

Ref: CO/ITD/PG/1282/R1/2018-19

10/01/2019

**Dear Sir / Madam,**

**Sub: Request for Quotation for finalizing rate contract for LAN Cabling materials.**

The Bank is proposing to short list the vendors for providing LAN Cabling for our Branches. It is also proposed to fix per unit rate of the materials to be used for LAN cabling.

Bank invites quotation from interested eligible bidders. The bidders desirous of taking up the project for providing above service to INDIAN BANK are invited to submit their technical and commercial proposal in response to this RFP, as per the following procedure.

Please note that your quotation is subject to and governed by the "terms, conditions, various clauses, including terms of payment mentioned in Part-I of this RFP".

**Pre-bid Meeting:** Pre-bid Meeting will be held on 14/01/2019 at 11.00 AM at the following address.

Indian Bank,  
Head Office, Information Technology Department  
66, Rajaji Salai  
Chennai – 600 001.

Any queries / clarifications in respect of this RFP are to be sent on or before 28/01/2019 to the following mail ids.

[skkarna55966@indianbank.co.in](mailto:skkarna55966@indianbank.co.in)  
[krishna.cp@indianbank.co.in](mailto:krishna.cp@indianbank.co.in)  
[sharmila.c@indianbank.co.in](mailto:sharmila.c@indianbank.co.in)

**Cost of bid document:**

The bidder shall submit the bid along with a Demand Draft in favour of Indian Bank payable at Chennai for Rs.2,000/- (non-refundable) towards the cost of bid document. In case any probable bidder wants to participate in the pre-bid meeting to be held on the date specified in this bid, they should register themselves with the Bank by sending the cost of bid document ie. Rs.2,000/- (non-refundable) by way of Demand Draft in favour of Indian Bank payable at Chennai.

NSIC registered bidders and Micro & Small Enterprises (MSEs) are exempted from payment of cost of bid document. Such bidders should submit the copy of registration certificate (NSIC certificate/ Udyog Aadhar Memorandum) and other document as proof which should be valid for the current period.

Bids submitted without cost of Bid Document is liable for rejection.

**Eligibility Criteria:**

The eligibility criteria for the bidder are given below.



The Bidder should be Limited Company and should be in existence in India for the last 5 years (as on 31.12.2018).

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2. The Bidder should be a Positive Net worth/ Net Profit earning Organization in the last three audited Annual Financial Statements of the bidder (2017-18, 2016-17, 2015-16).
3. The annual turnover should be Rs.50.00 lakhs or above in the last three audited Annual Financial Statements of the bidder (2017-18, 2016-17, 2015-16).
4. The Bidder should have implemented LAN cabling for Banks / Financial Institutions / Govt. Organizations / Leading Corporates in India at least during the last two financial years (2017-18 and 2016-17) (Copy of Proof in the form of Purchase Order or Satisfactory implementation certificate to be submitted).
5. The Bidder should have a Branch/Office in Chennai and atleast one of the following three Metropolitan Cities
  - a. Mumbai
  - b. New Delhi and
  - c. Kolkata

(Copy of latest Telephone bill / Lease Agreement / Insurance Policy should be submitted)

**Procedure for submission of proposal:**

The quote shall be submitted in two parts (Part-I & Part-II) sealed in separate envelopes and both the envelopes should be kept in one sealed envelope. All the envelopes should bear the name of the company. The outer envelope should be marked "**Request for Quotation for finalizing rate contract for LAN Cabling materials**, due on or before **28/01/2019** at 03.00 P.M." addressed to,

THE CHIEF MANAGER  
EXPENDITURE DEPARTMENT,  
CORPORATE OFFICE, INDIAN BANK  
254-260 Avvai Shanmugham Salai  
ROYAPETTAH, CHENNAI 600 014.

and dropped in the box provided at the above address, **after noting down in the register meant for the purpose and duly authenticated by the official concerned/sent by post**, so as to reach him within the time stipulated as above (i.e. **3.00 P.M. on 28/01/2019**). Part-I of the quotes received will be opened on **28/01/2019 at 03.15 P.M.** You may send your representative to participate in the opening process.

- 1) Part-I contains Undertaking Letter/Compliance details which should be submitted along with the required Annexure. Non-compliance of the above will be liable for rejection. "**Request for Quotation for finalizing rate contract for LAN Cabling materials** due on or before **28/01/2019** at 03.00 P.M."

Part-II shall indicate the unit price (amount only) inclusive of duties, levies, freight, Insurance, Delivery, Installation charges and Labour charges but exclusive of taxes. Part-II form should be duly filled in, signed and kept in a separate envelope marked Part II - Price Schedule - "**Request for Quotation for finalizing rate contract for LAN Cabling materials** - Due on or before **28/01/2019** at 03.00 p.m."

- 2) In respect of quotation for LAN Cabling items, the pricing should be given for all four Makes (AMP, DLink, Molex and Systimax).





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- 3) Both Part-I and Part-II are to be submitted in original, duly signed by the authorised signatory under the seal of the company in every page. No column shall be left blank. Any correction should be authenticated by the same signatory under his / her full signature. If false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions, the quote will be liable to be rejected without any reference. The price quoted should be unconditional.
- 4) The equipments offered should meet all the specifications as stipulated.

#### **Evaluation Criteria:**

##### **General evaluation:**

1. The Bank (Purchaser) will examine the quote to determine whether they are complete, whether the documents have been properly signed and whether the quote is generally in order.
2. The Bank (Purchaser) may waive any minor informality, non-conformity, or irregularity in a quote which does not constitute a material deviation.
3. Prior to the detailed evaluation, the Bank (Purchaser) will determine the substantial responsiveness of quotation document. For purposes of these Clauses, a substantially responsive quote is one which conforms to all the terms and conditions of the quote Documents without material deviations.

##### **Commercial evaluation:**

The Bank will open Part II (Commercial) of the quote after evaluation of Part I after giving due notice to the technically qualified bidders. The vendors who accept the item wise L1 price for all the items will be shortlisted for providing the cabling work. The L1 prices will be the final rates.

The calling for quote does not confer any right on the bidder for being awarded any work order in respect of LAN cabling for Branches / Offices.

No column shall be left blank or altered. This form shall be sent in a separate envelope marked "Price Schedule - Quote for LAN Cabling - Due on or before **28/01/2019** at 03.00 p.m.

##### **Time Frame for Completion of Project:**

- a) **Delivery:** Delivery of the equipments within five weeks from the date of purchase order and installation to be completed within one week from the date of delivery of the equipments.

**Place of Delivery:** Will be informed at the time of placing order by the respective offices (Head Office/Bank's Zonal Offices at various locations in India).

- b) **Liquidated Damages**

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Bank shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the Invoice price of the Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a



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maximum deduction of 10%. If the equipments are not delivered in time, the Bank may consider termination of the contract. The date of delivery of last item to a location will be taken as the date of delivery for entire set of system to that location, for the purpose of calculation of Liquidated Damages. For delivery/installation, the Liquidated Damages will be calculated on Invoice Value of each set of systems to a location.

**c) Packing**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

**d) Delivery and Documents**

Delivery of the goods shall be made by the Supplier within five weeks from the date of purchase order. Road permits will not be given / arranged by the Bank. The supplier has to make his own arrangements to deliver the items at the destinations.

The details of shipping and / or other documents are to be furnished by the Supplier are as follows.

- i. Copy of the Supplier Invoice showing contract number, goods, description, Quantity, unit price, total amount;
- ii. Delivery Note, Railway Receipt or acknowledgement of receipt of goods from the Consignee duly counter signed by the Bank's Representative;

**Bank's right to accept or reject any bid or all bids or rate contract**

Bank enforces the right to accept or reject any bid, and to annul the bidding process and reject any/all bid/s at any time prior to award of Contract.

If the service provided by the vendor is found unsatisfactory or if at any time during the period of contract it is found that the information provided for the contract or any claim is false or if irregularities shown by the vendor for applying for the contract, the Bank shall reserve the right to cancel the contract and remove such vendors from rate contract without giving any notice to the vendor.

**Payment terms:**

Payment will be made as per the following pattern.

- 60% on submission of invoice along with proof of delivery.
- 40% on completion of installation, testing and certification on submission of invoice supported by installation report.

