

REQUEST FOR QUOTES [RFQ 034/2024-25]

for

Procurement of one unit of Apple iPADs, Apple Pencils and Apple smart Keyboards

Internal

**Issued by: Canara Bank
Centralized Procurement & Vendor Management Wing, HO (Annexe)
1st Floor, Naveen Complex
14, M G Road
Bengaluru-560 001
Phone No:080-25590070
Email:singletender@canarabank.com**

Internal

BID SCHEDULE

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 034/2024-25 dated 04/09/2024 for procurement of one unit of Apple iPad, Apple Pencil and Apple smart Keyboard
2.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, Centralized Procurement & Vendor Management Wing, Head Office (Annexe) 1 st Floor, Naveen Complex 14, M G Road Bengaluru -560 001 Karnataka Tel - 080-25590070 Email: singletender@canarabank.com
3.	Date of Issue	04/09/2024, Wednesday
4.	Last Date of Submission of Bids	09/09/2024, Monday at 03:00 PM
5.	Date and Time of Opening Bids	09/09/2024, Monday at 03:30 PM

Internal

Dear Vendor,

The Bank intends to procure one unit of Apple iPad, Apple Pencil and Apple smart Keyboard.

1.	Details of the procurement	Procurement of one unit of Apple iPad , Apple Pencil and Apple smart Keyboard.
2.	Technical Specification of the Item to be procured	As per Annexure-I
4.	Time Lines for Delivery/ installation/Implementation	As per Annexure-II
6.	AMC /ATS/ Support Charges as Applicable	NA
7.	Payment Terms	As per Annexure-II
8.	Bill of Material	As per Annexure-I
9.	Mode of Submission of Bid/Quote	Soft copy only (Password Protected)
10.	Bid Submission Due Date & Time	09/09/2024, Monday up to 3:00 PM
11.	Deliverables & Payment terms	As per Annexure-II
12.	Any Other Information	Location details as per Annexure-II

Yours Faithfully,

Internal

Authorized Signatory

Note: For further clarification, if any, please contact us.

The Senior Manager
Canara Bank,
Centralized Procurement & Vendor Management Wing,
Head Office (Annexe)
1st Floor, Naveen Complex
14, M G Road
Bengaluru -560 001

ANNEXURE-I

Bill of Material

SUB: Procurement of one unit of Apple iPad, Apple Pencil and Apple smart Keyboard.

Ref: Your RFQ 034/2024-25 dated 04/09/2024.

Note:

1. The Bidder shall specifically mention the make and model of the items offered for all the requirements in terms of RFQ without fail, failing which the Bid is liable for rejection.
2. If the Bidder feels that, certain features offered are superior to what has been specified by the Bank, it shall be highlighted separately. Information regarding any modification required in the proposed configuration to meet the intent of the specifications and state-of-the-art technology shall be provided. However, the Bank reserves the right to accept the modifications / superior features suggested/offered.
3. The Bidder shall provide all other required equipment and services, whether or not explicitly mentioned in this RFQ, to ensure the intent of specification, completeness, operability, maintainability and upgradability.
4. The selected bidder shall own the responsibility to demonstrate that the products offered are as per the specification/performance stipulated in this RFQ and as committed by the bidder either at site or in bidder's work site without any extra cost to the Bank.

Sl.No.	Product Description	Unit Price	Quantity	Total Price
1	IPAD Pro 11" Wifi+ Cellular 256 GB(Space Black)		1	
2	Apple Pencil Pro		1	
3	Apple smart Keyboard Folio for ipad pro 11 inch		1	
Total Amount				

Date:

Signature with seal :

Name :

Designation :

Annexure-II

Deliverables & payments

SUB: Procurement of one unit of Apple iPad, Apple Pencil and Apple smart Keyboard.

Ref: Your RFQ 034/2024-25 dated 04/09/2024.

Delivery:

1. Vendor has to deliver the products to the following address:

Canara bank,
Circle office,
Karnal, Bay site 17, 18,
Sector- 12, Karnal
Pin code-132001

Delivery of the products should complete within 3-4 days from the date of issuance of the Purchase Order.

2. Partial or incomplete or damaged delivery of materials will not be considered as delivered of all the ordered materials. Date of delivery shall be treated as date of last material delivered to the ordered locations if materials are not damaged. In case materials are delivered with damage, Date of delivery shall be treated as date of replacement of damaged material with new one. Delivery payment shall be paid against completion of delivery of all the ordered materials without any damage and proof of delivery duly certified by Bank's Officials, along with delivery payment claim letter.

3. **Payment Terms:**

Payment schedule will be as under:

Sl. No.	Payment Stage	% of Payment
1.	Payment shall be released within 30 days from the date of delivery of one unit of Apple iPads, Apple Pencils and Apple smart Keyboards.	100 %

The payments will be released through NEFT/RTGS and Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.

Date :

Signature with seal

Name:

Designation: