



INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

(ESTABLISHED BY RESERVE BANK OF INDIA)

CASTLE HILLS, ROAD NO. 1, MASAB TANK, HYDERABAD – 500057, TS.

**Request for Proposal (RFP)
For
Supply of Laptops and Printer for IDRBT**

April 2021

NOTE: This document contains 12 pages

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Disclaimer

This Request for Proposal (RFP) is not an offer by the IDRBT, but an invitation to receive response from eligible interested bidders for **Supply of Laptops and Printer for IDRBT - Hyderabad**. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by IDRBT with the successful bidder. This document should be read in its entirety.

Any product name / function used in this document are meant to be generic and do not refer to the product of any particular company. In case such proprietary terms have been inadvertently mentioned then such terms should be taken to refer to the generic technology. Bidders with industry standard equivalent product name / function /feature under any other name will also be eligible to submit response to RFP.

Statement of Purpose

IDRBT invites sealed tenders for **Supply of Laptops and Printer for IDRBT - Hyderabad**. IDRBT is looking for bidders from reputed companies having previous experience in handling successfully similar projects.

1. Introduction

Institute for Development and Research in Banking Technology (IDRBT) is an Autonomous body established by Reserve Bank of India to offer research and training activities in banking technologies for Indian Banking sector.

2. Objective

IDRBT has comprehensively employed technology over the years to efficiently discharge its duties in day to day functioning. The main objective of this RFP is to acquire **Laptops and Printer**, as per Annexures and Scope of Work mentioned in the RFP. The summary of the requirement is as under:

Sno	Description	Qty
1	Laptop Type - I with 3 Years warranty	1
2	Laptop Type - II with 3 Years warranty	5
3	All-in-One Ink Tank Color Printer with Wireless connectivity	1

1. Bid Schedule:

Tender Reference No.	IDRBT/SYS/PP/006/2020 – 2021 dated 22 nd April 2021
Pre-bid Meeting	26 th April 2021 4:00 PM
Time and Last Date for receipts of bids	3 rd May 2021 3:30 PM
Place and Date of Opening tender offers	Institute for Development and Research in Banking Technology, Road No. 1, Castle Hills, Masab Tank, Hyderabad –500057. IDRBT will communicate date and time of opening of the bids.
Address of Communication	The Director, Institute for Development and Research in Banking Technology, Road No. 1, Castle Hills, Masab Tank, Hyderabad 500057
Contact Telephone Numbers	Phone : 040 – 23294010 Fax: 040 – 23536370

2. Bid submission:

The Technical and Commercial bids shall be submitted in separate sealed envelopes clearly super scribing on the envelope “**Technical Bid for Supply of Laptops and Printer for IDRBT - Hyderabad**”, Tender No. **IDRBT/SYS/PP/006/2020– 2021 dated 22nd April 2021**” and “**Commercial Bid for Supply of Laptops and Printer for IDRBT - Hyderabad**”, Tender No. **IDRBT/SYS/PP/006/2020– 2021 dated 22nd April 2021**” should be submitted on or before **3rd May 2021 3:30 PM**.

3. Terms & Conditions:

- a The bidder shall provide evidence that it is a current legal entity, an attested copy of Certificate of Incorporation/Registration of Bidder to be submitted.
- b The bidder should have experience of 3 years in providing laptops and printers for an organization across India and should be in the System Integration Business – Copies of Purchase order and completion Certificate to be attached.
- c The Bidder should have positive net worth in the last three financial years (i.e. 2017-18, 2018-19, & 2019-20).
- d The bidder should have local entity in Hyderabad to provide better support during the warranty period.
- e All bids and supporting documentation shall be submitted in English.
- f IDRBT will not take into consideration for any variation in the \$ (US dollar) price. All prices should be in INR.
- g The supply of BoM (bill of material) should be done within 04 (Four) weeks from the date of purchase order.
- h The cost of bidding and submission of the bids is entirely the responsibility of the Bidders, regardless of the conduct or outcome of the tendering process.
- i The bidder should be authorized supplier/representative of the OEM in India. An Authorization letter from the manufacturer to this effect should be furnished, for laptops only.
- j IDRBT reserves the right to reject all or any of the quotations without assigning any reason thereof.
- k IDRBT reserves right to change the Quantity of the Items, the quantity mentioned in this requirement is an indicative number and may vary based on actual requirement.
- l The specifications given are a minimum. Bidder may quote equivalent to or higher technical specifications to IDRBT's requirements. However, no weightage would be given for higher configurations.
- m A Letter of warranty and support from respective Original Equipment Manufacturer's (OEM) shall also be submitted in addition to a letter from respective Manufacturer's Authorization Form for the contract period (**Annexure – V**).

n The bidder should work in close association with other vendors/service providers working for IDRBT.

4. **Two Stage evaluation process:** Bidder has to submit complete bid before the stipulated time given in the RFP document. For the purpose of the evaluation and selection of bidder for this project, a two-stage evaluation process will be as followed:

Stage I - The IDRBT will evaluate the documents submitted along with the Technical bid.

Those bidders satisfying the technical requirements of **Annexure – I to III** as determined by the IDRBT and as per the requirements / specifications and the terms and conditions of this document, shall be short-listed.

Stage II - Commercial Bids evaluation – In Second Stage, Commercial bids submitted as per **Annexure IV** of the technically qualified vendors will be opened. The commercial bids will be evaluated based on L1 criteria. The bidder who quote the lowest price shall be considered as L1. IDRBT will notify the name of the Successful Bidder only.

5. **Scope of Work:**

1. The “Scope of Work” of successful bidder will include “**Supply of Laptops and Printer for IDRBT - Hyderabad**”, as per Bill of Material and technical specifications mentioned in **Annexure – I to III** of this RFP.
2. Should supply with pre-configured / pre-installed with latest Microsoft Windows Professional Operating System and necessary drivers as per IDRBT requirements.
3. The OEMs should also provide certificate that all Equipment’s offered are not be declared End of Life and End of Support for a minimum of 5 years from the date of acceptance.
4. The successful bidder will be required to provide 3 years’ warranty period from the UAT/acceptance of the BoM. The bidder at his own cost, including the cost of transport, shall replace defective hardware during the warranty period.
5. The bidder should fix all the technical problems, provide and implement upgrades, updates free of cost to IDRBT, as and when released by the OEM during warranty.

6. **User Acceptance Test**

- i. The User acceptance test will be carried out as per mutually agreed Acceptance Test Plan (ATP) against the systems requirements.

- ii. The systems will be considered accepted (supplied, installed and operationalized) only after ATP is completed as per the agreed plan and is duly signed/certified by the IDRBT and the successful bidder.

7. Period of Validity

All the prices and other terms and conditions of the offer proposed by the bidder should be valid for a minimum period of Three months.

8. Payment Terms:

- i. Hardware items: A payment of 90 percent (90%) of the contracted sum would be payable on successful installation, integration and issue of acceptance certificate by the Institute.
- ii. 10 percent (10%), would be payable after successful warranty period is over from the date of acceptance or payable against PBG valid for 3 years.
- iii. All payments will be released based on the invoices submitted to the Institute by the vendor.

9. Order Cancellation:

IDRBT reserves its right to cancel the order in the event of delay in delivery and installation beyond 04 (Four) weeks from the date of Purchase Order.

10. Penalty for Delay in supply:

For any delay in Supplying of Laptops, Printer and Accessories equipment beyond the specific period, IDRBT will charge penalty @ 0.5% of the order per week or part thereof, subject to a maximum of 6%. In case, the amount equal to 6% of the order value is deductible as penalty and the vendor is still unable to complete successful Installation, the Institute reserves the right to cancel the order and no payment will be made to the vendor in this regard.

11. Other Terms and Conditions:

a. Delivery & Installation Period

Delivery, Installation and Operationalization should be not more than Four Weeks from the date of purchase order. Delay in delivery and installation may invite penalties for the vendors.

b. Warranty

Three years' on-site comprehensive warranty covers all parts & labor from the date of acceptance of the systems by IDRBT. During the warranty period, the successful bidder

has to undertake comprehensive maintenance of the entire hardware, hardware components, systems software and accessories supplied by the vendor.

c. Obligations of Successful Bidder

- a. The successful bidder shall clearly specify warranty period and any warranty benefit from the OEM shall be passed on to IDRBT directly.
- b. The successful bidder to ensure that during implementation of complete, the critical services hosted at IDRBT shall not face any downtime due to security breach, security incident, improper configuration of security units/ appliances/components.

d. Penalty for downtime

Any equipment viz., (Laptops and Printer) that is reported to be down should be either fully repaired or replaced by temporary substitute (of equivalent configuration) within 1 working days. In case vendor fails to meet the above standards of maintenance, there will be a penalty chargeable as specified in the table below:

Sl. No.	Item	Penalty chargeable per day (₹)	No of Days
1	Laptops and Printer	500	>1 and <4
		1000	>= 4

e. Jurisdiction

The jurisdiction of the courts shall be Hyderabad. For any questions/clarifications related to requirements, please contact us at itprocurement@idrbt.ac.in

Annexure - I

Tender No. IDRBT/SYS/PP/006/2020–2021 dated April 22, 2021

Technical Specification and Technical bid format for Laptop Type – I

Sl. No.	Parameter	Specification for Laptop	Full Compliance (Y/N)	Provide Documentary evidence
1	Make	Bidder to specify		
2	Model	Bidder to specify		
3	Quantity	1		
4	Form Factor	Compact Laptop form factor		
5	CPU& Chipset	i7-10750H with 8 Cores with intel integrated chipset (Minimum 6MB Cache, upto 4.2 GHz)		
6	Storage	256 GB SSD PCIe® NVMe™ + 1TB HDD 5400 rpm (or higher) 2.5” SATA Drive		
7	Ports	2 Nos USB 3.1 Gen 1 Type A, USB 2.0 or USB Type C AC Power Jack, 1 Ethernet Port GbE, 1 HDMI Port 1x Mic-in, 1x Headphone-out		
8	RAM	1 x 16 GB DDR4 2666MHz with one free slot for extension		
9	Screen	15 inch FHD or above, better Anti-Glare LED-Backlit Display		
10	Network Interface Cards	1 G NIC card		
11	Operating System	Windows 10 Professional (pre- installed / pre-configured)		
12	Others	Dual Channel Thermal mechanism		
13	Warranty	3 year onsite direct warranty from OEM.		
14	Security	TPM 2.0		
15	WiFi	Intel Wireless Card 802.11ac+ Bluetooth 4.1, Dual Band 2.4 & 5 GHz		
16	Certification	Window OS Certification BEE/Energy Star Compliance RoHS certified		
17	Speakers	Integrated Audio, Internal speakers, Internal Microphone		
18	Keyboard	OEM standard spill resistant Keyboard and Built in touch Pad/track point		
19	Web camera	Integrated 1080P or HD		

20	Battery	Li-Ion/Polymer Battery with 5 hours backup or above with standard office applications (minimum 42 whr)		
21	Graphics controller	Integrated Intel HD Graphics Media Accelerator		

Annexure - II

Tender No. IDRBT/SYS/PP/066/2020–2021 dated April 22, 2021

Technical Specification and Technical bid format for Laptop Type – II

Sl. No.	Parameter	Specification for Laptop	Full Compliance (Y/N)	Provide Documentary evidence
1	Make	Bidder to specify		
2	Model	Bidder to specify		
3	Quantity	5		
4	Form Factor	Compact Laptop form factor		
5	CPU& Chipset	i5-10 th Generation (Minimum 6MB Cache, upto 4.2 GHz)		
6	Storage	1TB HDD 5400 rpm (or higher) 2.5" SATA Drive		
7	Ports	2 Nos USB 3.1 Gen 1 Type A, USB 2.0 or USB Type C AC Power Jack, 1 Ethernet Port GbE, 1 HDMI Port 1x Mic-in, 1x Headphone-out		
8	RAM	1 x 16 GB DDR4 2666MHz with one free slot for extension		
9	Screen	15.6 inch FHD (1920x1080) or better Anti-Glare LED-Backlit Display		
10	Network Interface Cards	1 G NIC card		
11	Operating System	Windows 10 Professional (pre- installed / pre-configured)		
12	Warranty	3 year onsite direct warranty from OEM.		
13	Security	TPM 2.0		
14	Certification	Window OS Certification BEE/Energy Star Compliance RoHS certified		
15	WiFi	Intel Wireless Card 802.11ac+ Bluetooth 4.1, Dual Band 2.4 & 5 GHz		
16	Speakers	Integrated Audio, Internal speakers, Internal Microphone		
17	Keyboard	OEM standard spill resistant Keyboard and Built in touch Pad/track point		

18	Web camera	Integrated 1080P or HD		
19	Battery	Li-Ion/Polymer Battery with 5 hours backup or above with standard office applications (minimum 42 whr)		
20	Graphics controller	Integrated Intel HD Graphics Media Accelerator		

Annexure - III

Tender No. IDRBT/SYS/PP/006/2020–2021 dated April 22, 2021

Technical Specification and Technical bid format for Printer and Accessories

Sr.No	Parameter	Specification for Printer and Accessories	Full Compliance Y/N	Provide Documentary Evidence
1	Color Printer	All-in-One Ink Tank Color Printer with Wireless connectivity Pages per minute - 8.8 ipm (Black), 5 ipm (Colour), As per ISO standards Page size supported - 4.0"x6.0" till A4 / Letter / Legal / A5 / B5 ; Duplex Print - No ; Print resolution - 4800 x 1200 dpi Compatible Ink Bottle - GI-790 (BK), GI-790 (Cyan, Magenta, Yellow);Page yield - 6000 pgs (BK), 7000 pgs (color) - As per ISO standards; 2 extra bottles of GI790 ink (BK) in the box, in addition to 1 set of cyan, yellow, magenta and BK		

Annexure - IV

Tender No. IDRBT/SYS/PP/006/2020–2021 dated April 22, 2021

Commercial Bid Format for Supply of Laptops and Printer for IDRBT, Hyderabad,

Sno	Description	Qty (a)	Unit Price (b)	Total Amount in Rs (c) = a*b	Taxes in % (d)	Taxes e=d*c	Total Amount in Rs f= e+c
1	Laptop Type - I with 3 Years warranty	1					
2	Laptop Type - II with 3 Years warranty	5					
3	All-in-One Ink Tank Color Printer with Wireless connectivity	1					
	Total amount in Rs						
Grand Total including taxes in Rs							

Annexure V

MANUFACTURER'S AUTHORISATION FORM (MAF)

No. _____ Dated _____

To

We _____ who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/S _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per the terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,
(Name) for and on behalf of M/s _____
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.