

**Ref: HO/TMD/CNW/ 539/2010-11**

**07-01-2011**

**Sub: Request for Quotation (RFQ) for supply and installation of Web Camera with inbuilt microphone and PC - Speaker**

---

We are interested in procuring 100 number of Web Camera with inbuilt microphone and PC - Speakers for our Bank. You are requested to submit your quotations for supply and maintenance of the equipments at the locations mentioned in annexure I. of above said links.

The specifications of the systems are given in PART I, which is enclosed.

**1. 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 firm / company. The outer envelope should be marked **"Quote for supply and installation of Web Camera with inbuilt microphone and PC - Speaker due on or before 19.01.2011."** addressed to,

**THE CHIEF MANAGER,  
EXPENDITURE DEPARTMENT,  
HEAD OFFICE,  
INDIAN BANK,  
GOVINDU MALIGAI, GROUND FLOOR,  
No.8, II LINE BEACH,  
CHENNAI - 600 001**

and dropped in the box provided at the above address, so as to reach him within the time stipulated as above (i.e. at 03.30 P.M. on 19.01.2011). Part-I of the quotes received **will be opened on 19.01.2011 at 03.30 P.M.** The bids will be opened in the presence of bidders' representatives who chose to attend.

- 1) Part-I contains compliance details of the specifications for which quotation is called for, delivery period, details of service support centre, compliance to the other terms and conditions of the quote. **Technical brochure for the Make and Model No. quoted should be enclosed to the Part I of this quote.** Non-compliance of the above will be liable for rejection. Part-I form enclosed to this letter should be duly filled, signed and kept along with other documents in separate envelope marked **"Part I - Technical Data - "Quote for supply and installation Web Camera with inbuilt microphone and PC-Speaker due on or before 19.01.2011 at 03.30 P.M." Only the enclosed form should be used for Part I.** Systems which meet the specifications should alone be quoted.
- 2) Part-II shall indicate the total price (amount only) inclusive of Warranty and Taxes. Part-II form should be duly filled in, signed and kept in a separate envelope marked **"Part II - Price Schedule - "Quote for supply and installation of Web Camera with inbuilt microphone and PC - Speaker due on or before 19.01.2011 at 03.30 P.M.".**

**Ref: HO/TMD/CNW/ 539/2010-11****07-01-2011**

- 3) Part-II is to be submitted in original, duly signed by the authorized signatories 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 and specifications, the quote will be liable to be rejected without any reference. The price quoted should be unconditional.

**2. Qualification Criteria for Bidders**

- 1) The bidder should be a limited company in India and should be in existence in India for more than three years.
- 2) The bidder should have office in any one of the Metro cities.

The bidder should submit documentary proof for all the above.

**Bids, which are not meeting the above criteria, will be rejected.**

**3. Deliverables from the Bidders**

- Supply of Web camera with inbuilt microphone and PC - speaker at locations mentioned in annexure –I
- Necessary Driver Software in data transfer media like CD - ROM
- Support for Installation of equipment
- Replacement Warranty for one year from the date of delivery.

**4. Timeframe for Completion of Project**

Purchase order will be issued for the entire quantity of equipment called for in the bid.

The delivery of equipment has to be done in two phases as per the delivery instructions to be given by the Bank over a period of six months from the date of purchase order. But, the total quantity for which delivery instructions will be given may be less than the quantity called for in the bid or more than the quantity called for in the bid up to an extent of 25%.

Equipment should be supplied within three weeks from the date of issue of delivery instructions for supply of equipment.

**5. Pre-Delivery Testing:**

The equipment being offered may be tested at our office for compatibility and quality of Video and audio.

**6. Payment terms**

100% Payment will be made on delivery of equipment.

**Ref: HO/TMD/CNW/ 539/2010-11**

**07-01-2011**

## **7. Evaluation Criteria**

### **General evaluation**

1. The Purchaser will examine the quote to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the quote is generally in order.
2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its quote will be rejected.
3. The Purchaser may waive any minor informality, non-conformity, or irregularity in a quote which does not constitute a material deviation.
4. Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of quote document. For purposes of these Clauses, a substantially responsive quote is one which confirms to all the terms and conditions of the quote Documents without material deviations.

### **Technical evaluation**

The systems offered should meet all the technical specifications as stipulated in the quote (Part I).

### **Commercial evaluation**

The Bank will open Part II (Commercial) of the quote after evaluation of Technical quote- Part I and on conformity to the specifications. The date and time of opening of commercial bid will be informed to all eligible bidders. The bids will be opened in the presence of eligible bidders' representatives who chose to attend.

## **8. Purchaser's right to accept quote and to reject a quote**

Bank has the right to accept or reject quotation at its sole discretion without assigning reason therefore. Bank shall be at liberty to cancel the tender/quote at any time, before ordering, without assigning any reason.

## **9. Negotiation**

The Bank reserves the right to further negotiate on the price offered under exceptional situations.

## **10. Force Majeure**

- 1) The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 2) For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not

**Ref: HO/TMD/CNW/ 539/2010-11****07-01-2011**

foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- 3) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**11. Applicable Law**

The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in Chennai.

12. Make and model of the web camera and Speaker should be furnished compulsorily

**13. Liquidated damages**

If the supplier fails to deliver any or all of the Goods, for reasons solely attributable to the supplier, the Purchaser shall deduct from the relevant order price, as liquidated damages, a sum equivalent to 0.5% of the price of the total PO value for each week or part thereof of delay until actual delivery, up to a maximum deduction of 10% of the total PO values. Once the maximum is reached, the Purchaser may consider termination of this order

**14. Indemnity**

If at the time of your supplying & installing the equipment in terms of the present contract/ order or subsequently it appears at any point of time that an infringement has occurred of any patents or copyright claimed by any third party, then in respect of all costs, charges, expenses, losses and other damages which the purchaser may suffer on account of such claim the supplier shall indemnify the purchaser.

Yours faithfully,

For Indian Bank,

**ASSISTANT GENERAL MANAGER (TMD)**

Encl.: As above

cc to: CM/HO/Expenditure Department

**Ref: HO/TMD/CNW/ 539/2010-11**
**07-01-2011**
**ANNEXURE - 1**

List of locations where the web camera with inbuilt microphone and PC –  
Speakers to be delivered

Location Address	No. of Web camera and PC-Speaker sets to be delivered	
	<i>Phase - 1</i>	<i>Phase - 2</i>
<b>1. INDIAN BANK HEAD OFFICE</b> TMD – 2 <sup>nd</sup> FLOOR 66 – RAJAI SALAI CHENNAI TAMIL NADU – 600 001  PHONE: 044 25269440	<b>22</b>	<b>22</b>
<b>2. INDIAN BANK ZONAL OFFICE AHMEDABAD</b> 201-205 B BLOCK,RUDRA ARCADE 2 ND FLOOR, MEMNAGAR AHMEDABAD GUJRAT- 380052  PHONE:079 27431248/27435663	<b>1</b>	<b>1</b>
<b>3. INDIAN BANK ZONAL OFFICE BANGALORE</b> 4TH FLOOR, EAST WING 26/27, RAHEJA TOWERS M G ROAD BANGALORE KARNATAKA -560001  PHONE:080-22958899/22958910	<b>1</b>	<b>1</b>
<b>4. INDIAN BANK ZONAL OFFICE BHUBANESHWAR,</b> B2, EAST SAHEEDNAGAR, BHUBANESWAR KHURDA DIST ORISSA-753007  PHONE:0674-2543514/2543536	<b>1</b>	<b>1</b>

