



**REQUEST FOR QUOTES [RFQ 001/2025-26]**

**FOR**

**“Procurement of Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners”.**

Issued by: Canara Bank  
CP & VM Vertical,  
TS Wing, HO (Annexe)  
1st Floor, Naveen Complex  
14, M G Road  
Bengaluru-560 001  
Phone No: 080-25590070  
Email: [singletender@canarabank.com](mailto:singletender@canarabank.com)

**BID SCHEDULE**

S. No.	Description	Details
1.	RFQ No. and Date	RFQ 001/2025-26 dated 04/04/2025
2.	Name of the Wing	CP&VM Vertical, Technology Services Wing
3.	Brief Description of the RFQ	Procurement of Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners.
4.	Location Address for submission of Bid/s [Address for Communication]	The Senior Manager Canara Bank, Single Tender Enquiry Processing Section, CP & VM Vertical, Technology Services Wing, Head Office (Annex) 1 <sup>st</sup> Floor, Naveen Complex 14, M G Road Bengaluru -560 001 Karnataka
		Tel - 080-25590070 Email: <a href="mailto:Singletender@canarabank.com">Singletender@canarabank.com</a>
5.	Date of Issue of RFQ	04/04/2025, RFQ 001/2025-26 dated 04/04/2025, Friday
6.	Last Date and Time for Submission of Bids	08/04/2025, Tuesday up to 3:00 PM  Venue: Canara Bank, 1 <sup>st</sup> Floor, Single Tender Enquiry Processing Section, CP & VM Vertical, Technology Services Wing, HO (Annex), Naveen Complex, 14 M G Road, Bengaluru 560001.
7.	Date and Time of Opening Bid	08/04/2025, Tuesday up to 3:30 PM
8.	Delivery	Immediately

Dear Bidders,

The Bank intends to procure Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners. Find the details below:

1.	Details of the Assessment	<b>Procurement of Ten (10) Black &amp; White printers, Five (5) colour printers and Ten (10) Fast Scanners</b>
2.	Technical Specification of the Item to be procured	<b>As per Annexure-1</b>
3.	Time Lines for Delivery/ installation/Implementation	<b>Immediately</b>
4.	Warranty Period (If applicable)	<b>Standard Warranty</b>
5.	AMC /ATS/ Support Charges as Applicable	<b>NA</b>
6.	Payment Terms	<b>As per Annexure-3.</b>
7.	Bill of Material	<b>As per Annexure-2</b>
8.	Date of Issue	<b>04/04/2025, Friday</b>
9.	Mode of Submission of Bid/Quote	<b>Soft copy only (Password Protected)</b>
10.	Bid Submission Due Date & Time	<b>08/04/2025, Tuesday, up to 03:00 PM</b>
11.	Deliverables & Payment terms	<b>As per Annexure-3</b>
12.	Any Other Information	<b>Nil</b>

Yours Faithfully,

**Authorized Signatory**

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

Address:

The Senior Manager,  
 Canara Bank  
 Single Tender Enquiry Processing Section,  
 CP & VM Vertical, Technology Services Wing  
 First Floor, Naveen Complex,  
 #14, MG Road,  
 Bangalore-560001  
 Phone No.: 080-25590070  
 Email: [singletender@canarabank.com](mailto:singletender@canarabank.com)

**Annexure-1**

**Technical Requirements**

**SUB: RFQ for Procurement of Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners.**

**Ref: Your RFQ 001/2025-26 dated 04/04/2025.**

**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.

**A. Technical Specifications for Ten (10) Black & White Printers:**

S. No.	Description	Parameter
1.	Type	LaserJet
3.	Duplex	Auto
4.	Connection	Ethernet connection and USB port
5.	Display	2-line backlit display
6.	Colour PPM	Up to 35 PPM

**B. Technical Specifications for Five (5) Colour Printers:**

S. No.	Description	Parameter
1.	Type	LaserJet
2.	Duplex	Auto
3.	Connection	Ethernet connection and USB port
4.	Display	Colour Display
5.	Colour PPM	Up to 35 PPM
6.	Tray	3 (Front, Back, Rear)

**C. Technical Specifications for Ten (10) Fast Scanners:**

S. No.	Description	Parameter
1.	Type	Paper / Document
2.	Duplex	Auto
3.	Connection	USB port
4.	Sheet Capacity	Up to 50
5.	Colour depth	24 bpp

**Date:**

**Signature with seal**

**Name:**

**Designation:**

**Annexure- 2**

**Bill of Material**

**SUB: RFQ for Procurement of Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners.**

**Ref: Your RFQ 001/2025-26 dated 04/04/2025.**

**Notes**

1. These details should be on the letterhead of Bidder and each & an Authorized Signatory with Name and Seal of the Company should sign every page.
2. Please be guided by RFQ terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
3. Do not change the structure of the format nor add any extra items.
4. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

**Price details**

**[Amount in Rupees]**

Sl. No.	Item Details	Cost Price					
		Qty	Unit Price (Excl. of Tax)	Total Price (Excl. of Tax)	Tax for Column C		Total Price (Incl. of Tax)
		A	B	C=A*B	D % of tax	E Tax Amt.	F=C+E
1.	Black & White Printers	10					
2.	Colour Printers	5					
3.	Fast Scanners	10					
<b>Total cost of items (Exclusive of Taxes)</b>							
<b>Total cost of items (Inclusive of Taxes)</b>							

**Undertaking**

- 1) Bill of material is submitted on the letterhead and is signed by an Authorized Signatory with Name and Seal of the Company.
- 2) We confirm that we have gone through RFQ clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- 3) We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- 4) We agree that the Bank will accept no counter condition/assumption in response to commercial bid. Bank has a right to reject such bid.
- 5) We are agreeable to the payment schedule as per "Payment Terms" of the RFQ.

**Date**

**Signature with seal**

**Name:**

**Designation:**

Annexure-3

Deliverables & payments (SLAs)

SUB: RFQ for Procurement of Ten (10) Black & White printers, Five (5) colour printers and Ten (10) Fast Scanners.

Ref: Your RFQ 001/2025-26 dated 04/04/2025.

1. Delivery:

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

The Senior Manager  
Canara Bank,  
Project Management & Inventory Maintenance Section,  
CP & VM Vertical, Technology Services Wing  
Head Office (Annex)  
1<sup>st</sup> Floor, Naveen Complex  
14, M G Road  
Bengaluru -560 001.

1.2. 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.

2. 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 the items mentioned. Proof of Delivery Certificate duly signed by the concerned Bank officials to be submitted along with the invoices while claiming payment.	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: