

Request for Quotation (RFQ)

Procuring IT Products (Laptops, Desktops and IT Infra items)

26/08/2020

RESERVE BANK INFORMATION TECHNOLOGY PRIVATE
LIMITED

MUMBAI – 400 706

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Table of Contents

1. About ReBIT.....	3
2. Disclaimer & Disclosures.....	3
3. RFQ requirements.....	4
4. Scope.....	4
5. Deliverable Details – Infra specifications.....	4
5,2 Contact.....	Error! Bookmark not defined.
6. RFQ Timelines.....	8
7. Inquiries and questions.....	8
8. Submittal Instructions.....	8
9. Commercial Quote – Format.....	9
10. Terms and Conditions for Request for Quotation.....	10

1. About ReBIT

ReBIT has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for the RBI's IT related functions and initiatives. Given the need for inter-operability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator.

2. Disclaimer & Disclosures

Reserve Bank Information Technology Private Limited (ReBIT), Mumbai, has prepared this document to give background information to the applications VAPT service required as a one-time engagement. While ReBIT has taken due care in the preparation of this RFQ document and believe it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and not rely only on the information provided by ReBIT in submitting the bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right not to proceed with the project to change the configuration of the project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any RFQ /tender and reserves the right to reject all or any bid or cancel the RFQ / Tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the RFQ/ Tender without the Vendors having the right to object to such reissue.

The proposal in response to RFQ should be submitted by a person duly authorized to bind the bidder to the details submitted in the proposal. The submitter should give a declaration that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding.

3. RFQ requirements

The purpose behind issuing this RFQ is to invite commercial bids from the all prospective eligible bidders. The selection process consists of selecting the bidder with the lowest cost for respective item category that meeting all the requirement specifications mentioned in this RFQ document. Vendor selection will be based on item based L1 pricing for each category and PO will be issued accordingly.

4. Scope

This RFQ is to solicit quotations from ReBIT empanel vendors for the procurement of required IT Infra (Laptops, Monitors, mouse etc.)

The successful bidder will be expected to provide all the necessary support for delivery of the items, warranty and required support during the warranty period. Delivery of the IT products specified in this RFQ should be within 2 weeks from the PO date.

The Bidder may also download the RFQ document from the ReBIT website mentioned below:

- a. ReBIT's official website (<https://www.rebit.org.in/procurement>)

5. Deliverable Details – Infra specifications

Category -1: Desktop		Quantity
Item	Dell Desktop	
Model	Dell OptiPlex 7050 or above	
Processor	Intel® Core i5-8350	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB , 2.4GHz	

Hard Disk	1 TB HDD	10 nos.
Display	17" Monitor - DELL	
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Warranty	3 years	
Support	3 years Onsite Support	
Other	HDMI, Ethernet Port and 2 USB ports	

<u>Category -2: Dell Laptop Specifications</u>		<u>Quantity</u>
Model	Dell Latitude 5300	30
Processor	Intel® Core i5-8365 (or higher)	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB, 2.4GHz; Extendable to 16 GB	
HardDisk	512 GB Solid State Drive	
Display	13" HD (approx.) Anti-Glare, Camera & Mic, WLAN/WWAN Capable, Non-touch	
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Warranty	3 years	
Support	3 years Onsite Support	
Other	HDMI, Ethernet Port and 4 USB ports (3.0), Wi-fi & Bluetooth (latest versions).	
Bag	Dell Backpack	

<u>Category -3: Dell Laptop Specifications</u>		<u>Quantity</u>
Model	Dell Latitude 3410	
Processor	Intel® Core i5-8365 (or higher)	
Operating System	Windows 10 pro (64 bit) English	

Memory	8GB, 2.4GHz; Extendable to 16 GB	30
HardDisk	512 GB Solid State Drive	
Display	14" HD (approx.) Anti-Glare, Camera & Mic, WLAN/WWAN Capable, Non-touch	
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Warranty	3 years	
Support	3 years Onsite Support	
Other	HDMI, Ethernet Port and 4 USB ports (3.0), Wi-fi & Bluetooth (latest versions).	
Bag	Dell Backpack	

Category - 4: Monitor Specifications		Quantity
Screen Size	24 inch (60.45 cm) Full HD (1920 X 1080)	30
Connectivity Port	1 VGA Port, 1 HDMI Port, 1 Display Port; 1 Audio-Out Port, 1 Headphone Port	
Aspect Ratio	As per industry standard	
Refresh Rate	60 Hz and above	
Viewing Angle	178 degree horizontal 178 degree vertical	
Flicker Free Technology	Yes	
Equipped to mount it on extendible arm	Yes	
Accessories	HDMI cable, Power cable	
Product	DELL LED-Lit Monitor with IPS Panel - P2419H (Black)	
Warranty	1 years / 3 years	
Category - 5: Monitor Specifications		Quantity
Screen Size	23.8-inch Full HD (1920 X 1080)	
Connectivity Port	1 VGA Port, 1 HDMI Port, 1 Display Port; 1 Audio-Out Port, 1 Headphone Port	

Aspect Ratio	As per industry standard	30
Refresh Rate	60 Hz and above	
Viewing Angle	178 degree horizontal 178 degree vertical	
Flicker Free Technology	Yes	
Equipped to mount it on extendible arm	Yes	
Accessories	HDMI cable, Power cable	
Product	DELL LED-Lit Monitor with IPS Panel - Dell E2418HN / Dell E2420 HS	
Warranty	1 years / 3 years	

<u>Category 6: Mouse Specifications</u>		<u>Quantity</u>
Mouse - wireless	Logitech	50

<u>Category 7: laptop Charger</u>		<u>Quantity</u>
Laptop Charger	Dell Laptop Charger	10

<u>Category 8: Microsoft 365 Apps for business</u>		<u>Quantity</u>
Microsoft O365 (O365 licenses for MS office application)	<u>Microsoft 365 Apps for business</u>	160 nos.

<u>Category 9: Keyboard</u>		<u>Quantity</u>
Keyboard	Keyboard	10

5.1 Contact

Recipients are required to direct all communications related to this RFQ to procurement@rebit.org.in

Procurment – Head (C.P.O)

Reserve Bank Information Technology Pvt Ltd (ReBIT)

502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai – 400706

6. RFQ Timelines

The key timelines for this RFQ are as below.

Milestone	Target End Date
RFQ release date	26-August-2020
Pre-Bid meeting	28-August-2020, 1600 IST
Pre-Bid Queries / replies	31-August 2020
Commercial quotation submission - This should be submitted through PDF password protected document before the RFQ / BID submission timelines.	03-September 2020; 1600 IST
Commercial bid opening	03-September 2020, 1700 IST
PO issuance	07-September 2020
Delivery of the items (on or before)	Within 2 weeks from date of issuance of PO

7. Inquiries and questions

Inquiries and questions regarding the proposal document, scope of services, or the terms and conditions shall be submitted via e-mail to procurement@rebit.org.in by the date and time mentioned above. All responses from ReBIT to all inquiries shall be sent via email as per above timelines.

8. Submittal Instructions

The bidder should submit the commercial bid strictly in accordance to the specifications, model, make specified for each category of items and this RFP.

This must be through email PDF attachment to procurement@rebit.org.in email id **with password protected document** before the date and time mentioned in the RFP Timelines.

Bids submitted in any other form will **NOT be accepted**.

Password for commercial Bid email attachment (quote) should be shared in separate email at the time of opening of commercial bid.

Address: Reserve Bank Information Technology Pvt Ltd (ReBIT502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai – 400706

Sole responsibility rests with the bidder to see that their RFP response/ bid is received on time. Any responses received after due date and time are liable to be rejected.

9. Commercial Quote – Format

The commercial submission must be in the below format.

Category	Item description	Quantity (Nos.)	Unit Cost (in INR)	Taxes – applicable (in INR)	Total Unit cost (in INR)	Total Cost (in INR)
1	Dell Desktop 7050 model	10				
2	Dell Latitude 5300 Laptop	30				
3	Dell Latitude 3410 Laptop	30				
4a	DELL LED-Lit Monitor with IPS Panel - P2419H (Black) with HDMI Cable and 1-year warranty	30				
4b	DELL LED-Lit Monitor with IPS Panel - P2419H (Black) with HDMI Cable and 3-year warranty	30				
5a	Dell E2418HN / Dell E2420 HS 23.8” Monitor with HDMI cable with 1-year warranty & support	30				
5b	Dell E2418HN / Dell E2420 HS Monitor 23.8” with HDMI cable with 3-year warranty and support	30				
6	Mouse-Wireless Logitech	50				
7	Dell Laptop Charger	10				
8	Microsoft 365 Apps for business	160				
9	Keyboard	10				

Note:

- Vendor selection will be based on Category wise for the respective item Lowest (L1) price. ReBIT reserves the right to alter the requirements / cancel the item requirement(s) at its sole discretion. Further, the Bidder agrees that the price quoted by the Bidder would be proportionately adjusted with such additions or deletions of item requirements.

10. Terms and Conditions for Request for Quotation

Bidder Requirements

- Bidder should submit MAF - Manufacturer Authorization form that they are authorized Dealer / Distributor / Agents / Partner to supply the quoted OEM products. Please refer Annexure A in this regard.
- The bidder who has provided the lowest quotation for respective item (category wise) as per the RFQ specifications and satisfy the conditions will be considered for selection.
- If any bidder does not meet any of the requirements, specifications and conditions of the RFQ, the bidder is liable to be deemed as ineligible for consideration.
- The Bidder should not be currently blacklisted by any bank / institution in India or abroad. Self-declaration is required in this regard
- The bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the bidder considers that it does not affect its ability to deliver the requirements as per the Tender, it shall provide details of the action(s).

Note: The Bidder should submit relevant documentation supporting the above eligibility/ qualification criteria. In case of non-compliance with any of the eligibility criteria mentioned above, the bidder shall be liable to be disqualified without any notice and the bids of the bidder may not be processed further.

Submission Requirements

- Interested bidders are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the Bidder's risk.
- Each Bidder shall furnish all the information required in the RFQ.
- A signed purchase order or contract furnished to the successful Bidder results in a binding contract.
- Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the Proposal Documents made in any other manner will not be binding, and Bidder shall not

rely upon such interpretations, corrections and changes. ReBIT will not be responsible for oral clarification.

- Bidder should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFQ could be conveyed promptly.
- If ReBIT, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then ReBIT reserves the right to communicate such response to all Bidders.
- ReBIT will notify all short-listed Bidders in writing or by mail as soon as practicable about the outcome of the RFQ. **ReBIT is not obliged to provide any reasons for any such acceptance or rejection.**
- Bidders are not permitted to submit more than one bid. Only single unit price (one quote only) for the respective item will be required to quote.
- The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
- The bids that are not submitted in the prescribed format or incomplete or after due date in any sense are liable to be rejected. ReBIT reserves the right to accept or reject any bids without assigning any reason and ReBIT's decision in this regard will be treated as final.
- The bid shall be in English Language.
- All prices shall be expressed in Indian Rupees only.
- Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
- Contacting ReBIT - From the time of bid opening to the time of Contract award, if any bidder wishes to contact ReBIT for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact ReBIT with a view to canvas for a bid or put any pressure on any official of ReBIT may entail disqualification of the concerned bidder or its bid.
- Subsequent to the orders being placed/agreement executed, the successful bidder shall pass on to ReBIT all fiscal benefits arising out of reductions in Government levies viz. sales tax, excise duty, custom duty, etc.

Terms of Payment

- Selected Bidder should raise single invoice for selected item(s) post supply, delivery and acceptance of item(s)
- Time is essence of Supply & Delivery. In case of delay, Liquidated damages will apply at the rate 0.5% of order value per week of delay.
- In case the lowest selected bidder backs out from the process or providing the Product and or services, ReBIT may go with the L2 bidder matching the L1 price.
- Full payment will be made only after the successful completion of the activities in scope to the satisfaction of ReBIT.
- There is no provision for any partial payment prior to the completion of all the activities.
- Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT)
- After ReBIT has received a valid invoice and Delivery, ReBIT agrees to remit payment within thirty (30) days from the date the invoice acknowledgement.

Taxes and Duties

Prices should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, service taxes etc. The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to ReBIT.

Subcontracting

The selected Bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

Period of validity of bids / Responses

- Prices and other terms offered by Bidders must be firm for an acceptance period of 90 days from date of closure of this RFQ.
- In exceptional circumstances ReBIT may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.
- ReBIT, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

Force Majeure

Neither Party shall be responsible for any failure to perform due to unforeseen circumstances or due to causes beyond the defaulting Party's control even after exertion of best efforts to prevent such failure, which failure may include, but not be limited to, acts of God, war, riots, embargoes, strikes, lockouts, acts of any Government authority, delays in obtaining licenses or rejection of applications under the Statutes, fire or floods.

Arbitration

- In the event of any dispute or differences between the parties relating to the Contract or PO (Purchase Order) whichever is issued later the same shall be referred to arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai, India.
- In the event of failure to resolve the differences through arbitration, either of the parties shall be free to undertake necessary further legal course with the Courts of Law in Mumbai who shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to Agreement.

Limitation of liability

Neither party shall, in any event, regardless of the form of claim, be liable for any indirect, special, punitive, exemplary, speculative or consequential damages, including, but not limited to any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages. Subject to the above and notwithstanding anything to the contrary elsewhere contained herein, the maximum liability, of selected bidder (vendor) and purchaser (ReBIT) shall be, regardless of the form of claim, restricted to the total cost of services of the vendor for the event that gave rise to such liability, as of the date such liability arose, during PO / contract period

Other Terms and Conditions

- ReBIT reserves the right to alter the requirements specified in this RFQ Document. ReBIT will inform all Bidders about changes, if any.

- The Bidder agrees that ReBIT has no limit on the additions or deletions on the items for the period of the contract. Further, the Bidder agrees that the price quoted by the Bidder would be proportionately adjusted with such additions or deletions of item requirements.
- ReBIT reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of ReBIT to do so.
- The successful bidder will have to bear all the legal charges like cost of Stamp duty etc. at the time of signing Purchase Agreement/Service Level Agreement.
- ReBIT reserves the right to accept or reject any bid or scraps the Tender without assigning any reason thereof and ReBIT's decision in this regard will be treated as final.
- Ownership of this RFQ: The content of this RFQ is a copyright material of ReBIT. No part or material of this RFQ document should be published in paper or electronic media without prior written permission from ReBIT.
- Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the Vendor without advance written consent of ReBIT and any such sale, lease, assignment or transfer otherwise made by the Vendor shall be void and of no effect.
- ReBIT will not reimburse the vendor for non-business hour work (weekends and evenings), travel, lodging, meals or other business costs. Ensure these costs are included in your RFQ response.

Commitments

All quotes should be submitted initially on the most complete basis and with the most favourable financial terms available. The selected bidder's proposal may, at ReBIT option, be made part of the final purchase contract and all representations in the bidder's proposal may be considered commitments to supply the systems/items as described.

RFQ Revisions

ReBIT reserves the right to change the schedule or issue amendments to the RFQ at any time. ReBIT also reserves the right to cancel or reissue the RFQ at any time. Amendments or a notice of cancellation will be notified individually to each participating bidder.

Ownership of documents, data and hardware

- ReBIT shall own the documents, prepared by or for the Bidder arising out of or in connection with this RFP, Purchase Order & Contract.
- Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by ReBIT, the Bidder shall deliver to ReBIT all documents provided by or originating from ReBIT and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by ReBIT at no additional cost.
- The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents.

Annexure A: Manufacturer’s Authorization Form (MAF)

(To be filled for hardware/ application software / system software/ RDBMS/ any other suites, whatsoever applicable separately)

To

Procurement- In - Charge

Reserve Bank Information Technology Pvt Ltd (ReBIT)

502, Building No 1, MindSpace Juinagar,

Nerul, Navi Mumbai – 400706

Dear Sir,

We _____ who are established and reputed manufacturer / developer of _____ having organization at _____ and _____ do hereby authorize M/s _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above RFQ / tender. We hereby extend our full guarantee and warranty for the following software’s / products offered by the above firm in response to ReBIT’s RFQ/ tender and contract for supply, installation, commissioning, services and support for Products & Services as specified in tender / RFQ as per the terms and conditions set out in the document for the purpose.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

(Please mention the names of the Software, Desktop, laptop, Servers, System Software, RDBMS, any other suites, whatsoever applicable separately)

Yours faithfully,

(Name)