



Quotation Call Letter for the supply and installation of Epson M100 Inkjet Printers and Hp LaserJet Printer 202 dw for Corporate Office and various branch offices located across PAN India.

I. ABOUT REPCO HOME FINANCE LTD (RHFL):

RHFL is a professionally managed housing finance company head quartered 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 147 branches and 27 satellite centres in Tamil Nadu, Andhra Pradesh, Telengana, Jharkhand, Kerala, Karnataka, Maharashtra, 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,

A. 25 numbers of Epson M100 Inkjet Printers in a phased manner till 31-03-2020.

B. 75 numbers of HP LaserJet Printer 202 dw in a phased manner till 31-03-2020.

The description and Specification of Epson M100 Inkjet Printers and HP LaserJet Printer 202 dw Printers are listed below:

Product	Description
Epson M100	Epson M100 Inkjet Black & White Mono Printer, 1440 X 720 dpi, High Speed, Black (A4) Draft Speed ppm /ipm=34 / 15 Network, Water & Fade Resistant, Page Yield - 8000 pages 12Watts power consumes, 3 years warranty
Hp LaserJet Printer 202 dw	Hp LaserJet Printer 202 dw Print speed Normal : Up to 25 ppm First page out (ready) Black : As fast as 8 sec Print quality black (best) : Up to 1200 x 1200 dpi Duty cycle (monthly, A4) : Up to 30,000 pages Recommended monthly page volume Processor speed : 750 MHz Connectivity, standard : 1 Hi-Speed USB 2.0 & 1 Ethernet 10/100

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 M100 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. Hp LaserJet Printer 202 dw

3. Vendor has to allocate the trained engineer to complete the Installation of Printer in a computer in the respective branches.
4. Printer should be installed in Network mode only. IP address will be shared by us during the time of installation.
5. Printer should be connected with all the systems available in the branch.

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 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 proposal from vendors who have the necessary experience, capability and expertise to supply and install the printers, adhering to RHFL's requirements outlined in this RFP.

VI. PERIOD OF CONTRACT

The contract will be valid till 31-03-2020, starting from the date of awarding of purchase order subject to satisfactory performance of the vendor. However, the performance review will be done on 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 two years of business after the date of incorporation of business.
2. Minimum turnover of Rs.2 crores in the last two 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 Manufacturer Authorization letter from OEM.**
4. They must have supplied Printers to Govt Institutions / Public sector Banks / private sector Banks / large corporates across the country. A Satisfactory supply completion letter from customer to be provided.
5. The applicants must have their Corporate Office / Branch Office in Chennai.
6. The vendor or their Principal (OEM) must have service network in major cities of Tamilnadu, Andhra Pradesh, Telangana, Karnataka, Kerala, Maharashtra, Gujarat, Rajasthan, Madhya Pradesh, Jharkand, 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:

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 Mr. Pandiarajan K, CTO, EDP Dept at 044-42106650 on any working day between 10 am and 5 pm or visit our office in person with prior appointment or email to edp@repcohome.com

A large size cover containing the following Technical and Commercial details should be submitted to Chief Executive 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. VI should be submitted in a sealed envelope super scribing the envelope with **“Technical Proposal for the supply and installation of Epson M100 Inkjet Printers & Hp LaserJet Printer 202 dw”**.
2. The Commercial Proposal should be submitted in another sealed envelope super scribing the envelope with **“Commercial Proposal for the supply and installation of Epson M100 Inkjet Printers & Hp LaserJet Printer 202 dw”**.

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 Epson M100 Inkjet Printers & Hp LaserJet Printer 202 dw”** on or before **23-05-2019, 05:00 pm by Speed Post/Courier.**

**The Chief Executive Officer,
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 23-05-2019, 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. 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, 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 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 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 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 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.

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 Executive Officer,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square,
New No: 2, Sardar Patel Road, Guindy,
Chennai - 600 032.