**Ref: HO/TMD/CNW/ 539/2010-11**
**07-01-2011**

<p><b>5. INDIAN BANK ZONAL OFFICE CHANDIGARH</b> SCO 190-192 SECTOR 7-C CHANDIGARH- 160019</p> <p>PHONE:0172 2795104</p>	<b>1</b>	<b>1</b>
<p><b>6. INDIAN BANK ZONAL OFFICE CHITTOOR</b> P B NO. 62, DOOR NO. 10-03-74 SESHAPEERAN STREET CHITTOOR ANDHRA PRADESH-517001</p> <p>PHONE:08572-232408/233621</p>	<b>1</b>	<b>1</b>
<p><b>7. INDIAN BANK ZONAL OFFICE COIMBATORE</b> 359 DR.NANJAPPA ROAD COIMBATORE TAMIL NADU - 641018</p> <p>PHONE NO:0422-2230302/2230311</p>	<b>1</b>	<b>1</b>
<p><b>8. INDIAN BANK ZONAL OFFICE CUDDALORE</b> 3RD FLOOR AVR TOWER 4 BHARATHI ROAD CUDDALORE HEAD POST OFFICE CUDDALORE TAMIL NADU-607001</p> <p>PHONE:0414 2231640/2231455</p>	<b>1</b>	<b>1</b>
<p><b>9. INDIAN BANK ZONAL OFFICE DHARMAPURI</b> PENNAGARAM ROAD DDDC BUILDINGS FIRST FLOOR DHARMAPURI TAMIL NADU-636701</p> <p>PHONE:0434 2260082/2260452</p>	<b>1</b>	<b>1</b>
<p><b>10. INDIAN BANK ZONAL OFFICE ERNAKULAM</b> P B NO. 3567 38/1672-B&amp;C, CHITTOOR ROAD ERNAKULAM KOCHI KERALA - 682035</p> <p>PHONE:0484 2351627/2364436</p>	<b>1</b>	<b>1</b>

**Ref: HO/TMD/CNW/ 539/2010-11**
**07-01-2011**

<p><b>11. INDIAN BANK ZONAL OFFICE GUWAHATI</b> SHARMA &amp; SHARMA MARKET, 2ND FLOOR R G BARUAH ROAD, CHANDMARI OPP. GUWAHATI COMMERCE COLLEGE GUWAHATI ASSAM- 781003</p> <p>PHONE:0361-2662729/2668759</p>	<b>1</b>	<b>1</b>
<p><b>12. INDIAN BANK ZONAL OFFICE HYDERABAD</b> 4TH FLOOR, LIBERTY PLAZA HIMAYATNAGAR HYDERABAD ANDHRA PRADESH - 500029</p> <p>PHONE:040-23222810/23226722</p>	<b>1</b>	<b>1</b>
<p><b>13. INDIAN BANK ZONAL OFFICE KANCHEEPURAM</b> 510 &amp; 511 GANDHI ROAD KANCHEEPURAM TAMIL NADU-631501</p> <p>PHONE:044-2722301/27222156</p>	<b>1</b>	<b>1</b>
<p><b>14. INDIAN BANK ZONAL OFFICE KOLKATA</b> 3/1 R N MUKHERJEE ROAD 4TH FLOOR KOLKATA WEST BENGAL-700001</p> <p>PHONE NO:033-22436602/22485701</p>	<b>1</b>	<b>1</b>
<p><b>15. INDIAN BANK ZONAL OFFICE KUMBAKONAM</b> MOOPANAR ARCADE DR BESANT ROAD KUMBAKONAM TAMIL NADU-612001</p> <p>PHONE:0435-2431962/2431173</p>	<b>1</b>	<b>1</b>

**Ref: HO/TMD/CNW/ 539/2010-11**
**07-01-2011**

<p><b>16. INDIAN BANK ZONAL OFFICE LUCKNOW</b> 2-B, HABIBULLAH ESTATE, 11, MAHATMA GANDHI ROAD, HAZRATGANJ, LUCKNOW UTTAR PRADESH-226001</p> <p>PHONE 0522-2622777/2614020</p>	<b>1</b>	<b>1</b>
<p><b>17. INDIAN BANK ZONAL OFFICE MADURAI</b> 100/101 EAST AVANI MOOLA STREET MADURAI TAMIL NADU- 625001</p> <p>PHONE:0452-2326800/2323985</p>	<b>1</b>	<b>1</b>
<p><b>18. INDIAN BANK ZONAL OFFICE MUMBAI</b> 18TH FLOOR, MAKER TOWER F CUFFE PARADE MUMBAI MAHARASHTRA - 400005</p> <p>PHONE:022-22183150/22185484</p>	<b>1</b>	<b>1</b>
<p><b>19. INDIAN BANK ZONAL OFFICE NEW DELHI</b> UPPER GROUND FLOOR WORLD TRADE CENTRE BABAR ROAD NEW DELHI-110001</p> <p>PHONE:011-23413956/23412095</p>	<b>1</b>	<b>1</b>
<p><b>20. INDIAN BANK ZONAL OFFICE PATNA</b> 1ST FLOOR,GOVIND BHAWAN NEW DAKBANGLOW ROAD GPO PATNA BIHAR-800001</p> <p>PHONE:0612-2219480/6450564</p>	<b>1</b>	<b>1</b>
<p><b>21. INDIAN BANK ZONAL OFFICE PONDICHERY</b> 10, KAMARAJ SALAI PUDUCHERY-605011</p> <p>PHONE:0413 2330216/2344365</p>	<b>1</b>	<b>1</b>



**Ref: HO/TMD/CNW/ 539/2010-11**
**07-01-2011**

<p><b>22. INDIAN BANK ZONAL OFFICE PUNE</b>  3RD FLOOR, PROGRESS HOUSE  54, PUNE MUMBAI ROAD  NR NABARD,SHIVAJINAGAR  PUNE  MAHARASHTRA- 411005</p> <p>PHONE:020-25541442,25541829</p>	<b>1</b>	<b>1</b>
<p><b>23. INDIAN BANK ZONAL OFFICE, SALEM</b>  15-1, "DIVYA TOWERS"  3RD FLOOR,  FORT MAIN ROAD  SALEM - 636001.  TAMILNADU.</p> <p>PHONE:0427-2312499/2319661</p>	<b>1</b>	<b>1</b>
<p><b>24. INDIAN BANK ZONAL OFFICE,  THIRUVANANTHAPURAM</b>  INDIAN BANK TOWERS,  M G ROAD  THIRUVANANTHAPURAM G P O  KERALA - 695 001</p> <p>PHONE - 0471 2578604 / 06</p>	<b>1</b>	<b>1</b>
<p><b>25. INDIAN BANK ZONAL OFFICE, TIRUNELVELI</b>  21,C/1,S N HIGH ROAD  TIRUNELVELI  TAMIL NADU-627001</p> <p>PHONE:0462-2320651/2320671</p>	<b>1</b>	<b>1</b>
<p><b>26. INDIAN BANK ZONAL OFFICE, TRICHY</b>  JENNE PLAZA 5  BHARATHIAR SALAI  CANTONMENT  TRICHY  TAMIL NADU - 620001</p> <p>PHONE:0431 2461501/2461902</p>	<b>1</b>	<b>1</b>

**Ref: HO/TMD/CNW/ 539/2010-11****07-01-2011**

<b>27. INDIAN BANK ZONAL OFFICE VELLORE</b> TMK COMPLEX, III FLOOR, 46-51, KATPADI ROAD VELLORE FORT POST OFFICE VELLORE TAMIL NADU-632004  PHONE:0416 2227071/2232639	<b>1</b>	<b>1</b>
<b>28. INDIAN BANK ZONAL OFFICE, VISAKHAPATNAM</b> 3RD FLOOR, SAI TRADE CENTRE, 2ND LANE, DWARAKA NAGAR VISAKHAPATNAM ANDHRA PRADESH-530016  PHONE:0891-2747403/2747405	<b>1</b>	<b>1</b>
<b>29. INDIAN BANK ZONAL OFFICE, VIJAYAWADA</b> DURGIVARI STREET NRP ROAD, GANDHINAGAR VIJAYAWADA ANDHRA PRADESH - 520004  PHONE:0866-2578043/2578672	<b>1</b>	<b>1</b>

**PART-I**

Date:

**Chief Manager**

Indian Bank  
HO: Expenditure Department  
Govindu Maligai , Ground Floor  
No.8, II Line Beach  
**Chennai 600 001.**

Dear Sirs,

**Sub: Request for Quotation (RFQ) for supply and installation of Web Camera with inbuilt microphone and PC - Speaker**

Ref: HO/TMD/CNW/ 539/2010-11 dated. 07.01.2011

\*\*\*

Referring to your above letter calling for quotations, we submit the compliance details of the specifications given below:

**1.Web Camera Specification**

**Make: Creative/HP/Logitech/Microsoft**

**Model:**

S.No	Specification	Complied/Not Complied
1.	Video Resolution support to 1280x720 pixel (High Definition) and provision for lower resolution to be available.	
2.	Still Image resolution of 4 mega-pixel or above	
3.	Inbuilt microphone	
4.	USB 2.0 compatible and Minimum of 4ft length USB interface cable to be provided	
5.	Compatible to connect Desktop and Notebook	
6.	Auto Focus and provision to disable it	
7.	Minimum 4X Digital Zoom facility	
8.	Compatible with Windows XP SP2 and Windows 7 professional	
9.	Minimum of one year Warranty to be provided	

**2.Speaker Specification**

**Make: Creative/HP/Logitech/Microsoft**

**Model:**

S.No	Specification	Complied/Not Complied
1.	2 speakers with minimum of 2.5 Watts each) with power supply to be provided.( There should not be separate box for Woofer or Twitter)	
2.	Right to left cable, Audio in cable and power cable to be provided	

3.	Speaker should have the provision to connect headset	
4.	Speaker should have the provision to connect with the PC of Audio output 3.5mm pin	
5.	Stereo sound support	
6.	Compatible with Windows XP SP2 and Windows 7 professional	
7.	Minimum of one year Warranty to be provided	

List of deviations from the required specifications:

- 1)
- 2)

(If left blank, it is treated that there are no deviations in the compliance of specifications)

We agree for the delivery period of systems and installation as per your above letter.  
We agree to the terms of payment mentioned in your letter.

We offer a warranty period of 12 months for Web Camera and Speaker from delivery date.

We submit that we shall abide by your Standard terms and conditions governing this quotation and Warranty mentioned in your letter HO/TMD/CNW/ 539/2010-11 dated. 07.01.2011

We submit that the details given above are true to the best of our knowledge.

**For**

Office Seal

**(Authorised Signatory)**

Place:  
Date:

Name:  
Designation:

Mobile No:

Business Address:

Telephone No:  
(at Chennai)  
E-mail ID :

**PART-II****Commercial Quote for Web Camera with inbuilt microphone and PC - Speaker**

Date:

**Chief Manager**

Indian Bank

HO: Expenditure Department

Govindu Maligai Ground Floor No.8, II Line Beach

**Chennai 600 001.**

Dear Sirs,

**Sub: Supply and installation of Web Camera with inbuilt microphone and PC -Speaker****Ref: HO/TMD/CNW/ 539/2010-11 dated 07.01.2011**

Referring to your above letter calling for quotations, we submit hereunder the price bid for supply and installation of web camera and Speakers as per the specifications given in Part-I .

**1) Price of the Web camera & speakers**

S No	Item Description	Unit Price	Qty	Total price of the Web Camera and Speakers inclusive of warranty and all applicable Taxes, Octroi & any other Levies
1	Web Camera		100	
2	Speakers		100	
	<b>Total Cost in Rs.</b>			

**Total Amount in words: Rupees**

Note:

- \* Free replacement Warranty period for one year from the date of delivery.
- \* Price includes all taxes, duties, levies, insurance, installation charges etc and inclusive of Octroi and Entry Tax if any.
- \* In case of discrepancy between unit price and total price, the unit price shall prevail.

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

For

Office Seal

Place:

**(Authorised Signatory)**

Name:

Designation:

Business Address:

Telephone No:

(at Chennai)

Date:

Mobile No:

E-mail ID :