

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

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Azadi Ka  
Amrit Mahotsav

**REQUEST FOR PROPOSAL FOR  
PURCHASE OF LICENSED FREE  
15 PORTABLE WALKY TALKY SETS  
(UNDER BUY BACK ARRANGEMENT)**

**RFP/01/2022 dated 01.06.2022**

**Last Date for Submission: 22.06.2022 at 5.00 pm**

**Issued by:**

**Security Department  
Indian Bank  
Corporate Office  
254-260, Avvai Shanmugham Salai,  
Royapettah,  
Chennai – 600 014**





## **IMPORTANT DATES AND INFORMATION ON RFP SUBMISSION**

Sl.No	Description	Details
1	<b>RFP Ref No. &amp; Date</b>	RFP/01/2022 dated 01.06.2022
2	<b>Brief Description of the RFP</b>	Request for Proposal for Purchase of 15 Licensed free portable Walky Talky Sets (under buy back arrangement)
3	<b>Bank's Address for Communication and Submission of Application</b>	AGM / Chief Security Officer, Indian Bank, Corporate Office Security Department 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014. Tel: 044 2813 4500/ 4315 Email: <a href="mailto:co.security@indianbank.co.in">co.security@indianbank.co.in</a>
4	<b>Period of issue of RFP</b>	From 01.06.2022 to 21.06.2022
5	<b>Last date / time for receiving clarifications</b>	13.06.2022 – 3.00 PM
6	<b>Pre-Bid clarification Meeting</b>	14.06.2022 – 3.00 P.M
7	<b>Last Date and time of Submission of Proposal</b>	22.06.2022 - 5.00 PM
8	<b>Technical Bid Opening date</b>	23.06.2022 -11.00 AM (Only eligible bidders will be communicated separately)
9	<b>Commercial Bid Opening</b>	24.06.2022, 03.00 PM
10	<b>Application Fees (Non-Refundable)</b>	Rs 500/- (Rupees Five Hundred Only) by way of DD favouring "Indian Bank"(Non Refundable)  (MSMEs are exempted from submitting the fee subject to furnishing of relevant valid certificate for claiming exemption)
11	<b>Earnest Money Deposit</b>	Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only), in the form of Demand Draft drawn in favour of Indian Bank, payable at Chennai. (Refundable)  <b>EMD to be enclosed with Technical bid.</b>





The RFP document can be downloaded from Bank's website : <https://www.indianbank.in> . Clarifications, Modifications and Date of Extensions, if any, will also be posted on the same websites only.

- I. Note: Indian Bank, does not take responsibility of any offers not uploaded/ lost in transmission/delivered incomplete/ delivered illegible/ at incorrect address/ field.
- II. The original RFP (and any addendums, if any) needs to be signed by the same authorized signatory and stamped by the Bidders and has to be submitted along with the Technical Bid.

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### **1. ABOUT RFP**

- 1.1 Indian Bank, Security Department, Corporate Office, Chennai invites sealed proposals from agencies having a valid Public Mobile Radio Telephony Service (PMRTS) Operating License from Ministry of Communication, Gol and having its office in Chennai, for **purchase of 15 portable (licenced free, with airtime charges as applicable) wireless Walky-Talky sets** under Buy Back arrangement of existing W/T Sets of Indian Bank, Corporate Office. The Bid documents (i.e, Technical bid and Commercial bids enclosed in separate sealed envelopes, which should be further sealed in a single envelop) should be addressed to 'The Chief Security Officer, Indian Bank, Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014. The name of Agency, Address, Phone/ Mobile No. and E-mail ID must be mentioned on the rear side of the envelope.
- 1.2 The RFP document is not a recommendation or invitation to enter the contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to compliance to selection process and appropriate documentation being agreed between the Bank and selected Agency as identified by the Bank after completion of the selection process.





- 1.3 Information Provided:** The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Bank in relation to the provision of services. Neither the Bank nor any of their directors, officers, employees, agents, representative, contractors, or advisers give any representation or warranty (whether oral or written), express or implied as to the accuracy, updation or completeness of any writings, information or statement given or made in this RFP document. Neither the Bank nor any of their directors, officers, employees, agents, representative, contractors, or advisers have carried out or will carry out an independent audit or verification or investigation or due diligence exercise in relation to the contents of any part of the RFP document.
- 1.4 Costs borne by respondents:** All costs and expenses (whether in terms of time or money) incurred by the Recipient / Respondent in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Bank, will be borne entirely and exclusively by the Recipient / Respondent.
- 1.5 No Legal relationship :** No binding legal relationship will exist between any of the Recipients / Respondents and the Bank until execution of a contractual agreement to the full satisfaction of the Bank.
- 1.6 Recipient obligation to Inform Itself :** The Recipient must apply its own care and conduct its own investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information.
- 1.7 Evaluation of offers :** Each Recipient acknowledges and accepts that the Banks may, at its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of Bidder, not limited to those selection criteria set out in this RFP document. The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by a Recipient. The Recipient unconditionally acknowledges by submitting its response to this RFP document that it has not relied on any idea, information, statement, representation, or warranty given in this RFP document.
- 1.8 Errors and omissions :** Each recipient should notify the Bank of any error, fault, omission, or discrepancy found in this RFP document in mail but not later than last date of receiving clarifications specified under "Important Dates" on Page 2 of this RFP document.
- 1.9 Standards :** All standards to be followed will adhere to Bureau of Indian Standards (BIS) specifications or other acceptable standards.
- 1.10 Acceptance of Terms :** A recipient will, by responding to the Bank's RFP document, be deemed to have accepted the terms as stated in this RFP document.





**1.11 Disqualification :** Any form of canvassing/ lobbying/ influencing/ questioning regarding shortlisting of agencies will make a bidder liable for disqualification from the RFP process.

**1.12 Late RFP Response Policy :** It should be clearly noted that the Bank has no obligation to accept or act on any reason for a late submitted response to RFP. Evaluation/ rejection of the response will be decided by the bank at its own discretion. The Bank has no liability to any Respondent who lodges a late RFP response for any reason whatsoever.

RFP received late on account of any reason whatsoever will not be entertained. The RFP not accompanied by Cost of RFP as mentioned in this RFP are liable to be rejected as NON-RESPONSIVE.

**1.14 Notification:** The Bank will notify the Respondents in writing as soon as practicable after the RFP Evaluation Complete date, about the outcome of the RFP evaluation process, including whether the Respondent's RFP response has been accepted or rejected. The Bank is not obliged to provide any reasons for any such acceptance or rejection.

## **2. OBJECTIVE**

**2.1** Indian Bank invites applications from reputed agencies to submit its bids who fulfil the eligibility criteria as given below for providing licensed free portable Walky Talky Sets under buy back arrangement of existing sets.

## **3. ELIGIBILITY CRITERIA**

### **Technical Bid Specifications**

- 3.1(a)** The agency must provide basic technical features of the Walky-Talky set along with the quotation.
- (b)** The agency may quote their price for multiple models (more than 1). However, all the models shall fulfil the Bank's requirement of specifications / features listed below :

### **Specifications/ Features:**

- 3.2** Frequency Band: VHF or UHF (as permitted by Govt of India) for short and medium range communications.
- 3.3** **Operational range should be up to 1 Kms (Minimum) in Short range and 15 to 20 Kms in Medium range under City conditions.** The agency may install boosters to improve the communication range from basement to basement for short range, medium range and its quality, as permitted. The same must be mentioned clearly in the offer letter along with additional cost, if any.
- 3.4** The set should provide good communication within its multi-storeyed Administrative Office premises (One each at Royapettah and Rajaji Salai) having Basements, where it is intended for usage.





- 3.5 Max power output - To be within the limits as specified by Department of Telecommunication, Government of India for licence free (and airtime charges as applicable) usage.
- 3.6 In addition to above, the set should have a **minimum of 10 years operational life**. The warranty of the Sets offered shall be for a period of **atleast 2 years**. The operating life of the rechargeable batteries should be at least **One year**.
- 3.7. The agency must submit copy of valid **PMRTS Operating License** (Unified License) issued by Ministry of Communication, New Delhi for usage of the Walky-Talky sets.
- 3.8. The agency must submit copy of valid **DPL license (Dealers Possession Licence)** along with the model no. for supply of Walky-Talky sets.
- 3.9. The agency must submit copy of valid **OEM Authorization certificate** for the sale, repair and maintenance of the make/ model proposed.
- 3.10 The agency must have operational **Service Centre in Chennai** city. Enclose copy of the GST certificate along with its address and contact details.
- 3.11. The agency having **ISO certification** will be preferred over others in case of same price is quoted in the commercial bid.
- 3.12. The agency must submit proof of "**Experience Certificate in VHF/ UHF band radios sets**". Single purchase orders up to 4 Lakh or two purchase orders for up to 2 Lakhs (each) or three purchase order up to 1 lakhs (each) or more during last two years from the date of this RFP.
- 3.13. Further, the agency, post selection of quotation by competent authority, will have to provide atleast two sample sets at our site for atleast one day for testing purpose before issuance of purchase order and submit an undertaking for the same. If the communication of the Walky-Talky set provided by the selected agency (from Basement to Basement or Basement to various floors or from one floor to another floor within the Admin Office premises) fails, then, the purchase order planned to be issued to the agency may not be progressed and Bank may consider L2 or L3 agency for issuance of the purchase order in the same manner.
- 3.14 Although Agencies are permitted to quote for multiple models, Bank reserves the right to select the Model and the same shall not be contested by the Agency.

#### **Commercial Bid**

4. Commercial Bid in the format as given in Annexure-III must include following information for one set.
- 4.1. The cost of wireless set (including accessories) along with warranty period and annual airtime charges as applicable.





- 4.2. The supplier of Walky-Talky sets must give an undertaking that the proposed sets meets all guidelines and relevant rules issued by Dept. of Telecommunication/WPC/ Gol.
- 4.3. List of commonly used spares & their rates for undertaking urgent repairs (if any) post warranty period.
- 4.4. Agencies supplying more than one Make/ Model may indicate the same in the Quote, with clear demarcation. (Annexure-III).
- 4.5. Time period required for supplying the Walky-Talky sets post firm purchase order from the bank. The bank desires that the wireless sets to be delivered within 30 days from the date of the purchase order.
- 4.6. The agency must also quote rate for "Handling Charges" per set per visit for undertaking repair and maintenance of wireless sets post warranty period.
- 4.7. **Payment will be released by the Bank as per the rate approved after receipt of the new Walky-Talky sets and their satisfactory performance within 30 days of receipt of the invoice and related documents.**
- 4.8. The **Bank is not bound to accept the lowest tender** and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. The existing W/T Sets (under buy-back) shall be handed over on completion of Air-time pre-paid charges.
- 4.9. The quotation should be valid for a **period of 90 days.**
- 4.10. Incase of inability to supply all items by the successful bidder within 45 days from date of purchase order placed by the Bank, EMD shall be forfeited by the Agency and Bank may at its discretion cancel the P.O and award order to next Bidder.
- 4.11. Submission of a tender by a tenderer implies that he has read this notice and other contract / tender documents and has made himself aware of the scope, specifications, conditions, liabilities and duties bearing on the execution of the contract.

## **5. SUBMISSION OF APPLICATION**

- 5.1 Application forms, complete in all respects, may be sent in a sealed envelope super scribed "Proposal for Purchase of 15 Portable Walky Talky Sets (Under Buy Back Arrangement)" addressed to

**AGM / Chief Security Officer  
Indian Bank, Corporate Office  
Security Department  
254-260, Avvai Shanmugam  
Salai, Royapettah,  
Chennai 600014**

- 5.2 The applications should confirm to the terms and conditions mentioned in the RFP





- 5.3 The applications have to be submitted by the eligible agencies on/before the timelines mentioned in Page 2 of this RFP document after which no application will be entertained.
- 5.4 Applications once submitted will be treated as final and no further correspondence will be entertained in this regard.
- 5.5 Further, the Bank reserves the right to accept, reject either in full or in part all or any application or even cancel the RFP at any time during the RFP process and even re- issue a fresh RFP process without assigning any reason.
- 5.6 The Bank reserves the right to terminate the services of any agency at any point of time without assigning any reason whatsoever.
- 5.7 Indian Bank reserves the right to amend, modify, add or delete, accept or reject in part or full any conditions mentioned above without assigning any reason thereof. The decision of the Bank will be final.
- 5.8 The amendments so carried out will be posted on Bank's website in the form of an addendum/corrigendum and the same will be assumed as reasonable notification to the agencies. Any such amendments made shall form an integral part of the RFP.

#### **EVALUATION OF RFP**

- 5.9 The Bank will evaluate the application/s submitted by the applicant/s under this RFP by the appropriate committee of the Bank. The bank may also engage an external agency for evaluation of the application. It is Bank's discretion to decide at the point of time.
- 5.10 At the time of evaluation of RFP, the Bank may, at its discretion, waive any minor non- conformity or any minor irregularity in the Application which does not constitute a material deviation. Bank's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the Applicants and the Bank reserves the right for such waivers.

#### **6. MODIFICATION/CANCELLATION OF RFP**

- 6.1 The RFP is not an offer by Indian Bank but an invitation to get the response from the interested Applicants for shortlisting the Applicants for Bank's requirements. No contractual obligations whatsoever shall arise from the Request for Proposal process.
- 6.2 The Bank reserves the right to cancel RFP process at any time, without thereby incurring any liabilities to the affected Applicant (s). Reasons for cancellation, as determined by the Bank in sole discretion include but are not limited to, the following:

- Services contemplated are no longer required





- Change in the scope of work or due to unforeseen circumstances and / or factors and/or new developments
- The project is not in the best interest of the Bank
- Any other reason

6.3 The Bank also reserves the right to modify/cancel/re-tender without assigning any reasons whatsoever. The Bank shall not incur any liability to the affected Applicant (s) on account of such rejection. Bank shall not be obliged to inform the affected Application (s) of the grounds for the Bank's rejection. Bank reserves the right to continue further empanelment or procure by other means for their similar requirements in future during the empanelment period also.


## 7. **RESPONSIBILITY FOR COMPLETENESS**

7.1 The Applicant shall be responsible for any discrepancies, errors and omissions in the Application, or other information submitted by him/her irrespective of whether these have been approved, reviewed or otherwise accepted by the Bank or not. The Applicant shall take all corrective measures arising out of discrepancies, error and omissions in the Application and other information as mentioned above within the time schedule.

7.2 Wilful misrepresentation of any fact within the Application will lead to the disqualification of the Applicant without prejudice to other actions that Bank may take. All the submission, including any accompanying documents, will become property of Indian Bank.

7.3 The Bank reserves the right to verify the validity of Application information and to reject any Application where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of RFP or even after the award of contract.

7.4 The Bank reserves the right to intimate the shortlisted agencies on the basis of evaluation.

  
**AGM / Chief Security Officer**  
**Indian Bank**





AGM / Chief Security Officer  
Indian Bank  
Corporate Office  
Security Dept  
254-260, Avvai Shanmugam Salai, Royapettah  
Chennai 600014

Dear Sir,

**PURCHASE OF FIFTEEN PORTABLE - LICENCED FREE  
(WITH AIRTIME CHARGES AS APPLICABLE) WALKY TALKY SETS  
UNDER BUY-BACK ARRANGEMENT**

1. With reference to your tender notice published in bank website on \_\_\_\_\_, we enclose our offer for supply of fifteen portable wireless Walky-Talky sets Make(s) and Model(s) as given below for use by Security Department, Corporate Office under buy back arrangement of the existing W/ T Sets of the Bank.  
(a) Model : With LED Display :  
(b) Model : Without LED Display :
2. We confirm that our offer is in conformity with Terms & Conditions listed in the subject RFP issued by the bank.
3. We have not been blacklisted by any Govt. Dept or PSUs or PSBs during last five years for supply of poor quality portable wireless Walky-Talky sets or poor service post supply of the portable wireless Walky-Talky sets.
4. We understand that the Bank has the right to reject our offer in full or in part at any stage without assigning any reason whatsoever.
5. We agree that L1 agency has to provide two Walky-Talky sets for trial and testing within the Central Office Complex. If the communication of the Walky-Talky set provided by the selected agency from Basement to Basement or Basement to various floors or from one floor to another floor within the Central Office Complex fails, then, the purchase order planned to be issued to the agency may not be progressed and bank may consider L2 or L3 agency for issuance of the purchase order in the same manner.
6. We confirm that all information furnished in our offer is correct to the best of our knowledge and belief.
7. We understand that if any false information is detected at any later date, the contract executed on the subject shall be treated as invalid and we shall repay the amount received from the bank along with a penalty equivalent to **"0.5 times"** amount received from the bank.

