(Govt of India Enterprise)
Repco Towers, # 33 North Usman Road, T. Nagar, Chennai – 600 017
Phone: 044 – 28340715, 28343716 Mail: purchase@repcobank.co.in
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Ref. No. RFP/14/PPD/2026-27 Date: 30.10.2026

Request for Proposal for Supply, Installation & Commissioning of Desktops for Repco Bank

Repco Bank (hereinafter referred to as "Bank") invites Request for Proposal (hereinafter referred to as "RFP") from well-reputed vendors for supply, installation and commissioning of Desktops as per the specifications and quantity as indicated in Annexure B for its various offices of Repco Bank.

Tender Reference	RFP/14/PPD/2026-27
Last date for submission of bids	17.00 Hours 12.11.2026
Date of opening of Technical bid	15.00 Hours 13.11.2026
Application Fees	₹ 2,360/- (Inclusive of GST) (Non Refundable)
EMD	₹ 2,00,000/- (Rupees Two Lakh Only)

A complete set of the bidding Documents may be downloaded from our website - www.repcobank.com/ www.repcobank.co.in and the bid should be submitted to the office of Repco Bank, Premises and Procurement Division, Repco Towers, No 33, North Usman Road, T.Nagar, Chennai - 600 017. The application fee of ₹ 2,360/- (Inclusive of GST) (non refundable) in the form of a Demand Draft/Banker's cheque in favour of **Repco Bank, payable at Chennai** shall be attached with the application at the time of submission of bidding document to the Bank.

The intending bidders has to remit Earnest Money Deposit (EMD) of ₹2,00,000/- by way of Demand Draft favoring Repco Bank payable at Chennai while submitting the tender/request for proposal (RFP) document. EMD amount will be refunded to unsuccessful bidders after opening of financial bids. EMD of L2 & L3 will be retained till the award of 1st purchase order to L1 vendor. Further L1 EMD will be refunded only after completion of contract period. The bids received without Tender application money and EMD will be rejected.

1. Quoted prices shall remain valid for all orders placed with the selected vendor for a period of **21 days** from the date of award of contracts. You are requested to send your Proposals - Technical and Price as per the enclosed formats. The methodology for submission of the proposals is enumerated in Annexure A. Terms and Conditions of Contract (TCC) are given in Annexure D.

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2. In this regard, a two-envelope bidding Procedure (Technical Bid and Price Bid) in separate envelopes has to be adopted. **The Technical Proposal envelope should not contain any financial terms like cost of Hardware / System software or any of its components**. The financial bid envelope should contain both the cost of the hardware / system software as well as the Warranty charges as mentioned in the enclosures.

- Only one brand, strictly conforming to the specifications should be quoted.
- Total unit cost to the Bank will be decided on the basis of unit cost of the hardware / Software inclusive of Warranty. Please note that OEM warranty period shall be 5 years.
- All standard (default) items / components and optional items / components, if any, should be separately and clearly mentioned. Detailed cost breakup should be furnished in the Price Schedule as per the format prescribed.
- Technical specifications of the equipment offered (against the requirements specified) as well as the Technical Details (in the prescribed format) should be furnished along with the Bid, for all the standard and optional items if any offered. Otherwise the offer would be treated as Non-responsive.
- Detailed product brochures, catalogue, technical literature, system/reference manuals, instruction booklets and all supporting documentation (in the English language) **specific to the make/model(s) of the equipment offered** should be submitted along with the offer. Otherwise the offer would be treated as Non- responsive.
- Any deviation from the specifications in the products offered should be separately brought out explicitly, in the column provided for this purpose.
- The Bank reserves the right to accept or reject in part or full, any or all the offers without assigning any reasons thereof.

The Bank reserves the right to accept/reject any/all offers at any stage without assigning any reason whatsoever. Bank's decision in this regard shall be final and binding. Please also note that this is only an enquiry and without any commitment on the part of the Bank to place the order with you, and/or purchase the said or any Computer Hardware/Software and Peripherals.

General Manager (PPD)

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Annexure-A

Instructions to Vendors

Submission of Proposals (Methodology)

The Proposal shall be submitted in two separate envelopes – Part I covering the Technical aspects (Technical Bid-Minimum Qualification to satisfy the Technical Bid) and Qualification aspects hereinafter referred to as '**Technical Proposal**' and Part II covering only the price schedules hereinafter referred to as the '**Price Proposal**'. The two parts should be in two separate covers, each super-scribed with the name of the Project (***Request for Proposal for Supply, Installation & Commissioning of Desktops for Repco Bank***).

