



**MIZORAM RURAL BANK**  
**HEAD OFFICE , AIZAWL, MIZORAM**

e-mail : fa@mizobank.com

Ref.No. CM(FA)/2022-23/121

Dated 07.05.2022

Mizoram Rural Bank invites quotations from reputed companies/suppliers/ agencies for procurement of Laser Printers . Details of Specification of laser printers are as follows:-

Sl.No	Particulars	MODEL	Rate Per Machine
1	Laser Printer	CANON LBP 6230 DN	
	Speed	Simplex : Upto 24ppm or higher	
		Duplex : Upto 7.7spm or higher	
	Standard Connectivity	USB	
	Output Type	Black & White	
Warranty	One year Warranty or more		

The interested Company /supplier/agencies may submit their quotations to:

**The General Manager**  
**Mizoram Rural Bank,Head Office**  
**MINECO, KHATLA, AIZAWL**  
**MIZORAM 796001**

Submission Start Date : 07-05-2022 11:00AM  
Last date for Submission of quotation : 30-05-2022 3:00PM  
Opening of Quotations : 30-05-2022 3:30 PM

The Bidder should submit their quotation in sealed envelope with superscription  
**“QUOTATION FOR SUPPLY OF LASER PRINTER”**



**TENDER DOCUMENTS FOR PROCUREMENT OF LASER PRINTER  
FOR MIZORAM RURAL BANK , HEAD OFFICE, AIZAWL, MIZORAM**

01. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Laser Printer. The interested Company/Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Printer are as follows:-

Sl.No	Particulars	MODEL	Rate Per Machine
1	Laser Printer	CANON LBP 6230 DN	
	Speed	Simplex : Upto 24ppm or higher	
		Duplex : Upto 7.7spm or higher	
	Standard Connectivity	USB	
	Output Type	Black & White	
Warranty	One year Warranty or more		

**02. Delivery Place:**

Bidder will supply and deliver the item to the office of "MIZORAM RURAL BANK , HEAD OFFICE , MINECO, KHATLA, AIZAWL MIZORAM 796001."

**03. Qualification Conditions & Eligible Taxes:**

- Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- Bidder should have experience of supplying such items.
- Bidder should have GST Registration Number.
- Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provisions/Rules.
- In case of correction in the bills after scrutiny, contractor /supplier should submit fresh bills for payment.
- Bidder/Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor.

**04. Bid Price:**

- The contract shall be for a period of 12 months.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment of any account.
- All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

**05. Submission of Quotations/Bid:**

- The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
- Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)

- Valid copy of Trade License
- PAN Card
- Registration certificate of GST
- Dealership/Manufacturing/SSI Certificate.
- Specification of Item(as applicable)

- The Financial part (Part – II) of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
- Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

**06. Validity Quotation:**

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**07. Evaluation of Quotations:**

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- Are properly signed;&
- Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

**08. Award of Contract:**

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

10.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 20 days in exceptional cases.

**09. Other Terms & Conditions :**

- Mizoram Rural Bank reserves the right to preponed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply. Personnel In Charge will scrutinise the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.
- No payment will be made for any damage of goods supplied.
- Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before 3:00 PM of the 30/05/2022 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the General Manager, Mizoram Rural Bank, Head Office, MINECO, Khatla , Aizawl Mizoram 796001. Sealed quotations received till then will be opened in the office on the same day i.e. 30/05/2022 at 3:30 PM. We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

GENERAL MANAGER  
MIZORAM HEAD OFFICE  
MINECO, KHATLA  
AIZAWL  
MIZORAM 796001

**PROFORMA FOR TECHNICAL BID (PART - I)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
5	PAN/GST Number	
6	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.	
7	Experience in dealing with Govt. Departments (If any, attach copies of supply orders placed on the Agency)	
8	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
9	Whether agency profile is attached?	

**Place :**

**Date :**

**Signature of Bidder  
With Seal**

**FORMAT OF FINANCIAL BID(Part - II)**

Name of the Firm: .....

Quotation for purchase of Laser Printer

Sl. No.	Name of Item	Brand/Model	Features & Specifications	Quantity	Rate per Unit (Including GST)	AMOUNT (₹.)
1	Laser Printer	Conon LBP 6230DN		50		

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of ₹. .... (in words Rupees .....)including taxes, Transportation etc. within seven days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:

Address:

Contact No.:

Date: