

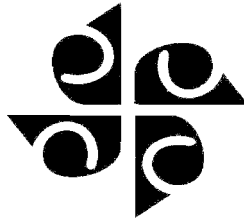
Request for Proposal (RFP)

For Selection of Vendor For

CTS SCANNERS

To

**The Akola Janata Commercial Co-operative Bank Ltd., Akola
(Multistate Scheduled Bank)**



**Head Office,
“Janvaibhav”,
Old Cotton Market,
Akola – 444001**

Tender Reference No. : AJCCB/IT/2017-18/SCANNERS

Date : 09.11.2017

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Ltd., Akola and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Akola Janata Commercial Co-operative Bank Ltd., Akola for Selection of Hardware Vendor for Branches & HO. It should not be reused or copied or used either partially or fully in any form.

1. Invitation for tender offers

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed manufacturers and/or their authorized dealers for supply of CTS Scanners at specified branches.

A complete set of tender document may be downloaded from our website www.akolajanatabank.com. The interested bidder is required to pay non-refundable fee of Rs. 1000/- (Rupees One Thousand only) by Demand Draft from any Bank, in favor of "The Akola Janata Commercial Co-operative Bank Limited, Akola", payable at Akola. The demand draft is to be enclosed with the bid.

The details are given below:

Tender Reference	AJCCB/IT/2017-18/Scanners
Tender Fees	1,000/-
Date of commencement of availability of tender document	09.11.2017
Last Date and Time for receipts of tender offers	20.11.2017
Address of Communication	Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav" Old Cotton Market, P. B. No. 90, Akola 444001
Email address	cbs.ajccb@gmail.com
Contact Telephone Numbers	0724-2430012, 2430639, 2430241
Bids to be given to	Chief Executive Officer, The Akola Janata Commercial Co-operative Bank Limited, Akola.

Earnest Money Deposit mentioned above as a Demand Draft favoring "The Akola Janata Commercial Co-operative Bank Ltd., Akola" payable at Akola, must accompany tender offers as specified in this tender document.

Technical Specifications, Terms and Conditions, the formats and pro-forma for submitting the tender offer are described in this tender document and its Annexure.

**Chief Executive Officer
The Akola Janata Commercial Co-operative Bank Limited, Akola.**

Instructions to Bidders

1. Bid Submission

Bid should be submitted to the following in single sealed envelope at the Bank's address given below on or before the schedule given above. The envelope should be securely sealed and stamped.

Chief Executive Officer

The Akola Janata Commercial Co-op. Bank Ltd.

“Janvaibhav” ,

Old Cotton Market, Akola.

Akola- 444001 (M.S.)

E-Mail: cbs.ajccb@gmail.com

The envelope must be super scribed with the following information –

- Tender Number
- Due Date
- Name of Bidder
- Name of the Authorized Person
- E-mail ID of the authorized person to contact.
- Mobile Number
- Correspondence Address

All schedules, Formats and Annexure should be stamped and signed by an authorized official of the bidder company.

2. Qualification Criteria

Reputed vendors , who have experience in executing Hardware and who meet the following Eligibility criteria only need to apply:-

- a) The vendor submitting the offers should be a Registered Company or Firm having an Average Annual Turnover of Rs. 50 Lakh in the last three consecutive financial years.
- b) The Company/Firm should have made Net Profits in at least two financial years in last 3 Years.
- c) The vendor should be doing business for at least three years in the same field.
- d) The bidder should not have been blacklisted by any Statutory and Regulatory Authority.
- e) Bidders must submit a Tender specific Manufacturer Authorization Form (MAF) that they have been authorized to quote on behalf on the manufacturers.

3. Offer validity Period

The offer should hold good for a period of 6 months from the closing date of the tender. Bank may place number of orders during the minimum period of 6 months. The prices and items offered should be valid for the minimum period of 6 months.

4. Opening of Offers

Offers received within the prescribed closing date and time will be opened by the

authorities of the Bank.

5. Preliminary Scrutiny

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the vendors and the Bank reserves the right to exercise such waivers.

6. No Commitment to Accept Lowest

The Akola Janata Commercial Co-op. Bank Ltd., is under no obligation to accept the lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

7. Submission of Technical Details

It is mandatory to provide the technical details in the exact format (**Annexure C**) given in this tender. The relevant product information, brand and version/model number offered, printed product brochure, technical specification sheets etc. should be submitted along with the offer.

8. Format for Offer

The suggested format for submission of technical offer is as follows:

1. Index
2. Covering letter. This should be as per Annexure A.
3. Details of the vendor, as per Annexure B.
4. Technical Offer with Specifications as given in Annexure C, complete with all the columns filled in.
5. Tender Specific Manufacturer's Authorization Form as per Annexure D.
6. Vendor's Financial Details and other supporting documents, as asked in the tender document.
7. Tender Fees Rs. 1,000/- in the form of demand draft to be drawn in favor of "The Akola Janata Commercial Co-operative Bank Ltd., Akola" payable at Akola.
8. Commercial Offer as per Annexure E.

9. Location of Supplies

At the addresses given below.

SNo.	Location Name	Location Address	District	Qty
1	Head Office	THE AKOLA JANATA COMM. CO-OP BANK LTD. AKOLA, 'Janvaibhav', Old Cotton Market, Akola 444 001	Akola	14

10. Costs

The offer must be in fixed price basis in Indian Rupees only and shall be excluding GST and shall include the following:

1. Basic Cost of the equipment & Software.

2. Comprehensive on-site warranty covering all parts & labor for various items. This period will start from the date of installation and acceptance of all the goods by The Akola Janata Commercial Co-op. Bank Ltd.
3. Transportation and Forwarding charges to the site.
4. Insurance to cover equipment up to delivery of equipment to The Akola Janata Commercial Co-op. Bank Ltd at site.
5. All costs should be given in Figures and Words.

11. Fixed Price

The Commercial Offer shall be on a fixed price basis, exclusive of GST. No price increase due to any factor will be permitted.

12. Negotiation

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest. Bank, however, reserve the right to enter into any price negotiations.

Terms and Conditions of the Tender

1. Technical Inspection and Performance Evaluation

The Akola Janata Commercial Co-operative Bank Limited, Akola reserves its right to carry out a technical inspection and performance evaluation (bench-marking) of all the items delivered.

2. Payment Terms

The Akola Janata Commercial Co-op. Bank Ltd will make payment as follows:

- 50% payment for supplies executed will be made post delivery
- Balance payment will be made after installation, inspection and acceptance of all equipment & software ordered.

3. Insurance

Appropriate insurance to cover the equipment for the transit period and till the hardware is accepted by The Akola Janata Commercial Co-op. Bank Ltd at the respective site is to be taken by the vendor.

4. Order Cancellation

The Akola Janata Commercial Co-op. Bank Ltd reserves its right to cancel the order in the event of one or more of the following situations:

Delay in delivery beyond 30 days from the date of issuance of respective supply schedule.

Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the vendor.

5. Hardware Warranty

The offer must include a one year comprehensive on-site warranty for the hardware items from the date of installation and acceptance of the system by The Akola Janata

Commercial Co-op. Bank Ltd. The warranty will start only after acceptance of equipment's at Head Office.

6.Location

This tender is being floated by the Head Office of The Akola Janata Commercial Co-op. Bank Ltd. The Hardware/Software and other items being procured through this tender shall be delivered by the vendor after getting the order, at Head Office of The Akola Janata Commercial Co-op. Bank Ltd. Bank reserves right to make changes in the locations, if necessary.

7.Billing

The billing should be done locally for respective locations inclusive of all taxes giving break up thereof. GST as applicable, will be paid extra as per the existing rates.

8.Right to Alter Quantities

The Akola Janata Commercial Co-op. Bank Ltd reserves the right to alter the quantities specified in the tenders. The Akola Janata Commercial Co-op. Bank Ltd also reserves the right to delete one or more items from the list of items specified in tender. Bidder will have to accept repeat orders till 31st March 2018.

9. Force Majeure Clause:

The vendor shall not be liable for liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of The Akola Janata Commercial Co-operative Bank Limited, Akola in fires, floods and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify The Akola Janata Commercial Co-operative Bank Limited, Akola in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by The Akola Janata Commercial Co-operative Bank Limited, Akola in writing, the Vendor shall continue to perform it's obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, The Akola Janata Commercial Co-operative Bank Limited, Akola and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

10.Governing Law & Jurisdiction

All disputes under the Jurisdiction will be of the Courts in **AKOLA, Maharashtra only.**

ANNEXURE A - Tender Offer Cover Letter

Date:
Tender Reference No.:

To:
Chief Executive Officer,
The Akola Janata Commercial Co-op. Bank Ltd,
"Janvaibhav", Old Cotton Market,
Akola - 444001

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver CTS Scanners in conformity with the said tender documents in accordance with the Schedule of Prices attached in the commercial offer and made part of this tender.

If our tender offer is accepted, we undertake to complete delivery within 30 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 6 months from the closing date of tender and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this _____ day of _____ 2017

Signature: _____

Designation : _____

Authorized to sign the tender

ANNEXURE B – Vendor’s Details

Sr. No	Item	Details
1	Name of Company	
2	Mailing Address	
3	Telephone and Fax numbers	
4	Constitution of the Company	
5	Name and designation of the person authorized to make commitments to the “The Akola Janata Commercial Co-operative Bank Ltd.”	
6	Email Address	
7	Year of commencement of Business	
8	Turn over of the company (not of group) for the year 2014-2015 2015-2016 2016-2017	
9	Profit of the company (not of group) for the year 2014-2015 2015-2016 2016-2017	
10	GSTIN	
11	PAN	

ANNEXURE C : Schedule of Requirement with Technical Specifications

S.No.	Item Short Name	Qty	Detailed Specifications	Make
1	CTS Scanner	14	Canon Cheque Scanner CR 120. High speed cheque scanning solution.	Canon
2	AMC	14	Onsite comprehensive AMC	NA
3	Cartridge	14	Canon Cheques Scanner cartridge for the model quoted	Canon

ANNEXURE D – Manufacturer’s Authorization Form (MAF)

No. _____ dated _____

To,
Chief Executive Officer,
The Akola Janata Commercial Co-op. Bank Limited.,
"Janvaibhav", Head Office, Old Cotton Market,
Akola - 444001

Dear Sir,

Tender Reference No. _____

We _____ who are established and reputable manufactures of _____ do hereby authorize M/s _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and one year onsite warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name)
For and on behalf of M/s _____
(Name of manufactures)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.

ANNEXURE E – Commercial Offer
(To be submitted as per this format only)

Sr. No.	Item Short Name (Specify Make & Model)	Qty (a)	Per Unit Cost in INR (b)	Total Cost in INR (c)	GST Extra in % (d)
1	CTS Scanner – Canon CR120	14			
2	AMC in percentage	14			
3	Cartridge	14			

Signature of Bidder: _____

Place:

Name:

Date:

Business Address:

Note: Bidders should strictly quote in the format and for periods as mentioned above. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

*****End of RFP*****