

Tender Ref No. IFIN/IT/SR/2025/02



**IFCI Financial Services Limited
Chennai**

Request For Proposal

Notice Inviting Tender for Procurement of Hard Disk

*Corporate Office: Continental Chambers 3^d Floor, 142,
Mahatma Gandhi Road, Nungambakkam, Chennai - 600034*

- i) Date of issue/opening/publish of Tender document : 18th February, 4.00pm
- ii) Last date of receipt of Tender : 4th March, 5.00 pm

Disclaimer

The information provided by the bidders in response to this RFP Document will become the property of the IFIN and will not be returned. IFIN reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. IFIN also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.

This document is prepared by IFCI Financial Services Limited for its requirement of HDD. It should not be reused or copied or used either partially or fully in any form.

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by IFIN or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by IFIN, but an invitation for service provider's responses. No contractual obligation on behalf of IFIN, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of IFIN and the Bidder.

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1. Preface

Sealed Tenders are invited by the IFCI Financial Services Ltd (IFIN) under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for **Procurement of Hard Disk at Chennai office** located at the address mentioned below for three years protection license on the terms and conditions mentioned in the tender document.

2. Name and address of the authority

IFCI Financial Services Limited (IFIN),
Continental Chambers, 3rd Floor
142 Mahatma Gandhi Road,
Nungambakkam,
Chennai -600034 Phone:
044-28306600 (Extension 606 / 601)
Email: it@ifinltd.in

3. Website link for downloading tender document

<https://www.ifinltd.in>

4. Contact person(s) for any queries related to tender:

Tender related clarification may be obtained from:

Mr. M. Ramachandran, Head-IT / S. Muthukumarasamy, Deputy Head-IT
Written queries can be sent by email at:
ramachandran@ifinltd.in / muthukumarasamy@ifinltd.in
Telephone: 044-28306606

5. Submission of the tender

This Tender is limited tender. So, offers will be accepted in hard copy.

6. Schedule for invitation for bids:

I. Date of issue/opening/publish of Tender document	18 th February 2025, 4.00 PM
II. Last date of receipt of Tender	4 th March 2025, 5.00 PM
III. Date and time of opening of Tender (Technical Bid)	
IV. Date and time of opening of Tender (Financial Bid)2024	

The submitted bid will be opened at Continental Chambers, 3rd Floor, 142 Mahatma Gandhi Road, Nungambakkam, Chennai - 600034. Opening time of the bid will be communicated to the respective bidders and requested to participate through Video conference in the respective link provided by us.

7. Period for validity of tender document:

21 Days from the date of opening of the Bid.

8. Type of bidding process:

Two bid system (Technical & Financial) i.e. two cover system

9. Procedure for Submission:

Technical Bid: Bidders are requested to drop (Sealed cover) at IFIN's corporate office Tender Box kept in reception.

Financial Bid: Bidders are requested to drop (Sealed cover) at IFIN's Corporate Office Tender Box kept in reception. (The financial bid should also include GST and/or applicable taxes)

Original documents should be submitted at Continental Chambers, 3rd Floor, 142 Mahatma Gandhi Road, Nungambakkam and Chennai 600034 on or before last date.

10. Technical Bid – Eligibility Conditions

The tendering Company/OEM/Dealer/Integrator shall fulfil the following technical specifications for Technical Bid:-

- This invitation for bids is open to all reputed original equipment manufacturers (OEM) or their Authorized System Integrator/Dealer.
- The Company/OEM/Dealer/Integrator shall have financial turnover of at least Rs.30 lakhs per annum for each of the last three years. (ANNEXURE – I)
- The Head Office/ Branch Office of the bidding Company/OEM/Dealer/Integrator shall be located in **Chennai**.
- The Company/OEM/Dealer/Integrator shall have been registered with the Income Tax and Service/GST Tax Department. (ANNEXURE–II)
- The Bidder should not have been blacklisted in any Government / Government undertaking / public sector companies. (ANNEXURE–III)
- The Bidder should have an experience of supplying, installing, configuring and implementing for minimum 3 years (ANNEXURE–IV)

Note: Please furnish the annexure duly signed by the bidder.

