cost to be borne by the bank, prior verbal sanction of the approximate cost should be obtained from the respective departmental-in-charge / manager. All replaced consumables should be handed over to the bank.

The bank will provide your authorised service persons full and free access to the PC / Printer on call and will also provide necessary infrastructure like Electrical Power, Table, etc. All the tools & tackles are to be brought by your service person.

In case a PC, Printer & other accessories are not rectified within 7 working days from the date of service call, the bank will reserve the right to get them rectified from other source and the necessary expenses will be charged on the vendor for payment.

(G. Bandyopadhyay)

Sr. Systems Manager