

Ref: CO/ITD/2206/R1/2024-25

DATE: 26/11/2024

Sub: Request for Quotation for Supply, installation and maintenance of Apple iPads & its accessories

Indian Bank invites sealed quotes from **Apple corporate reseller of iPads available in Chennai** for Procurement of four (04) nos. of iPad Pro 13 inch Wi-Fi Plus cellular model with 512 GB storage along with two years warranty (one year standard warranty + one year additional Apple Care Protection Plan) and its accessories (Apple Pencil, Magic Keyboard etc.) at Indian Bank Head Office Chennai, as per terms and conditions of Annexure-I, on or before **01.00 PM on 28/11/2024**.

The interested bidder has to submit their sealed competitive quote at the below location:

"Indian Bank, Head Office, IT Department, 3rd Floor, 66 Rajaji Salai, Chennai – 600001"

The quotes submitted by bidders will be opened on **28/11/2024 at 01.15 PM**. Purchase order will be issued to Lowest Quoted (L1) Vendor.

Bidder has to comply with all the terms & conditions mentioned in Annexure-I.

The acceptance of quotations will rest with Indian Bank which does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any/all the quotations or cancel the tender received without assigning any reason whatsoever. The incomplete quotations are liable for rejection.

Chief Manager (ITD)



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Annexure-I

Terms and Conditions

1. SCOPE OF WORK:

Supply, installation and maintenance of Supply, installation and maintenance of Apple iPads & its accessories. Accessories required if any during installation, operationalization, testing, commissioning of the supplied equipment will be arranged by the Bidder without any additional cost to the Bank.

2. TIME FRAME FOR COMPLETION OF PROJECT

Delivery and installation of the equipments should be completed within three weeks (03) weeks from the date of purchase order.

3. DELIVERY LOCATION

IPAD & its accessories has to be delivered and installed at following address:

"Indian Bank, Head Office, IT Department, 3rd Floor, 66 Rajaji Salai, Chennai – 600001"

However, Bank reserve the right to change the delivery location as well as quantity while issuing the purchase order.

4. WARRANTY

The supplier has to provide One Year Warranty from OEM for the Apple iPad Pro along from the date of delivery and one year additional apple care plan for the Apple iPad Pro. Further Apple Pencil & Magic Keyboard should be supplied with one year warranty.

If any equipment supplied by the vendor ceases to work during normal usage while in warranty, the vendor has to replace the equipment at no cost to the Bank.

5. 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 equipments for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. If the equipments are not delivered in time, the Bank may consider termination of the contract.

6. 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 RFQ. 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

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appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit

7. TERMS OF PAYMENT

100% payment will be made within 30 days on providing the proof for delivery & installation, upon receipt of invoice and along with accepted copy of purchase order.

Applicable TDS will be deducted from the payment.

8. MAINTENANCE

The Supplier should respond to a site visit and commence repair work on the equipment within 6 hours of being notified of equipment malfunction for smooth functioning. If the Apple iPad Pro could not be rectified on first visit, standby Apple iPad Pro with equal or higher configuration should be provided on next business day morning. If Standby Apple iPad Pro is provided, then the faulty Apple iPad Pro must be repaired or replaced with equal or higher configuration within 2 working days excluding the day of reporting. If number of occasions of Apple iPad Pro becoming faulty are more than 3 times in a month, then Warranty will be extended by a quarter automatically for the particular Apple iPad Pro.

9. Patent Rights

The Supplier shall indemnify the Bank against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof.

10. Confidentiality

The Supplier either during the term or after the expiration of this contract shall not disclose any proprietary or confidential information relating to the project, the services, this contract, or the business or operations without the prior written consent of the Bank.

11. Jurisdiction

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

12. IT ACT 2000

The equipments to be quoted as per this tender should comply with the requirements under Information Technology Act 2000 and subsequent amendments and related Government/Reserve Bank India guidelines issued from time to time.

13. Right to alter quantity & repeat order

Bank reserves the right to increase or decrease the quantity to be ordered upto 25 percent of bid quantity (specified in commercial bid) at the time of placement of order. Further Bank



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also reserves the right to increase the ordered quantity (repeat order) by up to 25% of the original quantity specified in the RFP within 60 days of date of delivery of the original order. Bidders are bound to accept the orders accordingly

14. BANK'S RIGHT TO ACCEPT/REJECT QUOTE(S):

- Bank has the right to accept or reject quotation at its sole discretion without assigning any reason therefore.
- Bank reserves the right to modify the terms and conditions of this RFQ duly informing the same before due date of the RFQ.

15. Acceptance of Purchase Order

Vendor has to submit the acceptance of the purchase order within one day from the issue of Purchase order duly signed by the authorized signatory.





Corporate Office: Information Technology Department
66, Rajaji Salai, Chennai 600 001

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COMMERCIAL BID

Date:

To,
Assistant General Manager
Indian Bank, Head Office
Information Technology Department
66, Rajaji Salai,
Chennai - 600001.

Dear Sir,

Sub: Supply, installation and maintenance of Apple iPads & its accessories.

Ref: Your RFQ No.CO/ITD/2206/R1/2024-25 dated 26/11/2024

Referring to your above RFQ for quotations, we submit hereunder confirming the price bid for iPad & accessories as under:

Price of the PC

(in Rs., Exclusive of Taxes)

Item Description	Quantity	Unit price	Total cost
	A	B	A*B
Apple iPad Pro 13-inch Wi-Fi plus Cellular 512 GB Storage with One Year OEM Warranty – Space Grey	4		
One Year Additional Apple Care Protection Plan for Apple iPad Pro 13 inch	4		
Apple Pencil Pro for 13 inch iPad Pro with one year warranty	4		
Apple Magic Keyboard (Black) for iPad Pro 13-inch with one year warranty	4		
Total Cost			

Price is inclusive of duties, levies, freight, insurance, delivery, installation charges and Labour charges, Warranty etc. but exclusive of taxes. TDS if any, will be deducted from the payment.

We submit that we shall abide by the details given above and the conditions given in your above RFQ.

Signature of the Vendor

(Authorized Signatory)
Company Seal
Name:





**Corporate Office: Information Technology Department
66, Rajaji Salai, Chennai 600 001**

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Date
Designation:
Mobile
e-mail
Company Name:
Business Address:

