

 <p><b>राष्ट्रीय कृषि और ग्रामीण विकास बैंक</b> National Bank For Agriculture And Rural Development</p>	<p>महाराष्ट्र क्षेत्रीय कार्यालय, पुणे 54 वेल्लेस्ली रोड, पो. बा. सं. 5 शिवाजीनगर, पुणे - 411 005 ☎ 25511083, 25500100 फैक्स 020 - 25542250</p>	<p><b>MAHARASHTRA RO. PUNE</b> 54 Wellesley Road, P.B. No. 5 Shivajinagar, Pune - 411 005 ☎ 25511083, 25500100 Fax : (020) 25542250 e-mail – pune@nabard.org</p>
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Ref.No.NB.MRO/ / Deadstock / Purchase /2011-12 January 2011

Dear Sir/Madam

**Supply and Installation of Multi-functional Device (MFDs) and Portable External Hard Disk**

Sealed Quotations are invited for purchase of MFDs and portable External Hard Disk. A few of MFDs may be purchased with buy – back option against the existing dot matrix printer / laser jet printers / ink jet printers. Separates estimates may be quoted with buy-back and without buy-back. The MFDs and external hard disk should be with configuration and technical details mentioned in Annexure I(A) and I(B). The configuration submitted with quotation must be as per format given in Annexure for respective item.

(ii) **The MFDs have to be delivered / supplied to our District Development Managers (DDMs) in different district Head Quarters in Maharashtra. Therefore, the rates quoted for MFDs should be inclusive of packing/handling/transportation cost up to DDM office and installation thereof. The addresses of the DDM offices will be provided by the bank along with the purchase order to the successful bidder. The dealer has to ensure the proper delivery and installation of the MFDs to DDMs at various districts in Maharashtra at his liability.**

(iii) The price quoted should be **all inclusive** (inclusive of all taxes and levies, Viz. VAT, excise, sales tax, Octroi etc, insurance, frieght, forwarding, installation and other incidentals).

(iv) National Bank for Agriculture and Rural Development (NABARD) reserves its right to reject quotations which are incomplete, unclear, or do not conform to the specifications as mentioned above and in the relevant Annexures.

(v) Neither this inquiry nor your offer of supply confers any right on you. NABARD reserves the right to reject any or all quotations partly or fully, without assigning any reason thereof.

(vi)The details of quantity and delivery location are as under:

S.No	Item	Quantity	Location of Delivery
1	MFDs	24	Different District in Maharashtra
2	Portable Hard Disk	31	NABARD, 54, Wellesley Road, Shivaji Nagar, Pune 411 005

(vii)You shall submit the quotations in two parts, in two separate sealed envelopes, as detailed below:

1. **Technical** : Containing Annexures I (A) and I(B) duly filled in. This envelope should be super scribed “**Technical Quotation**”.
2. **Commercial**: Containing Annexure VI, duly filled in. This envelope should be superscribed “**Commercial Quotation**”

A sealed envelopes containing the above two sealed envelopes, and the documents as mentioned at point (viii) & (ix) below, with superscription "**Quotation for supply of MFDs and Portable Hard Disk - 2011-12**" should be delivered to the following address :

The Chief General Manager  
National Bank for Agriculture and Rural Development  
54, Wellesley Road, Shivaji Nagar, Pune 411 005

(viii) A **letter of acceptance of the terms and conditions as indicated in Annexure II has to be submitted** along with the quotation.

(ix) A **Bank Guarantee from nationalized bank for Rs. 72,000/- (Rupees Seventy Two Thousand only) in lieu of Earnest Money Deposit (EMD) has to be furnished along with the quotations** at the time of submission of quotations. **Quotations without the Bank Guarantee shall not be considered.**

(x) The quotations should reach us latest by **15:00 hours on 30 January2012.**

(xi) The Technical quotations shall be opened at 16:00 hours on **30 January2012.** The date of opening of Commercial quotations in respect vendors fulfilling the prescribed technical specifications shall be communicated in due course.

(xii) The validity of the quotations shall be for a period of minimum 45 days from the date of opening of quotations.

(xiii) The tender document can be obtained from National Bank for Agriculture and Rural Development (NABARD), 54, Wellesley Road, Shivaji Nagar, Pune-411005, on payment of a **tender fee of Rs. 150/- by DD** payable to NABARD, payable at Pune.

The tender document can also be downloaded from our website‘[www.nabard.org](http://www.nabard.org)’ If the tender document is downloaded from the website, the tender fee of Rs. 150/- has to be paid by way of DD payable to NABARD, payable at Pune, at the time of submission of quotations. The DD should not be sealed along with the quotations envelope, but should be tendered seperately.

(xiii) The other terms and conditions of this inquiry are given in Annexure-II.

Yours faithfully

**B R Premi**  
**Assistant General Manager**

Encl:

- Annexure I(A) : Configuration of MFDs
- Annexure I(B) : Configuration of Portable External Hard Disk
- Annexure II : Terms and conditions of Contract

Annexure III : Machine Installation Report  
Annexure IV : Letter of Indemnity  
Annexure V : Performance Bank Guarantee  
Annexure VI : Commercial Quotation

**Annexure I(A)**

**\*MFDs Make and model :- \_\_\_\_\_**

<b>S.No</b>	<b>Feature</b>	<b>Minimum Specification</b>	<b>Yes/No*</b>
1	Resolution	600x600 dots per inch (dpi) or more	
2	Print speed	15 pages per minute	
3	Print memory	32MB or above	
4	Duty cycle	5000 pages per month	
5	Duplex print facility	Manual	
6	Input Tray	250 sheets or more	
7	Connectivity	USB	
9	Copier Zoom rate	25 – 150%	
10	Modem Speed	33.6kbps and above	
11	Warranty	3 years comprehensive on – site warranty	

**\*(B/W Laser Jet Printer, Copier, Scanner and Fax) HP LJ – 1213 NF or equivalent**

Technical details / pamphlets of the model quoted may be submitted along with quotation. Technical configuration must be submitted in the above format with all the specifications.

**Annexure I(B)**

**Portable hard Disk Make and Model NO. - \_\_\_\_\_**

<b>S.No</b>	<b>Features</b>	<b>Minimum Specification</b>	<b>Yes/No*</b>
1	Capacity	500 GB	
2	Interface	USB 2.0 or above	
3	Dimension	2.5"	
4	Power Supply	Internal through USB data Cable and not through separate power adapter	

Any of these two :-

**\*Western Digital Essential USB passport Edition or Seagate FreeAgent GoFlex or equivalent model.**

Technical details / pamphlets of the model quoted may be submitted along with quotation. Technical configuration must be submitted in the above format with all the specifications.

## Annexure II

1. The MFDS and portable Hard Disk to be supplied shall be as per the specifications given in **Annexure-I(A) and I(B) respectively.**

2. **The rates quoted shall be all inclusive** (inclusive of all taxes and levies, Viz. VAT, excise, sales tax, Octroi etc, insurance, freight, forwarding, installation and other incidentals).

**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 Performa (Annexure IV) may be submitted.**

The MFDS has to be delivered and installed to different district in Maharashtra on the address provided by the bank and portable Hard Disk has to be delivered and installed at Pune by the vendor without any extra cost. The dealer has to ensure the proper delivery and installation of the MFDS to various districts in Maharashtra at his responsibility/Liability.

**4. Warranty :** The equipment will carry a minimum on-site comprehensive warranty as per Annexure I(A) and I(B) 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.

**The suppliers / vendors shall at their cost provide comprehensive ON-SITE after sales maintenance services for MFDS and portable Hard Disk during the warranty period.**

5. The offer will remain valid for a minimum period of **45 days** from the date of opening the Quotations, as indicated in the letter inviting quotations.

**6. 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.**

7. 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:**

**a. For MFDS :** 90 % payment on successful installation and its satisfactory performance for a period of 15 days and 10 % on submission of Performance Bank Guarantee as per proforma enclosed in Annexure V and Indemnity Bond as per proforma enclosed in Annexure IV for the sale of Software supplied along with the MFDS .

**b. For Portable External Hard Disk :** 100% payment on successful installation and its satisfactory performance for a period of 15 days..

### **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	
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Date of Installation	
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1	RESOLUTION	
2	PRINT MEMORY (MB) MEMORY TYPE	
3	PRINT SPEED	
4	DUTY CYCLE	
5	DISPLAYs	
6	MODEM SPEED	
7	CONNECTIVITY	
8	INPUT TRAY	
9	OTHER HARDWARE	

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

Sr. No.	Software	Version No.	Licence No.	No. Of CDs / Floppies	Preloaded on PC (Y/N)	Remarks

<b>Vendor's Engineer/ Representative</b>		<b>NABARD Representative</b>	
Name		Name	
Signature		Signature	
Date		Date	

**ANNEXURE IV**

**LETTER OF INDEMNITY**

The Chief General Manager  
National Bank for Agriculture and Rural Development  
54, Wellesley Road  
Pune 411 005

Dear Sir,

**Sale of Systems Software, Compilers and Utilities to be used on MFDs and HDD.**

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'the Bank') has expressed desire to purchase systems software, compilers and utilities to be used on \_\_\_\_\_ for the various functions as per the Schedule hereunder written and which are hereinafter for the sake of brevity referred to as 'the said systems package', subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, hereby declare and certify that we are the rightful owners/licensees of the said systems package offered for sale to the Bank and that the sale of the said systems package to the National Bank by us and the use thereof by the National Bank does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We the said \_\_\_\_\_ hereby agree to indemnify and keep indemnified and harmless the Bank, its Officers, servants, agents and other authorized persons against any action that may be brought against them for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to the Bank and will defend the same at our cost and consequences, and will pay or reimburse the Bank, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection.

**SCHEDULE**

- 1.
- 2.
- 3.

Yours faithfully

(Name and Designation)  
Authorized Official

**ANNEXURE (V)**

**Performance Bank Guarantee**

**Pro forma**

National Bank for Agriculture and Rural Development  
Regional Office  
Maharashtra

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, 54, Wellesly Road, Shivajinagar, Pune 411 005 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 up to \_\_\_\_\_ in lieu of retention of an amount of 10 % of the value of the order towards satisfactory fulfilment of the order and for defects if any, noticed during the warranty period of three 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 up to \_\_\_\_\_.
7. The guarantee 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 there under.

DATED AT

**THIS**

**DAY OF**

**ANNEXURE VI**

**Commercial Quotation**

**A] Rates quoted for supply of items :**

<b>S.No</b>	<b>Item and quantity</b>	<b>Make &amp; Model No</b>	<b>Unit Rate</b>	<b>Total Rate Quoted (all inclusive, in Rs)</b>
1	MFDs (24) with buy-back			
2	Portable External Hard disk (31)			

1	MFDs (24) without buy-back			
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