



Local Head Office, 16, College lane, Chennai- 600 006,
Tel: 044 28308401 / 8403 / 8901 / 8903

NOTICE FOR EMPANELMENT

SBI invites applications for “Empanelment of Architects / Contractors / Consultants for Civil, Electrical, AC & Interior works and Vendors for supplying of Rental printers for Chennai Circle”. For details and application, log on to: <https://bank.sbi> > SBI in the News > Show more > Empanelment of vendors. Last date for submission is 23.08.2024. Corrigendum, if any, will be published only in website.

Chennai
01.08.2024

AGM (P&E) / AGM (ITSS)

STATE BANK OF INDIA
LOCAL HEAD OFFICE, ITSS DEPARTMENT,
16, COLLEGE LANE, CHENNAI-600006

REQUEST FOR PROPOSAL FOR PRINTERS ON RENTAL/ HIRING
AT LOCAL HEAD OFFICE & OFFICES/BRANCHES IN CHENNAI

Ref: SBI: ITSS/RFP/2024-25/001

Dated: 01/08/2024

DATE OF COMMENCEMENT

: 01/08/2024

LAST DATE & TIME OF SUBMISSION OF TENDER DOCUMENTS 23/08/2024- 3.00 P.M

ADDRESSED TO

ASSISTANT GENERAL MANAGER (ITSS),
STATE BANK OF INDIA,
ITSS DEPARTMENT, 9th FLOOR
LOCAL HEAD OFFICE,
16, COLLEGE LANE, NUNGAMBAKKAM,
CHENNAI – 600006

OPENING OF TENDER DOCUMENTS: 23/08/2024- 4.00 P.M

REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF RENTAL / HIRED PRINTERS

SBI, LHO Chennai invites applications for empanelment of Vendors for Supply and Installation of Printers on Rental / Hiring at Local Head Office (LHO) and Branches/Offices at Chennai Centre. Duly completed applications in the prescribed format with required documents etc. should be submitted **on or before due date**.

The eligibility criteria, terms and conditions, application format and other details / requirements are as under:

1. MINIMUM ELIGIBILITY CRITERIA:

Vendors meeting the following eligibility criteria are eligible to submit their applications along with supporting documents. If the application is not accompanied by all the required documents, supporting eligibility criteria, the same would be rejected:

S. No	Eligibility Criteria	Documents to be submitted
1.	The applicant should be a current legal entity with a minimum 3 years of experience in the field of supply and installation of rental printers as on 30.06.2024.	Copy of establishment certificate issued by the local authorities or copy of partnership deed in case of partnership firm or Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of incorporation in case Private Limited Company, issued by the Registrar of Companies. The copies should be self-attested by the authorized person with seal and signature.
2.	The applicant should have an office in Chennai Centre	Copy of self-certification along with location and contact details of the office to be enclosed along with latest Telephone bill or lease deed with landlord.
3.	The applicant should have minimum average turnover as stipulated during last three best financial years out of last 5 financial years. Average turnover (all sources): 40 Lakhs (per year for the last 5 years) Rents received as hirer of printers: 10 Lakhs (per year for the last 3 years)	a) A certificate from the auditor confirming the turnover and profit details for the last 5 years shall be submitted for the last five financial years i.e., from 2019 to 2024. b) The firm/ vendor should be profit making during last three out of five financial years ending 31/03/2024. c) If required, Bank will advise the vendor to submit the audited Balance Sheet and profit and loss statement and Form 26AS. d) A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted.
4.	<u>Minimum Work Experience:</u> Applicants should have experience in having successfully completed “ Similar work ” for Government / Semi-Government / Quasi Government / PSUs / PSBs / Government Financial Institutions / reputed Corporate Companies / IT firms & MNCs during the last 3 years ending on 30.06.2024. “ Similar work ” means supplying and installation of rental printers.	

Note: Documentary evidence like certificates etc. must be furnished against each of the above criteria along with an index page. All documents must be signed by the authorized signatory of the applicant. Relevant portions in the documents submitted in pursuance of eligibility criteria should be **highlighted**.

2. Duly completed applications in the prescribed format with required documents etc. should be submitted by 3.00 pm on 23/08/2024 addressed to:

**ASSISTANT GENERAL MANAGER (ITSS),
STATE BANK OF INDIA,
ITSS DEPARTMENT, 9th FLOOR
LOCAL HEAD OFFICE,
16, COLLEGE LANE, NUNGAMBAKKAM,
CHENNAI – 600006**

3. In the event of the specified last date for submission of applications being declared a holiday for the Bank, the applications / documents will be received up to the identified time on the next working day.

- Period of validity: The empanelment of vendors will be for a period of three years.
- The technical specifications stipulated by the Bank for Rental Printers are given in **Annexures C**.

4. OTHER CONDITIONS

4.1 Applicant shall furnish the documentary evidence as a part of the applications establishing the applicant's eligibility to supply & install the rental /hiring of printers.

4.2 The applicant shall also submit documentary evidence in the form of literature, drawings & data on the goods that would be offered. Evaluation will be done on the basis of the documents submitted along with the bid without any further reference to the applicant.

4.3 All equipment must be connected through Office UPS.

4.4 Deviation of any technical specification or commercial terms and condition will not be entertained under any circumstances. If such issues persist, then action including blacklisting of the vendor may also be initiated.

4.5 If the applicant is an authorized supplier of the equipment, he shall have back-to-back agreement with each of the equipment manufacturers, so that direct support for maintenance, spares and upgrades are available for at least 3 years.

4.6 Bank is not responsible for accidental injury of any of the operating personnel involving inside the Bank premises.

4.7 The applicants will be bound by the details furnished by them to the Bank, when submitting the RFP or at a subsequent stage. In case, any of such documents furnished by the vendor is found to be false at any stage, it would be deemed to be a breach of Terms of Contract, making the vendor liable for legal action besides termination of contract.

4.8 Failure to enclose any/all of the necessary documents and to submit the RFP in the required format etc., may disqualify the applicant. Bank reserves the right to reject the offer without assigning reason or whatsoever.

4.9 Corrigendum if any, will be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued till the last day for the submission of the applications.

4.10 Non-Disclosure Agreement (NDA) must be on the company letterhead and Service Level Agreement (SLA) on 200 rupees stamp paper. NDA & SLA formats will be shared with the successful bidders.

4.11 The applicant should furnish their PAN No., GSTIN/UIN, Registration details of firm/company with PIN No., TIN No. etc.

4.12 The applicant must have a full-fledged office in Chennai Centre.

4.13 The applicant must enclose a copy of Certificate of Registration / Incorporation of firms/companies.

4.14 The applicant must have a valid Class-III digital certificate for e-Tendering purposes.

4.15 The vendor has to maintain the supplied printers at our LHO and offices/branches at Chennai Centre with all necessary equipment's, spare parts, toner cartridges etc.,

4.16 The Bank is liable only for the invoice payment and no separate payments for toner, spare parts, repair charges etc.

5. DELIVERY/INSTALLATION SCHEDULE

5.1 Delivery and installation of Rental Printers should be within 3 days from date of placing of work order.

5.2 In the event of the equipment not being delivered, installed, tested and commissioned within a period of **3 days** from date of Work Order, the work order will be given to any other empaneled vendors.

5.3 The successful bidders have to supply & install only new printers at our Bank. No refurbished / recycled printers are allowed.

6. PENALTY

6.1 Bank will levy penalty for any deficiency in services or quality of materials supplied without prejudice to any of BANK's other rights and remedies.

6.2 The penalty will be calculated as per the Service Level Agreement (SLA) measure given in the table below:

S. No.	SLA Measure	Target Penalties will be deducted from the monthly invoice submitted by the vendor
1.	Availability/Uptime of Printers (Availability/Uptime will be calculated on quarterly basis)	<ul style="list-style-type: none"> • 100.00% = NIL • 98.00% to 99% = 1 % • 97.00% to 97.99% = 5 % • 96.00 to 96.99% = 10 % • 95.00 to 95.99% = 15 % • Less than 95% = 25 %

$$\text{Uptime (\%)} = \frac{\text{Sum of total hours during the month} - \text{Sum of downtime hours during the month}}{\text{Sum of total hours during the month}} * 100$$

$$\text{Total hours during the month} = \text{No. of working days} * 8$$

7. FAULT / SUPPORT CALLS

7.1 The vendor shall rectify any defects, faults and failures in the equipment and shall repair/replace worn-out or defective parts of the printers during working hours of the Bank on all working days. In case any defects, faults and failures in the equipment could not be repaired or rectified the vendor must provide replacement/ standby equipment of similar brand or similar brand with higher make if any printer is taken out of the premises for repairs.

