

Ref: HO: TMD: PG: 344:2011-12**Date: 01.02.2012**

To

M/s

Dear Sir,

Sub: Request for Quotation (RFQ) for supply and installation of 75 Web Camera with mike and Speakers

We are interested in procuring 75 number of Web Camera with mike and 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.

The specifications of the equipments 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 mike and Speaker due on or before 22.02.2012.**" addressed to,

**THE CHIEF MANAGER,
EXPENDITURE DEPARTMENT,
CORPORATE OFFICE,
INDIAN BANK,
254-260, AVVAI SHANMUGHAM SALAI,
CHENNAI - 600 014**

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 22.02.2012). Part-I of the quotes received will be opened on 22.02.2012 at 03.45 P.M. You may send your representative to participate in the opening process.

- 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 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 and Speaker due on or before 22.02.2012 at 03.30 P.M.**" **Only the enclosed form should be used for Part I.** Equipments, which meet the specifications should alone be quoted.
- 2) Part-II shall indicate the total price (amount only) inclusive of Warranty, Taxes and delivery / installation support charges etc. 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 and Speaker due on or before**



Handwritten signatures and initials in blue ink.



Head Office: Technology Management Department
66, Rajaji Salai, Chennai 600 001
Ph2525 0155, 2526 9440
e-mail:network@indian-bank.com;
Date: 01.02.2012

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22.02.2012 at 03.30 P.M."

- 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 in the business for more than three years.
- 2) The bidder should have office in any one of the Metro cities.
- 3) The bidder should have supplied web cameras or conferencing equipment to at least one bank/financial institution in India.

The bidder should submit documentary proof for all the above

Bids, which are not meeting the above criteria, will be liable for rejection.

3. Deliverables from the Bidders

- Supply of Web camera with mike and speaker at locations mentioned in **annexure -1**
- Installation of equipment will be done by our staff with the help/support of the bidder.
- Replacement Warranty for one year from the date of delivery.

4. Timeframe for Completion of Project

Purchase order will be issued to the L1 Vendor.

The delivery of equipment has to be done within three weeks from the date of purchase order/Delivery instruction.

5. DELIVERY

Delivery of 1 unit to be done for testing purpose on receipt of Purchase Order at our office. If satisfied, delivery of 74 units should be done within three weeks from the date of delivery instruction.

6. Payment terms

100% Payment will be made on delivery of equipment on production of Proof of delivery and invoice copy at Technology Management Department, 66 Rajaji Salai Chennai 600 001.

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.



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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 equipments 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.

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

a. The Bank (Purchaser) has the right to accept or reject any or all quotation/ cancel the tender at its sole discretion without assigning any reason therefore.

Bank reserves the right at the time of awarding the contract to increase or decrease by 25%, the quantity of goods and services originally specified in the bid without changing the unit price or other terms and conditions.

b. Placing of repeat order

Bank may place "repeat order" with the same vendor during the period not exceeding six months from the date and at the earlier accepted rate of original order, provided there is no tangible shift in the market price in favour of the Bank during that period. Such repeat order should not exceed 25% of the original order value.

9. Negotiation

The Bank reserves the right to further negotiate on the price offered, with L1 vendor under exceptional circumstances.

10. Liquidated damages : If the Supplier fails to deliver any or all of the Goods or to perform the Installation Services within the period(s) specified in this order, for reasons solely attributable to the Supplier, the Bank shall, deduct from the relevant order price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Installation Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the price of the delayed Goods. Once the maximum is reached, the Purchaser may consider termination of this order.



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11. Force Majeure

- 1) The Supplier shall not be liable for 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 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.

12. 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.

Yours faithfully,

For Indian Bank,


ASSISTANT GENERAL MANAGER (TMD)

Encl.: As above

cc to: CM/HO/Expenditure Department



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Date: 01.02.2012

Annexure 1

Tentative list of locations. (Actual list will be provided with Purchase Order)

Sl No	Branch / Office / Locations	Bank's Zone / office
1.	Ahmedabad	AHMEDABAD
2.	Gotri Road (Baroda)	AHMEDABAD
3.	Jaipur	AHMEDABAD
4.	Bangalore City	BANGALORE
5.	Benson Town	BANGALORE
6.	Corporate Branch, Bangalore	BANGALORE
7.	M G Road, Bangalore	BANGALORE
8.	Bhubaneswar	BHUBANESWAR
9.	Chandigarh	CHANDIGARH
10.	Anna Salai	CHENNAI(NORTH)
11.	Harbour	CHENNAI(NORTH)
12.	Madras George Town	CHENNAI(NORTH)
13.	Padi	CHENNAI(NORTH)
14.	Purasawalkam	CHENNAI(NORTH)
15.	Adyar	CHENNAI(SOUTH)
16.	Alwarpet	CHENNAI(SOUTH)
17.	Corporate Branch, Chennai	CHENNAI(SOUTH)
18.	Ethiraj Salai	CHENNAI(SOUTH)
19.	Guindy	CHENNAI(SOUTH)
20.	Mylapore	CHENNAI(SOUTH)
21.	Nandanam	CHENNAI(SOUTH)
22.	T Nagar	CHENNAI(SOUTH)
23.	Thousand Lights	CHENNAI(SOUTH)
24.	Coimbatore Main	COIMBATORE
25.	R S PURAM	COIMBATORE
26.	NEYVELI MAIN	CUDDALORE
27.	GUWAHATI	GUWAHATI
28.	CORPORATE BRANCH, HYDERABAD	HYDERABAD
29.	HYDERABAD MAIN	HYDERABAD
30.	DHARAMTOLLA	KOLKATA
31.	G C AVENUE	KOLKATA
32.	KOLKATA MAIN	KOLKATA
33.	RBS,KOLKATA	KOLKATA
34.	STRAND ROAD	KOLKATA
35.	BANDRA	MUMBAI
36.	CORPORATE BRANCH, MUMBAI	MUMBAI
37.	CUFFE PARADE	MUMBAI
38.	MATUNGA BAZAAR	MUMBAI





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SI No	Branch / Office / Locations	Bank's Zone / office
39.	Mumbai Fort	MUMBAI
40.	Nariman Point	MUMBAI
41.	Prabhadevi	MUMBAI
42.	Greater Kailash	NEW DELHI
43.	Hauzkhas	NEW DELHI
44.	Large Corporate Br,Delhi	NEW DELHI
45.	Mehrauli Institutional Area	NEW DELHI
46.	Nehru Place	NEW DELHI
47.	New Delhi Main	NEW DELHI
48.	Rbs, New Delhi	NEW DELHI
49.	Shantiniketan	NEW DELHI
50.	South Extension	NEW DELHI
51.	Nanapeth	PUNE
52.	Kollam	THIRUVANANTHAPURAM
53.	Tirunelveli Junction	TIRUNELVELI
54.	Tiruchirapalli Cantonment	TRICHY
55.	Visakhapatnam	VISAKHAPATNAM
56.	Namakal	SALEM
57.	Tiruvallur	Kancheepuram
58.	Tiruvannamalai	Vellore
59.	Villupuram	Pondichery
60.	Krishnagiri	Dharmapuri
61.	Kollam	Thiruvanandapuram
62.	Technology Management Department	HEAD OFFICE
63.	Technology Management Department	HEAD OFFICE
64.	Technology Management Department	HEAD OFFICE
65.	Technology Management Department	HEAD OFFICE
66.	Technology Management Department	HEAD OFFICE
67.	Technology Management Department	HEAD OFFICE
68.	Technology Management Department	HEAD OFFICE
69.	Technology Management Department	HEAD OFFICE
70.	Technology Management Department	HEAD OFFICE
71.	Technology Management Department	HEAD OFFICE
72.	Technology Management Department	HEAD OFFICE
73.	Technology Management Department	HEAD OFFICE
74.	Technology Management Department	HEAD OFFICE
75.	Technology Management Department	HEAD OFFICE



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Date 01.02.2012

PART-I

Date:

Chief Manager

Indian Bank
Corporate Office: Expenditure Department
254-260, Avvai Shanmugham Salai,
Chennai 600 014

Dear Sirs,

Sub: Request for Quotation (RFQ) for supply and installation of 75 Web Camera with mikes and Speakers

Ref: HO: TMD: PG: 344:2011-12 Dated 01.02.2012

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 SP3 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	



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S.No	Specification	Complied/Not Complied
5.	Stereo sound support	
6.	Compatible with Windows XP SP3 and Windows 7 professional	
7.	Minimum of one year Warranty to be provided	

Terms and Conditions:

1. Make and Model of the hardware should be furnished compulsorily.
2. **Delivery** : Delivery of the all the above hardware should be done within **Three** weeks from the date of acceptance of this order/Delivery instruction. .
3. **Warranty** : At no additional cost, replacement warranty shall be provided for a period of one year from the date of delivery.

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 equipments 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 the quotations and Warranty mentioned in your letter.

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



Office Seal

Place:
Date:

For

(Authorised Signatory)

Name:
Designation:

Mobile No:

Business Address:

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

Ref: HO: TMD: PG: 344:20-1112

Date 01.02.2012

PART-II
Commercial Quote for Web Camera and Speaker

Date:

Chief Manager

Indian Bank
Corporate Office: Expenditure Department
254-260, Avvai Shanmugham Salai,
Chennai 600 014

Dear Sirs,

Sub: Request for Quotation (RFQ) for supply and installation of 75 Web Camera with mikes and Speakers

Ref: HO: TMD: PG: 344:20-1112 Dated 01.02.2012

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 of the Web Camera and Speakers inclusive of warranty and all applicable Taxes, Octroi & any other Levies and all charges including delivery charges. A	Qty B	Total price of the Web Camera. and Speakers inclusive of warranty and all applicable Taxes, Octroi & any other Levies and all charges including delivery charges. C = A * B
1	Web Camera with Mike		75	
2	Speakers		75	
	Total Cost in Rs.			

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 and all charges including delivery charges.
- * 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.



Office Seal
Place:

For

(Authorised Signatory)

Name:
Designation:
Business Address:
Telephone No:
(at Chennai)

Date:
Mobile No:

E-mail ID: