



REQUEST FOR QUOTATION FOR SUPPLY & INSTALLATION OF PRINTERS AND SCANNER

RFQ Reference Number: NPCI:RFQ:2012-13/0006 dated 29.06.2012

National Payments Corporation of India,
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Important Detail about RFQ

Note: Bids will be opened in the presence of the Bidders' representative who chooses to attend Bid opening meeting

Checklist

The following items must be checked before the Bid is submitted:

1. Both the technical and commercial bids prepared in accordance of RFQ document.
2. Envelope „A“ Eligibility Criteria Response.
3. Envelop „B“ Technical Response
4. Envelope „C“ Commercial bid.
5. Copy of this RFQ document duly sealed and signed by the authorized signatory on every page.
6. All the pages of Eligibility Criteria Response, Technical Bid and Commercial Bid duly sealed and signed by the authorized signatory.
7. All relevant certifications, audit reports, to be enclosed to support claims made in the Bid must be in relevant Envelopes.
8. All the pages and submitted document as part of Bid must be duly sealed and signed by the authorized signatory.
9. Prices to be quoted in Indian Rupees (INR).

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Section 1 – BID Schedule and Address

S.No.	Description	
1	Name of Project	Supply & Installation of Printers and Scanner
1	Tender Reference Number	NPCI:RFQ:2012-13/0006 dated 27.06.2012
2	Date of publishing of RFQ Document on the Website	29.06.2012
3	Last date and time of receiving Bidders' Pre-Bid clarifications in writing	06.07.2012
4	Last date and time for Submission of Bids	12.07.2012 15.00 Hrs.
5	a) Date and Time of Eligibility & Technical Bid Opening b) Date and Time of Commercial Bid Opening	12.07.2012 15.30 Hrs. Will be informed to the Eligible & Technically qualified Bidders
6	Place of Bid Submission and Opening of Bids	National Payments Corporation of India, 13th Floor, R Tech Park, off western express highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063
7	Name and Address for communication	IT Procurement National Payments Corporation of India 13th Floor, R Tech Park, off western express highway, Nirlon Complex, Near HUB mall , Goregaon-East, Mumbai - 400063 E-mail: itprocurement@npci.org.in
8	Bid Related Queries	Mr. Prashant Awale:+9181081 08650 Email:prashant.awale@npci.org.in Mr.Sameer.Singh:+91 8108122817 Email:sameer.singh@npci.org.in
9	Bid Cost	Nil
10	EMD	Nil

Note: Bids will be opened in the presence of the bidders' representatives who choose to attend. Date and Time of Commercial Bid Opening will be intimated later.

Section 2 - Introduction

2.1 About NPCI:

National Payments Corporation of India (NPCI) is a registered Company under Section 25 of the Companies Act, 1956 with its Registered Office at C-9, 8th Floor, RBI Premises, Bandra - Kurla Complex, Bandra (East), Mumbai - 400 051, India. NPCI is promoted by 10 Banks in India under the aegis of the Indian Banks Association with majority shareholding by Public Sector Banks.

The 10 promoter banks are State Bank of India, Punjab National Bank, Canara Bank, Bank of Baroda, Bank of India, Union Bank of India, ICICI Bank Ltd, HDFC Bank Ltd, Citibank N.A., and HSBC. The vision, mission and objectives of NPCI are to operate for the benefit of all the Member Banks and the common man at large.

2.2 Objective of this RFQ:

National Payments Corporation of India proposes to procure 5 no Black & white (B / W) Printers, 1 no Colour Printer and 1 no Scanner for use at its Offices in Mumbai.

Section 3 - Scope of Work

3.1 Scope of Work:

- 1) The Scope of the work is supply and installation of 5 no Printers, 1 no Colour Printer and 1 no Scanner at the Offices of NPCI as mentioned below:
 - a) **RBI Premises Office:**
National Payments Corporation of India,
C-9, 8th Floor, RBI Premises,
Bandra Kurla Complex,
Bandra (E), Mumbai-400 051
 - b) **Goregaon Office**
National Payments Corporation of India,
13th floor, South side in R-Tech (Building No-2),
Pahadi, Goregaon (East) Mumbai-400 063

Section 4 - Eligibility Criteria

4.1 Pre-requisite:

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The

Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

Eligibility Criteria:

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder:

- 4.1.1** The Bidder should be a Company registered under the Indian Companies Act, 1956 since last three years.
- 4.1.2** The Bidder should have minimum annual turnover of Rs.1 Cr. during the last three financial years. (2009-10, 2010-11, and 2011-12).
- 4.1.3** The Bidder should have authorization from OEM Vendor to quote for their products. OEM Vendor Authorization form to be attached (Format as given in **Annexure-D**).
- 4.1.4** The Bidder should be a profit making Company in the last Financial Year
- 4.2.5** The Bidder should provide reference of 2 clients who have procured printers and scanners from them.

