

Ref.No.NB/AHM/ /DIT-16(17)/2009-10

01 June 2009

Dear Sir

Supply and Installation of Laserjet Printer / USB Pen Drives

We are pleased to call quotations for purchase of **01 Network LJ printer A3 size and 50 USB Pen Drives 4 GB** of the configuration given in annexure I(A) and I(B) respectively to be delivered and installed at our Gujarat Regional Office, Ahmedabad . The other terms and conditions of this inquiry are given in Annexure-II.

2. The quotations should be sent to us in a sealed envelope super scribed "**Quotations for supply of Laserjet Printer / USB Pen Drives**" addressed by name to

Shri S G Siddesh
Chief General Manager
NABARD
NABARD Tower
Opp. Municipal Garden, Usmanpura,
Ahmedabad - 380013

3. The quotations should reach us not later than **1300 hours on 12 June 2009**. Neither this inquiry nor your offer of supply confer any right on you and the Bank reserves the right to reject one or all the quotations without assigning any reason. The validity of the offers will be for a period of 15 days from the last date of receipt of quotations. A letter of acceptance of the terms and conditions as indicated in Annexure-I may also be submitted along with the quotation.

Yours faithfully

(A M Sayyad)
Dy. General Manager
Encl: Annexures I,II,III,IV

Annexure I(A)

Network Laser Printer (Type - A3 size print output)

S.N	Feature	Minimum Specification
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	21 pages per minute
3	Duplex Print Facility	Automatic two sided printing
4	Processor Speed	300 MHz
5	Memory	32 MB (should be extendable)
6	Duty Cycle	10000 pages per month
7	Print Feature	Upto 12.28" x 18.5"
8	Input Tray	850 sheets
9	Connectivity	Parallel and 10/100 Ethernet

Annexure I(B)

Specification for USB Pen Drive

Sr. No.	Item	Quantity
1	4 GB USB Pen Drives - Transcend	50

Annexure II

Terms and Conditions of the Contract

- 1.The Network LJ printer (A3)/ USB Pen Drives to be supplied will be as per the specifications given in Annexure I(A) and I(B) respectively
- 2.The rates quoted shall be **inclusive** of Excise duty, Sales tax, Transportation cost, other levies, VAT, etc.
- 3.**The delivery and installation will have to be completed within 2 weeks from the date of receipt of the final order and a machine installation report as per proforma (Annexure VI) may be submitted.**
- 4.**Warranty** : The equipment will carry a minimum three years on-site comprehensive warranty against all manufacturing defect(s) and the offerer will give an undertaking to the effect that after-sale service facilities are available against any manufacturing defect(s) during the currency of warranty period and defective items will be replaced free of cost during the period .Quarterly preventive maintenance shall be done during the warranty period. Vendors will be asked to provide delivery and installation of Desktop PCs without any extra cost .
- 5.**Inspection and Testing** : The equipment will be made available to the Bank's representative for inspection and the supplier will render all necessary assistance for the same. The supplier will also make all necessary arrangements for testing the material.
- 6.The offer will remain valid for a minimum period of **90 days** from the date of opening the quotations.
- 7.**The National Bank does not bind itself to accept the lowest or any other tender and reserves to itself the right to accept or reject any or all the tenders/quotations either in whole or in part without assigning any reason.**
- 8.The supplier will have to make good the damages, if any , caused to the bank's properties while attending to the captioned work, at no extra cost to the Bank.
- 9.**Payment terms: LJ Printers / USB Pen Drives** : 100 % payment on successful installation.

Certificate of Acceptance of Terms & Conditions :

The above Terms & Conditions have been read and understood fully and we agree to abide by the same.

