

SBICAP securities limited

Marathon Futurex, 12th Floor, A –Wing, N M
Joshi Marg, Lower Parel, Mumbai 400013

RFP NO. SSL/IT/RFP-005/2018-19

REQUEST FOR PROPOSAL FOR SUPPLY, INSTALLATION,
COMMISSIONING OF DESKTOPS AND LAPTOPS
RATE CONTRACT FOR NINE MONTHS

Tender Period:

Feb 01, 2019 to Mar 02,2019

Validity of Rate Contract:

09 months from the date of Price Discovery



ACTIVITY SCHEDULE		
Sr No	Activity	Details
1.	RFP Number	SSL/IT/RFP-005/2018-19
2.	Release Of RFP	01 Feb, 2019
3.	Address for Receipt/submission of Bid document	SVP IT, Marathon Futurex, 12th Floor, A –Wing, N M Joshi Marg, Lower Parel , Mumbai 400013
4.	Bid Submission	Bids should be submitted in two different Envelopes (Technical Bid & price Bid).
5.	Last Date & Time for submission	02 Mar, 2019 : 14:00 HRS
6.	Technical Bid Opening Date, Time & Venue	05 Mar, 2019 : 11:30 HRS In presence of Technical Committee Marathon Futurex, 12th Floor, A –Wing, N M Joshi Marg, Lower Parel , Mumbai 400013
7.	Pre Bid meeting Date Time & Venue	18 Feb, 2018 : 16:00 HRS Marathon Futurex, 12th Floor, A –Wing, N M Joshi Marg, Lower Parel , Mumbai 400013
8.	Price bid opening, Time & Venue.	Will be announced, communicated to bidders In due course.
9.	Contact Details & Email id	1. Mr. Dilip Pandey (AVP -IT) Ph : 022 4366 3522 Dilip.pandey@sbicapsec.com 2. Mr. Ravi Kulkarni (VP-IT) – Ph.022 42273388 ravi.kulkarni@sbicapsec.com 3. rfp@sbicapsec.com



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RFP TERMINOLOGY

Definitions – Throughout this RFP, unless inconsistent with the subject matter or context:

- (1) **Bidder/ Service Provider/ System Integrator** – An eligible entity/firm submitting a Proposal/Bid in response to this RFP from PAN India
- (2) **Supplier/ Contractor/ Vendor** – Selected Bidder/System Integrator under this RFP.
- (3) **Company/ Purchaser/ SSL** - Reference to the “SSL”, “Company” and “Purchaser” shall be determined in context and may mean without limitation “SBICAP Securities Ltd.
- (4) **Proposal/ Bid** – the Bidder’s written reply or submission in response to this RFP
- (5) **RFP/Tender** – the request for proposal (this document) in its entirety, inclusive of any Addenda that may be issued by SSL.
- (6) **Solution/ Services/ Work/ System** – “Solution” or “Services” or “Work” or “System” or “IT System” means all services, scope of work and deliverable to be provided by a Bidder as described in the RFP and include services ancillary to delivery of desktops, such as installation, commissioning, transfer of user data, installation of antivirus and other basic applications, configuring email, windows account and other obligation of the Supplier covered under the RFP.
- (7) **Product** – “Product” means Desktop / Laptop as mentioned in the specifications section of this tender.
- (8) **Desktop / Workstation / PC** – “Desktop” or “Workstation” or “PC” means Desktop computer set including its monitor, keyboard and mouse as specified within the technical requirement section of this RFP document.
- (9) **Annual Maintenance Contract (AMC)** - It would be the annual cost of maintenance of hardware / solution / Service



1. OVERVIEW

SBICAP Securities Ltd (“SSL”) a wholly owned subsidiary of SBI Capital Markets Ltd is the broking arm of the State Company Group. SSL commenced operations in the first quarter of financial year of 2006-2007 with a view to providing primary and secondary capital market access to investors both within the Group as also in the wider public domain. SSL is looking for procurement of desktops for which this RFP is being issued.

2. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified PAN India bidders for the procurement of Desktops in accordance with specifications and requirements contained herein. This Request for Proposal (RFP) will require the bidder to provide all relevant information based on multiple configurations detailed within the RFP. Information and any supplementary information should be in both printed and digital format.

Based on the review and evaluation of proposals offered in response to this RFP, SSL may at its sole discretion negotiate and enter into **rate contract for nine months from the date of price discovery** with one or more successful Bidders. The successful bidder is expected to Supply, Deliver, and Commission and maintain the product with onsite comprehensive warranty from the OEM for 1 year from the date of installation.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Price will be a consideration but will not be the sole factor in

Company's decision to award a contractual relationship. SSL reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

3. INVITATION

The bidders desirous of taking up the project for supply of above mentioned product and service for SSL are invited to submit their technical and commercial 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 bidder will be entirely at Company's discretion. This RFP seeks proposals from Bidders who have the necessary experience, capability & expertise to provide SSL with required Desktops with support services adhering to SSL's requirement outlined in this RFP.

This RFP is not an offer by SBICAP Securities Ltd, but an invitation to receive responses from the Bidders. 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 SBICAP Securities Ltd. with a selected Bidder.



4. SCHEDULES OF THE TENDER

- 4.1. This tender comprises supply, delivery, installation and commissioning of Desktops and Laptops for SSL branches pan India and corporate office (Mumbai) as per the specifications mentioned in technical details within this document.
- 4.2. Selected vendor would be awarded the contract for supply of said products for a period of nine months at the rate discovered in the tendering process.
- 4.3. Bidders are expected to propose indicative pricing while submitting the bids.
- 4.4. An online reverse auction shall be conducted to select the L1 vendor.
- 4.5. Schedule for online reverse auction will be communicated later with the technically eligible bidders only.

5. TERMS & CONDITIONS OF THE TENDER

- 5.1. Bid proposals with all the relative annexure as detailed above should reach “SVP- IT Services Department, SBICAP SECURITIES LTD (SSL), Marathon Futurex, 12th Floor, A –Wing, N M Joshi Marg, Lower Parel , Mumbai 400013 on or before 02-03-2019 in sealed cover.
- 5.2. Each bid shall be in two parts, Technical and Commercial Bid. The two parts should be in two separate sealed NON-WINDOW envelopes, each should be super scribed as "Technical Bid for supply of Desktop/Laptop – Vide Tender No. SSL/IT/RFP-005/2019-20 dated 01-02-2019" and "Commercial Bid for supply of Desktop/Laptop – Vide Tender No. SSL/IT/RFP-005/2019-20 dated 01-02-2019"
- 5.3. The Tender/Bids received after the stipulated time mentioned above will not be considered. Authorized persons only should sign the tender documents. Copy of the letter issued by competent authority to sign on behalf of the Bidding Company, should be enclosed.
- 5.4. Tender should **strictly confirm to the specifications**. Tenders **not conforming** to the specifications **will be rejected summarily**. Any incomplete or ambiguous terms/ conditions/ quotes will disqualify the offer.
- 5.5. The SSL reserves the right to divert the delivery of order to any other location as desired which will be mentioned in the PO.
- 5.6. The SSL reserves the right to reject one or all the tenders without giving any reasons. The SSL reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- 5.7. Any terms and conditions from the bidders are not acceptable to the SSL.
- 5.8. The L1 rates finalized in the tender opening process will be valid for 9 months and the L1 vendor is bound to execute the orders placed at L1 rates during the duration of the tender.
- 5.9. SSL reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.



5.10. All bids should be accompanied by:

5.10.1. A Pay order/demand Draft of ₹ 500/- favoring “Sbicap Securities Ltd.” towards cost of the tender documents.

5.10.2. A Pay order/demand Draft of ₹ 50,000/- favoring “Sbicap Securities Ltd.” towards EMD (only L1 vendor).

5.10.3. Technical bids not accompanied with the above Pay order/Demand Drafts are liable to be rejected. . The EMD deposit so collected will be refunded to all the bidders except L1 Vendor after finalization of the Tender. The deposit will be refunded to the L1 Vendor only after the expiry of the validity of the tender price i.e. nine months or such extended and upon satisfactory performance of the orders placed in terms of the subject tender.

5.11. *The validity period may be extended by another three months at the discretion of the SSL which will be binding on the vendors. The offer should also be valid for the orders directly placed by any branch /office of SSL in India and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.*

5.12. Notwithstanding approximate quantity mentioned in the Tender the quantities are liable to alteration by omission, deduction or addition and it should be clearly understood that the contract is **not a lump-sum contract but a rate contract for a period of nine months**. Payment shall be regulated on the actual quantities of supply made or work done at the accepted rates.

5.13. The prices quoted for all the hardware should be with one year or standard warranty whichever is higher. The prices should be **inclusive of all taxes**, the vendor should arrange for obtaining of requisite road permit wherever applicable.

5.14. During the validity period of tender quotes, any upward change in the exchange rate/ excise duty and customs duty are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to SSL, notwithstanding what has been stated in the quotation or in the Purchase Order.

5.15. The vendors should provide the 12 months unconditional comprehensive onsite warranty.

5.16. The Vendor should undertake to provide SSL 12 months free maintenance service, which will include repair and maintenance of all kits or parts and spare parts from the date of commissioning of the Systems. This is also applicable to system software. Thereafter, SSL may decide for continued maintenance by the vendors on mutually agreed terms and conditions or may opt for comprehensive maintenance by a third party, or undertake in-house maintenance if needed with the backup support from the vendors.

5.17. The Vendor should attach all the related product literature, data sheets, handouts, evaluation reports etc., pertaining to the systems/ terminals/ storage devices/ peripherals, for which the Vendor has quoted.



- 5.18.** The equipment should be delivered within **4 weeks** from the date of placing the letter of Purchase order. If delivery is delayed, SSL will charge a penalty of 1% of order value for every week of delay, subject to a maximum of 5% of the order value or will lead to cancellation of the purchase order itself.
- 5.19.** After the delivery of equipment, any delay in completion of installation beyond 1 week will attract the same penalty as clause above.
6. The hardware along with all peripherals should be supplied in full and part shipment is not acceptable unless otherwise mentioned in the letter of purchase order.
7. Purchase order for the product will be placed from any of the SSL offices / branches pan India and should be acceptable to the vendors.
8. **PAYMENT TERMS:**
- 8.1.** Payment will be done within 30 days from the receipt of hardcopy of original invoice along with other mandatory documents like delivery challan, installation report, custody letter (format by SSL) etc.
- 8.2.** 90% payment of the total invoice value including taxes, levies and any other additional charges will be done after successful delivery and installation.
- 8.3.** The balance 10% will be paid either after expiry of the warranty period of one years or against the submission of the Performance Bank Guarantee (from a Scheduled Bank) valid for one years. The Bank Guarantee should be given in the name of SBICAP Securities Limited and will be accepted after six months from the date of purchase order. In case, the products supplied by the vendor have any manufacturing defects/ poor workmanship/ inferior quality or the vendor is not able to adhere to the support committed in the proposal, SSL may decide to invoke the Bank Guarantee or deduct a suitable amount from the retained 10%.
- 9. ANNEXURE FORMATS FOR SUBMITTING BIDS:**
10. **TECHNICAL PROPOSAL:**
- 10.1. ANNEXURE - I** is a composite format in which you should indicate responses for the various important parameters/aspects, which will have a significant bearing on the selection of the Vendor. You may attach a separate sheet, if necessary, to record your comments or opinions etc. On completion, you should sign on each page under your company seal and submit the filled-in ANNEXURE – I format (with enclosures, if any) in a separate cover marked as **‘ANNEXURE – I – GENERAL’**
- 10.2. ANNEXURE ‘II’** is a format of declaration to be submitted by the bidder (MAF).
- 10.3. ANNEXURE - III** is a composite format, which, besides detailing the technical specifications of the items, also provides space to indicate/ record your response in an unambiguous manner. For any other supplementary information a separate sheet should be used. On completion, you should sign on each page under your company seal and submit the filled-in ANNEXURE – III format (with enclosures, if any) in a sealed cover marked as **‘ANNEXURE – III - TECHNICAL’**.
- 10.4.** To ensure uniformity at the time of evaluation and finalization of offers you should **strictly follow the format & procedure** indicated in the Annexure and also adhere strictly to the



indicated configuration while submitting the offer.

10.5. The Technical bids will be examined by the Technical Committee of SSL which may call for clarifications/additional information from the bidders which must be furnished to the Technical Committee in the time stipulated by the Technical Committee.

10.6. The configurations given in the Tender Documents are the minimum level of configurations that are required. You may choose to supply higher/ better/ enhanced systems/ storage devices/ peripherals, but the quotation should be for the specified configuration only and no deviations from the specified configurations will be permitted. No additional weightage will be given by the SSL for any offers with higher configuration.

11. COMMERCIAL PROPOSAL

11.1. Bidders are required to submit Indicative Rates of the products and services on their letter-head.

11.2. Pricing quoted must be "All Inclusive Price" except Octroi / Entry Tax.

11.3. Indicative price must include all price components as mentioned in "Annexure III".

Note: All above mentioned documents including this RFP document must be duly signed by Authorized Signatory with bidder's company seal. Initial with company seal is mandatory on each page of RFP and all other required documents.

