



**Indian Institute of Banking & Finance  
Corporate Office  
Kohinoor City, Commercial II, Tower I,  
2<sup>nd</sup> Floor, Kirol Road,  
Kurla - West  
Mumbai – 400 070.**

**REQUEST FOR PROPOSAL**

**TO SUPPLY, INSTALL AND MAINTAIN THE PCS, LAPTOPS AND TO  
MAINTAIN PCS, PRINTERS, SCANNERS AND WI-FI OF THE  
INSTITUTE**

**(No:- RFP-2-2017/18)**

*(IIBF reserves the right to cancel this request for RFP and / or invite afresh one with or without amendments to this RFP, without any liability or any obligation for such RFP and without assigning any reason. Information provided at this stage is indicative and IIBF reserves the right to amend / add further details in the RFP document.)*

**TO BE SUBMITTED ON OR BEFORE  
25th April-2018 by 3PM**

**ADDRESSED TO:**

**Chief Executive Officer  
Corporate Office  
Indian Institute of Banking & finance  
Kohinoor City, Commercial II, Tower I,  
2<sup>nd</sup> Floor, Kirol Road,  
Kurla – (West)  
Mumbai – 400 070.**



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## **1. ABOUT IIBF :**

Established in 1928 as a Company, Indian Institute of Banking & Finance (IIBF), formerly known as “The Indian Institute of Bankers (IIB)”, is a professional body of banks, financial institutions and their employees in India with a Mission to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy/counseling and continuing professional development programs. During its 90 years of service, IIBF has emerged as a premier institute in banking and finance education for those employed as well as seeking employment in the sector. Since inception, the Institute has awarded several banking and finance qualifications, viz., JAIIB, CAIIB, Diplomas and Certificates in specialized areas and helped the practitioners of banking and finance to sustain their professionalism through continuing professional development programs.

IIBF is a ‘Distance Learning’ Institute. The candidates who appear for examinations get adequate educational/knowledge inputs through various educational services offered by the Institute. The pedagogy of Distance Learning offered by the Institute is (i) publishing specific courseware for each paper/examination; (ii) publishing work books; (iii) tutorials through accredited institutions; (iv) contact classes; (v) virtual classes; (vi) e-learning through portal; (vii) campus training for selected courses, etc.

As a professional body, IIBF ensures that it’s members are given updated information about the profession they practice. Towards this end, the Institute offers a daily e-news letter called “Fin @ Quest”, a monthly bulletin – “IIBF-Vision”, a quarterly journal – “Bank Quest” and Research Studies and publish Research Reports; Management Development courses in collaboration with leading Management Institutions, besides organizing Seminars, Conferences, Lecturers, short duration programs, etc., as part of Continuing Professional Development.

The Institute’s Governing Council consists of eminent persons from the banking and finance sector, academicians and professionals.

IIBF is an ISO 9001-2015 certified organization having its Leadership Center at Corporate Office and MSS Department at Western Zone in Mumbai and three Professional Development Centers one each at Delhi, Chennai and Kolkata.

## **2. Major Activities of the Institute:**

**Membership:** IIBF has got over 7.77 lakh individual members. There are 766 Institutional members (Banks and Financial Institutions).

**Courses Offered:** The Institute currently offers the following courses such as

- **JAIIB**
- **CAIIB**
- **Diploma in Banking and Finance**



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- **Diplomas** like Diploma in Treasury, Investment and Risk Management, Diploma in Banking Technology, Diploma in International Banking and Finance, Advance Diploma in Wealth Management etc.
- **Certificate Courses** in Anti- Money Laundering and Know Your Customer, Trade Finance, Information System Banker, Credit Card for bankers, IT Security, Cyber Crimes & Fraud Management, FEMA, Rural Banking etc
- **Blended Courses** in Credit Management, Treasury, Compliance, HRM etc.  
( for details visit- [www.iibf.org.in](http://www.iibf.org.in))

All these examinations are backed by specially developed courseware. The Institute has published these courseware and they are available with the publishers viz. M/s Macmillan India Ltd. M/s Taxman Publications Pvt. Ltd and also with leading books shops.

**Web Portal:** Institute provides educational support through it's portal for the various courses of the examinations through e-learning, virtual classes and video lectures. It offers web based professional skill-set development courses in select areas.

### **3. Introduction of the Assignment:**

The Institute wish to identify a prospective bidder to supply 100 branded PCs (HP, Lenovo or Dell) and 20 Laptops (HP, Lenovo or Dell) on buy-back-basis. The bidder should also submit a proposal to maintain (Annual Maintenance Contract) the remaining 18 old PCs and 32 laptops, 64 printers, 21 scanners, and a set of Wi-Fi devices available in the Institute. The complete details of these items are given in respective annexures.

### **4. Brief Scope of Work**

#### **Specifications and Requirements**

##### ***4.1 Scope of Work***

In this connection, Institute would like to invite tenders through this RFP (Request for Proposal) from reputed bidders, who should supply, install and maintain the PCs , Laptops and to maintain the same.

#### **Supply of New PCs and Laptops:**

- (a) A successful bidder who will be identified through this RFP shall supply, install, and configure the PCs and Laptops at the said locations. The bidder has to pick-up the old PCs and Laptops from the respective locations in the buy-back arrangement. The details of PCs and Laptops to be taken under buy-back are given in Annexure- III



**Annual Maintenance Contract:**

(b) The Institute also desires to enter into an Annual Maintenance Contract (AMC) for other remaining old PCs, Printers, Scanners and WI-FI devices. AMC of WI-FI devices will include the upgradation of the Firmware, Application, Software etc., The details of these items are given in Annexure-II. These machines are located at Leadership Center of Corporate Office of the Institute and MSS Dept., located at Western Zone in Mumbai, and three Professional Development Centers one each at Delhi, Chennai and Kolkata. The addresses of the locations are given in annexure-IV.

**Note: - The AMC for old PCs, Printers, Scanners and Wi-Fi devices will be on year-to-year basis. In case Institute replace those old hardware items within one year, the AMC contract for those items will be terminated. The AMC charges for the remaining items will be paid.**

**Facility Management Services(On site technical support):**

(c) The Institute also wish to avail the facility management services with an onsite engineer made available at Corporate Office, Mumbai, to attend day-to-day technical support. The onsite engineer should be present on working days of the Institute and be available during office hours from 9.30AM to 5.30PM. In case the Engineer do not attend IIBF on a particular day the bidder has to make alternative arrangements without fail. Further, the engineer should be made available to Institute on any non-working days if it conducts any training programs or any other activities on such days.

**Support Service at MSS Dept. Mumbai and 3 PDCs:**

(d) The service provider should make all necessary arrangements to offer the technical services at the Membership Services Dept. Mumbai and 3 Professional Development Centers Located at New Delhi, Chennai and Kolkata. The service provider should provide the details of contact persons, call logging mechanism and escalation matrix at the above locations. Any call logged before 2PM on a day, should be resolved on the same day. In any case, a call logged should be resolved and closed within one working day.

***4.2 Specifications***

- i. The complete specifications of PCs and Laptops to be procured are given in Annexure-I
- ii. The Complete specification of Buy-Back PCs and Laptops are given in Annexure-III
- iii. The complete specification of PCs, Printers, Scanners and WI-FI which need to be Maintained under AMC are given in annexure-II
- iv. The bidder is required to go through the above annexures before submitting the bids.

***4.3 Requirements***

The successful bidder is required to assist the Institute in system integration of PCs and Laptops as per its requirements.



## **5 . Bidding Process:**

The Institute is inviting tenders to procure branded PCs(HP, Lenovo and Dell) and Laptops((HP, Lenovo and Dell) on buy-back basic and to maintain the remaining old PCs, Printers, Scanners and WI-FI devices through this RFP(Request for Proposal). Eligible bidders are invited to submit the bids in separate sealed envelopes for Technical and Commercial bids. The commercial quotes offered by the bidders will be used to arrive the ceiling price, and to deduce the item-wise price after the conclusion of the reverse auction. The complete details of technical and price bids are given in clause 9.1 and 9.2 respectively.

## **6. Schedule of activities of Bidding:**

The schedule of activities of bidding process is as under:

Sr. No	Description	Date
1	Releasing of Request for Proposal (RFP)	26 <sup>th</sup> March-2018
2	Submission of written requests for any Clarifications from prospective bidders	4 <sup>th</sup> April - 2018
3	Pre-bid meeting for clarifications on written Queries <a href="mailto:dattatreya@iibf.org.in">dattatreya@iibf.org.in</a> and <a href="mailto:gnrao@iibf.org.in">gnrao@iibf.org.in</a>	9 <sup>th</sup> April-2018
4	Last Date of submission of bids up to 3PM	<b>25<sup>th</sup> April-2018</b>
5	Opening of technical bids in the presence of Bidders at 4PM	25 <sup>th</sup> April -2018
6	Technical Presentations from the bidders as part of technical evaluation	8 <sup>th</sup> April -2018
7	The modalities of reverse auction will be intimated to the technically qualified bidders by	15 <sup>th</sup> May-2018
8	Receiving Commercial Bids through Reverse Auction	18 <sup>th</sup> May-2018
9	Issue of work order	29 <sup>th</sup> May-2018

**The above dates are tentative and IIBF reserves the right to change the schedule of activities, including the associated dates**

## **7. Minimum Eligibility Criteria:**

Sr.	Minimum Eligibility Criteria	Supporting Document
1	The bidder should have been in the business of supply, install and maintain the PCs, Laptops, Printers, Scanners and WI-FI devices for the last 5 consecutive years.	Certificate of incorporation
2	The bidder should have a turnover of Rs.10 crores or above during each year for the last	self-certified copies of the audited balance sheet and



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	three completed financial years.	profit & loss statement for the last 3 completed financial years.
<b>3</b>	The bidder should be earning a Net Profit <b>or having +ve Net Worth</b> in each of the last three completed financial years.	self-certified copies of the audited balance sheet and profit & loss statement for the last 3 completed financial years.
<b>4</b>	The bidder should have executed at least three orders of similar nature / value and preferably in multiple locations with similar size of organization	<ul style="list-style-type: none"><li>• PO</li><li>• Project completion report</li></ul>
<b>5</b>	The bidder should have qualified ,certified and experienced software/Hardware engineers to install and maintain the systems	Number of Software/Hardware Engineers with appropriate qualifications and certification of year/s of experience.
<b>6</b>	The bidder should have direct authorization from OEM for selling and supporting the hardware and software offered under this project	Copy of a OEM certificate
<b>7</b>	The bidder has never have been blacklisted/barred/disqualified by any regulator/statutory body or any PSU or any company	Copy of a declaration
<b>8</b>	The bidder who did not have their own offices at Chennai, New Delhi and Kolkatta may have an alternative arrangement with their channel partners to supply the PCs and Laptops and Maintain the same. However, the responsibility of logging the calls and completion of the task will rest with the primary service provider.	Details of the channel partner should be submitted along with the bid

**Note:**

- Supporting documents requested should be arranged / numbered in the same order as mentioned above.
- Failure to meet any of these criteria will disqualify the bidder and it will be eliminated from further process.
- The Institute reserves the right to verify and/ or to evaluate the claims made under eligibility criteria and any decision in this regard shall be final, conclusive and binding upon the bidder.
- ‘Project completion report’ should include references of customers where system of similar complexity / size / cost has been successfully implemented and is in operation.



## **8. Evaluation of Bids:**

The technical proposals will be evaluated as per the clause 9.1 given in this RFP.

### **9.1. Technical Evaluation:**

**Techno Functional Features:** The technical specifications and features of PCs and Laptops are given under Annexure-I. The bidders are requested to give their response to each of the items.

#### Evaluation weightage:

Technical Points/marks will be awarded to technical proposals based on the following criteria as against each of the required technical features / Functionalities of PCs as given in Annexure –I.

Points for Functional Features (refer Annexure-I):

- |                          |           |
|--------------------------|-----------|
| 1) Feature available     | - 1 point |
| 2) Feature not available | - 0 Point |

#### **Note:-**

##### **1. No deviations are allowed for mandatory features**

Total techno functional features will be given 100 points as follows :

- |  |       |
|--|-------|
| 1) Specifications / Features (Annexure-I ) | - 40  |
| 2) Presentation/Product Walkthrough/Demo   | - 30  |
| 3) Past Experience, Support/Reference      | - 30  |
| Total                                      | - 100 |

**The bidders who obtain 70 points and above shall be considered as qualified in the technical round and will be allowed to participate in the reverse auction for commercial round and rest all will be rejected.**

**No further discussions/interactions will be entertained with a bidder who gets disqualified/rejected in the technical round.**

### **9.2. Commercial bid Evaluation through reverse auction:**

The bidders who qualify in the technical round will only be allowed to participate in the reverse auction. The modalities of the reverse auction will be intimated to the bidders as per the schedule date given in **clause No.6 of this RFP.**





**Note:**

- The reverse auction will be based on the total cost of (lump sum cost of) the following:- (i) Total cost of PCs and Laptops (ii) Total AMC charges for 2 years after completion of 3 years warranty (iii) Total AMC charges for existing PCs, Printers, Scanners and WI-FI devices per Annum (iv) Onsite support charges with facility management service along with an onsite Engineer.
- The bidder has to clearly specify reasonable cost of each item towards item wise price. No item should be clubbed with other one or offered with a zero cost.
- The Institute reserves the right to determine the ceiling price. The contract will be awarded to the bidder who turns out to be “L1” in the total cost of ownership.
- Once “L1” is arrived and a successful bidder gets identified, the item-wise cost of components will be proportionately apportioned with respect to the item-wise cost of components as quoted by the successful bidder as per “envelope 1” which is mentioned in clause 9.5 of this RFP.
- For example: if a bidder “P” turns out to be “L1” in reverse auction, the item wise prices in respect of the successful bidder shall be arrived at by applying the below mentioned formula.
  - a.  $\text{New price of each item} = (\text{“L1”}/\text{Total lump sum price}) * \text{Item wise price offered by the same bidder as per “envelope 1”}.$
  - b. New price of each item will be rounded to nearest rupee to match the total of all the items with the “L1” price
- The envelop “1” (containing item wise prices) of other bidders who happens to be disqualified in the commercial round be returned back to them unopened.



**Reverse Auction Template:**

Name of the Bidder	Amount in Rs				
	Total cost of PCs and Laptops  A	Total AMC charges for 2 years after completion of 3 years warranty  B	Total AMC charges for existing PCs, Printers, Scanners and WI-FI devices per Annum *C	Onsite support charges with facility management service along with an onsite Engineer  * D	Total Price(A+B+C+D)
Ceiling Price	xxx	xxx	xxx	xxx	T1
Bidder1	xxx	xxx	xxx	xxx	T1-x1
Bidder2	xxx	xxx	xxx	xxx	T1-x2
Bidder3	xxx	xxx	xxx	xxx	T1-x3

“T1” is total ceiling price of all the three items (A+B+C+D) given in the table. The reverse auction shall start with the initial total ceiling price which will be determined by the Institute before the reverse auction.

- x1,x2,x3, ... xn are decremental amounts that may be offered by the different bidders during the reverse auction.
- “xxx” masked price item wise
- The bidder who offers lowest total price will be declared as the ‘L1’
- The modalities of the “Reverse Auction” to determine the commercials, will be based on the rules and regulations as framed by the service provider, from whom the Institute may hire such services. The bidders should agree to adhere to the rules and regulations stipulated by the said service provider.

**9.3. Proposal Format :**

- **The technical proposals should be submitted in a sealed cover, marked as ‘Technical-Information only’, the sealed proposal should be submitted in a big cover super scribed with the label “Proposal to supply, install and maintain the new pcs, laptops and to maintain the remaining old pcs, printers, scanners and wi-fi devices of the Institute”**
- The bidder should submit the proposals with a clarity & proper pagination so that the papers are not lost.



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- The proposals, which are not sealed or bids sent through Fax /e-mail will be summarily rejected.
- The proposals which are not submitted in the prescribed format or having incomplete in details are liable for rejection.
- The proposals containing unauthenticated erasing or alterations will not be considered.

### **9.4. Technical Proposal should include the following:**

- A covering letter duly signed by an authorized person of the firm/company on its letterhead with his/her name, title and seal should be submitted to the Institute along with the following:
- Table of Contents (List of documents enclosed)
- Authorization letters from OEMs (Original Equipment Manufacturers/Software Bidder) of the quoted products, in case of 3rd party products.
- Detailed technical specifications/brochures of the solutions proposed.
- Future road map on scalability, version upgrades/releases etc.
- Proof of implementation of similar project.
- Technical proposal should **not** indicate any cost aspect directly or indirectly.

### **9.5 Inputs on commercials to arrive the ceiling rate for reverse auction:**

The bidders should provide prices in two separate envelopes.

- Envelope “1” should consist of the item wise prices as per the Annexure – V(a) should be super scribed as “ Prices Item Wise”.

Note:- the items wise prices indicated must be realistic, and no items should be clubbed with another. Item wise prices cannot be too low or zero. Such bids will be liable to be rejected even after conclusion of the reverse auction.

- Envelope “2” should consist of total price of all the items as per the Annexure –V(b) should be super scribed as “ Total Price”

Note:



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**The total of item wise prices indicated by a bidder in “Envelop-1” and the amount given in “Envelop– 2” should match and should be equal.**

The bidders should provide all the relevant price information and should not contradict the same in the Technical proposal in any manner. **All prices should be quoted in Indian Rupees only.**

**Taxes shall be extra and will be paid as per actuals.**

**The Prices arrived after the conclusion of the reverse auction must hold good for a period of one year.**

### **10. Terms and Conditions:**

- *A bidder must submit the commercial quotes for only one brand of PCs, Laptops, where they can offer best competitive price. A single vendor cannot offer the quotes for multiple brands. For example a bidder should not offer PCs from HP, Lenovo and Dell together. They should submit an offer for only one make of any brand.*
- IIBF is a not-for-profit educational Institute and is eligible for special prices available for educational institutes. Bidders are requested to consider the same while submitting the commercial quote.
- The Bidder shall assign a Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager should be able to make on-site decisions regarding scope of the work and any changes required therein. In case the project manager leaves midway during the currency of the project, the bidder should make an alternative arrangement by assigning another project manager to this project.
- The bidder shall provide all utility softwares, necessary driver softwares, reference manuals, booklets, e-books and other materials required for the effective maintenance of the systems.(in hard copy and soft one).
- Functional & technical information of the solution being offered must be provided in the exact format as given in RFP.
- Selected bidder will have to sign a service agreement with the Institute, incorporating the requirements specified in this RFP. The Institute will prepare the draft after conclusion of reverse auction and will be shared with the successful bidder.
- The bidder shall bear all costs associated with the preparation and submission of the proposal, attending pre-bid meeting or arranging product walk through etc. IIBF will provide no reimbursement for such costs.



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- To assist in the scrutiny, and evaluation the Institute at its discretion, may ask some or all bidders for any clarifications of their offers.
- While quoting, the bidders should anticipate the version /product changes during the entire project (TCO) period (including 3 years warranty period and 2 years AMC) and should be incorporated the same in their commercial proposals.
- The bidder will be responsible to provide complete documentation of the machines supplied which includes but not limited to the following:
  1. User Manuals; including Error Messages, their meanings and action steps.
  2. Maintenance Documents.
- Any effort by a bidder to influence the IIBF on any matter relating to the proposal, it's evaluation, comparison, selection may result in the rejection of the bidder's proposal.

### **11. Earnest Money Deposit:**

A bidder who wishes to respond to the RFP should deposit an earnest money of Rs.2,00,000/- (Rupees Two lacs only) in the form of a bank guarantee that should be valid for six months. The bank guarantee will be returned/refunded in case the bidder is not assigned the work. The EMD of the successful bidder shall be returned once he picks up the order and submits the performance bank guarantee as per the clause 13 of this RFP. The earnest money will be forfeited, in case the successful bidder picks up the order and does not proceed with the project. This period will be decided by the Institute.

### **12. Project Schedule:**

The successful bidder should deliver, install, configure and commission the PCs and Laptops within **one month** at the said locations from the date of issue of the work order.

### **13. Bank Guarantee**

The successful bidder shall furnish the performance security equivalent to 10% of the total cost of ownership in the form of Performance Bank Guarantee that may be issued by a Commercial Bank in India which has to be valid for a period of 5 years + 6 months from the date of work order.

### **14. Warranty:**

1. The product shall carry 3 years comprehensive on-site warranty covering all the equipment's from the date of installation.



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2. Warranty terms and conditions shall cover all equipment's, including spare replacements along with OS and other system softwares etc. Warranty should include maintenance support from OEM including email, telephonic and onsite support etc.
3. If during the warranty period any goods are found damaged or defective or not acceptable, they have to be promptly replaced or rectified by bidder at its own cost (including the cost of dismantling and reinstalling) on the request of IIBF. If the items are taken to repair or replace all such items shall be re-delivered by the service provider without any cost to IIBF.
4. The bidder shall guarantee that the equipment quoted and supplied shall not be obsolete or proclaimed/declared as "End of Life/Support" by OEM during the warranty and 2 years AMC period.
5. The bidder shall guarantee that the OEM shall support the equipment with necessary spares during the warranty and 2 years AMC periods thereafter.
6. In case, the OEM discontinues the support for a particular model of equipment supplied, the bidder has to upgrade the hardware at his own cost without any additional cost during warranty period
7. All spares to be used shall be genuine or compatible spare parts (in that order) and the same shall be procured from the authorized dealers or manufacturers

### **15. Penalty Clause:**

The successful bidder should complete the project as per the project schedule mentioned in clause 12. If the bidder does not adhere to the project schedule, a penalty @1% of the contract value (total cost of ownership) shall be levied per week or part thereof until actual delivery of the machines. The penalty shall be limited to a maximum of 5% of total cost (TCO) that may be levied by IIBF. Once the maximum is reached, IIBF may consider termination of the contract and the performance security (Bank Guarantee) shall be invoked.

### **16. Termination of contract:**

- (a) If the PCs and Laptops delivered by the bidder do not comply with standard norms or found to be spurious, the contract is liable to be terminated in addition to invoking the penalty clause
- (b) Both the parties have the right to terminate the contract by giving three months notice in writing.
- (c) In the event of bidder choosing to terminate the contract without any reasonable cause and/ or failure on his part to perform the contract in full or in part, the Institute reserves the right to invoke bank guarantee and/or take any other steps as deemed necessary.



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(d) If the PCs and Laptops, supplied by the bidder are not acceptable to IIBF and it chooses to terminate the contract, the Institute may recover the costs paid so far and may invoke the performance bank guarantee.

**17. Payment Schedule for PCs and Laptops will be as under:**

<b>Milestone</b>	<b>% of TCO</b>
Advance along with award of Contract	10%
After Delivery of all items	40%
After Installation and Commissioning of all items	40%
After one year of Warranty period	10%

**(b) Payment on account of AMC will be made at the end of each quarter of the calendar year which will be equal to 25% of yearly AMC charges payable.**

**18. Sub-contracting:**

The Bidder shall not subcontract or delegate or permit anyone other than the bidder's personnel to perform any of the work, service or other duties required of the bidder under this agreement without the prior written consent of the Institute.

**19. Waiver of Minor Irregularities:**

IIBF reserves the right to waive minor irregularities in proposals provided such action is in the best interest of IIBF. Where IIBF may waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the bidder from full compliance with the RFP specifications and other contract requirements if the bidder is selected.

**20. Non-Disclosure:**

The contents of the proposal and all the project outputs should not be disclosed to any party unless Bidder and IIBF mutually agree in writing to the same. Bidder will not use the contents of this RFP to bid for any other contract.

The following Annexures shall form part of the RFP and should be read together while submitting the proposal.

- Annexure – I :-Technical Specifications and Features of PCs and Laptops
- Annexure- II :-List of PCs, Laptops, Printers, Scanners and Wi-Fi devices for AMC
- Annexure-III :- List of old PCs and Laptops for Buy-Back
- Annexure-IV :-Contact Addresses



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Annexure-V(a) :- Commercial Template for item wise charges

Annexure-V(b) :- Commercial Template for Total Charges

Annexure VI :- Manufacturer's Authorization Form

Annexure-VII:-Declaration regarding clean track by Bidder

Annexure-VIII:- Undertaking of Authenticity for items Supplied

**The Institute reserves the right to change / add / modify / relax any / all conditions stipulated or increase / decrease items requested as also to accept / reject any / all offers without assigning any reason whatsoever.**

**The Institute also reserves the right to cancel this RFP or go for a fresh one with or without any amendments without any liability or any obligations.**

**The decision of the Institute in selecting the bidder would be final and conclusive and the Institute will not entertain any correspondence in this regard.**

**Bidders are requested to offer the best price, item wise (exclusive of taxes), along with other terms and conditions on or before 25th April-2018 by 3.00 pm in sealed envelopes duly super scribed as ‘ “Proposal to supply, install and maintain the new pcs, laptops and to maintain the remaining old pcs, printers, scanners and wi-fi devices of the Institute” (Technical-Information only) ‘ “Proposal to supply, install and maintain the new pcs, laptops and to maintain the remaining old pcs, printers, scanners and wi-fi devices of the Institute” (Commercial-Information only). Both the envelopes should be enclosed in a bigger single envelope by super scribing ““Proposal to supply, install and maintain the new pcs, laptops and to maintain the remaining old pcs, printers, scanners and wi-fi devices of the Institute”.**

The proposal should be addressed and forwarded to :

**Chief Executive Officer  
Indian Institute of Banking & Finance  
Corporate Office  
Kohinoor City, Commercial II, Tower I,  
Second Floor, Kirol Road,  
Kurla - West  
Mumbai – 400 070.**





**ANNEXURE – I**

**Technical Specifications and Features of New PCs and Laptops**

**PC Configuration:**

**Configuration of New PCs to be Supplied**

<b><u>Sr.No</u></b>	<b><u>Specification</u></b>		<b><u>Offered Y/N</u></b>	<b><u>Deviations if any</u></b>
1	<b>Make/Model</b>	Lenovo,Dell,HP		
2	<b>Warranty*</b>	3 years from OEM onsite		
3	<b>CPU*</b>	Intel Core i5-7500 processor,2# core,4 thread, cache 6MB or higher, speed 3.4 MHz or higher		
4	<b>Memory*</b>	8GB DDR4 ,2400 MHz or higher MHz DIMM, expandable up to 64GB, Minimum 4 DIMM Slots		
5	<b>Motherboard*</b>	Intel Q270 chipset		
6	<b>Monitor*</b>	21.5 Inch full HD with IPS Technology, LED Backlight, with HDMI Port		
7	<b>Speaker</b>	built in or external speaker		
8	<b>Display Controller</b>	Integrated with full HD support		
9	<b>HDD*</b>	1 TB SATA HDD,7400 RPM or higher,6Gb/s driver with pre-failure alert with 64MB cache buffer		
10	<b>Optical Drive</b>	DVD/CD (Read & Write),8X or higher, energy saver efficiency with low noise		
11	<b>ports</b>	1 HDMI/VGA, Min 6 or higher USB (3.0 & 2.0) (Min 2 in front panel), 1 RJ-45,plug & play support		
12	<b>keyboard</b>	104 keys or multimedia keyboard		
13	<b>mouse</b>	USB optical scroll mouse from OEM		
14	<b>Ethernet Interface</b>	Microsoft Certified ,64 bit, PCI 10/100/1000 Mbps auto-sensing Gigabyte Ethernet adapter having RJ-45 interface, should conform to IEEE 802.3 standards		
15	<b>operating system*</b>	Windows 10 pro (64 bits) The bidder shall provide the Microsoft paper License for the Operating Systems		



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

		along with the 5 Nos.(DVDs) having Windows-10(64bit) pro(OS) with appropriate license key. The same medias will used to install the OS in Laptops also. Note: Recovery CDs having Windows OS 10 Pro is not acceptable.		
16	<b>Manageability</b>	Should be min DMI 2.0 or higher compliant. Manageability features like asset tracking (BIOS, HDD, Memory, O/s Information, Serial No, Model and Manufacturer), pre-failure alerts etc. There should be (Bundled) software tools to optimize system configuration and software installation. There should be tools for diagnosing system faults and minimizing downtime of the node.		
17	<b>Cabinet</b>	Mini Tower		
18	<b>power supply</b>	energy 5 star compliant		
19	<b>Certification</b>	ISO certified, EPEAT Rating, TCO Certified by OEM for better performance, Microsoft Certified (Any one certificate is sufficient)		
20	<b>compliance</b>	DMI 2.0 Compliance and green peace rating of 3.0 or above mandatory		

**Note:- \* marked Specification are Mandatory**

**Refer clause 9.1 for awarding technical points to the mandatory features**

**Laptops:**

<b><u>Configuration of Laptops to be supplied</u></b>			
<b><u>Sr.No</u></b>	<b><u>Model</u></b>	<b><u>Model</u></b>	<b><u>Model</u></b>
1	<b><u>HP</u></b>	<b><u>DELL</u></b>	<b><u>LENOVO</u></b>
2	<b><u>Notebook-15g-br011tx</u></b>	<b><u>New Inspiron 15 3567</u></b>	<b><u>Idea pad 310 (15)</u></b>
3	*Intel Core i5-7200U (3MB Cache,3.1 GHz,2 Cores)		
4	*4GB DDR4 RAM 2400MHz, expandable up to 16GB		
5	*1TB HDD 5400RPM		
6	*15.6" HD LED Backlight Screen		
7	Integrated Graphic		
8	Windows 10 Pro (64bit) The bidder shall provide the Microsoft paper License for the Operating		



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

	System Windows-10(64bit) pro(OS) with appropriate license key to install the same in 5 Laptops.  Note: Recovery CDs are not acceptable.
9	Ethernet port 10/100/1000 (RJ-45 Network port)
10	WI-FI 802 ,Bluetooth 4.0 etc.
11	Minimum 3 USB port (2.0 & 3.0),1 HDMI, Audio IN & OUT, Microphone,
12	warranty on-site 3years from OEM
13	Integrated HD Webcam
14	Battery LI-ION 2cell or more

**Note:- \* Marked specifications are mandatory in laptops also**

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**ANNEXURE – II**

**List of PCs, laptops, Printers, Scanners and WI-FI devices for AMC (Annual Maintenance Contract)**

**1. PCs and Laptops For AMC at Leadership Center, MSS Department Mumbai and one each PDC at Delhi, Chennai and Kolkata**

<b><u>PCs and laptops for AMC at Leadership Center Mumbai</u></b>			
<b>Sr. No</b>	<b>Configuration</b>	<b>Count</b>	<b>Type</b>
1	<b>SONY LAPTOP VAIVO</b> , Intel Core i-3 3rd generation processor ,2GB DDR3 Ram,250GB Hdd,windows 7 operating system (64 bit)	1	Laptop
2	<b>DESKTOP HP PRO 3090 MT</b> Intel Core 2 Duo processor, 2Gb Ram,320Gb Hdd,17" TFT monitor,DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Keyboard, Mouse,Windows 7 Operating system (32 bits)	11	Desktop
3	<b>HP 2000 Series Laptop</b> Windows 7 Operating system (32 bits)	24	Laptop
4	<b>HP 4540 Series Laptop</b> Windows 7 Operating system (32 bits)	2	Laptop
5	<b>Lenovo G560 G series laptop</b> Windows 7 Operating system (32 bits)	4	Laptop
6	<b>HP Pro MT 3330 Desktop</b> Windows 7 Operating system (32 bits)	5	Desktop
<b><u>Total PCs and Laptops</u></b>		<b><u>47</u></b>	-

<b><u>PCs and Laptops for AMC at MSS department Mumbai and PDC Kolkata</u></b>			
1	<b>DESKTOP HP PRO 3090 MT</b> Intel Core 2 Duo processor, 2Gb Ram,320Gb Hdd,17" TFT monitor, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse, Windows 7 Operating system (32 bits)	2	2 Desktop at MSS Dept
2	<b>HP 2000 Series Laptop</b> Windows 7 Operating system (32 bits)	1	1 Laptop at PDC Kolkata
<b><u>Total PCs and Laptops</u></b>		<b><u>3</u></b>	-



**2. AMC of Printers and Scanners at Leadership Center, MSS at Mumbai and one PDC each at Delhi, Kolkata and Chennai**

<b>Printers and Scanners at Leadership Center Mumbai</b>			
1	Dot Matrix printers, 80 column, 9pin EPSON LX 300	5	Leadership Center
2	Line Matrix PROLINE with 1000 LPM (Printronix P5010)	1	Leadership Center
3	24 pin, 80 col Dot Matrix Printer EPSON LQ 300	5	Leadership Center
4	HP Deskjet Printer 640C	2	Leadership Center
5	HP DJ 656 Printer	5	Leadership Center
6	HP PSC 1350 Printer	1	Leadership Center
7	HP COLOR LASERJET 2600n	3	Leadership Center
8	HP Business Inkjet 1000	3	Leadership Center
9	HP Office jet 6600 Printer	1	Leadership Center
10	Epson LQ-2090	1	Leadership Center
11	HP Color LaserJet Printer 5550 dtn	1	Leadership Center
12	WEP PRINTONIX P7-500N	1	Leadership Center
13	HP LASERJET P1008	1	Leadership Center
14	HP Scanner (Scanjet 5590) Part No L1910A	4	Leadership Center
15	WEP PRINTONIX P7-1000N	1	Leadership Center
16	HP LaserJet 1008	1	Leadership Center
17	HP G4010 Scanners	7	Leadership Center
18	HP LASERJET 3015-DTN PRINTERS	4	Leadership Center
19	HP COLOR LASERJET CP3525-DTN PRINTER	1	Leadership Center
20	HP COLOR LASERJET CP6015X PRINTER	1	Leadership Center
21	HP 1025 LASERJET PRINTER	10	Leadership Center
22	HP LASERJET 400 COLOR M451NW	1	Leadership Center
<b>Total Count</b>		<b>60</b>	-



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

<b><u>Printers and Scanners at MSS Department Mumbai and One each PDC at Delhi, Kolkata and Chennai</u></b>			
1	<b>HP LaserJet 1022N</b>	4	1 MSS Dept,1 Delhi,1 Chennai,1Kolkatta
2	<b>Dot Matrix printers, 80 column, 9pin EPSON LX 300</b>	1	1 MSS Dept
3	<b>HP Scanner (Scanjet 5590)</b> Part No L1910A	2	1 kolkatta,1 Delhi
4	<b>WEP PRINTONIX P7-500N</b>	3	1 MSS Dept,1 Delhi,1Kolkatta
5	<b>HP Color Printer HP3600n</b>	3	1 Delhi,1 Chennai,1Kolkatta
6	<b>HP Color Printer HP CP2025n</b>	1	1 MSS Dept
7	<b>HP G4010 Scanners</b>	8	2 MSS Dept,2 Delhi,2 Chennai,2Kolkatta
8	<b>HP P1606 DN</b>	1	1 Kolkata
9	<b>HP DESKJET 910</b>	1	1 Delhi
10	<b>Web Printronix P - 8005 Printer</b>	1	1 Chennai
<b><u>Total Count</u></b>		<b><u>25</u></b>	

**3.WI-FI Devices for AMC at Leadership center Mumbai**

<b>Sr. No</b>	<b>Description</b>	<b>Part No.</b>	<b>Product Description</b>	<b>Qty</b>	<b>HW/SW</b>
1	Switch	WS-C3560G-24PS-S	Catalyst 3560 24 10/100/1000T PoE + 4 SFP + IPB Image with 100 Base-T SFP	1 of 9	Hardware
2	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	2 of 9	Hardware
3	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	3 of 9	Hardware
4	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	4 of 9	Hardware
5	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	5 of 9	Hardware
6	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	6 of 9	Hardware
7	Access	AIR-	802.11a/g/n Fixed Auto AP; Int Ant; A Reg	7 of 9	Hardware



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

	points	AP1042N-A-K9	Domain		
8	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	8 of 9	Hardware
9	Access Points	AIR-AP1042N-A-K9	802.11a/g/n Fixed Auto AP; Int Ant; A Reg Domain	9 of 9	Hardware
10	Cisco Aironet	AIR-AP1242AG-N- K9	802.11a/g Non-Modular IOS AP; RP-TNC; Non-FCC Cnfg with 5 Ghz 3.5dBi Black Dipole Antenna w/RP-TNC Connector, Qty-1	1 of 2	Hardware
11	Cisco Aironet	AIR-AP1242AG-N- K9	802.11a/g Non-Modular IOS AP; RP-TNC; Non-FCC Cnfg with 5 Ghz 3.5dBi Black Dipole Antenna w/RP-TNC Connector, Qty-1	2 of 2	Hardware

Sr. No.	Description	Part No.	Product Description	Qty.	HW/SW
1	24Online	SMS100i	DPU:SMS100i	1	Hardware
2	24Online	SMS100i	Software Sale-100 Users Unlimited Time-24Online		Software
3	24Online	SMS100i	Web Surfing Logger Module		Software
4	24Online	SMS100i	Walk In Module		Software

Sr. No.	Description	Part No.	Product Description	Qty.	HW/SW
<u>1</u>	Cyberoam	05-CRI-050IA-01	Cyberoam CR 50ia Total Value Subscription	1	Hardware/ Software

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**ANNEXURE – III**

**List of old PCs and Laptops for Buy-Back**

**Old PCs and Laptops For Buy Back at Leadership Center, MSS Department  
Mumbai and one each PDC at Delhi, Chennai and Kolkata**

<b>PCs and Laptops for Buy-back at Leadership Center Mumbai</b>			
<b>Sr. No</b>	<b>Configuration</b>	<b>Count</b>	<b>Type</b>
1	<b>Zenith PCs:</b> Intel Pentium IV 2.4 GHZ with original Intel 845 G Mother Board, 256MB SD RAM, 40GB HDD, 4X AGP with 32MB, 1.44 MB FDD, 32 bit 100 MBPS Ethernet card, 15" CRT flat SVGA Color monitor (Samsung 56 V), Ergonomic Multimedia keyboard, PS2 type Mouse, 56.5 KBPS Internal Modem, 52X CD-ROM Drive, Full Duplex Sound Card, Speakers with Mike and Microsoft Windows XP Prof.	3	3 Desktops at Leadership Center
2	<b>HCL 1230 Infinity PCs:</b> 3.0 GHz Pentium D processors, Intel Original Mother Board 1.5 GB DDR memory, 1.44 FDD, 120 GB hard drives ,52x-CDROM, MM Keyboard (122 Keys), optical scroll mouse, 10/100 Mbps Ethernet port, Windows xp Professional with media, 15" Flat Monitor,	19	19 Desktop at Leadership Center
3	<b>HCL 1090 Infinity PCs :</b> 3.0 GHz Pentium IV processors, Intel Original Mother Board 865 G Chipset (800 FDD, with HT enable, 1.25 GB DDR memory, 1.44 FDD, 40 GB hard drives (7200rpm)-Seagate, 32M AGP-Radeon, 8xDVDROM, MM Keyboard (122 Keys), optical scroll mouse, WebCam-Logitech QuickCam Pro 4000, Altec Stereo Speakers-VS2120, Mic with headphone, 10/100 Mbps Ethernet port, Windows xp Professional with media, 15" Flat Monitor, (Samsung)	21	21 Desktops at Leadership Center
4	<b>PCS (HCL Make) HCL EZEEBEE DESKTOP</b> Pentium IV 3.00 GHz/1MB L2 Cache, 800 MHz FSB, 856G Chipset M/B, 1024 MB DDR RAM, 1.44MB FDD, 40 GB IDE HDD, Combo Drive, Internet Ready KBD, Optical Scroll Mouse, Integrated 10/100 NIC, Graphics, Audio, 15" Digital Color Monitor, Internal Modem, AVS Speakers, Windows XP	2	2 Desktops at Leadership Center
5	<b>Lenovo o768HBQ</b> Intel Dual Core T2080b (1.73Ghz, 533Mhz 2MB L2 Cache)/ Intel 945 GM Chipset, 1GBRAM// 80 GB 5400 rpm/ 802.11a/b/g 10/100/ 56 kbps Modem Display 15.4"WXGA DVD drive Integrated DVD Recordable Dual Layer Drive Battery: 6Cell/ 4 in 1 media card reader (SD, MMC, MS, XD) 4 USB 2.0, /S Video Out/IEEE 1394/ Headphone, Mic in VGABluetooth Integrated, Wireless on/off Switch Windows Vista Home basic) (1 nos)	1	1 Laptop at Leadership Center
6	<b>HP PAVILION 6130 DESKTOP</b> , INTEL CORE 2 DUO 2.00 GHZ INTEL 945 CHIPSET MOTHER BOARD 2 GB DDR RAM 160 GB HDD DVD VISTA HOME KEYBOARD MOUSE, CREATIVE SPEAKERS WEB CAMERA 17" TFT	2	2 Desktops at Leadership Center





**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

7	<b>HP DESKTOP MODEL DX2700SFF</b> INTEL CORE 2 DUO PROCESSOR E6300 WITH 1.8 GHZ WITH 2MB/ 1066 FSB ORIGINAL INTEL MOTHERBOARD BASED ON LATES Q963 CHIPSET	3	3 Desktops at Leadership Center
8	<b>HP 7400 MT (KN713PA) DeskTop</b> Intel Core 2 Duo 2.3 Ghz Processor, 2 Gb Ram, 160 Gb Hdd, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse, XPP, HP TFT 17" Monitor	5	5 Desktops at Leadership Center
9	<b>HP DC 5800 series Business PC</b> /Intel Q33 Express Chipset/Intel Core 2 Quad (2.5 Ghz/6Mb L2 Cache/1333Mhz FSB)/250Gb HDD/2Gb DDR2 Ram/DVDROM/HP 17'TFT/Internal speaker.	19	19 Desktops at Leadership Center
10	<b>HP Compaq dx 7380MT</b> Intel Core 2 Duo 1.86 Ghz Processor, 1 Gb Ram, 160 Gb Hdd, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse, 17" TFT Color Monitor, in-build Speaker.	6	6 Desktops at Leadership Center
11	<b>HP Media Center m7561in Desktop PC</b> PentiumD 925 (P) DC 3.0 GHz, ATI Radeon Xpress 200 for Intel Processors, RAM 1.5 GB DDR-2, GeForce 7500LE graphic, TV tuner card with FM tuner, Network (LAN) Integrated 10/100 Base-T networking interface, Wireless LAN 802.11 b/g, HP wireless keyboard, HP premium wireless mouse, USB infrared remote and receiver, 9-in-1 memory card reader, 1394 port, Drive bays	1	1 Desktops at Leadership Center
12	<b>HP COMPAQ DX 7400</b> Intel Core 2 Quad 2.50 Ghz Processor, 2 Gb Ram, 160 Gb Hdd, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse, Windows Vista Business edition, HP TFT 17" Monitor model L1710	3	3 Desktops at Leadership Center
13	<b>HP DX 2480 Desktop</b> business PB, intel core 2 duo processor, 2.92GHz spped, 500GB HDD, DVD Writer, Onboard Lan, Onboard Graphic card, 2GB RAM	2	2 Desktops at Leadership Center
<b><u>Total PCs and Laptops</u></b>		<b><u>87</u></b>	-



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

<b>PCs and Laptops Details of MSS department Mumbai and one each PDC at Delhi, Chennai &amp; Kolkata</b>			
1	<b>HP 530 Laptop</b> HP530/ Intel Core Duo T2300E(1.66Ghz, 667MHz FSB, 2MB L2 Cache) /15.4" Widescreen Bright View Screen/ 512 MB DDR 2 667MHz/ 80GB SATA HDD @ 5400rpm/ DVD +/- RW / Integrated Wireless 802.11a/b/g / Ethernet 10/100/ Touchpad/ Li-Ion Batt/ Win VISTA Business/1 Year On-Site Warranty/ HP Backup & Recovery Manager	4	1 Laptop at MSS Dept and 1 Each at each PDC
2	<b>HP DESKTOP MODEL DX2700</b> SFF INTEL CORE 2 DUO PROCESSOR E6300 WITH 1.8 GHZ WITH 2MB/ 1066 FSB ORIGINAL INTEL MOTHERBOARD BASED ON LATES Q963 CHIPSET	10	1 Desktop at MSS Dept and 3 each at each PDC
3	<b>HP COMPAQ DX 7400</b> Intel Core 2 Quad 2.50 Ghz Processor, 2 Gb Ram, 160 Gb Hdd, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse, Windows Vista Business edition, HP TFT 17" Monitor model L1710	12	3 each at MSS Dept and Each PDC
4	<b>HP Compaq 8100 Desktop</b> Dual Core processor, 2GB RAM,500 GB HDD,3.24 GHZ speed,LAN card inbuild, Onboard Sound, Onboard Graphics, Key-board, Mouse	2	2 Desktop at PDC Delhi
5	<b>Desktop HP DX 2480 Business PB</b> , intel core 2 Duo,2.92 GHZ speed, 2 GB RAM, 250GB HDD, DVD Writer, Onboard Lan, Onboard Sound, Onboard Graphics, Key-board, Mouse	5	2 Desktop at MSS Dept and 3 at PDC Chennai
6	<b>Desktop HP DC 5800 series Business PC</b> /Intel Q33 Express Chipset/Intel Core 2 Quad (2.5 Ghz/6Mb L2 Cache/1333Mhz FSB)/250Gb HDD/2Gb DDR2 Ram/DVDROM/HP 17' TFT Monitor/Internal speaker.	1	1 Desktop at MSS Dept
<b>Total PCS and Laptops</b>		<b>34</b>	-

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**Request for Proposal to Supply, Install and Maintain the PCs, Laptops, Printers and Scanners**

**ANNEXURE – IV**

<b>ZONE/CPD</b>	<b>CONTACT ADDRESSES</b>
Leadership center	Kohinoor City Commercial – II Tower-I, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Kirol Road Off-L.B.S Marg Kurla- West MUMBAI – 400 070 Phone : 91 – 022 – 25039746 / 9604 / 9907 Fax : 91 – 022- 25037332
Professional Development Center Kolkata	Indian Institute of Banking & Finance 7 <sup>th</sup> Floor, Hindustan Building Annex, 4 C.R Avenue, KOLKATA – 700 072  Phone : 033-22124992 Fax : 033-22124680 <a href="mailto:iibfez@iibf.org.in">Email : iibfez@iibf.org.in</a>
MSS Department Mumbai	Indian Institute of Banking & Finance 191-F, Maker Towers,19 <sup>th</sup> Floor, Cuffe Parade, MUMBAI – 400 005 Phone : 91-022-2218 5134 Fax : 91-022-2218 0845  <a href="mailto:iibfwz@iibf.org.in">Email : iibfwz@iibf.org.in</a>
Professional Development Center Delhi	Indian Institute of Banking & Finance 109 – 113, Vikrant towers  Ist floor, 4, Rajendra place NEW DELHI – 110 008 Phone : 91-011- 2575 2191/25752192 Fax : 91-011- 2575 2193  <a href="mailto:iibfnz@iibf.org.in">Email : iibfnz@iibf.org.in</a>
Professional Development Center Chennai	Indian Institute of Banking & Finance No.94, Jawaharlal Nehru Road (100 Feet Road) Opp to Hotel Ambica Empire, Vadapalani, CHENNAI – 600 026 Phone : 044 – 24722990, 24727961 Fax : 044 – 24726966  <a href="mailto:iibfsz@iibf.org.in">Email : iibfsz@iibf.org.in</a>