Section 5 – Instruction to Bidders

A. The Bidding Document

5.1 RFQ:

1. RFQ shall mean Request for Quotation
2. Bid, Tender and RFQ are used to mean the same.

5.2 Content of Bidding Document:

- 5.2.1** The Bid shall be in 3 separate envelopes, Envelope A, B and C. The contents of the Envelopes are mentioned in clause 5.9

5.3 Clarifications of Bidding Documents and Pre-bid Meeting:

- 5.3.1** A prospective Bidder requiring any clarification on the Bidding Documents may notify NPCI in writing at NPCI's address or through email any time prior to the deadline for receiving such queries as mentioned in Section 1.

- 5.3.2** Bidders should submit the queries only in the format given below:

Sr. No	Document Reference	Page No	Clause No	Description in RFQ	Clarification Sought	Additional Remark (if any)

B Preparation of Bid

5.4 Bid Price:

- 5.4.1** Prices should include all cost including all taxes, duties levies, VAT/Sales Tax and fees whatsoever, except Octroi. Octroi will be paid additionally, at actual on production of original receipt.

5.5 Period of Validity of Bids:

Bids shall remain valid for a period of 90 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NPCI holds the right to reject a bid valid for a period shorter than 90 days as non-responsive, without any correspondence.

5.6 Format of Bid:

- 5.6.1** The bidders shall prepare one hard copy (marked as 'ORIGINAL') of the Bid.

5.7 Signing of Bid:

- 5.7.1** The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

C Submission of Bid

5.8 3-Envelope Bidding process:

- 5.8.1** The Bid shall be prepared in 3 different envelopes, Envelope A, Envelope B and Envelope C.
- 5.8.2** Each of the 3 Envelopes shall then be sealed and put into an outer envelope marked as ***'Request for Quotation (RFQ) for 'Supply and Installation of Printers and Scanner'***
- 5.8.3** The inner and outer envelopes shall
1. Be addressed to NPCI at the address mentioned in Section 1
 2. The inner envelopes shall indicate the name and address of the Bidder.
 3. If the outer envelope is not sealed and marked as indicated, NPCI will assume no responsibility for the bid's misplacement or premature opening.

5.9 Contents of the 3 Envelopes:

- 5.9.1** Envelope 'A' Eligibility Criteria. The following documents shall be inserted inside Envelope A:

1. OEM Vendors Authorization - Annexure1
2. Bidders Information - Annexure 2
3. Eligibility Criteria Matrix - Annexure 3

- 5.9.2** Envelope 'B' Technical Bid:

The following documents shall be inserted inside Envelope B

1. Bill of materials with line item details, quantity and product code details without price - **Annexure- 4**.
2. Reference site details and customer contact details.
3. Compliance sheet for Technical Specifications-**Annexure-5**.

5.9.3 Envelope 'C' Commercial Bid:

1. Commercial price format - **Annexure 6**
2. Commercial Bid form - **Annexure 7**

5.10 Bid Submission:

5.10.1 Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in Section 1.

5.10.2 The offers should be made strictly as per the formats enclosed.

5.11 Bid Currency:

All prices shall be expressed in Indian Rupees only.

5.12 Bid Language:

The bid shall be in English Language.

5.13 Deadline for Submission:

The last date of submission of bids is given in Section 1, unless amended by NPCI through its website.

5.14 Extension of Deadline for submission of Bid:

NPCI may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through NPCI website, in which case all rights and obligations of NPCI and Bidders will thereafter be subject to the deadline as extended.

5.15 Late Bid:

Bids received after the scheduled time will not be accepted by NPCI under any circumstances. NPCI will not be responsible for any delay due to postal service or any other means.

5.16 Modifications and Withdrawal of Bids:

5.16.1 Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

5.16.2 No bid will be modified after the deadline for submission of bids

5.17 Right to Reject, Accept/Cancel the bid:

5.17.1 NPCI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

5.17.2 NPCI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any Bid or cancel the Tender without assigning any reason whatsoever. NPCI also has the right to re-issue the Tender without the Vendors having the right to object to such re-issue

5.18 RFQ Abandonment:

NPCI may at its discretion abandon the RFQ process anytime before the issuance of the Purchase Order.

5.19 Bid Evaluation Process:

5.19.1 The Bid Evaluation will be carried out in 2 stages.

5.20 Contacting NPCI:

5.20.1 From the time of Bid opening to the time of Contract award, if any Bidder wishes to contact NPCI for seeking any clarification any matter related to the Bid, it should do so in writing.

Section 6 - Bid Opening

6.1 Opening of Bids:

6.1.1 Bids will be opened in 2 stages:

Stage 1 - In the first stage only the Eligibility Criteria Bids and Technical Bids i.e. Envelope A and Envelope B, will be opened.

Stage 2 - In the second stage the Commercial Bids i.e. Envelope C will be opened.

6.2 Opening of Technical Bids:

- 6.2.1 NPCI will open Envelope 'A' and 'B' in presence of Bidders' representative(s) who choose to be present on the date, time and address mentioned in Section 1 or as amended by NPCI from time to time.
- 6.2.2 The representatives of the Bidders have to produce an authorization letter from the Bidders to represent them at the time of opening of Technical bids. Only one representative will be allowed to represent each Bidder. In case the Bidders' representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of NPCI.

6.3 Opening of Commercial Bids:

- 6.3.1 Only those Bids that are technically qualified will be eligible for opening of commercial bids.
- 6.3.2 The representatives of the Bidders have to produce an authorization letter from the Bidders to represent them at the time of opening of Commercial bids. Only one representative will be allowed to represent each Bidder. In case the Bidders' representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of NPCI.

Section 7 - Bid Evaluation

7.1 Preliminary Examination of Technical Bids:

- 7.1.1 NPCI will examine the Bids to determine whether they are complete, whether required information have been provided as underlined in the Bid document, whether the documents have been properly signed, and whether Bids are generally in order.
- 7.1.2 NPCI may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 7.1.3 If a Bid is not substantially responsive, it will be rejected by NPCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

7.2 Evaluation of Technical Bids:

- 7.2.1 Compliance to Technical Requirement stipulated in the RFQ, duly supported by documentary evidence will be evaluated in detail.
- 7.2.2 Technical skill set available, availability of customer support personnel etc., would be considered.
- 7.2.3 Written reply, if any, submitted in response to the clarification sought by NPCI, if any, will be reviewed.
- 7.2.4 NPCI may interact with the Customer references submitted by Bidder, if required.

7.3 Evaluation of Commercial Bids:

7.3.1 Arithmetic errors in the Bids submitted shall be treated as follows:

1. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
2. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of NPCI, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern.
3. Where there is a discrepancy between the amount mentioned in the Bid and the line item total present in the Commercial Bid, the amount obtained on totaling the line items in the Commercial Bid will govern.

7.3.2 Commercial bids of only the technically qualified short-listed Bidders will be opened and evaluated.

7.4 Successful Evaluated Bidder:

7.4.1 Bidder who has quoted the lowest will be declared as successful evaluated Bidder who will be called L1 Bidder.

Section 8 - Terms and Conditions

8.1 Notification of Award:

- 8.1.1** After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, NPCI will send Notification of Award /Purchase Order to the selected Bidder.

8.2 Signing of Contract or Purchase Order:

- 8.2.1** Within 3 days of receipt of Purchase Order, the successful Bidder shall accept the Purchase Order.
- 8.2.2** Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

8.3 Taxes and Duties:

- 8.3.1** All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per the prevailing rate while making any payment.
- 8.3.2** Commercial Bid should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, insurance, service taxes etc. Octroi shall be reimbursed to supplier by NPCI at actual on production of original receipt.
- 8.3.3** The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the supplier to NPCI.

8.4 Terms of Delivery:

- 8.4.1** The deliverables shall be delivered within 4 weeks of receipt of the Purchase Order.

8.5 Penalty for default in delivery:

- 8.5.1** If the Bidder does not deliver the deliverables as per the above delivery schedule, or such authorized extension of delivery period as may be permitted in writing by NPCI, NPCI shall impose a penalty @ the rate of 0.5% of the total value of the Purchase Order for each week's delay, subject to a maximum of 5% of the total value of the Purchase Order shall be recovered for delayed deliveries, without prejudice to any other right or remedy available under the Purchase Order.
- 8.5.2** In the case of delay in compliance with the Purchase Order beyond 10 days of the stipulated time period, NPCI will have the right to cancel the Purchase Order.

