



**REPCO HOME FINANCE LTD
ADMINISTRATION DEPARTMENT**

**SUPPLY AND INSTALLATION (WHERE EVER REQUIRED) OF SCANNERS FOR FOLLOWING
REGIONS - CHENNAI, COIMBATORE, MADURAI, SALEM, TRICHY, PUNE, AHMEDABAD,
HYDERABAD, HUBLI, VIJAYAWADA AND BANGALORE (AS APPLICABLE).**

Repco Home Finance Ltd, invites Tender in two parts for supply and installation (wherever required) of scanners for following regions Chennai, Coimbatore, Madurai, Salem, Trichy, Pune, Ahmedabad, Hyderabad, Hubli, Vijayawada and Bangalore Branches (As Applicable).

The last date for submission of the Tender is **30-09-2025 on or before 17:00 hrs**. For further details please visit our website <https://www.repcohome.com>.

Place: Chennai

Date: 16-09-2025

**Chief Operating Officer
Repco Home Finance Ltd
Chennai.**

SCHEDULE OF TENDER (SOT)

Sl No	Item	Details
1	Name of the Department	Administration Department, Repco Home Finance Ltd, Chennai
2	Tender name	Supply And Installation (Where Ever Required) Of Scanners at RHFL branches pan India wherever required.
3	Tender no.	RHFL/CHENNAI/ADMIN/012/25-26
4	Mode of Tender	OFFLINE
5	Date of Notice Inviting Tender (NIT)	16 th September, 2025 from 10:00 Hrs. onwards
6	Tender Fees	Nil
7	Starting of Tender for submission	16 th September, 2025 from 10:00 Hrs. onwards
8	Date of closing of tender for submission of Techno-Commercial Bid.	30 th September, 2025 at 17:00 Hrs
9	Date & Time of opening of Tender (Part-I)	12:00 Hrs. on 01 st October, 2025
For more details, please contact:- 8939844477		

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 the National Housing Bank. As of now, RHFL is operating through 203 branches and 31 satellite centers in Tamil Nadu, Andhra Pradesh, Telangana, Jharkhand, Kerala, Karnataka, Maharashtra, Rajasthan, Madhya Pradesh, Gujarat, Odisha, West Bengal, 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, 120 numbers of Kodak E1040 Scanner in a phased manner till 30-09-2026.

The Description and Specification of the Kodak E1040 Scanner are listed below:

S. No.	Description	Minimum Specifications
	Make and Model	Kodak E1040
1.	Scan speeds in Color, B&W at 300 DPI	40 PPM / 80 IPM
2.	Scanning technology	CIS (CMOS)
3.	Illumination	Dual RGB LED Illumination
4.	Optical resolution	600 DPI
5.	Feeder Capacity	Up to 80 sheets of 80 g/m ² (20 lb.) paper
6.	Maximum Scan size	Up to A4 and Legal
7.	Paper thickness and weight	27–433 g/m ² (7.2–160 lb.) paper
8.	Paper handling features	Multifeed detection with ultrasonic technology Length multifeed detection.
9.	Interface	USB 3.2 Gen 1x1 Compatible
10.	Barcode reading	Code 128,codabar,PDF417 etc.
11.	Output File Format Support	Single and multi-page TIFF, PDF,JPEG Text searchable PDF, Word, and Excel.
12.	Duty cycle (Daily volume)	Up to 5,000 pages per day
13.	Drivers	TWAIN, ISIS, WIA.
14.	Bundled scanning application	Smart touch button application.
15.	OS compatibility	Microsoft Windows, Linux, Citrix Certified
16.	Environmental certification	Energy Star Qualified, EPEAT Gold
17.	Warranty	Three Year with Onsite(Pan India)

III. WARRANTY:

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.

IV. SCOPE OF WORK:

The vendor has to allocate a trained engineer to complete the Installation of scanners in the respective branches.

The “Buttonapp” application should be downloaded and installed on a particular computer, where the scanner is going to be configured.

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 the 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 scanners, adhering to RHFL’s requirements outlined in this RFP.

VI. PERIOD OF CONTRACT

The contract will be valid till 30-09-2026, 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/ Public Sector / Private Companies / Limited Liability Partnership / One Person Company / 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 should have their Corporate Office / Branch Office in Chennai.
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.

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 Chief Operating Officer 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 sealed envelope super scribing the envelope with **“Technical Proposal for the supply and installation of Kodak Alaris E1040”**.
2. The Commercial Proposal should be submitted in another sealed envelope super scribing the envelope with **“Commercial Proposal for the supply and installation of Kodak Alaris E1040”**.
3. 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 Kodak Alaris E1040” on or before 30-09-2025, 05:00 pm by Speed Post/Courier.**

**The Chief Operating Officer,
Corporate Office, Repco Home Finance Ltd.,
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 30-09-2025, 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 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 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 the 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. 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. The proposal will be evaluated by a Committee of officers of RFHL. 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 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 "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 the percentage of applicable tax explicitly.
- ❖ The Price mentioned in the empanelment order should have validity till 30-09-2026.

d. Award of Work:

- ❖ On completion of the evaluation process of Indicative Technical & Commercial proposals, the purchase order will be issued to the 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 either in 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.
- ❖ 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 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.

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 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.

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 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.**
