



**National Bank for Agriculture and Rural Development (NABARD)
Odisha Regional Office, Ankur 2/1, Nayapalli,
Bhubaneswar, Odisha - 751015**

Email- dpsp.bhubaneswar@nabard.org

Ref No.NB.OD.RO.DIT/1211 /IT purchase/2023-24

30/01/2024

National Bank for Agriculture and Rural Development (NABARD) invites tenders for Supply of 3 in 1 (Print, Copy & Scan) Network multi-function device (Laser Printer) and Automatic Document Feeder (ADF) Scanner at Odisha Regional Office, Ankur 2/1, Nayapalli, Bhubaneswar, Odisha - 751015.

Date of issue of tender document	30-01-2024
Due date and time for submission of tender	20-02-2024 by 15:00 hrs
Date and time of opening technical bids	20-02-2024 at 15:30 hrs
Date and time of opening price bids	Will be announced later
Estimated cost	5.00 lakh
EMD charges	Nil

1. Scope of work

- a. The IT equipment (MFD Laser Printer and ADF Scanner) as per technical specification mentioned in Annexure I will have to deliver at NABARD, Odisha Regional Office, Ankur, Nayapalli, Bhubaneswar 751015.
- b. The IT equipment should be delivered within 15 days of work order.
- c. The estimated cost of the bid is Rs.5.00 lakh.
- d. The bidder needs to submit the following documents:
 - Work experience in past 03 years (at least one work executed costing Rs.4.00 lakh or more).
 - OEM Authorisation letter only from original brand/make.
 - OEM Warranty confirmation letter only from original brand/make.
 - Audit report and other statutory details (Registration certificate as company /Partnership / proprietor/ other, GST certificate, PAN and cancelled cheque).
 - Signature of bidder at all the pages of the tender.
- e. The EMD and RMD charges are Nil.
- f. The bidder must quote for all the items of BOQ in Price Bid.
- g. Incomplete BOQ will not be considered.

- h. No conditional bid/offer will be accepted.
- i. The rates must be quoted by including GST even if the contractor is not registered with GSTN.
- j. The quantities of material (mentioned in price bid) are indicative subjected to variation as per the requirement of execution.
- k. In case of change in quantities pro rata payment will be made by NABARD.
- l. The bidders who will technically qualify for this tender may be empanelled for supply of IT products to NABARD Odisha Regional Office.
- m. The decision of the NABARD shall be final and binding on technical and price bids and the tendering process.
- n. The bidder should submit bids in sealed envelope at DPSP 3rd Floor, NABARD Odisha Regional Office, Ankur, Nayapalli, Bhubaneswar latest by 20 February 2024, 15.00 hrs.

2. Technical specification

- **3 in 1 (Print, Copy & Scan) Network multi-function device (Laser Printer) (Type - A4 size print output)- Quantity required: Eleven (11)**

Sr. No.	Feature	Minimum Specifications
1	Resolution	1200 x 1200 dots per inch (dpi)
2	Print Speed	28 pages per minute or above
3	Document Feeder type	ADF or DADF
4	Duplex Printing	Automatic two-sided printing/scanning
5	RAM	64 MB or more
6	Connectivity	Hi-Speed USB 3.0 and Ethernet 10/100 /1000
7	Warranty	Minimum 3 years Comprehensive onsite warranty from OEM

- **Automatic Document Feeder ADF & Flatbed Scanner- Quantity required: One (01)**

Sr. No.	Feature	Minimum Specifications
1	Scanning Technology	CIS
2	Scan Type	Flatbed & ADF
3	Scan Size	A4, Letter
4	Scan Resolution	Optical Upto 600 dpi(ADF), Upto 1200 dpi(Flatbed)
5	Scan Speed	20ppm or more at 300dpi
6	Connectivity	Hi-Speed USB 3.0, Ethernet connectivity
7	Software	Photo & Imaging Software with integrated IRIS, OCR and other Windows PC & Mac Software
8	Required Features	Scan to PDF, Scan to email
9	Warranty	3 years Comprehensive onsite warranty from OEM
10	ADF Capacity	80 to 100 pages

Price BID

Supply of 3 in 1 (Print, Copy & Scan) Network multi-function device (Laser Printer) and Automatic Document Feeder (ADF) Scanner at Odisha Regional Office, Ankur 2/1, Nayapalli, Bhubaneswar, Odisha - 751015

Item Number	Item Title	Item Description	Item Quantity	Rate inclusive GST (₹)	Total inclusive GST (₹)
1	3 in 1 (Print, Copy & Scan) Network multi-function device (Laser Printer) (Type - A4 size print output)	Specification as per Tender	11		
2	Automatic Document Feeder ADF & Flatbed Scanner	Specification as per Tender	01		
Total					

Note: Rate quoted includes all costs including profit, taxes etc. If there is discrepancy in the rates quoted in words and figures, then the rate indicated in words treated as final.

Accepted all terms & conditions of the tender.

Place :
Date :
Address :

(Signature of the Tenderer)
Name and Seal