

REQUEST FOR PROPOSAL (RFP)

FOR

Printer & Scanner Procurement For PAN India Locations

FOR

UBI Services Limited

504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,
MIDC, Thane (W), Pin code – 400604.

BID FOR SUPPLY OF PRINTER & SCANNER

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1. BACKGROUND: -

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, Credit Compliance & Monitoring Cell (CMCC), etc.

2. REQUIREMENTS:

UBI Services Limited (“UBISL” or “The Company”) invites quotations from suppliers (“Suppliers or Bidder”) from open market. Interested suppliers who deal in Printer (Items as per **Annexure A**) related materials or work and meeting the eligibility criteria shall respond to these bid documents. Suppliers shall be selected based on technical scrutiny followed by Financial Bid.

3. SCOPE OF WORK:

The selected Bidder shall supply New Printer on Requirement as mentioned in Annexure - A.

4. ELIGIBILITY CRITERIA:

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP document. Offers received from the bidders who do not fulfill following criteria are considered as ineligible bidder.

(a) TECHNICAL BID:

S No.	Eligibility Criteria	Documents Required
1	Bidder must be legally registered entity i.e. Registered Firm / Limited Liability Partnership / Registered Domestic Company	Registration certificate issued by Registrar of Firms / Ministry of Corporate Affairs etc. Also Shop & Establishment License issued by local authority.
2	Valid / Active Shop & Establishment, PAN and GST registration numbers	Self-certified S&E Certificate, PAN and GST copies
3	Annual Turnover of Rs. 50 lakhs. for the last Three financial years i.e. FY 22-23, 2023-24 & 2024-25	Audited Financial Statements for the last Two years (if not audited then Financial Statement certified by Chartered Accountant along with Income Tax Return filed for respective year)
4	Work Experience: - The bidder / supplier/ OEM should have a minimum of Three year of experience in supply or dealing of Printer Scanner & Cartridge to any organization like Banks, Govt. Organizations, PSU, Pvt. Ltd. Organization etc.	Copies of purchase orders from the organizations shall be submitted or Self attested/Undertaking letter to be provided.
5	The bidder / suppliers should not have	An undertaking stating that the

	been blacklisted by any company in the past or services terminated due to poor performance	Company / Firm have not been blacklisted should be submitted.
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(b) COMMERCIAL BID: -

- The Bidder should submit the bid which will contain a Scope of work (as referred in Annexure A).
- The Bidder should give MRP and Quoted / Offered Price.

5. BID DETAILS IN BRIEF:

S No.	Description	Details
1	Bid / RFP No. & Date	UBISL/RFP/IT/2026-27/001 Dated May 22, 2026
2	Brief Description of the RFP	Printer & Scanner as mentioned in Annexure A
3	Address for Communication	IT Manager UBI Services Limited Registered / Head Office: Unit No. 504-506, 5th Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra, Pin – 400 604. Phone No.: 022 – 6930 3001, 8880141068 Email: - tenders@ubisl.co.in
4	Date of Issue	May 22, 2026
5	Pre-Bid Meeting	May 27, 2026
6	Last Date of submission of Bids	Jun 02, 2026, 6:00 PM
7	Date and time of opening Technical Bids.	Jun 03, 2026
8	Date of Evaluation of Technical bids and opening financial bids.	Jun 05, 2026

The bid documents should be delivered / submitted in sealed envelopes and scribed as **“BID for Printer & Scanner Supply To UBISL”** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, one for technical bid (Documents and technical information) another for Financial Bid which will contain a standard quantity (Number of licenses), MRP and Quoted / Offered Price etc.**

The bidder can send their tender documents in soft copy via email to tenders@ubisl.co.in but documents should be password protected and password can be shared to Manager IT at the time of opening of bid documents which shall be communicated separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document
- The Company or UBISL may, at its sole discretion, extend the deadline for submission of bids by issuing an amendment to the RFP Document. The Company also reserves the right to withdraw the RFP at any time without assigning any reason.
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.
- All supporting documents / annexures should be duly signed and stamped by authorized signatories.
- The submitted bids should be valid for 90 days from the last date of submission of bid.

6. EMPANELMENT PERIOD AND TERMS:

The empanelment period will be valid for a period of Three years (36 months) from the date of issue of an empanelment letter or purchase order. The review of the empaneled vendor may be conducted annually to review the quality of products delivered, timelines and negotiation in products prices. Based on performance, the company may consider extending the term, subject to mutually agreed upon terms

and conditions. The Company may terminate the services of empaneled vendors at its discretion based on review and shall have the right to cancel this panel of vendors at any time during the empanelment period.

The Company is in process of empanelment of vendor / supplier for procurement of Printer & Canner for a period of Three year. The Company will shortlist three vendors / suppliers based on the following criteria.

- Technically qualified vendors (Top 3)
- Lowest quoted Cost / discount offered (L1, L2, & L3)
- implementation period

The company will place the order to lowest quoted vendor.

7. BID EVALUATION CRITERIA:

Bidder must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by the bidder. Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

Sr No.	Bidder Credentials	Max. Marks	Supporting Documents
1	Annual turnover more than Rs.50 lakh. in the last Three financial years	25	Audited Financial Statements for the last Three years (if not audited then Financial Statement certified by Chartered Accountant along with Income Tax Return filed for respective year)
2	Minimum Three year of	25	Copies of purchase orders

Sr No.	Bidder Credentials	Max. Marks	Supporting Documents
	experience in Supply of Printer & Scanner to Corporates/ Banks/ PSU / Govt. Organizations.		from the organizations shall be submitted.
3	Bidder should not be blacklisted by any corporate / bank for poor performance.	25	Undertaking by Bidder
4	Bidder should provide MSME Registration certificate, GST Certificate, PAN and Company incorporation Certificate	25	Provide Company Document or Certificate as mentioned.
	TOTAL	100	

Note: The Technical Bid will have 65% weightage and Commercial Bid 35% weightage.

Annexure A (Scop of work and Features)

Specifications:

1. Multifunctional Printer Model Kyocera Ecosys MA4500x

- Minimum Print Speed 45 PPM
- Main Function: Copy, Print, Scan
- CPU ARM Cortex A53 Dual Core 1.4GHz
- Memory Standard 1 GB
- Paper Capacity: 500 Sheets + 100 Sheets Multi Pass Print
- Duplex Printing
- RADF 75 Sheets
- Network Printing/Scanning
- Toner Yield 12500 copies
- Drum Yield 300000 copies

Specifications:**2. Multifunctional Printer Model Kyocera ECOSYS MA6000ifx**

- Minimum Print Speed 60 PPM
- Main Function : Copy, Print, Scan
- CPU ARM Cortex A53 single 1.0GHz
- Memory 1 GB
- Paper Capacity: 250 sheets + 100sheets Multi Pass Print
- Duplex Printing
- Network Printing/Scanning

Specifications:**3. Multifunctional Printer Model KYOCERA ECOSYS MA2600cwx All-in-One Color Laser Printer**

- Print / Scan / Copy / Fax (4-in-1 multifunction)
- Color laser printer
- Print speed up to 26 ppm
- Automatic duplex (double-side) printing
- Duplex scanning with 50-sheet ADF
- 4.3-inch touchscreen display
- Built-in Wi-Fi + LAN + USB connectivity
- Mobile printing support (AirPrint / Mopria / Kyocera Mobile Print)
- Print resolution up to 1200 × 1200 dpi
- Supports glossy paper (laser-compatible)
- Scan to Email / SMB / FTP / USB
- Enterprise security features

Note: All Printer have standard Warranty & support of 3 Years