Date:

Signature of the authorized
representative of the Firm with
address

Place:

Seal

Annexure III

Machine Installation Report

Location :

Details of Hardware :

Machine Serial Number	
Monitor Serial Number	
Keyboard Serial Number	
Mouse Serial Number	

Date of Installation	
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1	CPU CO-PROCESSOR CACHE MEMORY (KB)	
2	MEMORY (MB) MEMORY TYPE	
3	HDD (CAPACITY) HDD TYPE HDD MAKE	
4	FDD (CAPACITY) FDD MAKE	
5	DISPLAYs	
6	DVD SPEED AND MAKE	
7	KEYBOARD	
8	SERIAL, PARALLEL, USB PORTS	
9	MOUSE	
10	OTHER HARDWARE	

Details of Software Received with (To be filled in by NABARD Representative)

Sr. No	Software	Version Number	License Number	No. of CDs / Floppies	Pre-Loaded on PC (Y/N)	Remarks

Vendor's Engineer/ Representative		NABARD Representative	
Name		Name	
Signature		Signature	
Date		Date	

Annexure -IV

Performance Bank Guarantee

Pro forma

National Bank for Agriculture and Rural Development
Regional Office
Ahmedabad

This deed of guarantee made on this _____ day of _____ by (Name of Bank giving guarantee) having its registered office at _____ and amongst all places a branch at (address of the bank branch giving guarantee)/ and wherever the context so requires includes its successors and assigns (hereinafter called the "Surety") for the favour of National Bank for Agriculture and Rural Development, Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380 013 and wherever the context so requires includes its successors and assigns (hereinafter called the "Purchaser").

1.The Purchaser has placed an order No _____ (hereinafter called the "Said Order") with (Name of vendor) a Company having its registered office at (Address) and wherever the context so requires includes its successors and assigns (hereinafter called or referred to as "The Supplier").

2.Under the terms of the order, the supplier is required to furnish the purchaser at his own cost a Bank guarantee for an amount of Rs. _____ (Rupees _____) for fulfilling the conditions of technical delivery in the purchase order towards guarantee against all manufacturing defects for a period upto _____ in lieu of retention of an amount of 10 % of the value of the order towards satisfactory fulfillment of the order and for defects if any, noticed during the warranty period of one year from date of satisfactory installation.

3.The Surety at the request of the Supplier who are constituents of surety agreed to issue a Bank guarantee in terms of the said order on behalf of the supplier and the purchaser has agreed that the supplier shall repair or replace free of cost, equipment, machinery, its parts and components found defective on account of bad workmanship or defective materials or inferior manufacture as mentioned in the warranty and guarantee clause of the said order.

4.The Surety binds himself to pay to the purchaser to the extent of Rs. _____ (Rupees _____) in case of failure on the part of the supplier to perform this guarantee provided the purchaser informs the surety in writing to this effect. The surety binds himself to pay the amount immediately pursuant to the said demand notice notwithstanding any dispute that may exist or arise between the purchaser and the supplier or any other person.

5.Notwithstanding anything contained herein above, the liability of the surety in respect of this guarantee is restricted to Rs. _____ (Rupees _____); in case of failure on the part of the supplier to perform this guarantee provided, the purchaser informs the surety in writing to this effect.

6.This guarantee shall remain in force upto _____.

7.The guarantor shall not be discharged or released from the guarantee by any arrangement between the purchaser and the supplier with or without consent of the Surety or by any

alteration in the Obligations of the Parties or by any indulgence, forbearance whether as to payment, time, performance or otherwise.

8.This guarantee shall not be affected by any change in the constitution of the supplier by absorption with any other body or corporation or any other and this guarantee will be available to or enforceable by such body or corporation.

9.Unless a claim under this guarantee is made by the purchaser against the bank on or before _____ **(6 months after end of warranty period)** all the rights of the purchaser under this guarantee shall be forfeited and the bank shall be relieved and discharged from all liability under this guarantee.

10.And this bank guarantee after _____ shall cease to exist if there is no claim on or before _____ **(6 months after end of warranty period)**.

Notwithstanding anything contained herein above, the liability under this guarantee is restricted to an amount not exceeding Rs. _____ (Rupees _____) and the guarantee shall remain in full force and effect until _____. Unless action to enforce the claim is filed on or before _____ **(6 months after end of warranty period)** all rights under the said guarantee shall be forfeited and Bank shall be relieved and discharged from all liabilities thereunder.

DATED AT

THIS _____ DAY OF