Bids for each of the Products/Services should be submitted in the relevant Forms as given below.

FORMATS

TECHNICAL BID FORMATS

ANNEXURE - I

GENERAL

The vendor should invariably **respond to all the following parameters / aspects** (which will have a significant bearing on the selection of the vendor) in clear and unambiguous terms and should not delete or add any other parameters to this list. However, the Vendor may attach a separate sheet to record their comments/opinions and or suggestions, if any.

1	Name of the Company			
2	Registered Office Address			
3	Year of Incorporation			
4	In the business of computer hardware since (the year)			
5	Corporate Profile: Chairman Managing Director Directors Key Personnel involved in AMC/FMS			
6	Details for Correspondence: Contact Person's Name Designation Address & Telephone No/s, Fax No/s, E-mail ID			
7	Whether your company is registered under Municipal Act and/or Maharashtra Govt. Shops and Establishment (Give Regn. No.)			
8	Income tax no. (GIR/PAN) (Attach Photostat / true copy of latest Income Tax Clearance Certificate)			
9	Sales Tax Regn. No. and Date (Attach Photostat / true copy of latest Sales Tax Clearance Certificate)			
10	Financial Details (for last 3 years)*	2015-16	2016-17	2017-18
	a. Turnover (Rs. In lakhs) b. Profit after Tax (Rs. In lakhs)			
11	Employee Profile: Technical: a) Service Engineers (L1 & L2) b) Sr. Technical Staff (L3 and above) Administrative:			
12	If the bidder is Authorized Partner/Dealer, mention the name of principal company (OEM) and the relationship, like, distributor, dealer, etc. *			
13	Level of relationship/partnership with OEM (Gold/Silver/Platinum/etc.)			
14	Brief particulars of facilities for support and maintenance of equipment and availability of			



	spares	
15	Details regarding technical support staff (no. of service engineers, qualifications, number of years of experience, etc.)	
16	Employee attrition rate for last 3 years	
17	No of locations outside Mumbai where bidder's engineers are present (no tie-ups)	
18	Large no. of Desktops delivered and maintained by bidder.	
19	Have you received ISO certification for IT services	
20	Are you OEM / system builders? (Yes/No) – Please provide brief details.	

	Parameters	VENDORS RESPONSE	
		Yes / Agreed	No / Not-Agreed
22	Are you providing unconditional comprehensive warranty for the three years (as indicated in the main letter)?		
23	Are you agreeable to all the terms and conditions detailed in the main letter?		
24	Are you prepared to assure service support to ensure that the response time is not more than 30 minutes from the time the fault is reported to you? Please note that the faults may be reported from 10 AM to 6 PM on all working days.		
25	Are you in a position to service the said products and in a position to provide spare parts for at least 5 years after delivery of the hardware?		
26	On evaluation if the systems/ components supplied are found to be of inferior quality, SSL reserves the right to reject the systems and / or disqualify the vendor.		
27	Are you agreeable to execute all the orders placed on you at the L1 rate for a period of Nine months in case you are L1.		

Date:

Signature:

Name:

Place:

Designation:

Company:

Seal of the Company:

ANNEXURE - II

MANUFACTURERS AUTHORISATION FORM

No.

Date:

To,
The Sr. Vice President,
IT Services Department
SBICAP Securities Ltd.
Corporate Office

Dear Sir,

Sub: RFP No. **SSL/IT/RFP-005/2018-19**

We.....who are established and reputable manufacturers of

Having factories atand.....do hereby authorize M/s.....

(Name and address of vendors) to submit a bid and sign the contract with you for the goods manufactured by us against the above RFP No.....dated.....

We hereby extend our full guarantee and warranty as per the clauses of contract based on the terms and conditions of the RFP for the goods and services offered for supply by the above firm against this RFP.

Yours faithfully,

()

Name of the Manufacturer

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.

ANNEXURE - III

TECHNICAL SPECIFICATIONS AND BIDDER RESPONSES

STANDARD LAPTOP

Component / Item	Specifications	Offered (Y/N)	Deviation (details of alternate option offered, If any). Note: Specifications of an alternate option cannot be lower than the one that is Proposed.
CPU	Intel® Core™ i3 latest generation 2.4GHz or more		
Memory	4GB DDR4		
Hard Disk Drive	500GB or more SATA 7200 RPM		
OS-OEM	Microsoft Windows 10 Pro English 64bit		
Screen	14" LED or higher		
Optical drive	DVDRW		
Warranty	1 year next business day onsite		
Port	1 USB 3.0; 2 USB 2.0; 1 VGA; 1 HDMI; 1 headphone/microphone combo jack; 1 AC power; 1 RJ-45 9		
Battery	3-cell, 31 Wh Li-ion; 4-cell, 41 WH Li-ion with 1 year warranty		
keypad	Full-sized textured black island-style keyboard Touchpad with multi-touch gestures enabled, taps enabled as default, support modern trackpad gestures		
Security	TPM 1.2 or higher		
Webcam	VGA Camera		
Back Pac	Standard		

Power Laptop

Component / Item	Specification	Offered (Y/N)	Deviation (Details of alternate option offered, if any) Note: Specification of an alternate option cannot be lower than the one that is proposed
Processor	Intel latest Gen i5 - 6200U or Higher		
Display Screen	14.0 inch Non-Touch HD (1366x768) Anti - Glare LCD		
Memory	8GB (1x8GB) 2.5 or more GHz DDR4 Memory		
Hard Drive	1 TB (7,200 Rpm) Serial ATA Hard Drive		
Optical Drive	No		
Graphic	Intel Integration HD Graphics		
Battery	Primary 4-cell 40W/HR Battery		
Power	65 W Smart CA Adapter		
Connectivity	Wireless 802.11 Dual band 2.4GHz/5GHz + Bluetooth 4.1LE 802.11 2x2 MIMO		
Keyboard	Internal US International Qwerty Keyboard		
Audio	Waves Maxx Audio Royalty		
Operating Systems	Microsoft Windows 10 pro English 64 bit		
Recovery	Windows 10 OS Professional Recovery 64bit - DVD		
Ports, Slots & Chassis	SD 3.0 Memory card reader 2 USB 3.0, 1 USB 2.0, HDMI, VGA Network connector (RJ - 45) Lock Slot		
Weight	Less than 1.85 kg		
Security	Data protection, protected workspace/ Data protection system tools Digital Delivery/NB		
Regulatory & Environmental	Energy Star 6.1, EPEAT		
Warranty	1 year onsite service & batteries 1 year warranty from Invoice date		
Delivery	Within 4 Week		



STANDARD DESKTOP

Component / Item	Specifications	Offered (Y/N)	Deviation (details of alternate option offered, if any).
Processor	Core i3 latest generation With 3.0 GHz or more		
Ram	4GB (1x4GB) DDR4 RAM		
Hard disk Drive	500GB or more 7200 RPM SATA HDD		
ODD	No Included Slim MT ODD		
Keyboard	USB Keyboard same brand		
Mouse	USB Hardened Mouse same brand		
OS	Microsoft Windows 10 Pro English 64bit		
Warranty	1/1/1 (material/labor/onsite) MT Warranty		
Monitor	18.5" Monitor same brand		



POWER DESKTOP

Component / Item	Specifications	Offered (Y/N)	Deviation (details of alternate option offered, if any). Note: Specifications of an alternate option cannot be lower than the one that is proposed.
Form factor	BTX		
CPU	Intel Core i5-6500T Processor or higher		
Chipset	Intel® H270 Chipset or higher		
Memory	8GB (1x8GB) 1600MHz DDR 4 3.0 GHz or more Memory		
Hard disk	1TB 2.5inch Serial ATA (7,200 RPM) Hard Drive or higher		
Key Board	US International (QWERTY) USB Keyboard (Black)		
Mouse	Optical USB Mouse		
Ports	Micro: 6 External USB: 6 x 3.0 (2 front/2 rear) and 4 x 2.0 (2 front/2 rear); 1 Internal USB 2.0; 1 RJ-45; 1 Serial; 1 Display Port 1.2; 1 HDMI 1.4; 2 PS/2; 1 UAJ, 1 Line-out;		
Optical Drive	No		
Monitor	18.5'' Wide Screen Monitor with LED Back Light of same brand		
Operating system	Microsoft Windows 10 Pro English 64bit		
Power supply Unit (PSU)	65W external adapter		
Power cord	65W AC Adapter (India)		
Certification	ENERGY STAR 6.0, EPEAT Registered, CECP, WEEE, EU, RoHS, China RoHS		
Warranty	1 Year Onsite Service from invoice date		
Delivery	Within 4 weeks		

Note: Non-compliance of any technical requirement needs to be declared by bidder against appropriate line item above.
Bidders must only quote products of top three OEMs listed in the IDC's Worldwide Traditional PC Shipments of fourth Quarter 2016.

----- End of RFP Document -----