



**Invitation for Tender: Disposal of unserviceable/ obsolete Hardware assets (Desktop, Printer, Scanner and other system peripherals) through closed bidding**

**I. ABOUT REPCO HOME FINANCE LTD (RHFL):**

RHFL is a professionally managed housing finance company headquartered in Chennai, Tamil Nadu. The company was incorporated in April 2000 to tap the growth potential in the housing finance market. We had been registered with National Housing Bank. As of now, RHFL is operating through 204 branches, 10 Regional Offices and 31 satellite centres in Tamil Nadu, Andhra Pradesh, Telangana, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal, Rajasthan and Puducherry. All these branches and Satellite Centres are connected with Corporate Office through a Core Banking Platform.

**II. REQUIREMENT DETAILS:**

RHFL intends to dispose of obsolete and unserviceable IT hardware assets such as desktops, monitors, CPUs, printers, scanners, and related peripherals across its branch network. These assets are proposed to be collected from respective locations, moved to a centralized storage point for verification, and thereafter disposed of through empaneled and compliant vendors.

The engagement shall cover end-to-end handling of collected waste, including collection, logistics, labour, data sanitization, environmentally compliant disposal, and statutory documentation, in line with applicable regulatory and organizational requirements.

**III. SCOPE OF WORK:**

The empaneled vendor will be responsible for the follows:

**1. Transportation and Logistics:**

Arrange transport facilities for multi-location pickups from all branches, with clear coordination on schedules and timelines. Provision for safe loading and unloading practices to prevent asset damage during transit. Compliance with local transportation regulations and security protocols.

**2. On-Site Labour and Handling:**

Provide trained personnel for loading and handling collected materials at branch locations. Ensure safe labour practices and appropriate handling gear. Responsibility for cleanup and removal of all scrap items from each site.

**3. Hardware and Data Security Compliance:**

Given the sensitivity of data and hardware security, RHFL requires that all vendors adhere strictly to its policies regarding data protection and hardware sanitization. The vendor must ensure the following measures are implemented:

- Use certified data-wiping software or physical destruction methods to ensure the secure erasure of

all data stored on devices before disposal.

- Provide certificates or documentation confirming data destruction for each disposed item, in compliance with RHFL's security policies.
- Vendors must strictly adhere to RHFL's information security, cybersecurity, and data privacy policies throughout the disposal process.
- RHFL reserves the right to audit or verify the data sanitization methods used by the vendor to ensure compliance with its security standards.
- The vendor must implement measures to prevent unauthorized access to customer or corporate data during all phases of handling, transport, and disposal.
- Any breach of data security or RHFL's confidentiality requirements will result in immediate disqualification and possible legal action.

#### **4. Environmentally Compliant Disposal:**

Process all assets through environmentally sound disposal methods. Deliver official certificates of destruction or recycling as per government mandates.

#### **5. Documentation and Reporting:**

Maintain a detailed report of assets collected, transported, and disposed of, along with photos and receipts. Provide transportation logs and other necessary regulatory documents for each pickup.

#### **6. Risk Management:**

Take all necessary precautions to manage risks related to handling and transport of electronic scrap. Vendor is solely liable for any accidents or environmental breaches during the process.

### **IV. PARTICIPATION METHODOLOGY:**

- The vendor must submit the proposal directly and should not delegate or appoint a representative or third party to submit on their behalf.
- Submission made through intermediaries, agents or any party acting on behalf of the vendor will stand ineligible and will not be considered for evaluation.
- The Company requires a direct line of communication and accountability with the vendor throughout the tender process to ensure transparency, authenticity and adherence to procurement policies.
- Interested Vendors are advised to go through the entire document before submission of their proposals to avoid any chance of elimination. The eligible vendors desirous of taking up the project are invited to submit their proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful vendor will be entirely at RHFL's discretion. This RFP seeks proposal from vendors who have the necessary experience, capability and expertise for disposing of unserviceable/ obsolete hardware assets, adhering to RHFL's requirements outlined in this RFP.

## **V. PERIOD OF CONTRACT:**

The contract will be valid for a period of one year from the date of empanelment, starting from the date of awarding of empanelment order. However, the performance review will be done on a half-yearly basis.

## **VI. PRE-QUALIFICATION CRITERIA:**

1. Certification and Licensing: Valid certifications for electronic items disposal management in line with standards.
2. Experience: Proven track record of handling electronic items disposal for companies with a similar operational scale, previous work orders will be an ideal valuation.
3. Financial Stability: Ability to manage projects of this magnitude without delay or financial strain.
4. They must have work order issued by Government Institutions / Public sector Banks/ Private sector Banks / large corporates across the country. A Satisfactory work completion letter from customer to be provided. Number of such letters will be an added advantage.
5. The vendors having their Corporate Office / Branch Office in Chennai will be advantageous. However, if any vendor does not have an office set up in Chennai, then they must have an effective supporting mechanism to address the day to day issues. The supporting mechanism will be duly verified by our IT Team. Further, work order will be issued only if RHFL's Technical Committee receives a satisfactory report from the IT Team about the availability of the effective supporting mechanism of the vendor.
6. The vendor should have service network/ accessibility in major cities of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Maharashtra, Gujarat, Rajasthan, Madhya Pradesh, Jharkhand, Odisha, West Bengal and Puducherry.
7. The participating vendors should submit a declaration that they have not been blacklisted by any organization elsewhere for a minimum period of proceeding FIVE years from the date of submitting the proposals. Any vendor who has been blacklisted and has appealed against the blacklisting and is awaiting a final verdict will be considered ineligible to participate in this process.
8. The participating vendors must have valid Registration of GST and PAN. Copies of the same should be enclosed.

## **VII. METHOD OF SUBMISSION:**

Full list of branches detail is available in our official website. In case any clarification is sought regarding the submission, you may contact Mr. Vimal Kumar M, AGM, Administration Department at CUG: +91-8939844477/ 044-42106650 on any working day between 10:00 AM to 5:00 PM or visit our office in person with prior appointment or email to [admin@repcohome.com](mailto:admin@repcohome.com)

1. A large size sealed cover super scribing with **"Proposal for scrapping used Hardware's"** containing all the required details with commercial values should be submitted to General Manager, Corporate Office on or before 26-12-2025, 05:00 pm by Speed Post/Courier.

The General Manager,  
Admin Department, Corporate Office,  
Repco Home Finance Ltd.,  
III<sup>rd</sup> Floor, Alexander Square,  
#2, Sardar Patel Road, Guindy,  
Chennai - 600 032.

**Proposals can also be dropped in the box available at the Corporate Office within the working hours on or before 26-12-2025, 5:00 PM.**

**VIII. Selection of Vendor:**

**a. Preliminary Scrutiny:**

- ❖ The Company will scrutinize the technical proposals received to determine whether they are complete in all aspects as per the requirement of RFP, whether the documents have been properly signed, whether items are offered as per RFP requirements and whether technical documentation as required to evaluate the offer has been submitted.
- ❖ Prior to detailed evaluation, the Company will determine the substantial responsiveness of each proposal to RFP. Substantial responsiveness means that the proposal conforms to all terms and conditions of RFP and proposal is submitted without any deviations.
- ❖ Proposals will be rejected if any of the submitted documents stands unclear/deceptive.

**b. Clarification of offers:**

- ❖ During the process of scrutiny, evaluation and comparison of offers, the Company may, at its discretion, seek clarifications from all the vendors /any of the vendors on the offer made by them. The vendor has to respond to the company and submit the relevant proof/ supporting documents required against clarifications, if applicable. The request for such clarifications and the vendor's response will necessarily be in writing and it should be submitted within the time frame stipulated by the Company.
- ❖ The Company may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. Company's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the vendors and the Company reserves the right for such waivers.

**c. Evaluation:**

- ❖ After the closing date, the Company will evaluate the proposal submitted by the vendors under this RFP. The proposal will be evaluated by a Committee of officers of RHFL. If warranted, the company may engage the services of external consultant for evaluation of the proposal. It is Company's discretion to decide at the relevant point of time.
- ❖ The offer in commercial proposal must be made in Indian Rupees only.
- ❖ The commercial should contain percentage of applicable tax explicitly.
- ❖ The Price mentioned in the empanelment order should have a Validity for the period of one year from the date of empanelment.

**d. Award of Work:**

- ❖ On completion of evaluation process of Indicative Technical & Commercial proposals, empanelment order will be issued to L1 vendor. Company can also do price negotiation only with L1, if required.
- ❖ The work order shall be awarded and the order shall be placed on selected vendor, who is L1. Company may release the order either in Full or in part or place more than one order towards the contract based on project plan.
- ❖ The selected vendor shall submit the acceptance of the order within seven days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected vendor shall be the date of acceptance of the order by the vendor.
- ❖ Company reserves its right to consider at its sole discretion the late acceptance of the order by selected vendor.
- ❖ The selected vendor shall comply with compliance requirement as per RHFL information security policy, cyber security policy and other applicable policies and procedures.
- ❖ The shortlisted vendor/s will be required to customize the services as per requirement of the Company at the rates not higher than the agreed rate finalized under this RFP.
- ❖ The Company shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reason whatsoever. Further, the company can scrap the project at any time without assigning any reason whatsoever. Canvassing in any form will lead to disqualification.

**IX. GENERAL CONDITIONS:**

- 1) This RFP is not an offer by RHFL, but an invitation to receive responses from the eligible vendors. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of RHFL with the selected vendor.
- 2) The purpose of this RFP is to provide the vendor(s) with information to assist preparation of their technical / commercial proposals. RHFL may in its absolute discretion update, amend or supplement the information in this RFP.
- 3) RHFL, its employees and advisers make no representation or warranty and shall have no liability to any person, including any applicant or vendor under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.
- 4) RHFL also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any vendor upon the statements contained in this RFP.
- 5) The issue of this RFP does not imply that RHFL is bound to select a vendor or to appoint the selected vendor for the required process and RHFL reserves the right to reject all or any of the

vendors or proposals without assigning any reason whatsoever.

- 6) Failure to furnish any or all information required by the document or to submit a proposal not substantially responsive to the RFP in all respect will be at the vendor's risk and may result in rejection of the proposal.
- 7) All bids should include a comprehensive cost structure covering:
  - Transportation Costs including expenses related to vehicle procurement, fuel, and multi-location pickups.
  - Labour Costs Including wages for on-site labour involved in loading, handling, and managing electronic items disposal.
  - Disposal Fees covering charges for recycling, dismantling, or safe disposal of assets according to regulatory standards.
  - Documentation and Certification costs related to obtaining and providing regulatory documentation and disposal certification.
  - Miscellaneous Expenses any additional fees related to the handling of scrap material, cleanup, or safety equipment.

#### **X. RESOLUTION OF DISPUTES:**

All disputes and differences of any kind whatsoever, arising out of or in connection with this offer or in the discharge of any obligation arising under this offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of arbitration shall be Chennai, INDIA.

#### **XI. LEGAL DISPUTES AND JURISDICTION OF THE COURT:**

The Company Clarifies that the Company shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain vendor/prospective vendor from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Company may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages. All disputes and controversies between RHFL and vendor shall be subject to the exclusive jurisdiction of the courts in Chennai and the parties agree to submit themselves to the jurisdiction of such court as this RFP/contract agreement shall be governed by the laws of India.

#### **XII. DISCLAIMER:**

RHFL reserves the right not to consider the proposals submitted by any vendor without assigning any reason whatsoever. Bringing any outside influence will lead to disqualification.

### **XIII. GRIEVANCE MECHANISM:**

Any Vendor participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to:

**The Chief Operating Officer,**  
REPCO HOME FINANCE LTD,  
Third Floor, Alexander Square, New  
No: 2, Sardar Patel Road, Guindy,  
Chennai - 600 032.

## Annexure

### State wise branch presence of RHFL:

State	Branches	Sat Centers	Regional Office	Total
Tamil Nadu	104	18	6	128
Karnataka	23	7	1	30
Maharastra	19	1	1	21
Andhra Pradesh	18	4	-	22
Telangana	10	-	1	11
Kerala	7	-	-	7
Gujarat	8	1	-	9
Rajasthan	7	-	1	8
Madhya Pradesh	4	-	-	4
West Bengal	2	-	-	2
Jharkand	1	-	-	1
Odisha	1	-	-	1
Total	204	31	10	245