



Quotation Call Letter for the supply and installation of Hp LaserJet Printer 202 dw for Corporate Office and various branch offices located across the country.

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 140 branches and 24 satellite centres in Tamil Nadu, Andhra Pradesh, Telengana, Jharkhand, Kerala, Karnataka, Maharashtra, Madhya Pradesh, Gujarat, Odisha, West Bengal and Puducherry.

II. REQUIREMENT DETAILS

- Our company requires, approximately, 75 numbers of Hp LaserJet Printer 202 dw in a phased manner till 31-03-2019.

The description and Specification of Hp LaserJet Printer 202 dw are listed below:

Product	Description
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 warranty period offered by OEM

IV. SCOPE OF WORK:

- Vendor has to allocate the trained engineer to complete the Installation of Printer in a computer in the respective branches.
- Printer should be installed in Network mode only. IP address will be shared by us during the time of installation.
- Printer should be connected with all the systems available in the branch.
- Company reserves the right to change/modify locations for supply of the terms. In the event of any change/modification in the locations where the hardware items are to be delivered, the vendor in such cases shall deliver, install and commission at the modified locations at no extra cost to the company. However, if the hardware items are already delivered, and if the

modifications in locations are made after delivery, the vendor shall carry out installation and commissioning at the modified locations and the company in such cases shall bear the shifting charges/arrange shifting. The Warranty/AMC (if contracted) should be applicable to the altered locations also.

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V. PERIOD OF CONTRACT

The contract will be valid till 31-03-2019, starting from the date of awarding of purchase order subject to satisfactory performance of the vendor. The performance review will be done on half yearly basis. However, the warranty period shall continue for thirty six months from the date of installation.

VI. PRE-QUALIFICATION CRITERIA

1. Partnership Firm/ Public or Private limited Company / Government Institutions / Public Sector / Private Companies / Any other entity, those have completed three years of business after the date of incorporation of business.
2. Minimum turn over of Rs.2 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).
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, 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.
8. The participating vendors must have valid Registration of GST and PAN. Copies of the same should be enclosed.

VII. 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, AGM, 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 Operating Officer in Corporate Office.

1. Technical details clearly describing the 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 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 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 Hp LaserJet Printer 202 dw”** on or before **20-06-2018, 05:00 pm by Speed Post/Courier.**

**The Chief Operating 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 16-06-2018, 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.

VIII. 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.

IX. 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.**
