

**REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF ONE PHOTOCOPIER CUM  
PRINTER CUM SCANNER MACHINE UNDER BUYBACK OF OLD MACHINE AT  
SIDBI TOWER, 15 ASHOK MARG, LUCKNOW**

**Tender Identification Number – 314/2017/1208/HO1/PREMISES**

**LAST DATE OF SUBMISSION OF SEALED OFFERS  
- January 20<sup>th</sup>, 2017 UPTO 1500 HRS.**

**Issued to:-**

**The Dy. General Manager [Premises]**  
SIDBI TOWER,  
Small Industries Development Bank of India (SIDBI),  
5th Floor, Premises Vertical,  
15, Ashok Marg,  
**Lucknow-226001**  
**Phone No. 0522-2288546-50 Pax- 778/724/866**

**(Tender Document Part-I)**

**REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF ONE PHOTOCOPIER CUM  
PRINTER CUM SCANNER MACHINE UNDER BUYBACK OF OLD MACHINE AT  
SIDBI TOWER, 15 ASHOK MARG, LUCKNOW**

SIDBI wishes to invite tenders for Supply of one photocopier cum printer cum scanner machine under buyback of old machine at SIDBI Tower, 15 Ashok Marg, Lucknow. Offers are hereby invited from reputed manufacturers/authorized dealer of Photocopier cum printer cum scanner machine in two bid system.

1. The above said job should be completed in total period of two weeks.
2. Each tender set comprises of the following:
  - a) Technical Bid - (Part-I)
  - b) Price Bid (BoQ)-(Part-II)
3. The duly filled and sealed offer document including complete set of supporting documents shall be submitted to:

**The Dy. General Manager [Premises],**  
SIDBI TOWER, Small Industries Development Bank of India (SIDBI),  
5th Floor, Premises Vertical,  
15, Ashok Marg,  
**Lucknow-226001,**  
**Phone No. 0522-2288546-50 Pax- 778/724/866**

4. The offers submitted shall be valid for a period of 4 (Four) months from last date of submission of tender.
5. The tenders shall be submitted in **two separate envelopes** each sealed and clearly identified as to envelope no. and contents as indicated below. These two envelopes shall be contained and sealed in a large envelope. This envelope shall be submitted as per instructions with the name of work, i.e., **“FOR SUPPLY OF ONE PHOTOCOPIER CUM PRINTER CUM SCANNER MACHINE UNDER BUYBACK OF OLD MACHINE AT SIDBI TOWER, 15 ASHOK MARG, LUCKNOW”** superscribed on the envelopes and addressed to :

**The Dy. General Manager [Premises]**  
SIDBI TOWER,  
Small Industries Development Bank of India (SIDBI),  
5th Floor, Premises Vertical,  
15, Ashok Marg,  
**Lucknow-226001**  
**Phone No. 0522-2288546-50 Pax- 778/724/866**

**Last date and time of submission of complete tender is January 20<sup>th</sup>, 2017 upto 15:00hrs**

6. Full name and postal address of tenderer shall be written on the bottom left hand corner of the envelope.
7. **The tender submitted shall contain details/documents as listed below. Tenders without accompanying all details/documents listed below will be rejected.**

**Envelope No.1**

1. Complete set of tender document Part-I Technical Bid (Part-I) as issued, duly filled and signed by the tenderer on all pages along with all supporting certificates, work orders, etc of similar works preferably for Govt. institutions, PSUs, Banks etc.
2. Addendum / corrigendum issued, if any, by the Bank, Duly Signed.
3. Other Submittals as indicated in the tender document Part-1.

**Envelope No.2**

Complete set of tender document Part-II (i.e., Price Bid BoQ) duly filled & signed by the tenderer.

Acceptance of tender will rest with the employer who reserves right to accept or reject any or all tenders, in part or full, without assigning any reason thereof. Any tender who does not fulfill any of the prescribed conditions would be liable to be rejected.

Tenders received late on account of any reason whatsoever or by courier / post will not be entertained.