7.2 The vendor shall ensure that the full configuration of the equipment is available to the Bank in proper working condition viz. uptime of 99% of the time on a 24x7x365.

7.3 The vendor shall provide repair and maintenance service, in response to verbal, including telephone, notice by the Bank, immediately and provide a complaint number for tracking the complaint status. The vendor shall ensure that faults and failures intimated by the Bank at above are set right within same day of being reported.

8. SELECTION PROCESS

8.1. Bank will evaluate the RFP's and based on the criteria set forth will shortlist qualified applicants. The shortlisted applicants will be asked to submit the indicative price bid. Only the shortlisted applicants would then be invited by the Bank to participate in the e-reverse auction. The shortlisted applicants should make a presentation on their capabilities and their proposed methodology for execution of this project.

8.2 Bank reserves the right to visit the offices and installations of the vendors, at its discretion, and call for additional information/document as part of the evaluation process. Bank also reserves the right to reject the applications of those vendors whose services have been found to be deficient and unsatisfactory at their client locations and / or based on feedback received.

8.3 The 'Eligibility Criteria' considered for empanelment will be mainly based on the experience on supply, installation, testing & commissioning of printers well within time frame, maintenance of the printers within

24 hours to maximum 48 hours, back up printers, spare parts availability, skilled technical team with experience, proper service center in Chennai, experience of similar work executed, financial position, other mandatory documents, etc.,

8.4. Bank reserves the right to reject or accept any or all the applications without assigning any reasons and to cancel the empanelment later by giving one-month notice.

8.5. Document/Application form for RFP may be downloaded from Bank's website. The eligible and interested parties shall download prescribed application form and other details from our website where necessary updated docs are placed→

<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>

8.6 Pre-bid meeting will be held at SBI, Local Head Office, No. 16 College lane, Chennai - 600 006 at 3.00 pm on 23/08/2024. Opening of applications will be at 4.00 pm on 23/08/2024 at the above venue in the presence of available vendors / their authorized representatives.

8.7 Incomplete applications and those received late will be rejected by the Bank. Bank is not responsible for late receipt due to postal delay, strikes or any other reasons. The decision of State Bank of India to accept or reject any application for pre-qualification will be final.

a) If at any stage the information furnished by the applicant is found to be incorrect at a later stage, the applicant shall be liable to be debarred from participating in the tender.

b) State Bank of India will not enter into any correspondence with the applicant(s) except in respect of clarifications sought by them with regard to this document before due date.

c) The applicant shall agree and authorize the Bank to obtain confidential report from the clients to verify the work executed by them.

8.8 The application for Expression of Interest must be submitted in sealed envelopes, super scribed "**Request for Proposal for Rental Printers**" along with the vendor's profile and the relevant certificates / documents/ Printer Models/ Data -Technical Sheets duly filled, signed with seal on all pages, so as to reach the following address positively on or before 3.00 p.m. on 23/08/2024:

**ASSISTANT GENERAL MANAGER (ITSS),
STATE BANK OF INDIA,
ITSS DEPARTMENT, 9th FLOOR
LOCAL HEAD OFFICE,
16, COLLEGE LANE, NUNGAMBAKKAM,
CHENNAI – 600006**

9. MONTHLY READING

9.1 The vendor should arrange for taking monthly reading for the supplied printers at SBI premises within the first week of the following month and the invoice for the particular month should reach us maximum of 15 days of the following month in a prescribed format given by SBI.

9.2 The reading to be taken only for print and photocopies and no count is to be taken for scan copies. Duplex copies count, if included in the main print count should not be again taken.

9.3 If the supplied printer is replaced for any reason, the printer reading count to be taken in account while calculating the reading for the following month. Human errors are not allowed and bank will foresee this as the negligence from the vendor and suitable action will be initiated along with the penalty if applicable.

10. PAYMENT OF INVOICE BILLS

The payment of the invoice bills of the vendor will be processed for payment within 15 days from the bill received date at SBI.

11. PRINTER SPARE (S) AND CARTRIDGES STOCK

11.1 During the period of contract due to any reason, if there is any shortage of spares or the selected model is not available in the market, then the vendor will provide another model of same brand with equivalent configuration or higher on the same terms and conditions which should be accepted by the Bank.

11.2 The vendor should keep sufficient stock of printer cartridges for every printer supplied.

11.3 The complaints will be through mail or phone calls and for the same, TAT from the vendor for resolution has to be the same day of the call logged.

11.3 The vendor should arrange for a spare printer (standby unit) to be installed at SBI on the same day if the supplied printer is found faulty. The spare printer will be in the SBI (temporarily) till the faulty printer is repaired / replaced. The repair work or the replacement of the printer has to be completed within 2 calendar days.

11.4 The vendor should arrange for spare parts of the faulty printer within 2 days.

11.5 Every delay in the service, repair, spare printer replacement / replacement of the supplied printer will invite penalty as per point No.6.2

13 (a) TERMINATION

The HIRER shall have the right to terminate the agreement by giving one month notice in writing to HIRER. This is applicable for individual printers also.

13(b) DE-LISTING / DE-PANELLING / BLACKLISTING OF THE VENDOR

The panel vendors will be terminated / De-listed / De-Paneled / Blacklisted from the Bank on account of the following conditions.

- a. Negative feedback from the SBI branch /offices
- b. Unethical / unprofessional approach to the bank staff
- c. Malpractices in taking reading count.
- d. Poor performance

14. IDENTIFICATION / EMPANEMENT OF THE VENDORS

14.1 The technically qualified vendors will be advised to participate in the online e-reverse auction. The Lowest one (L-1) rate will be identified in the online e-reverse auction for each category of the printers.

14.2 Out of the participated vendors, only L1, L2 and L3 will be considered for each category of the printers as listed in Annexure 'C'. The criteria is detailed below.

- a. The L2 and the L3 vendors will be advised to accept the L1 rate. On acceptance from the L2 and L3 vendors, the bank will arrive at the successful bidders.
- b. If any of the L2 or L3 vendors not accepting the L1 rate, then the next vendor (L4 / L5 etc..) will be advised to accept the L1 rate.

14.3 The distribution of the rental printers will depend upon the participation of the vendors for each category of printers. A detailed structure is given below.

- a. If there are only 2 participants in the online reverse auction, then the L2 vendor will be asked to match the L1 vendor rate. If L2 vendor agrees with the rate of L1 vendor, then the distribution of supply of rental printers at LHO / AOs will be in the ratio of 60(L1):40(L2).
- b. If there are 3 participants, then L2 and L3 vendor will be asked to match the L1 vendor rate. If they agree, then the distribution ratio will be 50(L1):30(L2):20 (L3)
- c. If the necessity of the printers is less in a particular type, we may hire the total no of printers from the L1 vendor (initial quote) or L1 and L2 vendors only.

14.4 The identified successful bidders for each category of printers will be in the panel of vendors for the Rental / Hiring of printers of SBI Chennai Centre for 3 years.

15. AWARDING OF THE RENTAL CONTRACT FROM THE PANEL VENDORS

15.1 Bank reserves the right to award contract for supply and installation of rental printers from the panel vendors.

15.2 LHO / AOs will decide the number of printers, category of printers from the identified panel of vendors with the L1 rates for each category of the printers.

16. GENERAL TERMS & CONDITIONS

- (i) The prequalification criteria mentioned in this notice inviting application is minimum requirement.
- (ii) This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible applicants. No contractual obligation, whatsoever, shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of State Bank of India with the selected applicant.
- (iii) The empanelment of vendors shall be considered purely on merits, performance of the vendor, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/applicant received from other hirer / company / institutions etc., Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the vendor for their empanelment with SBI.
- (iv) SBI reserves its right to empanel vendor as per its needs in each category. The applicant must fulfill the eligibility criteria for the empanelment in the Bank.
- (v) The empanelment of vendors shall be considered on merits within the sole discretion of SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by SBI in this regard.

(vi) The applicant should be bona-fide resourceful and well experienced vendor/firm and should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi-government, PSU, Banks or any other organizations. This may include the feedback from any of the Offices/Branch of State Bank of India during last 5 years as on 30.06.2024.

