

STATE BANK OF INDIA
ITS DEPARTMENT, LOCAL HEAD OFFICE, POOJAPPURA,
THIRUVANANTHAPURAM -695 012

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

RFP REFERENCE NO : RFP/ITS/2026-27 /2
DATE OF RFP DOCUMENT : 20.07.2026
DATE OF TENDER PUBLISHING : 20.07.2026
PRE-BID MEETING : 31.07.2026 15.00 Hours
DATE OF CLOSING (TECHNICAL BID) : 05.08.2026 16:00 Hours
DATE OF OPENING (TECHNICAL BID) : 05.08.2026 17:00 Hours
DATE OF FINANCIAL BID SUBMISSION : 10.08.2026 (Tentative)

ISSUED BY	ASSISTANT GENERAL MANAGER (ITS)
	ITS DEPARTMENT
	STATE BANK OF INDIA
	LOCAL HEAD OFFICE
	POOJAPPURA P O
	THIRUVANANTHAPURAM 695012

CONTACT NUMBERS: Tel : 0471 – 2192250 /241 , 9496504012 / 9497713620

Email ID : agmits.lhotri@sbi.co.in / ajith.p.g@sbi.co.in

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

SBI, LHO Thiruvananthapuram invites applications for empanelment of Vendors for Supply and Installation of Printers on Rental / Hiring at Local Head Office (LHO) Thiruvananthapuram. 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 30.03.2026	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 Thiruvananthapuram	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)	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 2021 to 2026. b) The firm / vendor should be profit making during last three out of five financial years ending 31.03.2026. 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 PO and satisfactory Completion Certificate mentioning the

		value of completed work from the client to be submitted.
4	Minimum Work Experience:	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 30.03.2026. “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. The response to the Tender Notification will be submitted by way of two stage bidding process. The Technical Bid with the relevant documents/acceptance of all terms and conditions strictly as described in this tender document will be submitted online through M/s e-Procurement Technologies Ltd., Ahmedabad, the outsourcing agency approved by Bank for e-tendering on the website <https://etender.sbi>.

3. The response to tender document is not required to be sent to us in hard copy. The Technical Bid with relative brochures must be submitted online, **latest by 16.00 hours on 05.08.2026**. Please ensure that all the documents are attached while submitting/uploading the tender.

4. The vendors are requested to note that they cannot make their on-line submission after the time stipulated above and no extension of time will normally be permitted for submission of bid. Tenders submitted after due date or after the stipulated time of the Due Date or incomplete in any respect are liable to be rejected. The Technical Bid submitted on-line will be opened as per schedule of event given above.

5. Only the Vendor/Bidder, whose Technical Bid is found to be valid will be qualified to participate in the e-procurement Reverse Auction process.

6. If short-listed after scrutinizing the Technical Bid, the vendor will have to participate in submission of Sealed Bid / Indicative Price Bid or for Reverse Auction as per the schedule of event through the portal of the service provider, M/s e-Procurement Technologies. Any change in the date will be advised to the selected vendors.

7. Online Price bid / e-Reverse Auction will be conducted by M/s e-Procurement Technologies Ltd.), dates of which will be communicated to the qualified vendors.

Short-listed vendors will be trained by e-Procurement Technologies Ltd., for this purpose, and they will have to abide by the e-business rules framed by the Bank in consultation with e-Procurement Technologies Ltd.

8. The bidder shall quote printers from the below mentioned OEMs only. Quotations offering printers from any OEM other than those listed shall be treated as non-responsive and are liable to be rejected.

- 1) HP
- 2) Kyocera
- 3) Epson
- 4) Lipi

- 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 Annexure 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 equipments must be connected through Office UPS.

4.4 Deviation from 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 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 Successful bidder should execute duly stamped Non-Disclosure Agreement (NDA) and Service Level Agreement (SLA) with the Bank.. 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 Thiruvananthapuram 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 SBI LHO Thiruvananthapuram 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 shall supply highspeed mono printers to the Bank in excellent working and physical condition. All colour printers supplied under this contract shall be brand new. The Bank reserves the right to inspect the printers at the time of delivery and reject any unit found to be unsatisfactory condition or not meeting the specified requirements.

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.

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	• 100.00% = NIL • 98.00% to 99% = 1 %

	calculated on quarterly basis)	• 97.00% to 97.99% = 5 % • 96.00 to 96.99% = 10 % • 95.00 to 95.99% = 15 % • Less than 95% = 25 %
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Uptime (%) = $\frac{\text{Sum of total hours during the month} - \text{Sum of downtime hours during the month}}{\text{Sum of total hours during the month}} \times 100$

Total hours during the month = 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 technical bids and based on the criteria set forth will shortlist qualified applicants. Only the shortlisted applicants would then be invited by the Bank to participate in the e-reverse auction.