8.6 Warranties:

8.6.1 All Goods shall have the comprehensive On-site warranty of 12 months from the date of delivery of Goods.

8.6.2 Bidder guarantees the whole of the Goods against any defects or failure, which arise due to faulty materials, workmanship or design (except materials or design furnished by NPCI).

If during the Warranty Period any Goods are found to be damaged or defective or not acceptable, they shall promptly be replaced or rectified /re-furnished or rendered by Bidder at its own cost (including the cost of dismantling and reinstallation) on the request of NPCI and if removed from the Site for such purpose, Bidder has to provide standby Goods till the original Goods are repaired or replaced / re-furnished, rendered. All goods shall be removed and re-delivered to the NPCI by Bidder at its own cost.

8.7 Resolution Time:

The Mean Time to Repair for the Printers & Scanner should not exceed 48 hours. Successful Bidder shall repair /replace the defective part without charging any cost to NPCI during the maintenance period of two years.

8.8 Penalty:

If call is not resolved within 48 hrs. after logging with successful Bidder then penalty of Rs.300 per day will be charged.

8.9 Repeat Orders (Optional):

8.9.1 NPCI has right to alter (increase or decrease) the number of quantities in the Bill of Materials by 25%.

8.9.2 NPCI has right to place repeat order to the Supplier for any or all of the goods or any services mentioned in this RFQ for a period of 3 months from the date of first Purchase Order.

8.10 Payment Terms:

Supply

8.7.1 30% Payment shall be released against delivery &

8.7.2 70% shall be released after successful Installation.

8.7.3 Payment shall be released within 30 days of receipt of correct Invoices together with Delivery Challan and / Installation Certificate, as the case may be, duly certified by NPCI officials.

Maintenance

8.7.1 Payment for services shall be made quarterly in arrears after the expiry of Warranty period.

8.11 Price:

There shall be no increase in price for any reason whatsoever.

8.12 Installation:

8.12.1 Installation shall be deemed to be complete only when all the hardware along with the accessories and software necessary to make the hardware functional are fully installed in the respective locations mentioned in the Purchase Order and accepted by NPCI.

8.13 Intellectual Property:

8.13.1 Intellectual Property Rights in all Standard software and all off-the-shelf software shall remain vested in the owner of such rights.

8.14 Confidentiality:

The Bidder shall (whether or not he submits the tender) treat the details of the documents as secret and confidential.

8.15 Liability:

The selected Bidder shall indemnify NPCI and be liable for loss due to malfunctioning of the Software as supplied and installed by them. The total liability of the selected Bidder under the contract shall not exceed the total order value placed on the said selected Bidder.

Section 9 - Technical Requirements

1. B / W Printers - 5 no
2. Colour Printer - 1 no
3. Scanner - 1 no

Section 10 Documents forms to be put in Envelope 'A'

Annexure-1

Manufacturer's Authorization Form

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid]

Date:

To:

WHEREAS

We _____, who are official manufacturers/OEM vendors of _____ having factories at _____ do hereby authorize _____ to submit a bid the purpose of which is to provide the following Goods, manufactured by us _____, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed by the Manufacturer/OEM Vendor:

Name:

Title:

Dated on _____ day of _____, _____

Annexure-2

Bidder's Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company. Certificate to be submitted in Technical bid	Date:		
		Ref#		
5	Details of Commencement of Business	Date:		
		Ref#		
6	Valid Sales tax registration no.			
7	Valid Service tax registration no.			
8	Permanent Account Number (PAN)			
9	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10	Telephone No. (with STD Code)			
11	E-Mail of the contact person:			
12	Fax No. (with STD Code)			
13	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
14	Year	2009-10	2010-11	2011-12
15	Net worth			
16	Turn Over			
17	PAT			

Annexure 3

Eligibility Criteria Matrix

Sr. No.	Description	Complied with statements	Proof attached
1	Registered company under the Indian Companies Act, 1956 since the last 3 years.		Proof should be submitted
2	The bidder should have minimum annual turnover of Rs.1 crores during the last three financial years (2008-09, 2009-10, 2010-11).		Audited balance sheets & Profit /loss statement to be submitted.
3	The Bidder should be a profit making company in the last Financial Year		Audited balance sheets & Profit /loss statement to be submitted.
3.	The Bidder should have authorization from Manufacturers (OEM Vendor) to quote for their products. Manufacturers/OEM Vendor Authorizations form to be attached		Manufacturers/OEM Vendor Authorizations form to be attached.
4.	The Bidder shall provide reference of 2 clients who have procured printers and scanners from them		Proof should be submitted

