



REQUEST FOR PROPOSAL

BANK OF BARODA, Territory office, Mauritius, having its office at Bank of Baroda Building, 2nd floor, P B No. 553, No. 32, Sir William Newton Street, Port Louis, Mauritius invites tenders for supply of **Cheque Truncation Scanners** for office use.

No	Description	Quantity
1	<p>Cheque truncation scanners (Supply, Commissioned and Maintenance)</p> <p>Specifications</p> <p>Type: Compact Check Transport Document Feeding: Automatic Document Size Width:2.7" – 4.3" Length:3.5" – 9.6" Feeder Capacity: 150 Sheets Scanning Element: Contact Image Sensor (CMOS) Light Source: RGB LED Scanning Modes: Grayscale, Black and White, Fine Text Filtering, Error Diffusion, 256- Level Grayscale, 16-Level Grayscale, 24-bit Color (card scan only) Optical Resolution: 600 dpi Output Resolution:100/120/150/200/240/300/600 dpi (600 dpi for card scanning only) Grayscale: 256-Level, 16-Level Scanning Speeds* Simplex Duplex Black and White: Up to 120 cpm Up to 120 cpm Grayscale: Up to 120 cpm Up to 120 cpm MICR/OCR MICR:E13B/CMC-7 OCR:E13B/OCR-A/OCR-B /Check Writer/ Universal Character Interface: Hi-Speed USB 2.0 Supported OS: Windows7 (SP1 or later)Must be user friendly Easy to maintain Warranty period 1 year EOL/EOS should not be before 5 years from installation date</p>	2

We shall appreciate interested firms/companies to send their complete proposal including details of Total cost and break up of cost and other clauses like Terms of Payment, Warranty, Annual maintenance Cost etc at our Bank by **21 December 2020 by 15.00 hrs** in a sealed envelope marked "**Proposal for CTS Scanners**" to the attention of:

**The Vice-President
Bank of Baroda
Sir William Newton Street
Port Louis**

No submissions after 15.00 hours shall be accepted.

SUBMISSION DETAILS

As part of the submission the vendor should submit the following details

Undertaking Letter from Principal Vendor / OEM – A letter of undertaking from the vendor on the following points:

- I) Agreeing to all terms & conditions as detailed in the tender.
- II) The organization is in the business of **CTS scanners hardware** at least for a period of last 3 years.
- III) The model offered meets all the technical requirements requested.
- IV) Sufficient quantity of spares will be kept as stock during the warranty / AMC period at the Vendor's side.
- V) Any technical problem would be resolved within 48 hrs of call reported (including time for procuring spare parts) and having technically qualified engineers to service.
- VI) Escalation Matrix with First Level Support, Second Level Support

VALUATION METHODOLOGY

Bank will open the commercials of only those vendors who have submitted valid Undertaking Letters as mentioned in "**Point: SUBMISSION DETAILS**". The vendor quoting the lowest commercial shall qualify as the L1/successful vendor/bidder. The vendor is expected not to add any conditions / deviations in the commercial bid. Any such conditions / deviations may make the bid liable for disqualification.

NORMALIZATION OF BIDS

The Bank will go through a process of evaluation and normalization of the bids to the extent possible and feasible to ensure that vendors are more or less on the same ground of evaluation. After the normalization process, if the Bank feels that any of the bids needs to be normalized and that such normalization has a bearing on the price bids; the Bank may at its discretion ask all the empanelled vendors to resubmit the commercial bids once again for scrutiny. The Bank can repeat this normalization process at every stage of bid submission or till the Bank is satisfied. The vendors agree that they have no reservation or objection to the normalization process and all the vendors will, by responding to this tender, agree to participate in the normalization process and extend their co-operation to the Bank during this process. The vendors, by submitting the response to this tender, agree to the process and conditions of the normalization process.

OTHER TERMS AND CONDITIONS

Please note that any response which does not provide any / all of the information in the specified formats shall be rejected and the Bank shall not enter into any correspondence with the vendor in this regard.

The Bank reserves the right to accept or reject the tender in whole or in parts without assigning any reason thereof. The bank's decision will be final and the bank will not entertain any correspondence in this regard. Bank will not assume any responsibility in case of delay or non-delivery of responses by post, courier, etc within the stipulated time

Mere response to the tender will not entitle nor confer any right on the vendors for supply/sale to the bank.

Those vendors who do not fulfil any one of the required specifications and not meeting other criteria will not be considered.

Bidder to submit latest Tax clearance certificate from MRA.

DELIVERY TIMELINES

Delivery should be within 4 weeks from the date of purchase order at Bank of Baroda branch locations in Mauritius

WARRANTY

The product supplied should be with 1 year warranty from the date of invoice.
 Bidder to provide onsite maintenance, trouble shooting support 5 x 8 during warranty period up to unlimited number of calls.
 All equipments supplied to be registered with manufacturer for future warranty / AMC support.

Bank reserve the right to rejection of Bids without assigning any reason.
 Bank reserve the right to recall the whole process without giving any reason.

SUPPORT SERVICES

Support services should include the following:

- a. OEM / Partner has to provide onsite, Telephonic, Email & Web based Support
- b. OEM / Partner has to provide Patches / Updates / Upgrades / Bug Fixes

Commercial Bid Format

Srno	Items	Qty	Unit price (MUR Ex. VAT)	Total Fixed cost (MUR excl VAT)	Annual Maintenance cost per unit after warranty (MUR Excl VAT)
1	CTS scanners	2			
	Total Cost MUR Ex. VAT				
	Vat @15%				
	Total Cost MUR Inc VAT				
NOTE					
a) All the commercial values should be quoted in MUR					
b) The price should be inclusive of all					
c) The vendor needs to clearly indicate if there are any recurring costs included in the above bid and quantify the same. In the absence of this, the vendor would need to provide the same without any charge					
d) The above price should include supply, installation, integration and maintenance					
e) Further, we confirm that we will abide by all the terms and conditions mentioned in the Tender document					
Place:					
Date:			Seal & Signature of the bidder		

VICE PRESIDENT,
 BANK OF BARODA,
 MAURITIUS TERRITORY
 Place : Port Louis, Mauritius
 Date: 30.11.2020