**ANNEXURE – V(a)**

**# Commercial Template for Item wise Charges**

<b>Sr.No</b>	<b>Particulars</b>	<b>Item Wise Charges</b>
<b>1</b>	<b>Total Charges for Supply, Installation and configuration of PCs and Laptop for 120 Nos (100 no's of PCs and 20 no's of Laptops)</b>	
<b>2</b>	<b>AMC Charges Per Annum(for 2 years after 3 years warranty periods)</b>	
<b>3</b>	<b>Total AMC charges per Annum Charges for existing PCs, Laptops, Printers, Scanners and Wi-Fi Devices.</b>	
<b>4</b>	<b>Total Residence Engineer Charges per Annum</b>	

**#The commercial prices are invited only for deciding the ceiling price for the purpose of conducting reverse auction. However, the Institute reserves the right to determine the ceiling price irrespective of what has been quoted by the bidders.**

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**Annexure – V(b)**

**Commercial Template for Total Charges  
(For the purpose of determining the Ceiling Price only)**

<b>Sr.No</b>	<b>Particulars</b>	<b>Grand Total of all Items</b>
<b>1</b>	<b>Total Charges for Supply, Installation and configuration of PCs and Laptop for 120 Nos (100 no's of PCs and 20 no's of Laptops)</b>	
<b>2</b>	<b>AMC Charges Per Annum(for 2 years after 3 years warranty periods)</b>	
<b>3</b>	<b>Total AMC charges per Annum Charges for existing PCs, Laptops, Printers, Scanners and Wi-Fi Devices.</b>	
<b>4</b>	<b>Total Residence Engineer Charges per Annum</b>	

**#The commercials are invited only for deciding the ceiling price for the purpose of conducting reverse auction. However, the Institute reserves the right to determine the ceiling price irrespective of what has been quoted by the bidders.**

**The bidder who is successful in technical round and who offers lowest total price (through reverse auction) shall be declared as “L1” and project will be assigned to such bidder.**

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**Annexure-VI**  
**Manufacturer’s Authorization Form**

To,  
Indian Institute of banking and finance  
Kohinoor city, Commercial II, Tower I,  
2nd Floor, Off L.B.S Marg, Kiro Road  
Kurla West, Mumbai -400070.

Dear Sir,

**Subject:- supply, install and maintain the pcs, laptops and to maintain remaining pcs, printers, scanners and wi-fi devices of the Institute (No:- RFP-2-2017/18)**

We ..... who are establish and reputable manufacturers of ..... having factories at ..... do hereby authorize M/s ..... (Name and Address of the Supplier/Channel Partner/System Integrator) to bid, negotiate and conclude the contract with IIBF against RFP no. .... For the above goods manufactured by us.

We hereby extend our full warranty as per the requirement, scope of work, general terms and Conditions of RFP for the goods offered for supply against this invitation for bid by the above firm.

We hereby further confirm that the solution quoted by our partner/agency including 3 (three) years comprehensive warranty. We also confirm that all the parts codes (product and warranty) quoted by our partner are OK and the solution quoted by our partner will work as per requirements specified by IIBF.

Your’s faithfully,

(Name) For and on behalf of M/s.....

Signature of Witness  
Dated:  
Place:

Signature of Manufacturer  
Dated:  
Place:

Note: This letter of authority should be on the latterhead/certificate issued by the manufacturing concern (OEM) and should be signed by a person competent and having the power of Attorney to bind the manufacturer.



**Annexure-VII**  
**Declaration regarding clean track by Bidder**

To,  
Indian Institute of banking and finance  
Kohinoor city, Commercial II, Tower I,  
2nd Floor, Off L.B.S Marg, Kiroli Road  
Kurla West, Mumbai -400070.

Dear Sir,

**Subject:- supply, install and maintain the pcs, laptops and to maintain remaining pcs, printers, scanners and wi-fi devices of the Institute (No:- RFP-2-2017/18).**

I have carefully gone through the Terms and Conditions contained in the above-referred RFP. I hereby declare that my company/firm is not currently debarred/blacklisted by any Government/Semi Government Organizations/Institutes in India or abroad. I further certify that I am competent officer in my company/firm to make this declaration.

OR

I declare the following

Sr.No	Country in which the company is debarred/blacklisted/case pending	Blacklisted/debarred by Government/Semi Government Organizations/Institutes	Reason	Since when and for how long

(Note: In case the company/firm was blacklisted previously, please provide the details regarding periods for which the company/firm was blacklisted and the reasons for the same)

Yours faithfully,

Authorized Signatory

Name:

Designation:

Place:

Date:

Organization Seal



**Annexure-VIII**  
**Undertaking of Authenticity for items Supplied**

To,  
Indian Institute of banking and finance  
Kohinoor city, Commercial II, Tower I,  
2nd Floor, Off L.B.S Marg, Kirool Road  
Kurla West, Mumbai -400070.

Dear Sir,

**Subject:- supply, install and maintain the pcs, laptops and to maintain remaining pcs, printers, scanners and wi-fi devices of the Institute (No:- RFP-2-2017/18).**

With reference to the RFP for supply, install and maintain the pcs, laptops and to maintain remaining pcs, printers, scanners and wi-fi devices of the Institute (No:- RFP-2-2017/18)being quoted to you vide our quotation No:.....Date..... we hereby undertake that the components/parts/assembly/software used in the PCs/Laptops under the above like hard disk, memory etc., shall be original new components/parts/assembly/ software only, from respective OEM’s of the products and that no refurbished/duplicate/second hand components/ parts/assembly/ software ae being used or shall be used.

We also undertake that in respect of licensed operating system if asked for you in the purchase order, the same shall be supplied along with the authorized license certificate(e.g. product keys on certification od authenticity in case of Microsoft Windows operating system) and also that it shall be sources from the authorized source (e.g. authorized Microsoft channel in case of Microsoft operating system).

Should you required, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivering at the time of delivery/installation. It will be our responsible to produce such letters from OEM suppliers at the time of delivery or within a reasonable time.

In case of defaults/we are unable to comply with above at the time of delivery or during installation for the IT Hardware/Software already billed, we agree to take back the IT PCs and Laptops which without demur, if already supplied and return the money if any paid to us by you in this regards.

We ..... also take full responsibility of both as per the content even if there is any defect by our authorized services center/ reseller/ SI etc.

Yours faithfully,

Organization Seal

Authorized Signatory

Name:

Designation:

Place:

Date: