



Quotation Call Letter for the supply and installation of Desktop Computers for the Corporate Office and various branches located across PAN 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 centers in Tamil Nadu, Andhra Pradesh, Telangana, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal, Rajasthan, and Puducherry. All these branches and Satellite Centers are connected with Corporate Office through a Core Banking Platform.

II. REQUIREMENT DETAILS:

- Our company requires approximately 350 numbers of Desktop Computers in a phased manner for one year from the date of empanelment.

The Description and Specification details of desktop computers are furnished below:

TECHNICAL SPECIFICATION (MINIMUM) /SCHEDULE OF REQUIREMENTS FOR DESKTOP PC (WITH DISK)		
S. No.	Description	Minimum specifications
1	Processor	Intel® Core™ i5-14500 14th Gen (up to 5.0 GHz with Intel® Turbo Boost Technology, 24 MB L3 cache, 14 cores, 20 threads)
2	Chipset	Intel Business Chipset Q670 series or higher with Minimum Bus speed 8GT/s DMI3 (should be lasted and should have launched after Q2 of the year 2020.)
3	Motherboard	OEM Motherboard with logo embossed (no sticker)
4	Memory	1x8 GB DDR5, expandable up to 64GB or higher with Minimum 2 DIMM slots or above – 4800MT/s
5	Hard Disk Drive	1TB HDD (7200 RPM or higher) with 512GB SSD for operating system.
6	Optical Drive	8X DVD RW
7	Graphics	Integrated Intel® UHD Graphics 630

TECHNICAL SPECIFICATION (MINIMUM) /SCHEDULE OF REQUIREMENTS FOR DESKTOP PC (WITH DISK)		
S. No.	Description	Minimum specifications
8	Audio	Realtek ALC3205 codec, universal audio jack with CTIA and OMTP headset support
9	Ethernet	Integrated Ethernet LAN 10/100/1000.
10	Slots	1 Full-height PCIe x16 Gen 3 slot 2 Full-height PCIe x1 Gen 3 slot 1 M.2 2230 slot for wireless 1 M.2 2230/2280 slot for storage 3 SATA slots
11	Bays	1) 3.5" Internal Drive Bays / 2.5" Internal Drive Bays 2). Slim ODD bay (Optional)
12	Ports	Front 1 SuperSpeed USB Type-C® 20Gbps signaling rate (1 charging); 4 SuperSpeed USB Type-A 10Gbps signaling rate (1 charging); 1 universal audio jack Rear 1 audio-out; 1 HDMI 1.4; 1 power connector; 2 DisplayPort™ 1.4; 3 USB Type-A 480Mbps signaling rate; 3 SuperSpeed USB Type-A 10Gbps signaling rate; 1 RJ-45 1 VGA
13	Form Factor	Tower /MT
14	Power Supply	550 W 92% efficient, wide-ranging, active PFC
15	Keyboard/Mouse	1) USB 104 keys keyboard (same make as PC) 2) USB 2 Button Scroll Mouse(Same make as PC)
16	Operating System	Microsoft Windows 11 Professional 64-bit with Hologram Sticker
17	Diagnostic Tool	BIOS Diagnostics
18	Security	1). Discrete TPM 2.0 Security Chip integrated part of the motherboard 2). SATA port disablement (via BIOS) 3). Serial, USB enable/disable (via BIOS) 4). Optional USB Port Disable at the factory (user configurable via BIOS) 5). Removable media write/boot control 6). Power-On password (via BIOS) 7). Administrator password (via BIOS) 8). Setup password (via BIOS) 9). Support for chassis padlocks and cable lock devices
19	Compliance and Certification	1) Minimum Energy Star ver. 5.1 for the given form factor of Desktop & Monitor 2) EPEAT certified in India for the given form factor of Desktop & Monitor 3) FCC, CE, RoHS, UL Certificate 4). ISO 9001, 14001, 20001, 27001 for OEM 5). Desktop brand quoted by the vendor should be Microsoft Windows is certified for the OS to be Preloaded.

TECHNICAL SPECIFICATION (MINIMUM) /SCHEDULE OF REQUIREMENTS FOR DESKTOP PC (WITH DISK)		
S. No.	Description	Minimum specifications
20	System Weight/Volume	Weight should NOT be less than 5 KG. Toolless chassis with Chassis Intrusion Switch. Volume 15L or below.
21	Information Accessibility	Product details, specifications, and brochure to be available in the public domain.
22	Support	Drivers should be available for download from the OEM site for at least 5 years from the date of purchase order
23	Market Credibility	The OEM vendor should be of positive net worth for the last three years.
24	Monitor	19.5" Wide HDMI/DP LED Monitor with a resolution of 1600 x 900 or higher. TCO certified Monitor and CPU should be from the same OEM.
25	Other	The detailed Technical specifications of the Model with images should be available to the public on OEM's Official Website for verification.
26	Warranty	3 years comprehensive OEM warranty. The extended warranty should be available in OEM website from the date of installation vendor should also produce support documents for the warranty period offered by OEM.

III. WARRANTY AND INSTALLATION:

The minimum warranty period should be 36 months from the date of installation in our Corporate Office/branches. **The vendor should also produce support documents for the support offered by OEM.** Installation should be completed within a week from the date of system delivery.

IV. SCOPE OF WORK:

- Creating required partitions on Hard disk (C-OS partition, D & E for DATA with sharing enabled as per our policy requirements) of desktop computers.
- Connecting with other hardware units in LAN.
- Configuring basic system settings, which includes computer name, assigning an IP address, creating user accounts, installing device drivers, etc.
- Installation of **RHFL listed basic approved software** like Open Office, IE 10.0, Adobe Reader 10.0, WinRAR etc. in computers.
- Installation of Corporate Antivirus software (Antivirus software may be provided by the branch during the time of installation).
- Installation of other than RHFL listed software, no other third party/un authorized software will not be permitted, may subject to action resulting in corrective obligation or penalty.
- Installation and sharing of Scanner & Printer.
- In case of an existing computer is replaced with a new one, then
 - ❖ All the existing system settings including IP address and computer name are to be used for the new system.
 - ❖ Data has to be copied mandatorily from the old computer to the new computer.
- In case the old computer is provided with internet and mail access, then the same has to be configured in the new computer also.
- All delivery terms and conditions are to be complied with 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 the successful vendor will be entirely at RHFL's discretion. This RFP seeks proposals from vendors who have the necessary experience, capability, and expertise to supply and install the desktop computers, adhering to RHFL's requirements outlined in this RFP.

VI. PERIOD OF CONTRACT:

The contract will be valid for one year period 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 done on a half-yearly basis.

VII. PRE-QUALIFICATION CRITERIA:

1. Partnership Firm/ Public or Private Limited Company / Government Institutions / PublicSector / Private Companies / Any other entity, those have completed three 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). **Applicant must provide a Manufacturer Authorization letter from OEM.**
4. They must have supplied Desktops to Government Institutions / Public sector Banks / Private sector Banks / Large Corporates across the country. A Satisfactory supply completion letter from the customer is to be provided. The number of such letters will definitely carry weightage.
5. The applicants must have their Corporate Office / Branch Office in Chennai.
6. The vendor or their Principal (OEM) must have a 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 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.

VIII. METHOD OF SUBMISSION:

A full description of the hardware items is available in the requirement details. In case any clarification is sought regarding the configuration details, you may contact Admin Department at CUG: +91-8939844477/044-42106650 on any working day between 10 am and 5 pm 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 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. VII 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” on or before 10-11-2025, 05:00 pm by Speed Post/Courier.

**The General Manager (Admin Dept.)
Corporate Office,
Repco Home Finance Limited,
III 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 10-11-2025, 5.00 PM.

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 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 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 the RFP and the proposal is submitted without any deviations.
- ❖ In case, if only one proposal is received, either a Technical proposal or a Commercial proposal, it will be rejected.

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 to be submitted within the period stipulated by the Company.
- ❖ The Company may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. The 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. A Committee of officers of RHFL will evaluate the proposal. 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 in 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 if the submission of necessary documentary proof for the details mentioned in the "Pre - Qualification Criteria" are available.
- ❖ If the cover does not contain Technical and Commercial proposals in separate sealed envelopes, then the same will not be considered by our Committee.
- ❖ The offer in the commercial proposal must be made in Indian Rupees only.
- ❖ The commercial should contain a percentage of applicable tax explicitly.
- ❖ The Price mentioned in the empanelment order should have 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 L1 vendor. The company can also do price negotiation only with L1, if required.
- ❖ The work order shall be awarded and the order shall be placed on the selected vendor, who is L1. The company may release the order in, either full or in part, or place more than one order towards the contract based on the 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 the start of the provisional contract with the selected vendor shall be the date of acceptance of the order by the vendor.
- ❖ The Selected vendor shall comply with compliance requirement as per RHFL information security policy, cyber security policy and other applicable policies and procedures.
- ❖ Company reserves its right to consider at its sole discretion the late acceptance of the order by the selected vendor.
- ❖ The shortlisted vendor(s) will be required to customize the services as per the requirement of the Company at rates not more 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.

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 a 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 its 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 risk and may result in the 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 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 day's 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.

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/prospectiv 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 without assigning 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.**
