



Head Office, EBL House, Lazimpat

Request For Proposal

For the supply of

DOT MATRIX / IMPACT PRINTERS



EVEREST BANK LIMITED

Head Office, Lazimpat, Kathmandu

Tel: 4443377- Ext-2000, 2009

Email: data@ebl.com.np

Reference: EBL-DOTP-2021

Table of Content

S. No.	Topic	Page No.
1.	Disclaimer	3
2.	Tender Notice	4
3.	BID Details	5
4.	Information to bidder	6
5.	Evaluation matrix	7
6	Equipment configuration / Specification	7
7.	Eligibility criteria of bidder	8
8.	Letter of undertaking	9
9.	Commercial proposal	10
10.	Taxes and duties	11
11.	Payment Term	12
16.	RFP Submission covering letter	13
17.	Bidder's declaration	14



-X-X-X-

DISCLAIMER

- This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested bidders for submission of quotation. The purpose of this RFP is to provide the bidders with information to assist the formulation of their proposals.
- This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice.
- EBL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- EBL reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them.
- No contractual obligation on behalf of EBL, whatsoever, shall arise from the offer process unless and until a formal contract is executed by the duly authorized signatory of the EBL and the Bidder.
- EBL reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever and without any cost and / or compensation thereof.
- The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned.
- This document is prepared by EBL for its requirement for purchasing Dot Matrix Printers for its requirement and being supplied under a non-disclosure basis.
- The Bank reserves right to accept or reject in part or full any or all offers without assigning any reason thereof. Any decision of the Bank in this regard shall be final, conclusive and binding upon the bidders.
- During the evaluation process at any stage if it is found that the bidder does not meet the eligibility criteria or has submitted false / incorrect information the bid will be rejected summarily by the Bank.
- The Bank shall be under no obligation to accept the lowest or any other offer received in response to this bid documents and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- The bank reserves the sole discretionary right to reject a proposal for award if it determines that the bidder recommended for award has found engaged in corrupt or fraudulent practice during the process of bidding, bid evaluation and bid award.
- Dispute or differences, if any, arise between bank and the bidder from misconstruing the meaning and operation of RFP shall be resolved amicably.
- It is assumed that Bidder observes the highest standard of ethics during the process of bidding and execution of the contract.
- Dispute or differences, if any, arise between bank and the bidder from misconstruing the meaning and operation of RFP shall be resolved amicably.

Published on 2nd August, 2021

INVITATION FOR SEALED QUOTATION For the supply of Dot Matrix/Impact Printers

Everest Bank Limited invites sealed bids from authorized companies for the supply of Dot Matrix / Impact Printers in the Bank.

Interested firms / companies are requested to submit their proposal for the above at the following address within 10 days of publication of this notice. The sealed bid envelope, containing bid document should mention the label "EBL-DOTP-2021". RFP document may be downloaded from Bank's website www.everestbankltd.com

The Bank reserves the right to reject any or all proposals and to accept the proposal, the Bank considers appropriate for its requirement.



Everest Bank Limited
Head Office, IT Department
Lazimpat, Kathmandu
Tel: 01-4443377