Yours faithfully,

Authorized Signature with Company Seal





**TECHNICAL BID**  
(On Agency Letterhead)

**Ownership Status: Proprietor/ Partnership/ Company**

S.No	Eligibility criteria	Yes/ No	Document to be enclosed	Page No.
1	Covering letter from the agency		Annexure I	
2	Technical Bid Summary		Annexure II	
3	The Walky-Talky set(s) proposed by the agency meets technical criteria as listed at Para(s) 2 & 3 of this RFP.		Relevant Brochure	
4	Agency holds <b>PMRTS Operating License</b> (Unified License) issued by the Ministry of Communication, New Delhi for selling of Walky-Talky sets.		Copy of valid License	
5	Agency holds valid <b>DPL license (Dealers Possession Licence)</b> for the specified Make/ Model proposed.		Copy of valid License	
6	Agency holds valid <b>OEM Authorization certificate</b> for the sale and repair and maintenance of make/ model proposed.		Copy of authorization certificate.	
7	Agency must have operational <b>Service Centre in Chennai</b> city.		Copy of suitable document as address proof.	
8	Agency is assessed for Income Tax.		Copy of PAN Card	
9	Agency has a local office in Chennai.		Valid address proof	
10	Whether the agency is registered for GST?		Copy of GST Reg. No.	
11	Proof of "Experience Certificate" as mentioned at Para 9 of the RFP.		Copy of Purchase/ work orders(s)	
12	Contact details of Organizations to which the agency has supplied wireless sets & maintenance services.		Organization details, name of contact person and phone No.	
13	The agency is having <b>ISO certification</b> .		Copy of certification	
14	The agency undertakes that the Walkie-Talkie sets proposed to be supplied meets all the guidelines & relevant rules issued by Dept. of Tele-communication/ WPC/ GoI.		Submit an undertaking in original as per Annexure-IV.	
15	The agency undertakes to provide atleast two sample sets at our site for atleast one day for testing purpose before issuance of the purchase order in case of final selection.		Submit an undertaking in original as per Annexure-IV.	
16	Copy of the RFP issued by the Bank with each page duly signed and stamped by the competent authority having agreed to terms and conditions for the tender.		Copy of RFP.	

We understand that criteria and documents mentioned above are **MANDATORY** & non-submission or non-linking of the document correctly will lead to rejection of the offer.

Yours faithfully,

Authorized Signature with Company Seal





**ANNEXURE III****COMMERCIAL BID  
(On Agency Letterhead)**

Brief Details of Walky-Talky Set Proposed (Make & Model with Complete Set of Accessories)	Model with LED Display (Yes / No)	Rate for One Set (Inclusive of accessories) (Rs)	Annual Airtime Charges (One Set) (Rs)	Buy Back of Existing W/ T Set (As is where is basis) Cost Per Set (Rs)
1.				
2.				
3.				
4.				

**SPARE PARTS PRICE (Post Warranty Period – 2 Years)**

S.No	Cost of Spares / Accessories	Rate per item (Rs)
1	Belt Clip (as spare)	
2	Battery (as spare)	
3	Antenna (as spare)	
4	Charger with Stand (as spare)	
5	Outer casing (as spare)	

**NOTE :** All rates shall be inclusive of GST.



(On Agency letter head)  
**LETTER OF UNDERTAKING**

AGM / Chief Security Officer  
Indian Bank  
Corporate Office  
Security Dept  
254-260, Avvai Shanmugam Salai, Royapettah  
Chennai 600014

Dear Sir,

1. With reference to your tender notice published in Indian Bank website on 01.06.2022 and our offer letter dated \_\_\_\_\_, we undertake the following:

(a) The Walky-Talky sets proposed to be supplied by me / us meets all the guidelines & relevant rules with respect to use of licence free radios sets with airtime charges as applicable. GoI, MoC, Dept. of Telecommunication, WPC Wing letter No. R-11018/01/2021-PP dated 28.12.2021 on the subject refers.

(b) To supply at least two sets for one day for trial and practice use cum demonstration purpose for Indian Bank to check the efficacy and clarity (strength) of the sets in case we are selected as L1 post finalization of the Tender.

2. We understand that the purchase order will be issued by the bank only if the Walky-Talky set performance is assessed "Strength-5" by the bank officials.

Yours faithfully,

Authorized Signature with Company Seal