**All the rates quoted in the tender should be inclusive of all materials, freight, all types of taxes, duties, octroi and profits, statutory charges, costs for licenses and any other expenditure etc. and shall remain firm till completion of work. Escalation in price will not be payable for whatsoever reasons.**

Yours faithfully,  
**The Dy. General Manager [Premises]**  
SIDBI TOWER,  
Small Industries Development Bank of India (SIDBI),  
5th Floor, Premises Vertical,  
15, Ashok Marg,  
**Lucknow-226001**  
**Phone No. 0522-2288546-50 Pax- 778/724/866**

<b>S no.</b>	<b>Name of the document</b>	<b>Whether enclosed (Yes/No)</b>
1	Tender specific authorization letter from OEM (In case of authorized dealer)	
2	List of clients/ customers with complete name, address and contact number	
3	Documentary proof of experience in sale of Photocopier	
4	Audited Balance Sheet and Profit and Loss Account for last three years	
5	Documentary proof of Sales/ VAT Registration	
6	Documentary proof of quoted photocopier conforming to the ISO standards	
7	Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions	
8	List of clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the Photocopier of the type under reference supplied by them for information of the Organisation.	
9	Minimum Three years of experience in the sales of Photocopier(Documents required)	
10	Technical compliance as per Annexure I	

**All the intending Agencies/Vendor/Firms are also requested to note following important provisions-**

1. SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Gol.
2. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
3. If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services ( about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
4. Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
5. Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP/RFQ.

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## APPENDIX TO FORM OF TENDER

Item	Description
Contract Value	Total value of the Tender as accepted by the Employer and indicated in acceptance letter.
Warranty Period	2 (Two) years after successful installation and demo of multifunction photocopier machine.
Comprehensive AMC/FSMA	Minimum 7 years after successful completion of warranty period of 2 years.
Time of Completion	Maximum two weeks from the date of commencement
Payment of Interim Bills	90% payment within 15 days of successful demo and installation of the Photocopier machines at 8 <sup>th</sup> Floor, SIDBI Tower, 15 Ashok Marg, Lucknow. Balance 10% payment shall be made after successful completion of warranty period i.e. 2 (Two) years.
Payment of Final Bill	Within 15 working days from the date of certification of bill by the SIDBI's Engineer.
Retention Money/Security Deposit from Interim Bills	10% from each bill. Total RMD shall be 10% of total quoted value.
Release of RMD/Security Deposit	After successful completion of DLP Period of 2 years without any interest.
AMC Charges	The Buyer reserves the right to enter in to FSMA for minimum 7 years after expiry of warranty period of 2 years. The supplier also undertakes for spare parts and software support for the system at least for the period of 10 years from the date of completion. The payment for AMC charges will be made on per copy basis.

## LETTER OF OFFER

To

**The Dy. General Manager [Premises]**  
SIDBI TOWER,  
Small Industries Development Bank of India (SIDBI),  
5th Floor, Premises Vertical,  
15, Ashok Marg,  
**Lucknow-226001**  
**Phone No. 0522-2288546-50 Pax- 724/866**

Dear Sir,

**Sub: REQUEST FOR QUOTATIONS (RFQ) FOR SUPPLY OF ONE PHOTOCOPIER  
CUM PRINTER CUM SCANNER MACHINE UNDER BUYBACK OF OLD MACHINE  
AT SIDBI TOWER, 15 ASHOK MARG, LUCKNOW**

Having examined the site, contract documents, specifications and schedule of quantities, I/we hereby offer to execute the subject work, which I/we have quoted on **Item rate basis**. I/we herewith submitting duly filled in and signed by authorized signatory, the tender documents. In the event of this tender being accepted, I/we agree to enter into and execute the necessary contract required by you. I am/we are aware that the Bank intends to complete the entire work as covered in the scope of this tender within scheduled completion period with time being essence of the contract. I/we agree to complete the works within the said period. As required by you, I/we are returning herewith the tender documents duly signed by us at each page in token of our acceptance of the provisions in the documents. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto and the rates are quoted in the schedules.

Thanking you,

Yours faithfully,  
(Name of the Vendor/Firm)

Seal :

Address :

Place & Date:

**Minimum qualifying criteria**

1. Vendor/Firms should have minimum 3 years of experience in the field of multifunction Photocopier machine.
2. Vendor/firm should have turnover of more than Rs. 30 lakhs per annum in manufacturing/ supply and installation/ servicing of Photocopier machines during last two years.
3. Vendor/Firm quoted models should be of reputed standard make and should conform to the ISO Standard(s).
4. Vendor/firm should submit letter of authorization from manufacturer/ parent company/ OEM in case of authorized dealer.
5. Vendor/Firm should have valid Sales Tax/ VAT Registration in Uttar Pradesh.
6. Vendor/Firm should have sufficient manpower and tools/ materials to take up the work and carryout the FSMA.

**(Copy of Proof must be submitted/enclosed with other supporting documents as Technical Bids in envelop -1)**

**SPECIAL INSTRUCTIONS**

1. Rates quoted by the tenderers shall remain valid throughout the execution and until completion of contract within accepted period of completion as well as during authorized extension in period.
2. The item rates agreed at the time of acceptance of tender will remain valid throughout currency of contract and fluctuations in the prices of material will neither be considered at any stage during currency of contract nor be compensated.
3. Tenderer shall sign all pages and wherever provided in the tender failing which the tender shall be liable for rejection. Tenders that do not fulfill any of the conditions mentioned herein will be rejected.

# **Technical Bid – Part I**

## **GENERAL TERMS & CONDITIONS**

1. Sealed offers shall be addressed to the Dy. General Manager [Premises], SIDBI Tower, Small Industries Development Bank of India (SIDBI), 5th Floor, Premises Vertical, 15, Ashok Marg, Lucknow-226001, super scribed as **“REQUEST FOR QUOTATIONS (RFQ)FOR OF ONE PHOTOCOPIER CUM PRINTER CUM SCANNER MACHINE UNDER BUYBACK OF OLD MACHINE AT SIDBI TOWER, 15 ASHOK MARG, LUCKNOW**, on or before January 20<sup>th</sup>, 2017 upto 15:00 hrs.
2. The tender shall be submitted only in the prescribed RFQ documents supplied by the Bank.
3. **Opening of Bids:** (i) The Technical bids shall be opened on **January 20<sup>th</sup>, 2017 by 15:30 hrs.** It would be bidder’s responsibility to depute the representative (one only) for the opening of bids. No separate communication in this regard shall be sent to the bidders  
(ii) The commercial bid will be opened after the scrutiny/short list of the technical bid submitted by the agencies.
4. The cost of FSMA of 7 (Seven) years after the warranty period of 2 years from date of installation and demo of photocopier machine should be incorporated in quoted price in the prescribed format of Price Bid.
5. The Bank will hold an amount of 10% of the total quoted Price as a security deposit and the same shall be released without any interest after warranty period of 2 (two) years from successful installation and demo of the Photocopier machine.
6. The price quoted must be inclusive of all taxes, levies, any other charges etc. No additional cost whatsoever other than the price quoted by the vendor will be paid by SIDBI.
7. The Photocopier machines can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization from the manufacturer/parent company to be enclosed in case of authorized dealer.
8. If authorize dealer is quoting, then he has to submit tender specific authorization letter from OEM, stating "the (name of dealer with address) is quoting on behalf of us and we have an association of more than 3 years with the said dealer. Further any case, if the dealer would not be able to provide satisfactory service to “Small Industries Development Bank of India” or any disputes arise with the said dealer, then (Name of the OEM) will provide the service at the same price and terms & condition of the tender to “Small Industries Development Bank of India”.
9. The bidder shall quote the prices in INR of goods and services inclusive of all duties and all taxes, levies, or charges.
10. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable. The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person



therein) including in Govt. educational institutions & public sectors with details of the Photocopier machine of the type under reference supplied by them for information of the Institute.

**11. Payment Terms:**

- a. 90% payment against successful supply, installation and demo of photocopier machine within 10 days from date of submission of original bill with all relevant supporting documents by the vendor/ firm. Balance 10% shall be released after successful completion of warranty period of 2 (Two) years.
- b. Applicable taxes at source (TDS) and any other taxes if any will be deducted by SIDBI at the time of making payment.
- c. Payment shall be made electronically through RTGS/ NEFT by crediting the same to vendor's bank a/c as per details provided in the Bank Mandate Form given in Annexure-II.
- d. Security deposit/ performance guarantee shall be returned after successful completion of warranty of 2 (Two) years without any interest.

