

Ref: CO:ITD:PROC:2268/R1:2020-21
Date: 08/04/2020
Request for Quotation for Supply, Installation and Maintenance of 25 nos. of All in One Desktop PCs.

Indian Bank invites e-tenders for supply, installation and maintenance of 25 nos. of All in One Desktop PCs for our Bank. This tendering process shall follow two-part bidding. Bid shall be submitted in two parts, i.e. Technical Bid and Indicative Price Bid followed by an online reverse auction. Lowest Quoted (L1) bidder will be finalized through online reverse auction process.

I. SCHEDULE

1)	Tender Reference Number and Date	CO:ITD:PROC:2268/R1:2020-21 dated 08/04/2020
2)	Last date for seeking clarifications/queries through email @ himanshu.singh2@indianbank.co.in krishna.prasad2@indianbank.co.in skkarna55966@indianbank.co.in	20/04/2020
3)	Last Date, Time for submission of Bids in Online Mode and documents to be uploaded online by Bidders	04/05/2020 at 03:00 PM a. Eligibility Criteria, along with all supporting documents required. b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages. c. All supporting documents and product literature in support of Technical specifications. d. Relevant brochures f. Compliance to Technical Specifications as per Annexure I. g. Any other information sought by the Bank with relevant to this tender
4)	Last Date, Time for submission of Physical Documents and documents to be submitted physically by Bidders (Offline Mode)	04/05/2020 at 03:00 PM to be submitted to Chief Manager (Premises & Expenditure) Indian Bank Corporate Office Premises & Expenditure Department 254-260, Avvai Shanmugam Salai, Royapettah Chennai – 600 014 1. Earnest Money Deposit/Bid Security 2. DD towards Cost of bid document Note: Companies registered as Micro/Small Units under MSE/NSIC should submit documentary proof for claiming exemption for Point No. 1 & 2



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5)	Earnest Money Deposit/Bid Security	₹1,00,000/- (Rupees One Lakh only) valid for 135 days from the last date of submission of bid in the form of Bank Guarantee issued by a scheduled commercial Bank or Foreign Bank located in India other than Indian Bank. (Mode of Submission: Offline)
6)	RFQ Cost	Non-refundable ₹2,000/- in the form of DD favouring "Indian Bank". (Mode of submission: Offline)
7)	Date of opening of Technical Bids (Online & Offline) & Conformity to Eligibility Criteria	04/05/2020 at 03:30 PM Indian Bank 254-260, Avvai Shanmugam Salai Royapettah Chennai – 600 014
8)	Date of opening of Indicative Commercial Bids (Online& Offline) and Online Reverse Auction	Will be intimated after technical evaluation of the bids submitted.
9)	Online Bid Submission Details	This RFQ will follow e-Procurement (e-Tendering) process and the same will be conducted by Bank's authorized e-Procurement service provider M/s Nextenders (India) Pvt. Ltd. through website https://indianbankeprocure.etenders.in .

This RFQ document can be downloaded from the website: <https://indianbank.in/tenders> & e-procurement portal: <https://indianbankeprocure.etenders.in>. Clarifications, Modifications and Date of Extensions, if any, will also be posted on the same website & e-procurement portal and no paper publication will be done for the same.

II. ACCESSIBILITY OF TENDER DOCUMENT

Interested bidders may download the tender document for supply, installation and maintenance of 25 nos. of All in One Desktop PCs from the website <https://indianbank.in/tenders> & e-procurement portal <https://indianbankeprocure.etenders.in>. Please note that your e-tender is subject to the terms and conditions mentioned below.

III. LAST DATE FOR SEEKING CLARIFICATIONS/QUERIES THROUGH EMAIL

The bidders are requested to submit any queries/clarifications to the Bank on or before 20/04/2020 to the following mail ids.

himanshu.singh2@indianbank.co.in
krishna.prasad2@indianbank.co.in
skkarna55966@indianbank.co.in

The text of the questions raised (without identifying the source of enquiry) and the responses given, together with amendment to the bid document, if any, will be ported in website-<https://indianbank.in/tenders> & e-procurement portal <https://indianbankeprocure.etenders.in> and informed vide mail to the bidders who have raised queries.



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Cost of Bid Document Rs.2,000/- (Rupees Two Thousand only, non-refundable) in the form of DD favouring Indian Bank, payable at Chennai to be uploaded at the time of online submission of Bid.

The Bidder should upload at the time of online submission of Bid, a bid security in the form of a bank guarantee issued by a scheduled commercial Bank or Foreign Bank located in India other than Indian Bank for a sum of Rs.1,00,000/- (Rupees One Lakh only) and valid for 135 days from the last date for submission of Bid in the format provided in Annexure IV, Bank may seek extension of Bank Guarantee, if required.

Unsuccessful bidders' bid security will be discharged or returned after the expiration of the period of bid validity prescribed by the bank or after issuing purchase order to the successful L1 bidder, whichever is earlier.

The successful Bidder's Bid Security will be discharged upon the Bidders signing the Contract and furnishing the Performance Security.

