



**REQUEST FOR PROPOSAL (RFP)
FOR PROCUREMENT, SUPPLY, AND INSTALLATION OF HP Z1 TOWER G11
DESKTOP COMPUTERS ACROSS PAN-INDIA BRANCHES OF REPCO HOME
FINANCE LIMITED**

RHFL/Admin/RFP - 01/2026-2027

DT. 17-04-2026

Invitation for Quotations: for procurement, supply, and installation of HP Z1 tower G11 desktop computers across all pan-India offices of repco home finance limited

I. INTRODUCTION

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 have been registered with the National Housing Bank. As of now, RHFL is operating through 200+ locations across pan India. All the branches and satellite centers are connected to the corporate office through a core banking platform.

II. REQUIREMENT DETAILS:

Repco Home Finance Limited (RHFL) invites proposals from eligible and qualified vendors for the procurement, supply, and installation of HP Z1 Tower G11 desktop computers across all RHFL offices and branches in India. This initiative aims at replacing existing systems that have been in use for over five years, win 10 systems to ensure optimized IT operations, system dependability and organizational productivity across the organization.

Details of Requirements are as follows:

Outlined below are the technical specifications for the proposed procurement, which include the replacement of existing systems under a buyback.

S. No	Description	Model- HP Z1 tower G11
1	Processor	Intel Core Ultra 5-225 (Intel AI Boost NPU-13 Tops & 10 cores, up to 4.9 GHz)
2	Chipset	Intel Q870
3	Motherboard	OEM motherboard (logo embossed)
4	Memory	8 GB DDR5 (expandable to 64 GB, 5600 MT/s)
5	Storage	1 TB HDD + 512 GB SSD
6	Graphics	Integrated Intel UHD Graphics
7	Audio	Realtek ALC3205, universal headset jack
8	Ethernet	Gigabit LAN
9	Expansion Slots	PCIe x16 & x1, M.2 (wireless + storage), 3 SATA
10	Ports	Front: 2 USB-C, 4 USB-A; Rear: HDMI, DP?2, VGA, USBs, RJ-45
11	Form Factor	Tower / MT
12	Power Supply	500W, 92% efficient
13	Keyboard & Mouse	USB (same OEM)
14	OS	Windows 11 Pro 64-bit

15	Security	TPM 2.0, BIOS controls, chassis lock support, optional solenoid/intrusion sensor
16	Compliance & Certifications	Energy Star 5.1, EPEAT, FCC, CE, RoHS, UL, ISO 9001/14001/20001/27001
17	Monitor	19.5" LED, 1600?900, same OEM, TCO certified
18	Weight / Volume	≥5 kg, ≤15L, toolless chassis
19	Support & Warranty	Drivers for 5 years, OEM positive net worth, 3-year comprehensive warranty

Systems identified for immediate replacement

S.No	Warranty End	Model (Major)	Desktop Count
1	Warranty ≤ 2018	OptiPlex 9020, H50-50, Vostro 3650	48
2	Warranty = 2019	OptiPlex 3040 / 3040 Tower	44
3	Warranty = 2020	OptiPlex 3046 / 3050	26
4	Warranty = 2021	OptiPlex 3060 / 3050 / 3090	117
Total	—	—	235

*In addition to the above-mentioned quantities, it is proposed to replace the existing Windows 10 operating systems.

III. SCOPE OF WORK:

1) Services to be Provided

- 1) Verification of old system (ST) details to ensure accurate identification of the system designated for replacement.
- 2) Restoration of backed-up data, including user data and critical system information, as applicable.
- 3) Installation and configuration of required applications, email setup, IP address assignment, and implementation of security updates in accordance with RHFL standards.
- 4) Assistance to the Regional IT Coordinator in rejoining systems to the organizational domain.
- 5) Validation of overall system functionality, including successful user login and operational readiness.

2) Installation Activities

- 1) The vendor shall supply the above-mentioned (II) specification systems to all RHFL branches and SAT centres.
- 2) The vendor shall update, verify, and validate system details at each location, as required by the Administration Department.
- 3) Upon completion of the work, the vendor shall submit a consolidated report to the Administration Department in the prescribed Excel format.

- 4) Payment shall be released only after receipt and verification of reports from all branches.

3) **Buyback policy**

- 1) The vendor shall take back the existing system being replaced under the buyback option.
- 2) The hard disk drive (HDD) must be removed from the old system and handed over to the Admin Department.
- 3) After the removal of the HDD, the vendor may take possession of the remaining system.

IV. PERIOD OF CONTRACT

- The contract will remain valid for one year, starting from the date of Empanelment.

V. 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 submitting 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 proposals 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.

VI. PRE-QUALIFICATION CRITERIA

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

2. Minimum turnover of Rs.5 crores in the last three financial years.
3. Applicant must be an OEM/ Authorized dealer/ Partner of OEM with good credentials. (i.e., Gold or Platinum Grade Partners). Copies of the same should be enclosed.
4. The vendors having their Corporate Office / Branch Office in Chennai will be advantageous.
5. 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.
6. The participating vendors must have valid Registration of GST and PAN. Copies of the same should be enclosed.

VII. METHOD OF SUBMISSION:

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

1. Technical details clearly describing the Product details, Company profile, past work history with client list, and proof of eligibility as per pre-qualification criterion No. VI should be submitted in a sealed envelope super scribing the envelope with **“Technical Proposal for the supply and installation of Desktop Computers”**.
2. The Commercial Proposal should be submitted in another sealed envelope super scribing the envelope with **“Commercial Proposal for the supply and installation of Desktop Computers”**.

Both the sealed envelopes should be submitted at the following address in a large-size sealed envelope super scribing with **“Proposal for the Supply and Installation of Desktop Computers” must be submitted on or before 04-05-2026, 05:00 PM either by Speed Post/Courier or by dropping it in the designated box available at the Corporate Office.”**

**The General Manager
Repc Home Finance Ltd.,
Third Floor, Alexander Square,
2, Sardar Patel Road,
Guindy, Chennai - 600 032.**

VIII. Selection of Vendor:

a. Preliminary Scrutiny:

- ❖ The Company will scrutinize the technical proposals received to determine whether they are complete in all aspects, the documents have been properly signed & items are offered as per RFP requirements and 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, scope of work and the proposal is submitted without any deviations.
- ❖ Proposals will be rejected if any of the submitted documents stand 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 regarding '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 an external consultant for evaluation of the proposal. It is the 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 explicitly contain a percentage of applicable tax.
- ❖ 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 the evaluation process of Indicative Technical & Commercial proposals, the purchase order will be issued to the vendors, who are technically competent and commercially viable, post negotiation, if required.

- ❖ The work order shall be awarded, and the order shall be provided to the selected L1 vendor.
- ❖ The selected vendor shall submit the acceptance of the order within seven days of 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 vendors 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 shortlisted vendors will be required to customize the services as per requirement of the Company at rates not higher than the agreed rate achieved 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.

e. Penalty

- ❖ Ordered licenses should be delivered within one week from the date of placing the order. In the event of the licenses not being delivered within stipulated time, an amount of Rs.100/- (Rupees One Hundred only) will be levied as penalty for delaying every day.

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, damage, 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 respects will be at the vendor's risk and may result in rejection of the proposal.

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 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 issuing at least 30 days' notice in writing to the other party clearly setting out there in the specific disputes. In the event of the 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 amount and related costs and a right for damages. All disputes and controversies between RHFL and the 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.**