Consistent, Strong & Dependable

BID DETAILS**Supply of Dot Matrix Printers at Everest Bank Limited**

1	BID Reference	EBL-DOTP-2021
2	Date of advertisement (First Time notice)	August 2, 2021
3	Date of commencement of distribution of Bidding Document for first time Notice	August 2, 2021
4	Last date and time for receipt of Bidding Document	August 12, 2021
5	Date and Time of opening of Technical / Commercial Bid	August 15, 2021 @ 11:30am
6	Place of opening of Bids & Address for communication	Everest Bank Ltd., Head Office, Lazimpat, Kathmandu
7	Earnest money deposit	Nil
8	Cost of RFP document	Rs.2,500/- (Deposit voucher to be tendered at the time of submission of bid document)
9	Contact to Bidders	Everest Bank Limited, IT Department 4443377 Ext 2000, 2007
10	Validity of bid	The submitted bid and its pricing shall remain valid for a period of 6 months from the date of submission.
11	Bank Account Number where the RFP document cost is to be deposited	0000-4400-524-14 (Income Miscellaneous-HO)
12	Performance Bond	Selected bidder/s has to submit a Bank Guarantee of a sum of 15% of bid amount within 15 days upon receiving work order from the Bank. The bond should contain validity for a period of six months.
13	Document to be submitted along with bid.	<ol style="list-style-type: none">1. Application letter2. Copy of company registration certificate3. Copy of VAT/PAN registration certificate4. Copy of memorandum & article of association of the company5. Latest balance sheet of the company6. Copy of latest available Tax clearance certificate7. Letter of undertaking8. Bid document fee deposit voucher9. Detail of prior experience10. Other supporting document in respect of minimum qualification criteria
14	Firm must be authorized to sell the equipments in Nepal.	Copy of authorization by the OEM (Original Equipment Manufacturer) for dealership / distributor
15	Bid acceptance / rejection	The Bank reserves all the rights to accept or reject the proposal(s) fully or partially at its sole discretion without assigning any reasons whatsoever.

Note: Bids will be opened in presence of designated committee of the Bank. Bidders' shall be intimated accordingly upon selection of the bidder after due analysis of the bids, both technical / commercial.

INFORMAITON TO BIDDER

Everest Bank Limited (EBL) is in process of purchasing branded dot matrix printers for the use at its Head Office and at different branches.

EBL was established in 1994 October. At present, the Bank has its presence across the country with a branch network of 104 branches, 23 Revenue counters and 136 ATMs. The Bank has a customer base of approx 1200 thousand customers. The Bank is looking for purchasing Dot Matrix / Impact printers for the use at its different branches.

The request for proposal document is solely for the purpose of selecting the printer supplier for EBL. The Bank invites proposals from qualified bidders to participate in the bidding process for selecting supplier/s for the supply and installation of the proposed equipments in the Bank.

Conditions

- a) Details / Brochures containing technical specifications for the proposed systems to be provided to the Bank.
- b) EBL accepts the lowest bid or any bids and reserves to itself the right to accept or reject any bid without assigning any reason thereof and without incurring any liability to the affected bidders on the process.
- c) The supply of Dot Matrix Printers must be made within four to six weeks from the date of issue of purchase order. The supply should be effected as per specifications furnished in the RFP under equipment specification head.
- e) The equipment should be replaced by the vendor within warranty period in case of chronic system design or manufacturing defects or quality control problem.
- h) Price offered in the commercial bid should be inclusive of all taxes.
- j) The selected bidder shall be required to supply/deliver the printers at Bank's Head Office, Lazimpat, Kathmandu within four weeks from the date of issue of the Purchase Order for first lot of order and for subsequent orders, delivery should be within 7 days from each purchase order,
- i) In case of delayed delivery beyond the given deadline, the Bank shall have right to levy penalty to the supplier NPR.1000.00 Per day.
- k) Payment shall be made only upon testing and verification of technical specifications from the Bank's technical team for the items supplied to the Bank,
- l) Bank shall not be liable for payment against the Printers other than specified specifications and quality than the RFP.
- m) Bidders should sign and stamp in all the pages of RFP document submitted to the bank.

All the terms and conditions mentioned above are acceptable and binding to the bidder and it is an integral part of this RFP documents.

EVALUATION MATRIX

The weight-age for the Techno-Commercial evaluation criteria will be as follows:

S#	Evaluation criteria	Weight-age
1	Operation of Company (a) Up-to 3 years 14 Marks (b) Up-to 4 years 17 Marks (c) above 4 years 20 marks	20
2	Supply / contract for proposed or similar or higher specs equipment in Banks / companies (a) Up-to 5 organizations 6 Marks (b) Up-to 10 organization 8 Marks (c) more than 10 organizations 10 Marks	10
3	Audited Financials with tax clearance (a) Last 1 Year - 6 Marks (b) Last 2 Years - 8 Marks (c) Last 3 Years - 10 Marks	10
4	Price factor	60



Dot Matrix / Impact Printer - Configuration / Specifications

Sn.	Descriptions	Required Specifications
1	Brand	EPSON / TALLEY / OKI
2	Preferable Models	1. Epson LQ 310 2. Epson TM-U295P 3. Tally DashCom 1330 / 4. OKI – Please mention the model in bid document
3	Design	Flatbed / Rolling (Preferably flatbed)
4	Printing speed	300 CPS and above
5	Columns	Minimum 80 Columns for EPSON LQ 310 and Talley Column will not be applicable for Epson TM-U295P
6	Buffer memory	128 KB or higher
7	Printer head life	100 million stroke or higher
8	Original Ribbon life	2 million character or higher

ELIGIBILITY CRITERIA (PRE-REQUISITES)

The vendor intending to participate in the RFP process should possess necessary experience, strength, capabilities and resources to meet the requirements of the project. The vendor should be financially and technically capable to execute the project. This RFP is strictly for those vendors who qualify the eligibility criteria as given below.

S.N.	Eligibility Criteria	Required Documentary Evidence
1	Bidder should be a registered company in Nepal having in operation for at least of 2 years as on date of RFP.	The Certificate of Incorporation issued by Registrar of Companies along with the copies of Memorandum and Articles of Association are required to be submitted along with the technical bid.
2	Bidder should have supplied / installed the branded dot matrix printers in corporate offices, preferably in A class commercial Banks.	Supported by documentary evidence and also copies of the Service Contracts wherever entered.
3	Financial statements i.e. Balance sheet and profit & loss accounts / Tax clearance certificate of vendor to be submitted and should have positive net worth (at least for last 2 years)	Audited financial statement for the relevant years to be submitted.
4	Bidder should not have been blacklisted.	Self declaration
7	The vendor should have the in house team of qualified technical persons for technical support / after sale support / repair and maintenance support for the supplied equipments.	List of technical experts with certification.
80	Bidder should submit the authorization evidence for selling and support of aforementioned hardware in Nepal.	Reference letter

**Letter of Undertaking on Company Letter head
To be submitted by Bidders**

**To
Everest Bank Limited
Head Office
Lazimpat, Kathmandu**

Dear Sir,

Reg.: Bid for Supply of Dot Matrix / Impact Printers at Everest Bank Ltd. (EBL--DOTP-2021)

We submit our Bid Document herewith.

We understand that

- The Bank may accept the lowest or any bid received by the Bank which you may consider, and the Bank may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- Vendor means the bidder who is decided and selected after analysis of the commercial bids.
- We have examined the above referred RFP document. As per the terms and conditions specified in the RFP document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.
- We have gone through the terms contained in the above referred RFP document. We declare that all the provisions of this RFP are acceptable to us. We further certify that below signed persons are the authorized signatory of this company and, therefore, competent to make this declaration.
- If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of order from the Bank.
- We have taken note of Penalty clauses in the RFP and agree to abide by the same. We also note that Bank reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable.
- We understand that for delays not attributable to us or on account of uncontrollable circumstances, penalties will not be levied and that the decision of the Bank will be final and binding on us. We agree to abide by this offer till 15 days from the last date stipulated by the Bank for submission of bid, and our offer shall remain binding upon us and may be accepted by Bank any time before the expiry of that period.



- We also certify that the information/data/particulars furnished in our bid are factually correct and also accept that in the event of any information / data / particulars are found to be incorrect, Bank will have the right to disqualify us.
- We also undertake that all the Firmware and Hardware shall be of recent version.
- We undertake to comply with the terms and conditions of the bid document. We understand that Bank may reject any or all of the offers without assigning any reason whatsoever.
- All declaration required are duly signed by authorized signatory of the bidder and enclosed.

Dated at _____ this _____ day of _____ 2021.

Name of the Authorized person of the Company:

Designation:

Yours faithfully



Company Seal & Bidder's Signature

COMMERCIAL PROPOSAL

Format for Commercial Bid for supply of

Dot Matrix / Impact Printers (EBL-DOTP-2021)
to be printed on company's letter head

- a) The price quoted by the bidder shall be inclusive i.e. inclusive of all applicable taxes, duties, etc, which shall be paid by the Bank. There will be no price enhancement for the contract period and any extension thereof. The service fee quoted for annual maintenance contract, if Bank opts, will be fixed for a period 3 (three) years after the expiry of warranty.
- b) Any commercial bid, which is conditional, may be rejected.

The Bidder should quote in the following manner for the commercials of the proposed hardware equipment:

(A) DOT MATRIX PRINTERS

S#	Equipment	Brand / Model	Full Configuration / specification detail	Unit Prince	Unit Price with VAT
S#	Equipment	Brand / Model	Full Configuration / specification detail	Unit Prince	Unit Price with VAT
1	Printer				

2. AMC Amount:

We agree to abide by the Bid and the rates quoted therein for the orders awarded by the Bank and shall remain binding upon us. Until a formal contract is signed with the selected bidder, this Bid shall constitute a binding Contract to us.

We have complied with all the terms and conditions of the RFP. We understand that Bank may accept the lowest or any bid out of the received bids.

This proposal and your written acceptance of it shall constitute a binding contract to us. As per the RFP terms we understand that you are not bound to accept the lowest or any proposal you receive.

Authorized Signatory of the Bidder and Company Seal

- 1. Name of Bidder :
- 2. Designation :
- 3. Business Address :
- 4. Date :

Note:

- 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.
- The vendor has to make sure all the arithmetical calculations are accurate. Bank will not be held responsible for any incorrect calculations.
- The price quoted by the bidder should be all inclusive, that is inclusive of all taxes and levies, including service tax, if any.
- In case of discrepancy between figures and words, the amount in words shall prevail.
- No increase in costs, duties, taxes, charges, etc., irrespective of reasons (including exchange rate fluctuations, etc.) whatsoever, shall be admissible during the currency of the Contract.

TAXES AND DUTIES

The Supplier will be solely responsible for all applicable taxes, duties, levies, charges, license fees, etc. in connection with delivery of products at site including incidental services and commissioning.

- Tax deduction at Source:



- Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall effect such deductions from the payment due to the supplier. The deposit of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations in force.

PAYMENT TERM

The payment shall be released by Bank on submission of a sign-off letter obtained by an authorized official of the EBL upon full examining the specification / configurations of equipment and upon successful running of the equipment.

Upon supply and installation of Printers at EBL, the payment shall be made as follows which will be acceptable to the bidder:-

50%	Upon issuance of Purchase Order by the Bank and after submission of Bank Guarantee by the bidder.
30%	Upon delivery and signing-off the test completion activity.
20%	After one month of successful running of equipment

Date:

Everest Bank Limited

IT Dept.

Head Office, Lazimpat, Kathmandu

Reg.: Submission of RFP document for the supply of Dot Matrix / Impact Printers

Dear Sir,

This has reference to the Tender Notice of Everest Bank dated 2nd August, 2021 published in The Karobar Daily for the supply of Dot Matrix Printers, we hereby submit our application to supply / deliver the Dot Matrix / Impact Printers to Everest Bank as per the technical specifications mentioned in the RFP document floated by the Bank.

The terms and conditions mentioned in the RFP document are fully acceptable to us.

Yours sincerely,



Signature

Name of the official signing the application:

Designation

Name of the Firm/Company:

Contact Telephone/Mobile No.:

Company Stamp

BIDDER'S DECLARATION

We hereby confirm that we comply all condition mentioned in this RFP Document. We further understand that failing to meet any of requirement, specification and standard of the equipment for the supply to the Bank may disqualify the bidder in the selection process at any point of time.

We would like to declare that we do not have any conflict of interest or financial interest with Everest Bank Ltd.

Yours sincerely,

Signature

Company Stamp



Name of the official signing the application:

Designation

Name of the Firm / Company and contact number