Documents comprising the Technical Proposal Envelope, should:

(a) Comply with the TCC (Annexure-D)

(b) Comply with the Technical Specifications of each item (Annexure-B)

(c) Be accompanied by duly filled in Proposal Form **(FORM-1 & FORM-2)** the forms must be duly signed by the vendor;

Any Technical Proposal not containing the above will be rejected.

Any Technical Proposal containing any price information will be rejected.

Documents comprising Price Proposal Envelope should have Full Price Schedule of the Goods and/or System and/or Services **(FORM-3 & FORM-4).**

Bidder Eligibility Conditions - Bidders who applies for this Request for Proposal should have following eligibility.

- Partnership Firm/ Public or Private limited Company / Government Institutions / Public Sector / Private Companies / Any other entity/those have completed 5 years of business after their incorporation of business.
- Minimum turnover of Rs.2 crores in any two years of last three financial years & they should have earned profit in any two years of last three financial years.
- In case the bidder is the result of a merger / acquisition, due consideration shall be given to the past financial results of the merging entity for the purpose of determining the net worth, minimum annual turnover and profit after tax for the purpose of meeting the eligibility criteria.
- In case the bidder is the result of a demerger / hiving off, due consideration shall be given to the past financial results of the demerged company for the purpose of determining the net worth, minimum annual turnover and profit after tax for the

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purpose of meeting the eligibility criteria.

- Applicant must be an OEM/Authorized dealer/ Partner of OEM.

- They must have supplied Desktop PCs & computer peripherals to Govt Institutions / Public sector Banks / private sector Banks throughout southern India. The Copy of Supply orders to be enclosed and a satisfactory supply completion letter from customer may be provided.

- The applicants must have their corporate office / branch office in Chennai. Necessary details should be submitted in Bidder's Letter Head.

- The vendor or their Principal (OEM) must have service network in major cities of Tamilnadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Puducherry. Necessary details should be submitted in Bidder's/OEM Letter Head.

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Annexure-B

TECHNICAL SPECIFICATIONS (MINIMUM) / SCHEDULE OF REQUIREMENTS for *Desktop PC (WITH DISK)*

S.No.	Component	Description	Compliance (Yes/No)	Remarks
1	Make/Model	Dell / HP	*<Bidder to specify>*	
2	Form Factor	Tower		
3	Dimensions	Height: ≥ 11.5 inches; Width: ≥ 5.5 inches; Depth: ≥ 10.5 inches		
4	Processor	Intel® Core™ i3-14100 Series or Higher, the processor should be latest and should have launched in Q1 2024 or later.(Base frequency 3.5 GHz or above with minimum 12 MB Cache System Capability, 4 cores or above) or higher specification from Intel		
5	Chipset	Intel® Q670 or higher specification from Intel		
6	Motherboard	OEM Motherboard with logo embossed (no sticker)		
7	Memory	16GB, 1x16 GB DDR5, 4800 MT/s or higher, expandable up to 32 GB or higher with Minimum 2 DIMM slots or above.		
8	Storage	512 GB SSD M.2 2230 or above PCIe NVMe		
9	Graphics	Integrated Intel® UHD Graphics 730 or higher		
10	Audio	High Definition Integrated Audio with Internal Speaker		
11	Ethernet	Integrated Ethernet LAN 10/100/1000.		
12	Slots	Minimum 1 SATA slots for 2.5-inch/3.5-inch hard drive		
		Minimum 2 PCIe expansion slots		
		Minimum 1 slot for M.2 NVMe for Storage and Wireless Device		
13	Bays	Minimum 1 Internal Drive Bays (1 X 2.5"/3.5")		
14	Ports	Minimum 8 External USB Ports. USB Ports should be Integrated to Mother Board at Front / rear (No add-on card).		
		Minimum 2 DP/HDMI or 1 HDMI and 1 DP Port (Supplied monitor should have HDMI or DP port and vendor should supply HDMI/DP cable).		
		VGA (optional)		
		Serial Port (Optional)		
		1 RJ-45 10/100/1000 Mbps Network Port.		
		Universal Audio Jack (Front).		
		1 line in/out audio (Rear) (Optional)		
		3-in-1 Card Reader (Optional).		
15	Power Supply	Power Supply - Maximum 300 watts Energy Star complied		

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16	Keyboard/ Mouse	USB 104 keys keyboard (same make as PC)		
		USB Mouse (Same make as PC)		
17	Operating System	Pre-installed Microsoft Windows 11 Professional 64-bit with Hologram Sticker.		
18	Diagnostic Tool	BIOS Diagnostics		
19	Security	Discrete TPM 2.0 Security Chip integrated part of motherboard		
		SATA port disablement (via BIOS)		
		Serial and USB port enable/disable control (via BIOS).		
		Optional USB Port Disable at factory (user configurable via BIOS)		
		Removable media write/boot control (via BIOS).		
		Power-On password protection (via BIOS).		
		Administrator password protection (via BIOS).		
		Setup password protection (via BIOS).		
		Wi-Fi and Bluetooth modules shall not be present on the motherboard; if present, they must be disabled by default at the hardware/BIOS level.		
		Support for chassis padlocks and cable lock devices		
20	Compliance and Certification	ENERGY STAR CERTIFIED®		
		EPEAT India certified		
		FCC, CE, RoHS, UL Certificate		
		ISO 9001, 14001, 27001 for OEM		
		Desktop brand quoted by the vendor should be Microsoft Windows certified for the OS to be preloaded.		
21	System Weight	Weight should NOT be less than 4.00 kg.		
22	Chassis	Tool less chassis		
23	Support	Drivers should be available for download from OEM site for at least 5 years from the date of purchase order		
24	Monitor	19.5" Wide HDMI/DP LED Monitor with resolution of 1600 x 900 or higher. TCO Certified. Monitor and CPU should be from same OEM.		
25	Product information accessibility	The detailed Technical specifications of the proposed Model with images should be available to public on OEM's official website for verification.		
26	Warranty	5 Years Comprehensive OEM warranty. Extended warranty should be available in OEM website from the date of invoice.		

Note: The Proposed desktop including all associated hardware and software components should be intended for **business model only**

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Approximate Quantity

Item Sl.No.	Description	Approx. Quantity
1.	PC	80 Nos.**

Desktop Computers to be delivered to branches/offices identified in five southern states i.e., Tamilnadu, Andhra Pradesh, Telangana, Kerala, Karnataka and Union Territory-Pondicherry. Purchase orders will be released in batches for various quantities as and when need arises for one or two Desktop computers for various branches or administrative offices.

****L1 bidder should initially supply one unit as per tender specification to Repco Bank, Head Office, Technology Management Division (TMD) to confirm the specifications/functioning/hardware components of the system by our Technical team. Only after clearance in this regard from our TMD, Purchase Orders will be released.**

** **The approximate quantity mentioned is indicative and may increase based on actual requirements, up to a maximum of 25%. The Bank reserves the right to release purchase orders in batches as per operational needs. The first Purchase order will consist of 80% of the approximate quantity.**

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Annexure-C

Scope of Work and Installation Responsibilities

1. General Responsibilities

The Bidder shall be fully responsible for the complete installation, configuration, and commissioning of all supplied hardware and related components at the designated sites. The scope shall include unpacking, assembling, wiring, inter-unit cabling, connection to power sources, and verification of all operational parameters to ensure successful and continuous operation of the equipment.

2. Single Point of Contact(SPOC)

A Dedicated Single Point of Contact (SPOC) shall be deputed at the Bank's Head Office during the installation. The said SPOC shall be trained by the Bank officials as prescribed by the Bank and shall coordinate with the field installation engineers for smooth execution of installation activities.

3. Authorized Engineer Visit

The installation shall be carried out only by an authorized service engineer of the OEM or the Bidder.

The engineer's authorization details, along with a valid identity proof, shall be communicated to both the Head Office (HO) and the respective branch via official email prior to the visit. Unauthorized personnel shall not be permitted to carry out installation activities.

4. Installation and Configuration Procedure

The Bidder shall adhere to the following sequence of tasks during installation at each site:

(a) Unpacking and Inspection: In the presence of Bank officials, unpack the desktop and monitor and verify that there is no physical damage or missing component in the delivered equipment.

(b) Initial Configuration: Perform initial system setup including Windows activation, and configure the computer name and IP address as provided by the TMD Team.

(c) Remote Access Setup: Enable the Remote Desktop feature and install the remote access software provided by the Bank.

(d) User Account Configuration: Create local administrative accounts as directed by the TMD Team.

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(e) Software Installation: Install all software components and utilities as required by the Bank for operational readiness.

(f) Disk Partitioning and Sharing: Configure disk partitions and shared drives in accordance with the Bank's specifications.

(g) Peripheral Installation: Connect and configure all peripherals, including scanners, printers, and passbook printers, as requested by the Bank or branch.

(h) Data Migration: Migrate all data from the existing desktop to the new system, ensuring complete verification of data transfer. The old desktop shall be securely formatted only after confirmation from the branch/Bank.

(i) Operating System Reinstallation: Any operating system reinstallation required during the warranty period shall fall under the Bidder's scope of work at no additional cost to the Bank.

(j) Wi-Fi and Bluetooth Configuration: The Bidder shall verify and confirm that the Wi-Fi and Bluetooth functionalities remain disabled at the hardware/BIOS level during installation or before handing over the system to the Bank.

