

RFP Reference No. 112014

Request for Proposal (RFP)

FOR

Empanelment of Computer Consumable Suppliers at
Bank of Maharashtra Head office
Pune



Bank of Maharashtra
Head Office, 'LOKMANGAL'
1501, Shivaji Nagar
Pune – 411 005

NAME OF THE PROJECT: Empanelment of Computer Consumable Suppliers

Cost of tender Document: - Rs.2,000/-

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1. Invitation for Tender offers:

Bank of Maharashtra invites applications for empanelment and short listing of computer consumable suppliers with the Bank for a period of two year, for supply of computer consumables such as inkjet cartridges for DeskJet printers, toner cartridges for LaserJet printers, ribbons for dot matrix printers, CD-ROM/DVDs, HDD's, Pen drives, Ipad, Laptop etc. at Bank's Head office/DC/PMO/Staff Training colleges, Pune.

A complete set of tender documents may be purchased by eligible bidder on payment of a non-refundable fee of Rs.2,000/- (Rs. Two Thousand only) by demand draft / bankers Cheque in favour of Bank of Maharashtra and payable at Pune.

The Bank may, at its sole discretion, extend the empanelment of the vendor further. The Bank reserves the right to discontinue the empanelled vendor at any time, without assigning any reasons there for. The Bank's decisions in this regard shall be binding and final.

Bid Collection and Submission:-

Tender Reference number	112014
Price of Tender Copy	Rs.2,000/-
Date of commencement of sale of tender document	16/04/2014
Last Date of sale of tender document	07/05/2014
Queries to be mailed up to	29/04/2014
Pre-Bid meeting with Bidders	29/04/2014
Last Date and Time for receipts of tender offers	07/05/2014
Time and Date of Opening of technical bids	07/05/2014 up 16.00 hours
Place of Opening tender offers	Bank Of Maharashtra Information Technology Department Central Office, "Lokmangal", 1501, Shivajinagar, Pune – 411 005.
Address of Communication	As above
Contact Telephone Numbers	Phone : 020 - 25536051 020 -25520708 Fax : 020 – 25536250

Tender offers will be opened in the presence of the bidder representatives who choose to attend the opening of tender on the above-specified date, time and place.

Deputy General Manager
Information Technology

2. About Bank of Maharashtra:

Bank of Maharashtra is a nationalized bank with a standing of 76 years. It has a three tier organizational set up consisting of branches, Regional Offices and Central Office.

The Bank has 1800 + branch offices across the length and breadth of the country. In the state of Maharashtra, the Bank has 1000 + branch offices, the largest network of branches by any Public Sector Bank in a state. The Bank has set up specialized branch offices to cater to the needs of SMEs, Corporate, agriculturists and importers & exporters. All the Branches of the Bank are networked and under Core Banking Solution.

The products and services offered by the Bank include demand deposits, time deposits, working capital finance, term lending, trade finance, retail loans, government business, bancassurance business, mutual funds and other services like demat, ASBA, lockers and merchant banking etc. The Bank is known as a frontrunner in implementation of technology initiatives.

3. Minimum Eligibility Criteria:

The supplier should be an authorized reseller of consumables of the following brands/makes HP ,Cannon,Toshiba,Samsung ,Brother ,Epson etc and able to supply consumables of Samsung, Lexmark, Canon etc. A Copy of certificate(s) to be submitted.

If the validity of the authorized resellership is expiring during the period of empanelment, the supplier has to produce renewal certificate issued by HP, Cannon, Toshiba, Samsung, Brother, and Epson. Till such time, the supplier would not be considered for procurement of consumables by the Bank.

The supplier should be based in Pune and registered with Registrar of Firms /companies, wherever applicable.

The supplier should have experience of at least two years in supply of computer consumables to organizations like All India Financial Institutions, public sector Banks / undertakings, Multi National Companies & large Pvt. Sector Companies, Government organizations.

A list of clients should be provided along with the application.

The minimum sales turnover has to be Rs. 5 Lakh during the last three financial years (2011-12, 2012-2013, 2013-14).

The bidder must be a profit making organization.

The supplier should be an income tax assessee having filed its return for the two assessment years. Copy of return to be enclosed.

The supplier should be capable of supplying the computer/consumable items at Bank's Head office, Staff Training Centre/College, PMO, Data Centre Pune office at no additional cost within one day from the date of placing Purchase Order.

4. Terms & conditions:

Payment Terms:

Bank will make the payment after completion of delivery, installation and commissioning of the Hardware/Peripheral.

Delivery, Installation and Commissioning:

The Bidder shall be responsible for delivery and installation of the equipment ordered at all the sites and for making them fully operational at no extra charge within one week after receiving the purchase order. The signing authority will be Branch Manager or Officer at branch / office.

