

On company's letter pad

PART-I

Date:

The Assistant General Manager

Indian Bank
Zonal Office,
3/1 R N Mukherjee Road,
Kolkata - 700001

Dear Sirs,

**Sub: Request for Quote (RFQ) for supply, installation and maintenance of
16 Nos. of PC for your various Branches in West Bengal.**

Ref: ZO/EDP/TENDER/02/2011-12 dated 30.08.2011

Referring to your above **Request for Quote (RFQ)**, we submit the compliance details of the specifications given below:

1. PC Specification

Make:

Model:

Specification		Complied / Not complied with relevant details
CPU Make	Intel Core i3 Processor 3.0 GHz or Higher	Make: Model:
Cache	3 MB Cache or above	Cache Size:
DMI	2.5 GT/s or above	DMI:
Motherboard Features	Should support gigabit Ethernet. Should have support for addressing maximum 8 GB of RAM ASUS/INTEL or OEM MNC	Make: Model:
Chipset	Intel 57 Express Chipset or above	Model:
RAM	4 GB DDR3 RAM @1333 MHz or above and 4 GB is to be provided as a 2 x 2GB Modules	
Hard Disk	320 GB SATA II (300 Mbps, 7200 RPM) hard disk or higher capacity with S.M.A.R.T support HITACHI/SEAGATE/WESTERN DIGITAL	
Monitor	18.5" or above TFT Monitor with TCO'05 certification	Make:

Quotation for 16 Nos. of PC
EDP CELL, ZONAL OFFICE,
KOLKATA

Specification		Complied / Not complied with relevant details
	(TCO '05 certificate mentioning OEM of Monitor should be produced)	Model:
Video Graphics Memory	8MB or above	
Keyboard	104 (or above) Keys mechanical Keyboard with PS 2 or USB Interface	
Mouse	Two Button Optical Scroll Mouse with USB Interface	
Network Card	10/100/1000 Mbps Ethernet port on-board	
SMPS	230 watts or above	Watts:
PCI Slots	Minimum of 1 free PCI Series Slots after populating all required adapter.	
DVD Drive	DVD Writer 8x speed or above	Make:
Cabinet	Micro ATX Cabinet	
Ports	1 serial , 1 parallel port, 1 VGA((All ports should be on board / Add on PCI Card) 6 USB 2.0 ports of which 2 ports shall be in the front side of CPU	
Operating System	Microsoft Windows 7 64bit Professional License Media CD to be supplied and to be loaded with Microsoft Windows XP Professional	
Support	Hardware should be 64 bit compatible	
Certification	Microsoft Windows 7 Certified	
<u>Other Technical Requirements</u>		
<ul style="list-style-type: none"> • Mention Make and Model of the PC, Motherboard, Chipset Invariably. • Chasis, Monitor, Keyboard and mouse to be of same colour. • Vendor must furnish a list of serial numbers of all CoA(Certificate of Authenticity) along with corresponding list of PCs/Systems serial numbers for operating system licenses which are preloaded. • OS need to be installed by the vendor. All the other necessary software (Anti Virus Software, OS Patches etc) which will be provided by bank also needs to be installed by the vendor. • Desktop should be listed in HQL (Hardware Quality Lab) of Microsoft and Certificate to be attached. • OS needs to be loaded by the vendor as per the requirement of the bank during AMC and warranty period. 		

**Quotation for 16 Nos. of PC
EDP CELL, ZONAL OFFICE,
KOLKATA**

We are agreeable to the terms and conditions in the covering letter provided to us, as per the RFQ No.ZO/EDP/TENDER/02/2011-12 dated 30.08.2011

List of deviations from the required specifications:

1)

2)

(If left blank, it is treated that there are no deviations in the compliance of specifications)

We agree for the delivery period of systems and installation as per your above letter.

We agree to the terms of payment mentioned in your letter.

We offer a warranty period of 36 months for all the hardware and software from the date of installation/satisfactory commissioning.

We agree for insuring the systems covering transit risk and also storage cum erection risk for a period of three months from the date of delivery at the destination.

We submit that we shall abide by your Standard terms and conditions governing the quotations and Warranty mentioned in your letter.

We submit that the details given above are true to the best of our knowledge.

For

Office Seal

(Authorised Signatory)

Place:

Name:

Date:

Designation:

Mobile No:

Business Address:

Telephone No:

E-mail ID:

PART-II
Commercial Quote for 16 Nos. of PC

Date:

The Assistant General Manager

Zonal Office,
Indian Bank
3/1 R N Mukherjee Road,
Kolkata -700001

Dear Sirs,

Sub: Supply, installation and maintenance of 16 PCs at Branches in West Bengal.
Ref: ZO/EDP/TENDER/02/2011-12 dated 30.08.2011

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Referring to your above letter calling for quotations, we submit hereunder the price bid for supply, installation and maintenance of hardware and software as per the specifications given in Part-I .

I) Price of the systems:

S No	Item Description	Unit Price inclusive of all Taxes, delivery, installation charges etc with 3 years warranty (Rs.) (a)	Qty (b)	Total price of the systems inclusive of all Taxes, delivery, installation charges etc with 3 years warranty (Rs.) (C = a * b)
1	PCs: As per the specification mentioned in Part-I.		16 Nos.	

II) Details of Annual Maintenance Charges (AMC) for the systems

S No	Item Description	Qty (a)	AMC Charges for 4 th and 5 th Year (exclusive of applicable Taxes) in Rupees.				
			4 th year		5 th year		4 th & 5 th year
1	PCs: As per the specification mentioned in Part-I.	16	Unit Price (b)	Total (c = a * b)	Unit Price (d)	Total (e = a * d)	Total (f = c + e)

Summary

S No	Description	Amount in Rupees
1	Total cost of 16 Nos. PC (As per Total of item I)	
2	Total AMC Charges for 16 Nos PC for 4 th & 5 th year ** (As per Total of item II)	
	Grand Total (Total of Sl.No.1 and 2)	

**** Service Tax extra if applicable at the time of payment of AMC charges**

Total Amount in words: Rupees _____

We submit that we shall abide by the details given above and the conditions given in your above letter.

For

Office Seal
Place:
Date:

(Authorised Signatory)

Name:
Designation:
Mobile No:
Business Address:
Telephone No.
Email Address