The bidder will forfeit the Bid Security in following cases:

- a) if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.
- Or
- b) in the case of a Successful Bidder, if the Bidder fails to sign the Contract or to furnish Performance Security.

Both the demand draft towards cost of bid document and bank guarantee towards bid security have to be submitted offline also **on or before 04/05/2020, 03.00 PM to the address mentioned under schedule 4 of this tender.**

V. PROCEDURE FOR SUBMISSION OF QUOTATION

- 1) Bidders should enroll/ register before participating through website - <https://indianbankprocure.etenders.in>. Bids have to be submitted online only at the above mentioned website. All the documents mentioned in schedule 3 are to be scanned and uploaded along with the tender documents. Any other documents sent by any other mode will not be accepted except for the documents asked to be submitted physically by bidders (Offline Mode) mentioned under schedule 4 of this tender.
- 2) Technical bid contains
 - a. Eligibility Criteria, along with all supporting documents required.
 - b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
 - c. All supporting documents and product literature in support of Technical specifications.
 - d. Relevant brochures
 - f. Compliance to Technical Specifications as per Annexure I.
 - g. Any other information sought by the Bank with relevant to this tender



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- 3) Indicative price breakup details to be submitted as sought in the e-tendering system. The indicative commercials provided by the bidder during e-tendering process will be considered as online sealed bid. The indicative commercial bid of the technically qualified bidders will be opened by Bank Officials on the date of online reverse auction. The indicative price to be quoted should include cost of All in One Desktop PCs, accessories duties, levies, freight, insurance, delivery, installation charges and Labour charges, Warranty, AMC etc. and other specifications mentioned in Annexure I, but exclusive of GST only.
- 4) Technical bid to be uploaded should be duly signed by the Authorised Signatory under the seal of the company in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions, the e-tender will be liable for rejection. The indicative price quoted should be unconditional and should not contain any strings attached thereto. e-tenders, which do not conform to our specifications, will be liable for rejection and offers with a higher configuration will not attract any special consideration in deciding the supplier.
- 5) Documents mentioned under schedule 4 shall be submitted in a single sealed envelope duly super-scribing the envelope with the reference number of this RFQ, due date, name of the Bidder, Quotation reference number etc.

VI. SIGNING OF TENDER

Signature should be done electronically as per e tender system. In addition, authorised signatory should sign all the pages of the tender and other supporting documents. Power of Attorney or resolution of the Board supporting the same should be uploaded along with the e-tender.

Bank has the right to accept or reject any e-tender/cancel the e-tender at its sole discretion without assigning any reason thereof.

Either OEM or authorized Agents (SI) on behalf of OEM can bid in e-tender but not both.

Benefits to Micro and Small Enterprises (MSEs) as per the guidelines of Public procurement Policy issued by Government of India:

- As per the above policy, Bank reserves the rights to procure 20% of the total requirements, from Micro and Small Enterprises (MSEs) provided such MSEs are complying with the eligibility criteria and technical specifications of the tender, quote their price within the price band of L1+15% and agree to bring down their price to L1 price.
- If L1 bidder is an MSE, 100% procurement will be done from the L1 bidder subject to the other terms and conditions of the tender.
- In case of more than one such MSE, the supply shall be shared proportionately to tender quantity.



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- Special provision for Micro & Small Enterprises owned by Scheduled Castes or Scheduled Tribes. 4% out of the 20% shall be allotted to such MSEs, if participated in the tender.
- MSEs are also exempted from payment of cost of bid document and submission of bid security.
- To avail the above benefits, the bidder should have registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhar or any other body specified by Ministry of Micro, Small and Medium Enterprises.
- Bidders seeking the above benefits shall submit the documentary proof for having registered with the above agencies (such as Entrepreneur's Memorandum – EM II) and upload the same during submission of the technical bids.

VII. QUALIFICATION CRITERIA FOR THE BIDDERS

The bidder must satisfy the following minimum criteria

- The Bidder should be Limited Company and should be in existence in India for the last 3 years as on 31/03/2020 (Certificate of Incorporation to be submitted).
- The Bidder should be a Net profit earning organization with positive net worth for the last three financial years (2016-17, 2017-18 and 2018-19) (Copy of Audited balance sheet to be submitted).
- The annual turnover of the Bidder should be more than Rs. 1 Crore or above during each of last three financial years (2016-17, 2017-18 and 2018-19) (Copy of Audited balance sheet to be submitted).
- The Bidder should have supplied minimum of 20 nos. of Laptops/Desktops in a single order in each of the last two financial years of the bidder (2017-18 and 2018-19) to Banks/Financial Institutions/Govt. Organizations in India. (Copies of Purchase Orders issued to the bidder to be submitted)
- The Bidder should not have been blacklisted by any Government Dept / PSU / Banks currently. (Self-declaration to be submitted as per the format provided in Annexure VIII)

VIII. WARRANTY & AMC

The All in One Desktop PCs including power adapter, external mouse, keyboard and other accessories should be under a comprehensive onsite warranty for thirty six (36) months from the date of installation or for forty two (42) months after the date of receipt of shipment at the destination, whichever period concludes earlier.

Onsite Comprehensive AMC has to be renewed for subsequent 2 years after warranty.