5. Testing and Commissioning

After completing installation and configuration, the Bidder shall perform thorough hardware testing to confirm operational readiness before handing over the system to the Bank.

6. Documentation

The Bidder shall provide an Installation Report for each site, duly signed by the branch official and the installation engineer, confirming successful setup and configuration. Copies of all such reports shall be submitted to the Head Office.

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Annexure-D

Terms and Conditions of Contract (TCC)

1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

(a) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Bank;

(b) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Purchase Contract;

(c) "TCC" means the Terms and Conditions of Contract contained in this section;

(d) "The Supplier" or "the Vendor" means the individual or firm supplying or intending to supply the Goods and Services under this Contract; and

(e) "The Project Site" means various branches/administrative offices of Repco Bank.

2. Country of Origin

2.1 All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, as per the prevailing Import Trade Control Regulations in India.

2.2 For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3. Standards

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

4. Use of Contract Documents and Information

4.1 The Supplier shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

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4.2 The Supplier shall not, without the Bank's prior written consent, make use of any Document or information enumerated in this document except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Supplier's performance under the Contract, if so required by the Bank.

5. Conformity to specification of goods supplied

5.1 Should any inspected or tested Goods fail to conform to the Specifications, the Bank may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements, free of cost, to the Bank.

5.2 Nothing stated hereinabove shall in any way release the Supplier from any warranty or other obligations under this Contract.

5.3 For the System & Other Software, the following will apply:

The Supplier shall also provide licensed software for all software products, whether developed by it or acquired from others. The Supplier shall also indemnify the Bank against any levies/penalties on account of any default in this regard.

6. Packing

6.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Size and weights of packing case shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

6.2 Packing Instructions: The Supplier will be required to make separate packages for each Consignee. Each package will be marked on three sides with proper paint/indelible ink with the following:

(i) Contract No.; (ii) Supplier's Name; (iii) Consignee's Name (iv) Packing List Reference number.

7. Delivery and Documents

Delivery of the Goods shall be made by the Supplier **within 6 weeks from the date of purchase Order.** The details of shipping and/or other documents to be furnished by the Supplier are specified hereunder:

(i) 3 copies of Supplier's invoice showing contract number goods description, OEM OS details, quantity, unit price, warranty details and total amount:
(ii) Invoice shall be raised for each and every Desktop supplied individually.

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8. Insurance

The **insurance** shall be in an amount equal to **110** percent of the value of the Goods from "Warehouse to final destination" on "All Risks" valid for a period not less than **3** month after installation and commissioning.

(a) Should any loss or damage occur, the Supplier shall – initiate and pursue claim till settlement, and

(b) promptly make arrangements for repair and/or replacement of any damaged item/s irrespective of settlement of claim by the underwriters.

9. Transportation

Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India, transport to such place of destination in India, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

10. Incidental Services

The incidental services to be provided are as under:

(a) Performance of on-site assembly and start-up of the supplied computer hardware, operating system and other software packages;

(b) Furnishing of appropriate hardware, device drivers, system design and programming services required for development and/or maintenance of the supplied Goods;

Even if the hardware is initially purchased for use with particular Operating System(s), the Bank may, at any future date, use the hardware with any other operating system and in such cases, the Supplier shall provide the device drivers required for the hardware components in order for them to function satisfactorily in the new operating environment. In the event of such device drivers not being available, the Supplier should substitute the hardware component with another with comparable performance and having a device driver software for the proposed operating system.

(c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods and equipment;

11. Spare Parts

As specified in the TCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier :

(a) Such spare parts as the Bank may elect to purchase from the Supplier, provided, that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

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(b) In the event of termination of production of the spare parts:

(i) Advance notification to the Bank of the pending termination, in sufficient time to permit the Bank to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Bank, the blueprints, drawings, and specifications of the spare parts, if requested.

(iii) The vendor shall stock adequate spares as indented by the Bank to ensure a better uptime, at no cost to the bank.

12. Warranty

12.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in India.

12.2 **The minimum warranty period shall be 60 months from date of invoice on an 8X5 basis with a turnaround time of within 48 hours**. Installation shall be completed within 30 bank working days from the date of invoice. Post installation, the warranty details shall be registered with OEM, and **the warranty information shall be available on the OEM's Website.**

12.3 The Bank shall promptly notify the Supplier in writing of any claims arising under this warranty.

12.3.1. In case an equipment, peripheral or components (such as CPU, monitors, keyboard, mouse etc.,) are taken away for repairs, the vendor shall provide a similar standby equipment so that the equipment's can be put to use in the absence of the originals/replacements without disrupting the Bank's regular work.