12. Total period of completion for the work (including supply, installation, demo, (complete in all respect) shall not exceed two weeks from date of the confirmation from SIDBI.

13. The Photocopier machines will be purchased by the Bank under buy back of the following old machines-

- i. Type of photo copier machine - 1 No. Panasonic make, Model – DP8045, Location - Sixth Floor, SIDBI Tower, 15 Ashok Marg, Lucknow, Year of Installation – 22/09/2009.

Interested agencies may visit and inspect the above Photocopiers at above address on 30/12/2016 to 19/01/2017 between 10.30 am to 05.30 pm on working days.

14. The tenderer should study all the tender documents carefully and understand the same including all instructions, conditions and specifications, etc. before quoting the rates. If there are any doubts, they should get clarification in writing but, this shall not be a justification for submission of late tender or extension of opening date. Tender should be submitted strictly in accordance with the specifications and other tender documents. The tender should be submitted in the two envelopes duly sealed by the Vendor/Firms as indicated in the tender notice.

15. The tenderer should not have been blacklisted during last three years in any government organizations. If it is found at any time during contract period that the firm is blacklisted then the contract will immediately be cancelled and the performance security deposit will be forfeited.

16. Please note that all the rates for the items will be inclusive of any taxes which may be applicable and inclusive of handling, transportation, unloading and any other relevant charges. These rates would remain firm during the contract and no escalation under any circumstances would be admissible.

17. The bidder may quote for the specific brand/model of Digital Photocopier or all the brands giving details of make, brand, part number, model number etc.

18. The quoted rates should be inclusive of all equipment, lift, materials, labour, octroi, duties, service tax, sales tax, sales tax on work contract, turnover tax, excise, customs duty, etc. required in connection with the completion of work to the entire satisfaction of the client. All the materials are to be supplied by the Vendor/Firm unless otherwise stated. No claims for upward revision of rates will be allowed on account of any increase in tax, duty, etc.

19. Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted.

20. All entries in tender document should be in English and in ink or typed. All corrections should be attested under full signature of the Vendor/Firm. Corrections where necessary should be made by scoring the wrong words/figures by drawing a line across them and attesting these with full signature of the Vendor/Firm. These shall not be erased or overwritten.

**21. VALIDITY AND EVALUATION:-**

16.1 The bids should be valid for a period of at least four months from the date of opening of the tender, within which the award shall be finalized.

16.2. The technical bids will be evaluated for satisfaction of the terms of the tender.

16.3 Conditional tenders are liable to be rejected.

22. Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.

23. Original Tender document copy should be signed and stamped by the bidder on each page accepting tender terms and conditions.

24. The tenders shall be valid for period of at least Four months from the date of submission of the tender. No upward revision of rates will be accepted after opening of the tender. If the tender fails to accept the work order, if placed at his originally quoted rates, or subsequently negotiated rates, as the case may be, bank shall ban the tenderer from subsequent bidding for a period of three years. Once the tender is accepted and the Work Order is placed on the successful tenderer, the rates shall be valid till the entire contract is 100% completed.

25. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.

**26. Tax Clearance Certificate and copy of partnership Deed/ MAA**

A Current Excise / Sales / Income Tax Clearance Certificate along with registration certificate (as applicable) with these authorities and a certified copy of partnership Deed/ Article of Memorandum of association should be sent along with the tender. Power of Attorney of authorized signatories is also required to be submitted with tender (envelop No. 1).

**27. Acceptance of Tender by the Client**

Incomplete tenders, conditional tenders, tenders received through courier / post or late or tender not conforming to the terms and conditions prescribed in the tender documents will be rejected.

28. Tenderers may have to attend the concerned offices of the employer for clarifications required by them in respect of their quotations without any commitment on the part of the employer.

**29. Acceptance of Letter Of Intent (LOI) by Tenderer**

- (A) After communicating the Employer's acceptance of the tender, if the tenderer fails to return the duplicate copy of Letter of Intent duly signed in token of their acceptance within 3 days from the date of issue of LOI, the offer will be cancelled & bank shall ban the contractor from subsequent bidding for a period of three years.

I / We hereby declare that I / We have read and understood the above instructions and the same will remain binding upon me / us in case the work is entrusted to me / us.

**Signature of the Vendor/Firm**

Place :

Date:

## Special Terms & Conditions

### The terms and conditions of the contract will be as under:-

1. Photocopier machines to be supplied by the firm should be digital only.
2. The Photocopier machines should be new only. The minimum specifications of the machines which will be supplied by the firm should match the specifications as mentioned in Tender document. The successful firm will have to submit the original invoices of the photocopier machines, which is to be installed in 8th floor of SIDBI Tower.
3. A complaint will be attended to within 48 hours from the time of its lodging failing which a penalty @ Rs.100/- per photocopier machine per day will be levied till the complaint is attended to and the photocopier machine made fully functional. During the currency of the contract period, it will be the responsibility of the contractor to keep the equipment's in perfect working order.
4. In case, any photocopier machine is to be taken out for repairs to firm's workshop, a standby machine of same/higher configuration shall be provided by the firm. Toner/developer and other consumables will be provided by the contractor free of cost. The machine should remain functional all the time with production of acceptable quality of reprints.
5. Photocopier machines are proposed to be purchased under Single Package basis. In other words, the bidder who, subject to being found technically qualified, quotes the least amount for supplying the digital photocopier shall be awarded the contract.
6. Tenderer should have registration of Sales Tax/V.A.T. registration in Uttar Pradesh, documentary proof to be enclosed.
7. The photocopier quoted should be of reputed standard make and should conform to the ISO Standard(s).
8. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
9. To assist the examination, evaluation and comparison of bids, SIDBI, may at its discretion, ask the bidder for clarification of its bid including price. The request for clarification and the response shall be in writing.
10. **Delivery and installation period:** Maximum Two (2) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with Bank's authorized personnel/representative. The Photocopier machine is to be delivered and installed at 8<sup>th</sup> floor of SIDBI Tower, Lucknow.
11. Successful tenderer will have to adhere to the delivery schedule strictly.
12. **SECURITY DEPOSIT:** Security deposit in the form of Demand draft of 10% of the contract value shall be submitted by the (L1) bidder before awarding any contract by the purchaser. Above amount shall be taken as security deposit and any penalty charges over the period shall be adjusted/recovered from this amount. After completion of Two years, security deposit shall be returned to the selected bidder against his request letter.

13. **Payment terms:** Payment shall be released on successful installation of photocopier machines to be certified by firms' engineer jointly with Bank's representative.

**14. Warranty**

a) The onsite comprehensive warranty period for the photocopier machines will be 2 years .It will be onsite (SIDBI office) comprehensive at site during warranty period. It will include all spares excluding consumables toner.

b) If the system remains down beyond 48 hours, the firm shall be liable to pay penalty at the rate of Rs.100/- per photocopier machine per day. In case of photocopier machines being down for more than seven working days, "SIDBI" reserves the right to get it repaired from any suitable agency at the risk and cost of vendor.

c) Warranty period begins from the day of successful installation of photocopier machines to be certified by firms engineer jointly with Bank's representative.

**15. Training:**

a. The Bidder shall provide training for installation, maintenance & operative staff of the purchaser free of cost, as and when required at the premises of SIDBI Tower.

b. Bank shall specify in its supply order the number of trainees, quantum of proposed training, pre –training qualifications required.

c. The bidder shall provide all training, material and documents at his own cost.

**18. Full Service Maintenance Agreement (FSMA)**

In view of after sale service of photocopiers, the rate for per copy/print out under Full Service Maintenance Agreement (FSMA) photocopiers is also invited along with quotations, however, charges for AMC shall be evaluated separately and should be included in quotation for supply of photocopier machines. Validity of FSMA bids shall be Four years and bidder is bound to accept the quoted FSMA charges within the validity period of FSMA bid. Any non compliance in this case may be subject to forfeiture of Security deposit. After taking into account all the cost components, the photocopier machines may be taken over under FSMA (including all spares and consumables) by the selected firm (s) just after the completion of warranty period of machine(s). FSMA in respect of photocopiers shall cover all spare parts, consumables including Toner, developer, drum,etc., labour and software. All photocopiers are to be repaired as and when required.

The maintenance job will include the following:-

(a) Serviceability of photocopiers at 100% satisfaction level.

