



Institute for Development and Research in Banking Technology

(Established by Reserve Bank of India)

Castle Hills, Road No. 1, Masab Tank, Hyderabad – 500 057, India.

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Tender No: IDRBT/AEP/VGB/279/2022-2023

Date: January 27, 2023

SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF PHOTOCOPY MACHINES

IDRBT, the premier Institute of Banking Technology in the country, invites Sealed Quotations from Authorised Dealers of Xerox and Canon for SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THREE PHOTOCOPY MACHINES at "Institute for Development and Research in Banking Technology, Hyderabad" (hereinafter referred to as IDRBT) as per the following terms and conditions:

TERMS AND CONDITIONS		
Sl. No.	Details	Description
1.	Name of the work	<u>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FOLLOWING THREE PHOTOCOPY MACHINES:</u> (I) <u>MODEL: XEROX WORKCENTRE 7125 (ONE No)</u> (II) <u>MODEL: CANON IR C3226 (TWO Nos)</u>
2.	Parameters	Sealed Quotations may be submitted by Authorised Dealers of Xerox and Canon covering the following: i) Details of Speed, Hard Drive, Processor, Memory, Connectivity, Warranty Coverage, AMC, Special Features, Free and Chargeable Accessories, etc. ii) The bidder needs to enclose necessary technical specifications, data and brochures. iii) The bidder needs to enclose the details of other reputed clients to whom the firm has supplied these copier machine/s. iv) The bidder should not have been blacklisted by any organisation on any grounds. v) The bidder should specify the warranty period, service support period, and spares availability period. vi) The rates quoted shall be inclusive of all taxes, duties, levies, transport, packing, delivering and installing at IDRBT, etc., and also taking into account the buyback prices offered. Please read Clause 3 below for details. vii) Necessary taxes will be deducted from the payments made to the firm.

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		<p>viii) The bidder shall be fully responsible for all types of losses or damages during the execution of the work including mishaps/accidents to any person.</p> <p>ix) Please provide Name of the Firm, Contact Person, Mailing Address with Pin Code, Telephone Number, Mobile Number and e-mail ID.</p> <p>x) The quotations submitted should be valid for a period of 45 days from the last date of submission.</p> <p>xi) Entire supply, installation, testing and commissioning shall be preferably completed within 30 days of the date of work order.</p> <p>xii) The bidder should submit Certificate as per Annex. A</p>
3	Buyback of Photocopiers	Bidders need to buy the old photocopiers at IDRBT on an as-is where-is condition. The details of these three machines are in Annex. B . Bidder may visit the Institute to inspect these machines for submitting their buyback offer. The buyback offer will be taken into consideration for arriving at the winning bid.
4.	Earnest Money Deposit	<p>Rs. 1500.00 (Rupees One Thousand and Five Hundred only) is to be submitted in the form of DD along with the bid, in favour of IDRBT, Hyderabad, with a minimum validity of 90 days.</p> <p>Bid documents without EMD will be rejected. Please note that EMD shall be forfeited:</p> <p>i) if the bidder withdraws his bid</p> <p>ii) if the details furnished in the bid are found to be incorrect or false during evaluation process</p> <p>iii) in case of incomplete bids</p> <p>iv) in case of conditional bids</p> <p>v) if the bidder does not accept the contract awarded by the Institute.</p>
5.	Payment Terms	After successful installation and testing of machines at IDRBT.
6.	Clarifications	Clarifications, if any, may be sought through email ID publisher@idrbt.ac.in; phone no. 040-23294007/4008 or in person.
7.	Last Date of Submission of bids	On or before 17:30 hours of 16.02.2023
8.	Place of submission of quotations	IDRBT, 10-3-311, Road No.1, Castle Hills, Masab Tank, Hyderabad 500057 in a sealed cover superscribed <u>"QUOTATIONS FOR PHOTOCOPY MACHINES"</u> (By post or to be dropped at the Tender Box at the IDRBT Security)

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9.	Cancellation	<p>IDRBT reserves all rights to cancel the order in the event of delay in delivery and installation beyond the stipulated time.</p> <p>IDRBT also reserves the right to cancel this call for quotations at its sole discretion without assigning any reason whatsoever.</p>

IMPORTANT: It is mandatory that the bidder sign and certify with seal on each page of the quotation documents including all supporting documents (sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid). The bidder should fill up the information in clear and legible terms. Wherever, the prices are to be quoted, they shall be written in figures and in words as well. No additions/ modifications/ deletions in the bid documents and other related supporting documents shall be entertained during the bid process.

This call for quotations is not an offer by IDRBT but only an invitation to receive responses from the bidders. No contractual obligation whatsoever shall arise from this process unless and until a formal contract is signed and executed by duly authorised official (s) of IDRBT with the successful bidder.

For all disputes arising out of non-adherence of any terms stipulated above, the DGM – Administration of the Institute is the appellant authority and his decision is final. However, the legal jurisdiction for all matters would be Hyderabad

CERTIFICATE

I / We have deposited a sum of Rs. 1,500.00 as Earnest Money towards the captioned work with the IDRBT, which is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so, I / We do hereby agree that this sum shall be forfeited by me/us to IDRBT.

Further, having examined the specifications and schedule relating to the works specified in the notification hereinafter set out, I/We hereby offer to execute the works specified in the said notification at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications and instructions in writing if any, as referred to in conditions of this tender dated January 27, 2023.

Place:

Signature of the Bidder
(Name) with Seal

Date:

DETAILS OF PHOTOCOPIER MACHINES FOR BUY-BACK

S.No.	Details of Machine	Location	Installation dt.	No. of copies taken as on 27.01.2023
1.	Xerox WorkCenter 7120	Library	31.01.2012	476677
2.	Xerox WorkCenter 7120	Director Office	31.01.2012	100083
3.	Xerox WorkCenter 7120	Prog. Office	31.01.2012	536187