Section 11 - To be put in Envelope ‘B’

Annexure 4

Short Description of Proposed Hardware

S.No.	Description of the Equipments/Software proposed	Make	Type of License	Remarks

Annexure 5

TECHNICAL COMPLIANCE SHEET

A) Black & White Printer

Sl. No.	Features	Specifications	Compliance Yes/No
1	Body Colour	Only White	
2	Print		
2.1	Speed(Mono)	Up to 28ppm in A4 (29ppm in Letter)	
2.2	First Print Out Time (Mono)	Less than 8.5 seconds (From Ready Mode)	
2.3	Resolution	Up to 1200 x 1200dpi Effective Output	
2.4	Emulation	PCL6/PCL5e/SPL	
2.5	Duplex	Built-in	
3	Copy		
3.1	Speed	Up to 28cpm in A4 (29cpm in Letter)	
3.2	Resolution	Up to 1200 x 1200dpi Effective Output	
3.3	First Copy Out Time (Mono)	Less than 15 seconds (ADF)/Less than 14 seconds (Platen)	
3.4	Zoom Rate	25 - 400% (ADF, Platen)	
3.5	Multi Copy	1 - 99 pages	
3.6	Duplex Copy	Standard (1:1, 1:2)	
3.7	Copy Features	ID Copy/2-up/4-up/Poster Copy/Clone Copy/Collation Copy/Auto-fit	
4	Scan		
4.1	Compatibility	TWAIN Standard/WIA Standard	
4.2	Method	Colour CIS	
4.3	Resolution(Optical)	Up to 1200 x 1200dpi	
4.4	Resolution(Enhanced)	Up to 4800 x 4800dpi	
4.5	Scan to	Client (PC)	
5	Paper Handling		
5.1	Input Capacity and Types	250-sheet Cassette/1-sheet Manual Tray	
5.2	Output Capacity and Types	120-sheet Face Down/1-sheet Face Up	

5.3	Media Size	Standard Tray: A4/A5/Letter/Legal/Executive/Folio/Oficio/ISO B5/JIS B5/Manual Tray: A4/A5/A6/Letter/Legal/Executive/Folio/Oficio/ISO B5/JIS B5/Envelope (Monarch, No.10, DL, C5, C6)/Postcard/Custom (76 x 127mm - 216 x 356mm)	
5.4	Media Type	Standard Tray: Plain/Thin/Tick/Archive/Recycled/Manual Tray: Plain/Thin/Tick/Ticker/Archive/Recycled/Cotton/Coloured/Pre-Printed/Label/Bond/Envelopes/Cardstock/Transparency	
5.5	Capacity	40-sheet ADF	
6	General Features		
6.1	Display	2-line LCD	
6.2	Memory / Storage	128MB and Higher	
6.3	OS Compatibility	Windows 2000/XP/Vista/Win7/2003 Server/2008 Server/Mac OS X 10.4 - 10.6/Various Linux OS	
6.4	Interface	High-Speed USB 2.0/Ethernet 10/100 Base TX	
6.5	Noise level	Less than 50dBA (Printing)/Less than 50dBA (Platen Copying)/Less than 52dBA (ADF Copying)/Less than 26dBA (Standby)	
6.6	Duty Cycle, Monthly	Up to 12,000 pages	
6.7	Dimension (WxDxH)	406 x 338 x 384mm	
6.8	Weight	Max 11.0Kg (24.2lbs)	

b) Colour Printer

Sl. No.	Features	Specifications	Compliance Yes/No
1	Printer	Colour	
2	Print speed black (normal, A4)	Up to 35 ppm	
3	Print speed colour (normal, A4)	Up to 35 ppm	
4	Print speed footnote	Exact speed varies depending on the system configuration, software application, driver and document complexity.	
5	First page out color (A4, ready)	As fast as 9.5 sec	
6	First page out black (A4, ready)	As fast as 9.5 sec	
7	Print quality black (best)	Up to 1200 x 1200 dpi	
8	Print quality color (best)	Up to 1200 x 1200 dpi	
9	Print technology	Laser	
10	Duty cycle (monthly, A4)	Up to 100,000 pages	
11	Recommended monthly page volume	2000 to 7500	
12	Memory, standard	512 MB	
13	Memory, maximum	1 GB (1024 MB)	
14	Processor speed	800 MHz	
15	Paper trays, standard	2	
16	Paper trays, maximum	3	
17	Paper handling input, standard	100-sheet multipurpose tray; 500-sheet tray; automatic two-sided printing accessory	
18	Paper handling output, standard	500-sheet output bin	
19	Duplex printing	Automatic (standard)	
20	Media sizes supported	Multipurpose tray: A4; A5; A6; B5 (JIS); B6 (JIS); 16K; postcard; postcard; envelopes (C5, B5, C6, DL, ISO); 500-sheet input trays: A4; A5; B5 (JIS); 16K	
21	Media types	Paper (plain, light, bond, recycled, mid-weight, heavy, mid-weight glossy, heavy glossy, extra heavy, extra heavy glossy, cardstock, card glossy, preprinted, prepunched, colored, rough); color transparency; labels; letterhead; envelope; opaque film; user-defined	
22	Finished output handling	Sheetfed	
23	Connectivity, standard	Hi-Speed USB 2.0 port; RJ-45 port (10/100/1000Base-TX); EIO slot	

24	Media weight, supported	Multipurpose tray: 60 to 220 g/m ² , 500-sheet input trays, automatic two-sided printing unit: 60 to 120 g/m ² plain paper, 105 to 220 g/m ² glossy paper	
25	Minimum dimensions (W x D x H)	540 x 522 x 420 mm	
26	Maximum dimensions (W x D x H)	765 x 522 x 420 mm (with paper tray fully extended)	
27	Weight	38.5 kg	

c) Scanner:

Sl. No.	Features	Specifications	Compliance yes/No
1	Scanner type	Sheetfed	
2	Scan resolution, optical	Up to 600 dpi	
3	Duty cycle (daily)	Up to 5000 pages	
4	Bit depth	48-bit	
5	Levels of grayscale	256	
6	Multifeed detection	Yes, ultrasonic	
7	Media types	Paper (plain, inkjet), envelopes, labels, cards (business, insurance, embossed, plastic ID)	
8	Media recommended weights,	42 to 120 g/m ²	
9	Scan file format	PDF (formatted text and graphics, normal with images, searchable image over text, MRC, PDF/A, password protection, encryption), TIFF (single page, multi-page, compressed), JPG, BMP, PNG, DOC, RTF, TXT, WPD, XLS, HTM, OPF, UNICODE TXT, XML, XPS	
10	Automatic document feeder capacity	Standard, 150 sheets	
11	Automatic document feeder scan speed	Up to 60 ppm/120 ipm (b&w, 200 dpi)	
12	Scanning options (ADF)	Single-pass duplex	
13	Scan size (ADF), maximum	300 x 864 mm	
14	Compatible operating systems	Windows 7, Windows Vista®, x64, Microsoft® Windows® XP Home, XP Professional, XP Professional x64, 2000	
15	Connectivity, standard	Hi-Speed USB 2.0	
16	Power	Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)	
17	Energy efficiency	ENERGY STAR® Qualified	
18	Operating temperature range	10 to 35° C	
19	Operating humidity range	15 to 80% RH	
20	Minimum dimensions (W x D x H)	473 x 900 x 418 mm	
21	Weight	Max 16.40 kg	

Section 12 - To be put in Envelope 'C'**Annexure 6****Price Format**

No.	Line Item	Unit Price	Tax	Sub-Total	Qty.	Total Price
a)	Printers & Scanner					
1	B/W Printer				5	
2	Colour Printer				1	
3	Scanner				1	
	Total-A					
Maintenance						
Comprehensive Maintenance Charges for 2 years after expiry of warranty.		Year-2	Year-3	Service Tax	Total	
	Total-B					
	Total Cost for Evaluation-A+B					

Annexure 7

Commercial Bid Form

(To be included in Commercial Bid Envelope)

To:

Date:

NPCI

Dear Sir,

Re: Supply & Installation of Printers and Scanner

Having examined the Bidding Documents placed along with RFQ, we, the undersigned, offer to provide the required infrastructure in conformity with the said Bidding documents for the sum of Rs.....(Rupees all inclusive) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide _____ for the above purpose within the stipulated time schedule.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by NPCI up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We have complied with all the terms and conditions of the RFQ. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this..... Day of.....2012.

(Signature)

(Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of