If the bidder fails to deliver and/or install all the equipment ordered within the stipulated time schedule or by the date extended by Bank of Maharashtra, it will be a breach of contract. In such case, Bank of Maharashtra may foreclose the bank guarantee without any notice. In the event of Bank of Maharashtra agreeing to extend the date of delivery at the request of bidder, it is a condition precedent that the validity of Bank guarantee shall be extended by further period as required by Bank of Maharashtra before the expiry of the original bank guarantee. Failure to do so will be treated as breach of contract. In such an event the advance paid to bidder will become returnable to Bank of Maharashtra forthwith and Bank of Maharashtra reserves its right to foreclose the bank guarantee.

Warranty:

The offer must include a minimum one year comprehensive on-site warranty.

Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories etc. covered by the tender. Bidder must warrant all equipment, accessories, spare parts etc. against any manufacturing defects during the warranty period. During the warranty period, bidder shall maintain the systems and repair/replace at the installed site all defective components, at no charge to Bank of Maharashtra.

Spare parts:

Bidder will make the spare parts for the systems available for a minimum period of two years from the time of acceptance of the system. Thereafter, bidder will give at least six months notice prior to discontinuation of support services, so that Bank of Maharashtra may order its requirements of the spares, if it so desires. If any of the peripherals, components like hard disk, Memory, power adapter, battery of laptop etc. are not available or difficult to procure or the procurement is likely to be delayed for replacement if required, the replacement shall be carried out with state of the art technology equipment of equivalent capacity or higher capacity at no additional charges to Bank of Maharashtra.

Failure:

If during the warranty period, any hardware/peripheral supplied to bank has a failure on four or more occasions in a quarter, it shall be replaced by equivalent new Hardware by the bidder at no cost to Bank of Maharashtra.

Publicity:

Any publicity by the bidder in which the name of Bank of Maharashtra is to be used should be done only with the explicit written permission of Bank of Maharashtra.

Resolution of Disputes:

Bank of Maharashtra and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Bank of Maharashtra and the Bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Bank of Maharashtra and the other to be nominated by the Bidder. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The arbitration and reconciliation act 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be Pune.

Bank Guarantee:

Bidder has to submit performance bank guarantee of Rs.20,000/- to the bank. In case of discrepancy in the services during the warranty period bank reserves the right to invoke the bank guarantee.

5. Methodology for Empanelment:

The supplier should qualify the minimum eligibility criteria as given in Annexure-I.

6. Award of Contract:

Based on estimated requirement at Head office, quotations will be invited from these empanelled bidders. After receipt of quotations and opening of bids, Bank may negotiate the price with the L1 bidder & then order will be placed with bidder, on the basis of L1 prices.

The Bank reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment by the Bank would not guarantee the award of contract.

Annexure-I

Application/Eligibility Criteria for Empanelment of Vendors:-

S. N.	Particulars	Bidders Response		
1	Name of the Vendor/Firm			
2	Address			
	Telephone No			
	Fax No			
	Email id			
3	Contact Details			
	Name	Designation	Contact No	Email id
4	Year of Establishment			
5	Whether the vendor/firm based in Pune (Yes /No)			
6	Whether registered with Registrar of Firms/Companies (Yes /No) (certificate to be enclosed)			
7	Income Tax PAN No (copy to be enclosed)			
8	Registration details of authorized resellership (eg. HP/Cannon/Samsung etc)			
8	Copy of Registration Certificate of resellership enclosed			
9	Date of Expiry of Registration for authorized resellership			
10	The minimum sales turnover has to be Rs. 5 Lakh during the previous two financial years (2011-12, 2012-2013,2013-2014).	2011-2012 2012-2013 2013-2014		
11	The bidder must be a profit making organization			
12	The supplier should be an income tax assessee having filed its return for the two assessment years. Copy of return to be enclosed			
13	Customer Profile: Where supply is being done for two years to well organizations like All India Financial Institutions, public sector Banks /undertakings/Government organization, Multinational Companies & large Pvt. Sector Companies.			
	Name of organization	Address	Contact Details	Empanelled or Regular supplier
14	Any other Relevant information			

Declaration:

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application is liable to be rejected.

Name of Bidder:-

Seal & Sign:

For any clarification/queries you may contact following officers:-

- 1) Mr. Vijay Patil,
Sr. Manager, Bank of Maharashtra Head office
Pune-9730000496
Vijay.patil@mahabank.co.in
- 2) Mr. Vijay Gaikwad
Manager, Bank of Maharashtra Head office
Pune-9503133023
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