(b) Maintenance of photocopiers include periodic servicing/cleaning, repair of all minor and major components and whenever necessary replacement of parts.

(c)SIDBI reserves the right for the above jobs, payments will be made to firms on per copy basis.

19. The selected bidder(s) may be empanelled as authorized Service Provider on the fixed rate for minimum five years from the date of signing of Agreement (after expiry of warranty of machine).

FSMA agreement valid for a period of 7 years be signed with the selected bidder. SIDBI reserves the right to reject all the FSMA bids.

20. SIDBI reserves the right to accept or reject any offer in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.

Signature of the Tenderer.  
(With seal)

**TECHNICAL SPECIFICATIONS FOR DIGITAL MULTIFUNCTION  
PHOTOCOPIER MACHINE (Minimum 45 CPM/PPM)**

S.no	Description	Requirement	Technical Compliance (Yes/No)
<b>General Specifications</b>			
1.	Warm up Time	Less than one minute	
2.	Paper Capacity	500 sheets x 2; minimum 80 sheets bypass tray	
3.	Feeder	Duplex Automatic Document Feeder/ Automatic Reverse Document Feeder	
4.	Networking Type	Yes 50 user minimum, Ethernet 10 Base T /100 Base TX	
5.	Power Consumption	Maximum 1800 watt	
6.	Power	AC 230 +/-10%Volts, 50 Hz	
7.	Toner Capacity	25000-30,000 copies approx	
8.	Supported Protocol	TCP/IP(IPv4/IPv6)	
9.	Operating System	Windows 2000, Windows XP, Vista 2000, Windows 7, Windows 10 & Server Versions	
10.	RAM	Minimum 1024 MB	
11.	Hard Disk	Minimum 160 GB	
12.	Operation method	Touch panel/manual	
13.	Copier Type	Digital Multifunction	
14.	Recommended monthly print volume	Minimum 15000 copies	
15.	Continuous output speed	Minimum 45 cpm/ppm	
16.	Zoom	25% to 400%in 1% Step	
17.	Copying Resolution	600 x 600 dpi	
18.	Printing Resolution	1200 x 1200 dpi	
19.	Network printing	Yes	
20.	Scanner Resolution	600 dpi	
21.	Scan Destination	Mail/PC/ Folder/ Laptop	
22.	Scan Size	A3	
23.	Duplex Automatic Document Feeder/ Automatic Reverse Document Feeder	Minimum 80 sheets	

	capacity		
<b>Accessories Spares &amp; Maintenance</b>			
1.	Accessories	<ul style="list-style-type: none"> <li>· AC power cable,</li> <li>· Min 5 m long network printer cable</li> <li>· Suitable Stand to be provided if the height of the machine is not enough to operate the machine</li> </ul>	
2.	Stabilizer	One stabilizer of required rating.	
3.	Warranty	Minimum 2 (Two) Years from date of purchase.	
4.	Spares	Availability of spare parts and after sales services for 10 years after the delivery of the machine.	
5.	Maintenance kit	It shall be provided by the Manufacturer recommended Maintenance Kit for Copier/Printer/scanner	



**Bank Mandate Form**  
**(To be submitted in Duplicate)**  
**(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)**

1. Name of Borrower / vendor / supplier / Agency:

\_\_\_\_\_

\_\_\_\_\_

Vendor Code (if applicable) \_\_\_\_\_

2. Address of the Borrower / vendor / supplier:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-mail id: \_\_\_\_\_

Phone No. with STD code: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

MSE Registration / CA Certificate \_\_\_\_\_  
(if applicable)

3. Particulars of Bank account:

Beneficiary Name			
Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
Account type	Saving	Current	Cash Credit
Account No.	(as appearing in the Cheque book)		
(Code number appearing on the MICR1 cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number).			
IFSC CODE2	For RTGS transfe		For NEFT transfer

4. Date from which the mandate should be effective \_\_\_\_\_ :

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RBI RTGS/NEFT.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the party / Authorized Signatory

.....  
.....

Certified that particulars furnished above are correct as per our records.

Bank's stamp :

Date :

(Signature of the Authorized Official from the Banks)

N.B.: RTGS/NEFT charges if any, is to be borne by the party

1, 2: Note on IFSC / MICR

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.