**Jurisdiction:**

Any dispute arising out of this order will be under the jurisdiction of Courts of law in Chennai.





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**Period of Validity of Bids:**

Bid shall remain valid for the period of 90 days after the last date for submission of bid prescribed. A bid valid for a shorter period shall be rejected by the Bank as non-responsive. Bank may seek extension of bid validity, if required.

**Other terms and Conditions:**

1. On placement of order, the LAN Cabling should be completed within 3 weeks from the date of order.
2. This RFQ is further governed by Government of India, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion order number P-45021/2/2017-B.E.-II dated 15<sup>th</sup> June 2017 for the Public Procurement (Preference to Make in India), Order 2017.
3. The unit rate quoted by the bidder should include Free Replacement Warranty for LAN cabling materials for a period of 12 months.
4. Bank reserves the right to accept or reject any/all quotation/s at its sole discretion without assigning any reason therefor.
5. The rate fixed will be valid for a period of one year from the date of letter issued. Bank reserves its rights to renew the rate contract for further one year period at mutually agreed terms.
6. The Bidder should furnish the addresses / phone numbers / e-mail ids of their branches offices / service centers along with quote.
7. Bank reserves the right to negotiate with the L1 prices, under exceptional circumstances.
8. The list of bidders who agree to match item wise L-1 rate for all items will be finalized.
9. This RFQ is for finalizing rate contract. The price fixed for the items will be valid for one year.
10. The items as indicated for purchase from time to time for a period of one year from the date of Rate Contract order will be procured by Corporate Office / Zonal Offices of the Bank for its respective offices/ departments/ branches. For this purpose, Corporate Office or concerned Zonal Office etc. of the Bank will place orders directly on the short listed vendor/s at the agreed prices of Rate Contract. The respective offices will be responsible for making the payments for the goods supplied or services rendered.
11. The LAN cabling to be implemented without any damage to the present infrastructure.
12. Office furniture including tables, almirahs, filing cabinets etc. to be shifted with your own labour and keep the same back again in original positions after completing the work during execution and the premises should be kept neat and clean after work without any additional cost to the bank.



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Corporate Office or concerned Zonal Office will place order directly with the short listed vendor/s as and when requirement arises.

13. Along with the bid, the bidder has to provide their GSTN Number.

14. The calling for quote does not confer any right on the bidder for being awarded any date contract order for Branches / Offices.



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Date:

**PART-I**

**Quote for LAN Cabling Items**

Chief Manager  
Indian Bank  
CO: Expenditure Department  
254-260, Avvai Shanmugam Salai,  
Royapettah  
Chennai 600 014

Dear Sir,

**Sub: Request for Quotation for finalizing rate contract for LAN Cabling materials.**

**Ref: CO/ITD/PG/1282/R1/2018-19 dated 10/01/2019.**

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Referring to your above letter calling for quotation, we submit the compliance details of the Eligibility Criteria and other terms and conditions given below.

S.No.	Particulars	Complied (Yes/No)
01	The Bidder should be Limited Company and should be in existence in India for the last 5 years (as on 31.12.2018).	
02	The Bidder should be a Positive Net worth/ Net Profit earning Organization in the last three audited Annual Financial Statements of the bidder (2017-18, 2016-17, 2015-16).	
03	The annual turnover should be Rs.50.00 lakhs or above in the last three audited Annual Financial Statements of the bidder (2017-18, 2016-17, 2015-16).	
04	The Bidder should have implemented LAN cabling for Banks / Financial Institutions / Govt. Organizations / Leading Corporates in India at least during the last two financial years (2017-18 and 2016-17) (Copy of Proof in the form of Purchase Order or Satisfactory implementation certificate to be submitted).	
05	The Bidder should have a Branch/Office in Chennai and atleast one of the following three Metropolitan Cities a. Mumbai b. New Delhi and c. Kolkata (Copy of latest Telephone bill / Lease Agreement / Insurance Policy should be submitted)	



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List of deviations from the required qualifications:

- 1)
- 2)

We agree to the terms and conditions of this tender. We confirm that we comply with the eligibility criteria of the project.

**For**

Office Seal

**(Authorised Signatory)**



Name:  
Designation:  
Mobile No:  
Company Name:  
Business Address:  
Telephone No:  
(at Chennai)  
E-mail ID:



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**PART-II**

**Commercial Quote**

Date:

Chief Manager  
Indian Bank  
CO: Expenditure Department  
254-260, Avvai Shanmugam Salai  
Royapettah  
Chennai 600 014.

Dear Sir,

**Sub: Request for Quotation for finalizing rate contract for LAN Cabling materials.**

**Ref: CO/ITD/PG/1282/R1/2018-19 dated 10/01/2019.**

Referring to your above letter calling for quotations, we submit hereunder the price bid for LAN Cabling as per the specifications and complying with other Terms and Conditions given in the tender.

**QUOTATION FOR LAN CABLING FOR INDIAN BANK'S VARIOUS BRANCHES/OFFICES:**

**In respect to the below quotation for LAN Cabling items, the pricing should be given for all four Makes (AMP, DLink, Molex and Systimax)**

S. No.	Description	Rate per unit inclusive of duties, levies, freight, Insurance, Delivery, Installation charges, Labour charges but exclusive of taxes. (Rs.)			
		AMP	DLink	Molex	Systimax
1.	I/O with SMB				
2.	Wall Mount Socket per number for Single Port Face Plate loaded with I/O and back box (CAT 6) – 1 Port				
3.	Wall Mount Socket per number for Dual Port Face Plate loaded with 2 I/Os (CAT6) – 2 Port				
	Wall Mount Socket per number for Quad Port Face Plate loaded with 4 I/Os and back box (CAT6) – 4 Port				
4.	Patch panel – 24 ports (CAT 6)				
5.	Patch Cord - 1 Metre (CAT6)				
6.	Patch Cord - 2 Metres (CAT 6)				
7.	RJ 45 plugs per number (CAT 6)				
8.	1.5 Metres RJ45 Fly lead per No (CAT 6)				
9.	5 Metres RJ45 Fly lead per No (CAT 6)				



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S. No.	Description	Rate per unit inclusive of duties, levies, freight, Insurance, Delivery, Installation charges, Labour charges but exclusive of taxes. (Rs.)			
10.	UTP cable (CAT 6) per metre				
11.	PVC channels (flat) - 1.5mm & above				
	1" size per metre				
	2" size per metre				
	4" size per metre				
12.	PVC pipe - 1.8mm & above				
	1" size per metre				
	2" size per metre				
13.	Aluminum floor channel (100 cm x 10 cm x 2.5 cm) or ( 39" x 4" x 1")				
14.	Floor cutting (100 cm x 10 cm x 2.5 cm) or ( 39" x 4" x 1")				
15.	9 U, 19", 450mmD amp X 600mm, closed Wall Mount MS 18/20 SWG powder coated rack with glass door opening in front with power panel, cable manager & lock and key.  Power strip with 6 outlets compatible for both 15 Amp and 5 Amp. The power strip should have switch for each power outlet (Plug point).				
16.	Charges for verification and certification of work done by other vendors (flat amount per site)  a) Local sites (where the vendor has office / branch / service centre) b) Outstation sites.				
17.	Certification & scanner report charges per LAN point (Layout Diagram to be provided without any additional charge) (Branches shall ensure to deduct the length of the cable connecting the scanner and the remote scanner)				
18.	Parking charges per day (not applicable in places where the vendor has office / branch / service centre)				



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	<b>L2 10/100/1000Mbps unmanaged Switch</b>	<b>CISCO</b>	<b>D-LINK</b>	<b>HP</b>	<b>DAX</b>
1.	Switch 8 ports				
2.	Switch 16 ports				
3.	Switch 24 ports				

**DECLARATION:**

We certify that the LAN Cabling (materials and installation), we offer for the tender conforms to the specifications stipulated by you with the following deviations (deviations, if any).

List of Deviations:

- 1)
- 2)
- 3)

(If left blank, it will be construed that there is no deviation from the specifications given above)

**DELIVERY SCHEDULE:**

On placement of order, the LAN Cabling will be completed within 3 weeks from the date of order.

Signature of the Vendor  
(Authorised Signatory)

Name:  
Designation:  
Company Name:



Company Seal

Date