(vii) The application of disqualified/ debarred/ blacklisted/ terminated agency/ vendor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected and if such cases are found at a later stage, their empanelment will be cancelled / terminated / blacklisted.

(viii) SBI may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective hirer / company / institutions etc., to ascertain their capability and quality of works. The applicant shall agree and authorize SBI to obtain the confidential report from the clients of the applicant vendors, to obtain credit opinion from the bankers and to verify the work executed by the vendors.

(ix) The validity of the panel is 3 years from the date of approval by the Bank. However, the performance of all the empaneled vendors shall be reviewed periodically and the vendors with unsatisfactory performance will be removed from the panel with one month notice and no correspondence will be entertained in this regard.

(x) The panel of vendors will be valid only for LHO and Offices/Branches in Chennai Centre.

(xi) Empanelment procedure is to create a panel of vendors for supply & installation of rental printers only. Empaneling does not guarantee any business from the Bank.

(xii) The technically qualified vendors will move to online tendering process and for the same the vendor will have to submit valid e-mail ID, Mobile no. and shall possess a valid Digital Certificate (suitable for online tendering) to enable the firms for participation in the online procurement/e-tendering.

(xiii) The vendors should be equipped with necessary infrastructure, machinery and tools, labor strength, etc. to carry out the repairing & installation of the printers at our premises.

(xiv) Canvassing in any form including bringing influence from any person /agency /Officials /authorities/politicians shall lead to disqualification of the applicant.

(xv) Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

(xvi) The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Manufacturers / Firms / Companies / Dealers/ Vendors or Applicant under any law, statute, rules or regulations or tort, for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in the Empanelment process.

(xvii) The Bank also accepts no liability of any nature, howsoever caused arising from reliance of any applicant upon the statements contained in this RFP.

(xviii) The issue of this RFP does not imply that the Bank is bound to select an applicant or to appoint the selected applicant, as the case may be, for the project and Bank reserves the right to reject all or any of the applicants or applications for empanelment without assigning any reason whatsoever.

(xix) The applicant is expected to examine all instructions, forms, terms and conditions and specifications in the RFP. Failure to furnish all information required in the application for Empanelment or to submit an application for Empanelment not substantially responsive to the application for Empanelment in all respects will be at the applicant's risk and may result in rejection of the application for Empanelment.

(xx) The panel vendors have to sign the NDA & Service Level Agreement (SLA) with the bank in the terms of the RFP.

10. For further clarification if any, please contact

(a) [Email: agmits.lhoche@sbi.co.in](mailto:agmits.lhoche@sbi.co.in)

(b) Tel: 044-28308903/25/944586 0238

Sd/-

ASSISTANT GENERAL MANAGER (ITSS)

**STATE BANK OF INDIA
LOCAL HEAD OFFICE, ITSS DEPARTMENT,
16, COLLEGE LANE, CHENNAI-600006**

**APPLICATION FOR EMPANELMENT OF VENDORS FOR PRINTERS ON RENTAL/
HIRING AT LOCAL HEAD OFFICE & OFFICES/BRANCHES AT CHENNAI CENTRE**

1.	Empanelment sought for	Rental Printers
2.	Name of the Applicant	
3.	Address for correspondence	
4.	Telephone Nos. including Mobile No.	
5.	Fax No. & e-mail Id.	
6.	Year of Establishment	
7.	Local office Address in Chennai Enclose self-attested copies of the lease deed or latest Telephone bill etc. as proof - Mark as ENCLOSURE '1'	
8.	i) Year of Establishment of Firm / Company. ii) Number of years in the field iii) Constitution of Firm Enclose self-attested copies of documents like partnership deed or Company registration or shop establishment certificate by Municipal Authorities or MSME / SSI / Udyog registration Certificate - Mark as ENCLOSURE '2'	
9.	Name of the Proprietor / Partners / Directors of the Organization / Firm	
10.	i) Name/s of Authorized Signatory / Directors / Partners ii) Designation iii) Contact number	
11.	Mode of Authorization Enclose self-attested copies of documents - Mark as ENCLOSURE '3'	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)

