Quotation Call Letter for the supply and installation of Epson M1100 Inkjet Printers and Brother HL-B2180DWB Printer for Corporate Office and various branch offices located acrossPAN India.

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 200+ branches, 10+ Regional Offices and 40+ 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

- Our company requires, approximately,

A. 150 numbers of Epson M1100 Inkjet Printers in a phased manner for a period of one year from the date of empanelment.
B. 150 numbers of Brother HL-B2180DWB in a phased manner for a period of one year from the date of empanelment.

The description and Specification of Epson M1100 Inkjet Printers and Brother HL-B2180DWB Printers are listed below:

Product	Description
Epson M1100	**Epson M1100 Inkjet** Black & White Mono Printer, 1440 X 720 dpi, High Speed, Black (A4) Draft Speed ppm /ipm=32 / 15 Network, Water & Fade Resistant, Page Yield - 6000 pages 13Watts power consumes, 3 years warranty
Brother HL-B2180DWB	**Brother HL-B2180DWB** Print Speed -- Up to 34 / 36 ppm First Print Out Time-- Less than 8.5 seconds Print Resolution-- Up to 1,200 × 1,200 dpi Duty Cycle-- Up to 35,000 pages Processor-- 600 MHz Connectivity-- Hi-Speed USB 2.0, Ethernet (10Base-T/100Base-TX), Wi-Fi Direct

III. WARRANTY:

The minimum warranty period should be 36 months from the date of installation in our Corporate Office / branches. **Vendor should also produce support documents for the support offered by OEM.**

IV. SCOPE OF WORK:

A. Epson M1100 Inkjet Printers

1. Vendor has to allocate the trained engineer to complete the Installation of Printer (Only in the USB mode) in a computer in the respective branches.
2. Printer should not be shared with the other computers

B. Brother HL-B2180DWB Printers

1. Vendor has to allocate the trained engineer to complete the Installation of Printer in a computer in the respective branches.
2. Printer should be installed in Network mode only. IP address will be shared by RHFL IT department during the time of installation.
3. Printer should be connected with all the systems available in the branch.
4. All Delivery terms and conditions to be complied as per purchase orders.

V. PARTICIPATION METHODOLOGY:

- Either the vendor/partner/distributor/System Integrator on behalf of the OEM or OEM itself can submit proposals, but both cannot submit simultaneously for the same item/product.

- 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 technical and commercial proposals in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of thesuccessful vendor will be entirely at RHFL's discretion. This RFP seeks proposal from vendors who have the necessary experience, capability and expertise to supply and install the printers, adhering to RHFL's requirements outlined in thisRFP.

VI. 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 purchase order subject to satisfactory performance of the vendor. However, the performance review will be doneon half-yearly basis.

VII. PRE-QUALIFICATION CRITERIA

1. Partnership Firm/ Public or Private Limited Company / Government Institutions / Public Sector / Private Companies / Any other entity, those have completed three yearsof business after the date of incorporation of business.

2. Minimum turnover of Rs.3 crores in the last three financial years.

3. Applicant must be an OEM/Authorized dealer/ Partner of OEM with good credentials. **Applicant must provide Manufacturer Authorization letter from OEM.**

4. They must have supplied and installed Printers to Government Institutions / Public sector Banks/ Private sector Banks / large corporates across the country. A Satisfactory supply 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 beadvantageous. 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 encountered in Printers. The supporting mechanism will be duly verified by our IT Team. Further, Purchase order will be issued only if RHFL's Purchase Committee receives a satisfactory report from the IT Team about the availability of the effective supporting mechanism of the vendor.

6. The vendor or their Principal (OEM) must have service network 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 blacklistedby 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 appealedagainst 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.

VIII. METHOD OF SUBMISSION:

Full description of the hardware items is available in the requirement details. In case anyclarification is sought regarding the configuration details, you may contact Admin Department at CUG: +91-8939844477/ 044-42106650 on any working day between 10am and 5pm or visit our office in person with prior appointment or email to admin@repcohome.com

A large size cover containing the following Technical and Commercial details should besubmitted to the General Manager in Corporate Office.

1. Technical details clearly describing the Product details, company profile, past work history with client list, proof of eligibility criterion no. VII should be submitted in a sealedenvelope super scribing the envelope with **"Technical Proposal for the supply and installation of Epson M1100 Inkjet Printers & Brother HL-B2180DWB".**

2. The Commercial Proposal should be submitted in another sealed envelope super scribingthe envelope with **"Commercial Proposal for the supply and installation of Epson M1100 Inkjet Printers & Brother HL-B2180DWB".**

Both the sealed envelopes should be submitted at the following address in a large size sealedenvelope super scribing with **"Proposal For the Supply and Installation of Epson M1100 Inkjet Printers & Brother HL-B2180DWB"** on or before 01-12-2026, 05:00 pm by SpeedPost/Courier.

The General Manager,

Admin Department, Corporate Office,
Repco Home Finance Ltd.,
IIIrd 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 01-12-2026, 5.00PM

After the closing date, the envelope containing the Technical proposal will be unsealed first by RHFL's Purchase Committee. The envelope containing the Commercial proposal will be unsealed only if the Technical proposal submitted by the vendor consists of the specification details as mentioned in "Requirement Details" and also the submission of necessary documentary proof for the details mentioned in "Pre-Qualification Criteria".

If the cover does not contain Technical and commercial proposals in separate sealed envelopes, then the same will not be considered by our Purchase Committee and the cover will be returned back to the vendor.

IX. Selection of Vendor:

a. Preliminary Scrutiny:

- The Company will scrutinize the technical proposals received to determine whether theyare 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 toall terms and conditions of RFP and proposal is submitted without any deviations.
- Proposals will be rejected if only one (i.e. Technical proposal or Commercial proposal) is received.

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 RFHL. If warranted, the company may engage the services of external consultant for evaluation ofthe proposal. It is Company's discretion to decide at the relevant point of time.
- The envelope containing the Technical proposal will be unsealed first by RHFL's Committee. The envelope containing the Commercial proposal will be unsealed only ifthe submission of necessary documentary proof for the details mentioned in "Pre- Qualification Criteria" are available.
- If the cover does not contain Technical and commercial our Committee will not consider proposals in separate sealed envelopes, then the same.

- 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, purchase 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 ofthe 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 withoutassigning any reason whatsoever. Further, the company can scrap the project at any timewithout assigning any reason whatsoever. Canvassing in any form will lead todisqualification.

X. 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 preparationof 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 Purchase 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 riskand may result in rejection of the proposal.

XI. 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 caseof failure to resolve the disputes and differences amicably, the matter may be referred to asole arbitrator mutually agreed upon after issue of at least 30 days' notice in writing to theother 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; oneto 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.

XII. 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 RFHL 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.

XIII. DISCLAIMER:

RHFL reserves the right not to consider the proposals submitted by any vendor withoutassigning any reason whatsoever. Bringing any outside influence will lead to disqualification.

XIV. 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.

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