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 Thiruvananthapuram, 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.bank.in/web/sbi-in-the-news/procurement-news>

8.6 Bidders may submit their pre-bid queries to agmits.lhotri@sbi.co.in and ajith.p.g@sbi.co.in on or before **30.07.2026, 2 PM**. An online pre-bid meeting will be conducted through Microsoft Teams to discuss the queries received. The Microsoft Teams meeting link will be shared only with those bidders who have submitted pre-bid queries within the stipulated timeline

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, 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 Bidder requiring any clarification of the Bidding Document may notify the Bank via e-mail (agmits.lhotri@sbi.co.in / ajith.p.g@sbi.co.in)

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 will be processed within 15 days from the date of receipt at the Bank. Kindly ensure that the invoice bills are uploaded in the GST portal before submitting to Bank.

11. PRINTER SPARE (S) AND CATRIDGES 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 acceptable to 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.

11.4 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.

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

11.6 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 Bidder shall have the right to terminate the agreement by giving one month notice in writing to the Bank

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 department/ office
- 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

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

a. The L2 and the L3 vendors will be advised to match the L1 rate. If they are willing, 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 are not willing to match the L1 rate, then the next vendor (L4 / L5 etc.,) will be advised to match the L1 rate.

14.3 The distribution of the rental printers will depend upon the participation of the vendors. 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 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 Thiruvananthapuram 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 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 30.06.2026.

(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 Thiruvananthapuram 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 Technical Bid with the relevant information/documents/acceptance of all terms and conditions strictly as described in this tender document will be submitted online through M/s e-Procurement Technologies Ltd., Ahmedabad, the agency approved by Bank for e-tendering on the website <https://etender.sbi> .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 duly stamped 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.lhotri@sbi.co.in / ajith.p.g@sbi.co.in

(b) Tel: 0471-2192250 / 241, Mobile: 9496504012 / 9497713620

ASSISTANT GENERAL MANAGER (ITSS)

STATE BANK OF INDIA

LOCAL HEAD OFFICE, ITS DEPARTMENT,

POOJAPPURA THIRUVANANTHAPURAM-695012

APPLICATION FOR EMPANELMENT OF VENDORS FOR PRINTERS ON RENTAL/ HIRING AT LOCAL HEAD OFFICE AT THIRUVANANTHAPURAM CENTRE

1	Empanelment sought for	
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 Thiruvananthapuram 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'	
12	Turnover of the organization during the five (5) mentioned financial years (year wise) 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'	
13	Registration with Government Authorities: (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No. (iii) Labour License (iv) ESI (v) EPF Enclose self-attested copies of PAN, GST, ESI, EPF and labour license – Mark as ENCLOSURE '5'	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify) FY 2021-22: ₹

		FY 2022-23: ₹ FY 2023-24: ₹ FY 2024-25: ₹ FY 2025-26: ₹ Average : ₹
14	Registration with Government Authorities: (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No. (iii) Labour License (iv) ESI (v) EPF Enclose self-attested copies of PAN, GST, ESI, EPF and labour license – Mark as ENCLOSURE '5'	
15	Banker's Details Banker's Name: Full Postal Address: Telephone No.: Account No.: Type of Account:	Savings / Current / OD / CC
16	PAN, TIN, GSTIN/UIN registration details, ST details of company	
17	Name of Partners/Associates/Directors	
18	Details of major works of similar nature completed during last 3 years in PSU/Banks/Govt. Organizations/other places. Details to be given in enclosed format	As per Annexure A
19	i) Name/s of Authorized Signatory / Directors / Partners ii) Designation iii) Contact number	
20	List of Service Centers with address and contact details of Service Personnel employed in service centers in Thiruvananthapuram (Details to be given in enclosed format)	As per Annexure B
21	Escalation matrix of the company	
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	
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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:

SIGNATURE OF VENDOR

DATE:

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,
Local head office,
Thiruvananthapuram -695012

Dear Sir,

APPLICATION FOR EMPANELMENT OF VENDOR FOR SUPPLY AND
INSTALLATION OF RENTAL /HIRING OF PRINTERS FOR LOCAL HEAD OFFICE
& OFFICES/BRANCHES IN THIRUVANANTHAPURAM 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 with address	Description of work executed and value	Name and address of the client	Time of Completion (work completion certificate to be enclosed)

(Signature of the Authorized Signatory with Seal)

ANNEXURE –B

OTHER RELEVANT INFORMATION

Details of Technical Staff						
SI No	Service center with address	No. of Staff	Name & Designation	Contact Details	Qualification	Experience

(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 (Only following make are allowed 1. HP 2. Kyocera 3. Epson 4. Lipi
Multi function – Mono printer (a*)	Mono -A4 MFP Laser with built in Network & USB Interface (Print, Photocopy Duplex print & Scan with ADF Tray)	30 PPM +	***	5000	45 Ps	10	
Multi function – Colour printer (Ink Tank) (b*)	Colour- - A4 MFP Inkjet with built in Network & USB Interface (Print, Photocopy, Scan, Duplex print with ADF Tray)	17 PPM (black) and 9 PPM (Colour)	***	1000	30Ps	10	
Total (Sum of a & b)***							

*** L1 bidder will be decided based on the combined rental value of both printers

1. All MFPs must have -Print, Copy, Scanning, Duplex with ADF Tray, USB 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 model of printer which they would supply to the Bank along with the Data/ Technical specifications sheet.

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	

Date:

Place:

(Signature of the Authorized Signatory with Seal)