

Telegram: COOPBANK

PHONE: 225969,222677,223280
223227,222326,222353

PBX: 223253,223237,227688

FAX: 222386, 225600

The Kangra Central Co-operative Bank Limited

Head Office: DHARMSHALA – 176215 Distt .Kangra (H.P.)

Ref No. Tech./.....

Dharamshala
09/09/2022

"Notice Inviting Quotations/Bids"

The Kangra Central Co-operative Bank Ltd.,Head Office, Dharamshala intends to invite bids/quotations from interested vendors for procurement of a Multi-functional machine i.e. (Copy/ Fax/ Printer/ Scan) on buy back basis of existing machine for different Branches of the Bank.

The cut-off date and time to receive the bids/quotations in physical form in the Drop-box placed at the suitable place of entry to the KCC Bank Establishment Section at Head Office, Dharamshala is fixed as 20th September, 2022 upto 3.00 PM sharp. Information regarding specified Conditions to be quoted in the bid/quotation, cut off date & date of scrutiny, other related information is made available on page annexed below.

Contact number- M-94180-77611, 70184-45736



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Bids/Quotation required on Vendor/Company's Letter Head

Item : "Multi Functional Machine (i.e. Copy, print, scan & Fax on buyback basis"

Technical part to be mentioned vide bids/quotations:

General Specifications			
Sr. No.	Description	Requirement	Technical Compliance (Yes/No)
1	Make	Brother/ Canon/ HP/ Panasonic/ equivalent	
2	Key Functions	Copier/Printer/Scanner/Fax	
3	Paper Capacity	200-250 sheets	
4	ADF capacity	40-50 pages	
5	Power	AC 230 +/- 10% Volts, 50 Hz	
6	Copy size	Legal ,Letter, A4	
7	Zoom	25% to 400%	
8	Output	Duplex	
9	Duplex printing	Automatic/Manual	
10	Print/ Copy Speed	30-35m, pages per minute	
11	First copy out time	Not more than 10 sec.	
12	Print cartridge	Black (Separate drum & toner)	
13	Toner Capacity	Not less than 2400	
14	Drum Capacity	Not less than 10000	
15	Network protocol	TCP/IP	

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16	Supported environment	Windows 10*/ 8.1*/ 8*/ 7*/ Vista*/XP*, Windows Server 2008* / 2008 R2 / 2012 / 2012 R2/ Mac OS X (10.6 or later)/ Linux * Supports the 32-bit (x86) and 64-bit (x64) environment.	
17	Supported environment	Windows 10*/ 8.1*/ 8*/ 7*/ Vista*/XP*, Windows Server 2008* / 2008 R2 / 2012 / 2012 R2/ Mac OS X (10.6 or later)/ Linux * Supports the 32-bit (x86) and 64-bit (x64) environment.	
18	Display	LCD	
19	Installation	Free of cost at site	
20	Warranty period	1 year from the date of installation	



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Financial Part to be submitted with bids/quotations:

Sr. No.	Item Description	Amount per unit (Rs.)	GST (Rs.)	Total amount (Rs.)
1	Cost of New Machine			
2	Buy Back Cost of Existing Machine			
3	Cost of Drum Unit (Original)			
4	Cost of Toner (Original)			
5	AMC Charges after Warranty Period			



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Terms & Conditions:

1. Must have valid GST registration number.
2. Rates inclusive of material cost, transportation, erection, mounting ,GST and other taxes.
3. Rate should be quoted both in words and figures.
4. If there is difference between figures & words, words will be taken into consideration.
5. The Bidder must submit valid Manufacturer/ OEM authorization.
6. The bidder must submit technical Catalogue in detail along with bid.
7. **Two Bid System Offer:**

Each of the offers (both Technical & Financial) must be submitted at the same time, giving full particulars in two separate sealed envelopes at the The Kangra Central Cooperative Bank Ltd., Head Office Dharamshala Distt. Kangra, Himachal Pradesh-176215. on or before 20th September, 2022 at 3:00 PM.

Offers received after the last date and time specified above will be rejected. All envelopes should be securely sealed and stamped.

Both the sealed envelopes containing Offers must be submitted to the Bank Directly as under and must be put into a main envelope in sealed condition:

- Technical
- Financial

All the envelopes should be super- scribed with the following information:

- Type of Offer (Technical or Financial)
- Bid Reference : Multi Functional Machine (i.e. Copy, print, scan &Fax on buy back basis"

Offer:

The Technical Offer Should be Complete in all respects and contain all information asked for except prices. The Technical Offer should not contain any price information. The financial offer should give all relevant price information and should not contradict the technical offer in any manner. Conditional offer shall be liable to be rejected. The Technical and Financial offers must be submitted

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separately. It may be noted that if any envelope is found to contain both technical and financial offer, such offer will be rejected. The technical proposal shall be organized and submitted as per the following sequence:

- Copy of GST Number
 - OEM Authorization Certificate
 - Technical Bid
 - Technical Catalogue
 - EMD (Earnest Money Deposit)
8. The offered product should be guaranteed for minimum of one year for repair/replace of any defective part/software free of cost from the date of installation at The Kangra central Co-operative Bank Ltd., Head Office Dharamshala.
 9. The Multi- Functional machine should be supported for spares and services for minimum period of ten years, an undertaking to this effect is to be submitted along with the bid document.
 10. The firm has to carry out installation, commissioning & training of the machine. The firm must give starter kit comprising print cartridge, software and documentation CD, installation guide free of cost.
 11. Earnest Money Deposit(s) of Rs 2,000/- in shape of Demand Draft/TDR. Details of EMD and the name of the agency should be clearly mentioned.
 12. The firm must provide quarterly free maintenance services during warranty period at free of cost.
 13. Delivery: F.O.R.
 14. Delivery period: within 15 days after receipt of purchase order.

Schedule: Cut Off Date :20/09/2022 (Tuesday)

Vendors/Companies are invited to quote your rates preferably upto/on **20/09/2022(Tuesday)** fixed as the date to receive the sealed bids/quotations in physical form in the Drop-box placed at the entry of KCC Bank Technical Section, Head Office, Dharamshala by **3.00 PM** sharp and scrutiny of quotations will be held on the same day i.e **20/09/2022 by 3.10 PM sharp.**

