राष्ट्रीय कृषि और ग्रामीण विकास बैंक
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

गुजरात* GUJARAT*

नाबार्ड टावर
म्युनिसिपल गार्डन के सामने
उस्मानपुरा
अहमदाबाद-380 013
टेलीफोन : 27552257-58-59
27551959, 27550094
27552857
टेलीग्राम : अग्रीफिनान्स
फैक्स : 079-27551584

NABARD Tower
Opp. : Municipal Garden
Usmanpura
Ahmedabad-380 013
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Fax : 079-27551584
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Ref.No.NB/AHM/ /GAD-Estate/2008-09

08 September 2008

Dear Sir

Supply and Installation of Photocopying Machine

(i) Sealed quotations are invited for purchase of Photocopying machine with the specification and technical details mentioned in Annexure I.

(iii) The purchase of one machine is against buy back of our existing photocopying machine, make Xerox XD 102, purchased on 28 July 2004. (The machine is placed in the cabin at ground floor , NABARD Office premises, for inspection). You may quote the offer for buy back of this machine separately.

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

(iv) The supply order includes all taxes, VAT, transportation charges, other levies and the octroi charges on actual basis on production of receipt.

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

Sr. No.	Item	Quantity	Location of Delivery
1	Photocopying machine	2	NABARD TOWER, Opp. Municipal Garden, Usmanpura, Ahmedabad

(v) The quotation should be sent in a sealed envelope with superscription "**Quotations for Photocopying machine**" to the following address :

Shri B S Shekhawat
Chief General Manager

NABARD, NABARD Tower
Opp. Municipal Garden, Usmanpura,
Ahmedabad - 380013

(vi) The quotations should reach us not later than **1500 hours on 22 September 2008.** (vii) 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.

(viii) The validity of the offers will be for a period of 90 days from the date of opening of quotations.

(ix) A letter of acceptance of the terms and conditions as indicated in Annexure-III may also be submitted along with the quotation.

(x) National Bank for Agriculture and Rural Development (NABARD) reserves the right to reject quotations which are incomplete or unclear and do not conform to the specifications of photocopying machine as mentioned in the respective Annexures.

Yours faithfully

(S K Dora)
Asstt. General Manager

Encl.:	Annexure I	:	Specification of Photocopying machine
	Annexure II	:	Machine Installation Report
	Annexure III	:	Terms and conditions of Contract
	Annexure IV	:	Performance Bank Guarantee

Annexure I

Specifications of Desktop Digital Photocopying machine

Feature	**Minimum Specifications**	YES / NO	REMARKS
Resolution	600 x 600 dots per inch(dpi)		
Copy speed	16 -20 copies per minute		
Paper Size	A3,B4,A4,A4R,A5		
Duplex copying Facility	Automatic two sided copying		
Paper Input	Standard 250 sheets (drawer), 100 Sheets (bypass)		
Multiple copying	1 to 99 copies		
Reproduction ratio	min.25% to max.200%.		
Warranty	Minimum 1 year Comprehensive On-site		

Technical details / pamphlets of the model quoted may be submitted alongwith quotation.

Annexure II

Machine Installation Report

Location :
Details of Hardware :

Machine Serial Number	

Date of Installation	

Accessories/other details

1		
2		
3		
4		
5		

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

Annexure III

Terms and Conditions of the Contract

1. The Photocopying machines to be supplied will be as per the specifications given in Annexure-I .

2. The rates quoted shall be inclusive of Excise duty, Sales tax, Transportation cost, other levies, VAT, etc. **Offer for buy back of Bank's existing machine shall be quoted separately.**
3. **The delivery and installation will have to be completed within 2 weeks from the date of receipt of the final order.**
4. **Warranty :** The equipment will carry a minimum of one year 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. Further, the suppliers / vendors will be asked to provide delivery and installation of photocopying machines without any extra cost at locations mentioned in our invitation letter and also to provide comprehensive ON-SITE after-sales maintenance services at their cost during the warranty period.
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 arrangement 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:**
   100 % payment on successful installation and submission of Bank Guarantee.

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 -IV

Performance of 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 it 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 suppler 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 2008.**