12.	<p>Turnover of the organization during the five (5) mentioned financial years (year wise)</p> <p>Enclose Self attested copies of a certificate from the auditor confirming the turnover and profit details along with the audited Balance Sheet and profit and loss statement and Form 26AS for the last five financial years i.e., from 2019 to 2024. – Mark as ENCLOSURE ‘4’</p>	<p>FY 2019-20: ₹</p> <p>FY 2020-21: ₹</p> <p>FY 2021-22: ₹</p> <p>FY 2022-23: ₹</p> <p>FY 2023-24: ₹</p> <p>Average : ₹</p>
13.	<p>Registration with Government Authorities:</p> <p>(i) Income Tax (PAN) No.</p> <p>(ii) Goods & Service Tax (GST) No.</p> <p>(iii) Labour License</p> <p>(iv) ESI</p> <p>(v) EPF</p> <p>Enclose self-attested copies of PAN, GST, ESI, EPF and labour license – Mark as ENCLOSURE ‘5’</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
14.	<p>Banker’s Details</p> <p>Banker’s Name:</p> <p>Full Postal Address:</p> <p>Telephone No.:</p> <p>Account No.:</p> <p>Type of Account:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Savings / Current / OD / CC</p>
15.	<p>PAN, TIN, GSTIN/UIN registration details, ST details of company</p>	
16.	<p>ISO certification, if available</p>	
17.	<p>Name of Partners/Associates/Directors</p>	
18.	<p>Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt. Organizations/other places.</p> <p>Details to be given in enclosed format</p>	<p>As per Annexure A</p>
19.	<p>i) Name/s of Authorized Signatory / Directors / Partners</p> <p>ii) Designation</p> <p>iii) Contact number</p>	
20.	<p>List of Service Centers with address and contact details of Service Personnel employed in service centers in Chennai (Details to be given in enclosed format)</p>	<p>As per Annexure B</p>
21.	<p>Escalation matrix of the company</p>	

22.	List of Registration/Empanelment with other Organizations	
23.	Whether any litigation/arbitration cases pending against the firm	
24.	Have you been blacklisted by any organizations in the past? If yes, furnish the details	

NOTE: Separate sheets, documents, etc. in support of above can be enclosed.

All the information furnished by me/us here above is correct to the best of my knowledge and belief. We have read and understood all the terms and conditions stipulated by the Bank for all categories of equipment and do hereby agree to each and every item indicated therein. We understand that State Bank of India reserves the right to accept or reject any or all applications without assigning any reason whatsoever. We are agreeable to all the terms and conditions, specifications and requirements.

**PLACE:
DATE:**

**SIGNATURE OF VENDOR
NAME & DESIGNATION
SEAL OF ORGANISATION**

DECLARATION CUM UNDERTAKING

(Printout to be taken in company's letterhead, signed, and enclosed with the application)

The Assistant General Manager,
State Bank of India,
ITSS Department,
9th Floor, Local head office, Chennai 600 006

Dear Sir,

APPLICATION FOR EMPANELMENT OF VENDOR FOR SUPPLY AND INSTALLATION OF RENTAL /HIRING OF PRINTERS FOR LOCAL HEAD OFFICE & OFFICES/BRANCHES IN CHENNAI CENTRE

I/We have read and understood the instructions to the applicants and General terms and conditions mentioned in this Notice inviting application for the captioned subject and am/are applying for the empanelment.

While submitting this application,

1. I/We confirm that the undersigned is authorized to sign on behalf of the applicant and the necessary support document delegating this authority is enclosed along with the application form.
2. I / We do hereby solemnly declare that our Firm/ Company is not under liquidation and the said entity is not under court receivership of any similar proceedings under court of any competent jurisdiction at the time of submitting this application.
3. I/We certify that we have not made any changes in the contents of the Notice inviting application to read with its amendments/clarifications provided by M/s SBI.
4. I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine at any point of time. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, my/our empanelment shall be cancelled at the discretion of SBI.
5. I/We understand that SBI is not bound to accept all the applications it may receive and SBI reserves its right to reject all or any application without assigning any reason or giving any explanation whatsoever.
6. I/We hereby confirm that our name does not appear in any “**Caution**” list of RBI / IBA or any other regulatory body.
7. I/We also confirm that we have not been disqualified / debarred / **blacklisted** by any Bank / PSU / State or Central Govt departments including any of the Offices/Branch of SBI during last 5 years from the date of application, for any reasons.
8. I/We confirm that we do not have any **litigation / Arbitration cases** pending against us in any Bank / PSU / State or Central Govt departments.

9. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.

10. I / We confirm that we do not have any near relatives working in the Bank.

11. I/We agree that the decision of SBI in selection of contractors for empanelment will be final and binding on me/ us.

Yours faithfully,

Signature of the Authorized signatory of the applicant

ANNEXURE - A

**PARTICULARS IN RESPECT OF MAJOR WORK ORDERS FOR THE LAST 3 YEARS
(WORK ORDERS COPIES TO BE ENCLOSED)**

Sl. No.	Name of the work/project address	Description of work executed and value	Name and address of the client	Time of Completion (work completion certificate to be enclosed)
1	2	3	4	5

(Signature of the Authorized Signatory with Seal)

ANNEXURE -B

OTHER RELEVANT INFORMATION

Details of Technical Staff						
Sl. No.	Service center with address	No. of staff	Name & Designation	Contact Details	Qualification	Experience
1						
2						
3						
4						
5						

(Signature of the Authorized Signatory with Seal)

ANNEXURE – ‘C’

Technical details and rates to be quoted for each category of printers as under: -

Category	Description	Speed	Monthly rental In Rs.	Free Copies (in numbers)	Charges beyond free copies (in paise / Rupees)	Approximate No. of printers	Model of Printers
Cat 1	Single Function Mono- A4 Laser Duplex with built in Network Interface	23 PPM +	***	750	27 Ps	1-3	
Cat 2	Mono -A4 MFP Laser with built in Network Interface (Print, Photocopy, Scan, Duplex print with ADF Tray)	27 PPM +	***	1000	27 Ps	110-125	
Cat 3	Mono – A4 MFP Laser (Print, Photocopy, Scan, NW, Duplex print with ADF Tray)	35 PPM+	***	2,000	27 Ps	4-7	
Cat 4	Colour - A4 MFP Ink tank – Duplex, NW	17 IPM + (Mono) & 16 IPM + (Colour)	***	Colour - 1000 & Mono - 500	Colour - Rs. 1.25 & Mono - 27 Ps	10-16	
Cat 5	Color – A4 MFP Ink tank – Duplex, NIC, ADF Tray) For High Volume printing	43 PPM for mono and 23 PPM for Color or Higher	***	Color – 1500 & Mono 500	Colour - Rs. 1.25 & Mono - 27 Ps	3-5	
Cat 6	Colour -MFP Laser (A3 Model) (Print, Photocopy, Scan, NW, Duplex print with ADF Tray & wi-fi) - High Speed with 2 Physical trays & 1 manual tray	30 PPM + (Mono) & 30 PPM + (Colour)	***	Colour - 2000 & Mono - 500	Colour - Rs. 4.50 & Mono - 27 Ps	2	

* Approximate number of printers to be hired will be between 2 to 50 depending upon the category

*** The vendor has to quote for the monthly rental for arriving Lowest One (L-1) vendor.

1. All MFPs must have -Print, Copy, Scanning, Duplex with ADF Tray, USB, Wi-fi and LAN.
2. No separate scanning charges to be included while billing
3. The Vendor must do “**Combined free Copies Billing**” so that If the vendor has supplied more than 5 printers in a particular category to an office, the billing for additional copies will be calculated, by deducting the combined free copies in that category from the additional copies printed.
4. Each vendor must specify all models of printers which they would supply to the Bank along with the Data/ Technical specifications sheet.
5. Mono & Colour A3 printers – High Speed MFP LaserJet – should have at least 2 trays.
 - a. Tray 1 - A4 Sheet
 - b. Tray 2 - A3 Sheet

ANNEXURE – ‘D’

DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER EXECUTION

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format. If No litigation, please **submit NIL document with your signature.**

ANNEXURE – ‘E’

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

Notes:

1. Information has to be filled up specifically in this format. **If No relatives are working, please submit NIL document with your signature**

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	Declaration cum undertaking in letter head	
3	Enclosure 1	
4	Enclosure 2	
5	Enclosure 3	
6	Enclosure 4	
7	Enclosure 5	
8	Annexure A	
9	Annexure B	
10	Annexure C	
11	Annexure D	
12	Annexure E	

Date:

Place:

(Signature of the Authorized Signatory with Seal)