12.3.2. Upon receipt of such notice, the Supplier shall, with all reasonable speed, in any case not later than 2 working days, repair or replace the defective goods or parts thereof, without cost to the Bank.

12.4 If the Supplier having been notified, fails to remedy the defect(s) within 2 (two) days from the date of receipt of such notice, the Bank may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Bank may have against the Supplier under the Contract.

13 Maintenance Service

13.1 Free on-site maintenance services for Computer Systems and System Software shall be provided by the Supplier during the warranty period, as and when required by the Bank.

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13.2 The maximum response time for a maintenance complaint (i.e. the time taken by the OEM/Supplier's to respond by call, e-mail or letter) shall not exceed 4 (four) hours from the receipt of such communication.

13.3 The maximum permissible downtime of an item shall be 48 (forty-eight) working hours, i.e. the period for which an item of equipment is not usable due to Supplier's inability to repair it. The average downtime of an item is expected to be less than half of this maximum (i.e. 24 working hours). If an item remains unusable beyond the maximum downtime, the Supplier shall arrange for an immediate replacement until the original item is repaired. Failure to do so shall attract a penalty of Rs. 500/- (Rupees Five Hundred Only) per working day per item. The penalty shall be recovered from the retention money or the deposit made by the Supplier during the warranty period, and/or by lodging a claim against the Supplier, as the case may be. If the retention amount is not sufficient to set off the Supplier's liability under this clause, the Bank shall be at liberty to recover the balance from the Supplier. The aggregate penalty under this clause shall not exceed 10% of the contract value.

14. Payment

Payment shall be made in Indian Rupees, in the following manner:

(i) Payment will be made against each Purchase Order released after delivery & installation and commissioning of the PC's supplied.: Ninety five (95)% of the order value on installation and commissioning of the Hardware ordered, and Bank's acceptance of the Hardware ordered. A certificate of successful installation and commissioning from the authorities concerned and also from our TMD shall be submitted. Wherever installation could not be carried out by the vendor due to the site not being ready even after 30 days after the last date for delivery mentioned in the purchase order, the payment would be released upon Vendor's submission of a certificate from the location concerned, duly signed (with the office-seal affixed) by the Bank's authorities concerned that site is not ready. In such a case, the Vendor has to give an undertaking to complete installation within a week of being informed that the site is ready. As already stated, for reasons of delays in installation not attributable to the Bank and/or in the absence of vendor submitting the certificate within the stipulated period as mentioned herein, the liquidated damages would be levied as stated above.; and

(ii) Balance payment: Balance 5% (retention money) will be paid after the expiry of 5 years of warranty service.

(iii) Payment will be done only after furnishing verifiable proof that the warranty details of the procured hardware have been updated on the OEM's official website

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15. Prices

Prices payable to the Supplier as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges etc.

At any point the unit price quoted should not exceed the DGS & D rates.

16. Change Orders

16.1 The Bank may, at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

(a) Specifications;
(b) The method of shipment or packing;
(c) The place of delivery; and/or
(d) The Services to be provided by the Supplier.

16.2 If any such change causes an increase or decrease in the cost of, or the time required for the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within 7 days from the date of Supplier's receipt of Bank's changed order.

17. Contract Amendments

No variation in or modification of the terms of the Contract shall be made, except by written amendment, signed by the parties.

18. Assignment

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Bank's prior written consent.

19. Delays in the Supplier's Performance

19.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Bank.

19.2 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Bank shall evaluate the situation and may, at its discretion, extend the Suppliers' time for performance, with or without liquidated damages, in which case, the extension shall be ratified by the parties by amendment of the Contract.

19.3 Except as provided in the above clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages, unless an extension of time is agreed upon without the

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application of liquidated damages

20. Liquidated Damages

If the Supplier fails to deliver any or all of the Goods or perform the Services within the time period(s) specified in the Contract, the Bank shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 1.00 percent per week or part thereof of contract price subject to maximum deduction of 10% of the delivered price of the delayed Goods or unperformed services for each week or part thereof of delay, until actual delivery or performance. Once the maximum is reached, the Bank may consider termination of the Contract.

21. Termination for Default

21.1 The Bank, without prejudice to any other remedy for breach of Contract, by a written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods and Services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank;

or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

21.2.1 In the event the Bank terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, Goods and Services similar to those undelivered, and the Supplier shall be liable to the Bank for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

22. Force Majeure

22.1 Notwithstanding the provisions of TCC, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

22.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable such as acts of the Govt. in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

22.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

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23. Termination for Insolvency

The Bank may, at any time, terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.

24. Termination for Convenience

24.1 The Bank, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

24.2 The Goods that are complete and ready for delivery within 7 days after the Supplier's receipt of notice of termination shall be accepted by the Bank at the Contract terms and prices. For the remaining Goods and Services, the Bank may elect to have any portion completed and delivered at the Contract terms and prices.

25. Resolution of Disputes

25.1 The Bank and the Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

25.2 If, after thirty (30) days from the commencement of such informal negotiations, the Bank and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified herein below. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national forum.

25.3 The dispute resolution mechanism to be applied shall be as follows:

a) In case of Dispute or difference arising between the Bank and a Supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. Where the value of the contract is above Rs. 1 Crore, the arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Bank and the Supplier. The third Arbitrator shall be chosen by mutual discussion between the Bank and the Supplier.

b) Arbitration proceedings shall be held at Chennai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English;

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c) The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself; and

d) Where the value of the contract is Rs. 1 Crore and below, the disputes or differences arising shall be referred to the Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties.

26. Governing Language

The governing language shall be English.

27. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India and the Supplier shall agree to submit to the courts under whose exclusive jurisdiction of Chennai.

28. Notices

28.1 The following shall be the address of the Bank and Supplier.
Bank's address for notice purposes:

The General Manager (PPD),
Repco Bank, Head Office,
No 33, North Usman Road,
T.Nagar,Chennai- 600 017

Supplier's address for notice purposes:
.....
.....
.....
.....

28.2 A notice shall be effective when delivered or on the notice's effective date whichever is later.

29. Taxes and Duties (GST to be cleared as per price Schedule)

29.1 Supplier will be entirely responsible for all applicable present and future taxes, duties, levies, charges, license fees, road permits etc. in connection with delivery of goods at site including incidental services and commissioning.

Income / Corporate Taxes in India:

29.2 The Supplier shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price bid by the Supplier shall include all such taxes in the contract price.

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29.3 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 remittance 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. Nothing in the Contract shall relieve the Supplier from his responsibility to pay any tax that may be levied in India on income and profits made by the Supplier in respect of this contract.

29.4 The Supplier's staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Supplier shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

30. Supplier Integrity:

The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

31. Supplier's obligations:

The Supplier is obliged to work closely with the Bank's staff, act within its own authority and abide by directives issued by the Bank and implementation activities.

The Supplier will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Supplier's negligence. The Supplier will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.

The Supplier is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors.

The Supplier will treat as confidential all data and information about the Bank, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

32. Patent Rights:

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in India, the Supplier shall act expeditiously to extinguish such claim. If the Supplier fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Supplier shall on a mere demand by the Bank reimburse whatever expenses incurred by the

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Bank in this regard, within a period of 7 days of receipt of demand.

33. Hardware / Software Installation:

The Supplier is responsible for all unpacking, assembling, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

34. Hardware & System Software Maintenance:

The Supplier/OEM shall respond to the notification of equipment malfunction and initiate response for repair work within four (4) hours of receiving it, in line with clause 13.2.

Failure to meet the above downtime and replacement requirements shall attract the penalty prescribed in Clause 13.3.

35. Technical Documentation:

The Technical Documentation involving detailed instruction for operation and maintenance is to be delivered with every unit of the equipment supplied. The language of the documentation should be English.

36. Right to use defective equipment:

If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the equipment proves to be unsatisfactory, the Bank shall have the right to continue to operate or use such equipment until rectification of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Bank's operation.

37. Standards:

All standards to be followed will adhere to Bureau of Indian Standards (BIS) specifications or other acceptable standards like ANSI, IEEE, ISO, X/Open etc.

Please note that any quotation which does not provide the above information in the specified formats is likely to be rejected and the Bank will not enter into any correspondence with the vendor in this regard.

38. Award Criteria

The Bank will award the Contract to the successful Bidder, out of the Bidders who have responded to Bank's Invitation for Quotation, who has been determined to qualify to perform the Contract satisfactorily, and whose Bid has been determined to be substantially responsive, and is the lowest evaluated Bid. For evaluation purpose the unit price of each item will be multiplied by approximate quantity as mentioned in **Annexure B**. The grand total of all the items will be taken for

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determining the lowest bidder.

39. Bank's Right to Reject Any or All Bids

The Bank reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

40. All pages of this Request for proposal forms should be signed by the applicants/ vendors before submission of Request for proposal.

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FORM 1

PROPOSAL FORM (TECHNICAL PROPOSAL)
(to be kept in the Technical Proposal Envelope)

Date :.....

To:

The General Manager,
Premises and Procurement Division
Repco Bank
Repco Towers
No.33, North Usman Road,
Chennai - 17

Sir/Madam,

Sub: Request for Proposal for Supply, Installation & Commissioning of Desktops at the Bank's Branches/ Offices of Repco Bank.

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver Hardware/Software, in conformity with the said Proposal documents.

We undertake, if our Proposal is accepted, to deliver, install and commission the system in accordance with the delivery schedule specified in **clause 7 of Annexure D**.

We agree to abide by the Proposal and the rates quoted therein.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
We understand that you are not bound to accept the lowest or any Proposal you may receive.
Dated this ..... day of ..... 20.....

_____ _____

(signature) *(in the capacity of)*

Duly authorized to sign Proposal for and on behalf of

_____

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FORM-2

TECHNICAL BID

1. Name & Address of the Bidder :

2. Sales Tax Reg No & GST No. :

3. Vat No :

4. PAN No :

5. Date of Establishment :

6. Proprietorship/Partnership/Private Ltd/Public Ltd :

7. Location wise Service Centre details :
   (Details to be attached)

8. OEM/Authorized Dealer :
   (Proof for OEM/ Authorized Dealership to be attached)

9. Grade of Dealership :

10. Turnover

Year	Sales	Profit
2023-24		
2024-25		
2025-26		

11. List of Public Sector Banks / Private Sector Banks / Government Institutions to whom you have supplied desktops :

S.No.	Name of the Organization
1	
2	
3	

12. List of orders executed in past one year :

S.No.	Name of the Bank to whom supplied	No of desktops	Order value	Executed date.

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13. Tender application cost of ₹2360/- (Inclusive of GST) DD No _____ dated_____

14. EMD amount of _____ vide DD No_____ dated _____

I certify that all the Terms & Conditions of the tender documents are accepted by us.

Enclosures to Technical Bid

1. All the pages of Request For proposal documents duly signed by authorized signatory.
2. Form1: Technical Proposal Form
3. Form 6: Manufacturer's Authorized Form
4. Copies of audited financial statements (Balance sheet, Profit & Loss account for last three years)
5. Copies of PAN card. GST certificate, Registration Certificate, Partnership deed, certificate of incorporation, Copies of purchase orders.
6. Copies of Dealership certificate/ Partnership certificate issued by OEM.
7. Form 7: Service support details.

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FORM 3

PROPOSAL FORM (PRICE PROPOSAL)
(to be kept in the Price Proposal Envelope)

Date:_____

To:

The General Manager,
Premises and Procurement Division
Repco Bank, Repco Towers
No.33, North Usman Road,
Chennai - 17

Sir,

Sub: Request for Proposal for Supply, Installation & Commissioning of Desktops at the Bank's Branches/ Offices of Repco Bank.

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver Hardware/Software, in conformity with the said Proposal documents for the sum of……*(Total Proposal amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to deliver, install and commission the system in accordance with the delivery schedule specified in **clause 7 of Annexure D**

We agree to abide by the Proposal and the rates quoted therein for the orders awarded by the Bank.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us..

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this ..... day of ..... 20..

_____ _____

(signature) *(in the capacity of)*

Duly authorized to sign Proposal for and on behalf of

_____

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FORM 4

PRICE SCHEDULE

1	2	3	4	6	7
Item Description (with Item No. as shown in Technical Specifications)	Country of Origin	Quantity	Unit Price With 5 yrs warranty cost	Total cost (In figures)	Total Cost (In words)
PC with Disk					

Notes:

1. Unit Price quoted should be inclusive of all taxes, Transportation and Installation. The price so quoted, shall be valid for 21 days from the date of award of Contract.

2. No increase in costs, duties, levies, taxes, charges, etc., irrespective of reasons (including exchange rate fluctuations) whatsoever, shall be admissible during the Price validity period.

3. Warranty period will be 5 years.

4. Vendor will be responsible for obtaining necessary clearance/approval from the local sales tax authorities (at destination place)

5. Warranty, offered by the bidder should have a back-to-back supporting arrangement with the original suppliers or their approved business partners of the hardware or software with necessary documentary evidence thereof produced to the bank.

Seal & Signature of Bidder :

Name :

Business Address :

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FORM-5

CONTRACT FORM

THIS AGREEMENT made on the ..... day of....., 20... Between ..... *(Name of Purchaser)* (hereinafter called "the Purchaser") of the one part and ..... *(Name of Supplier)* of ..... *(City and Country of Supplier)* (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services viz., ... *(Brief Description of Goods and Services)* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of ..... *(Contract Price in Words and Figures)* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the bidder
(b) the Schedule of Requirements;
(c) the Technical Specifications;
(d) the Terms and Conditions of Contract;
(e) the Purchaser's Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein, in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

S.No.	Brief Description of Goods & Services	Qty. To be supplied	Unit Price	Total Price	Price Validity
					21 days

IN WITNESS whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said ..... (For the Purchaser)

in the presence of:.....

Signed, Sealed and Delivered by the

said ..... (For the Supplier)

in the presence of:.....

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FORM-6

MANUFACTURERS' AUTHORIZATION FORM

Ref. No._____ Date:

To:

Dear Sir:

Sub: Request for Proposal for Supply, Installation & Commissioning of Desktops at the Bank's Branches/ Offices of Repco Bank.

****

We_____ who are established and reputable manufacturers of having factories at _____(address of factory) do hereby authorize M/s._____ (Name and address of Agent) to submit a Bid, and sign the contract with you against the above proposal.

We hereby extend our full guarantee and warranty (as mentioned in the "Instructions to Vendors"), for the goods and services offered by the above firm against this Proposal.

Yours faithfully,

(Name of manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Vendor in its proposal.

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FORM-7

SERVICE SUPPORT DETAILS NEAREST SERVICE CENTRE

Destination	Address and Telephone Nos of the Service Agent Supporting the Destinations in Col 1	In respect of Column 2, Please state whether own branches or franchise	Status of office working days and hours	Number of Software Engineers	Number of Hardware Engineers	Number of Administrative Staff	Value of Minimum stock of spares available at all times	List of Models & Types of PCs and peripherals serviced in Last 2 years.
1	2	3	4	5	6	7	8	9

Signature and seal of the
Manufacturer/Bidder

Important Note:

1. Please specify whether the service support will be rendered by the Bidder / Dealers / Franchise

2. If the Service Support information is not furnished strictly as per the format above, the Bid submitted **may be treated as non- responsive, and rejected**.

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FORM - 8

Pro forma for Undertaking / Declaration /Certificate regarding country sharing land border with India
(To be submitted by bidders on their letters head)

To
Repco Bank,
Chennai.

Dear Sir,

1. I/We certify that……. (Name and address, including Country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders/ revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I/ We certify that……. (Name of the bidder)
i. is not from a country sharing land border with India, **or**
ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, **or**
iii. is from a country sharing land border with India where Government of India has extended lines of credit, **or**
iv. is from a country sharing land border with India where government of India is engaged in development projects

(Strike out whichever of the above is not applicable)
I / We further certify that ……. (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above refer Office Memorandum and its subsequent orders/ revision.

I/ We know and understood that, if this Declaration / Undertaking / Certificate submitted by us is found to be false, the Bank shall free to reject/ terminate our tender/ Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit/ Retention Amount and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the Bidder with Rubber Stamp

Date:
Place:

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Suggested order for enclosures of Bid Submission	
S.No	**List of Documents to be enclosed in the proposal**
1	Two separate envelopes for Technical and Price Bid
2	Application Fee Rs.2,360/- (inclusive of GST) DD in favor of Repco Bank
3	EMD Rs.2,00 000 /- DD in favour of Repco Bank
4	Copy of Board Resolution/Authorisation letter showing, that the signatory has been duly authorised to sign the bid document.
5	Proposal Form (Technical Proposal) [On Company's Letter Head] - **FORM - 1 (Refer to Page No.21)**
6	Signature in all pages of RFP document by the authorised person(including Annexures) **(Refer to Page No. 20)**
7	Technical specifications as per **Annexure-B (Refer to Page No. 5)**
8	Necessary proof of constitution and ownership: Partnership Firm/ Public or Private limited Company / Government Institutions / Public Sector / Private Companies / Any other entity/those have completed 5 years of business after their incorporation of business. **(Refer to Page No.3)**
9	Minimum turnover of Rs.2 crores in any two years of last three financial years & they should have earned profit in any two years of last three financial years. Necessary proof to be enclosed. **(Refer to Page No.3)**
10	The Copy of Supply orders to be enclosed. Satisfactory supply completion letter from customer (Govt Institutions / Public sector Banks / private sector Banks throughout southern India) may be provided. **(Refer to Page No.4)**
11	The applicants must have their corporate office / branch office in Chennai. Necessary details should be submitted in Bidder's letter Head. **(Refer to Page No.4)**
12	The Bidder or their Principal (OEM) must have service network in major cities of Tamilnadu, Andhra Pradesh, Telangana, Karnataka, Kerala and Puducherry. Necessary details should be submitted in Bidder's/OEM letter Head. **(Refer to Page No.4)**
13	Manufacturer's Authorized Form - **FORM-6 (Refer to Page No.28)**
14	Service support details – **FORM-7 (Refer to Page No.29)**
15	Pro forma for Undertaking/Declaration/Certificate regarding country sharing land border with India – **FORM-8 (Refer to Page No. 30)**

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