Technical Specifications:

(To be submitted along with technical bid on Company letter head)

Sr. No.	Features	Description
1	Make	HPE MSA 2.4TB 12G SAS 10K SFF
2	Hard Drive Form Factor	SFF (2.5 inch)
3	Hard Drive Spindle Speed	10K
4	Quantity	10 Numbers
5	Hard Drive Transfer Rate	12 Gbps
6	Hard Drive Interface	SAS
7	Server Accelerator	Hard Drive Brands
8	Installation	Installation and Raid Configuration

12. Terms & Conditions:

1. The License agreement is for a period of 3 year from the date of issue of letter to commence
2. The tenders should be submitted in the prescribed manner as mentioned in Para 7 above regarding Procedure for Submission.
3. Tenders with incomplete tenders / tenders without signature in each page are liable to be rejected.
4. For any clarification regarding technical details of Server, you may visit our office during working days only between 10 a.m. to 5 p.m. before the last date of tender submission.
5. Financial bid shall remain valid for a period of 21 days from the date of opening of the Tender.
6. IFIN's Corporate Office reserves the right to accept / reject any quotation without assigning any reason.
7. The Bidder shall quote every item as mentioned in the tender documents. The total bid price shall be inclusive of all applicable taxes, levies and duties. The amount of taxes, levies, duties or any other charges included in the price should be indicated clearly.
8. In case of any default by the bidder in any of the terms & conditions, IFIN has the right to terminate the contract by giving 10 days' notice in writing to the bidder.

9. The Courts in Chennai alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.
10. Bidder shall in no case lease/transfer/sublet/appoint sub-contractor or care taker to render the services under the Contract. If the firm discontinues the services at any time during the period of contract the security deposit deposited by the firm shall be forfeited. The charges spent to put the units under running conditions will be recovered from the firm against the payments due to them.
11. The final acceptance of the tender would be entirely vested with the IFIN office, which reserves the right to accept or reject any tender, at any stage of the tender. The decision of the IFIN, in this regard will be final and no disputes in this regard will be entertained.
12. IFIN shall not be responsible for death, injury or accident to the Bidder's employee also the Bidder should provide all the safety equipment's for their employees. Which may arise out of and in the course of their duties at IFIN's premises.

13. Payment of bills:

The total amount of Hard Disk procurement (HDD) will be paid once the agreement is signed by the bidder and T.D.S/GST as applicable will be deducted / added.

14. Period of OEM license:

The OEM license will be awarded to IFIN for three years which may be extendable further, on the basis of satisfactory performance of the firm. License agreement will be terminated any time during the pendency of contract, if the service is found unsatisfactory.

15. Force Majeure:

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

"APPLICATIONS RECEIVED AFTER THE DUE DATE WILL NOT BE ENTERTAINED"

Annexure-1

Profile of vendor organization (To be submitted on letter head)

1	Name of Company	
2	Date of Incorporation	
3	Company full address	
4	Contact details: Name, phone, fax and e-mail	
5	Number of years in business	
6	Authorized Account Representative	
7	Please confirm if you have all regulatory registrations in place to undertake this line of business activity	

Authorized Signatory

Company Seal:

Date:

ANNEXURE – I Declaration regarding Bidder Company/OEM/Dealer/Integrator is having financial turnover of at least Rs. 30 lakhs per annum for each of the last three years.

(To be given on Company Letter Head)

To,

**IFCI Financial Services Limited.,
Continental Chambers, 3rd Floor,
142, Mahatma Gandhi Road,
Nungambakkam, Chennai – 600034**

Sub: Declaration regarding Bidder Company/OEM/Dealer/Integrator is having financial turnover of at least Rs. 30 lakhs per annum for each of the last three years.

Dear Sir,

I / We hereby certify that _____ (Company Name) is having financial turnover as mentioned below on date of submission of bid.

Sr.No.	Financial Year	Turnover Rs. In Lakhs
1	2021-2022	
2	2022-2023	
3	2023-2024	

Signature:

**Name of the Authorized Person:
(Authorized for this RFP)**

Designation:

Date:

ANNEXURE-II: Declaration regarding bidder Company/OEM/Dealer/Integrator shall have been registered with the Income Tax and Service/GST Tax Department.

(To be given on Company Letter Head)

To,

**IFCI Financial Services Limited.,
Continental Chambers, 3rd Floor,
142, Mahatma Gandhi Road,
Nungambakkam, Chennai – 600034**

Sub: Declaration regarding bidder Company/OEM/Dealer/Integrator shall have been registered with the Income Tax and Service/GST Tax Department.

Dear Sir,

I / We hereby certify that _____ (Company Name) is registered with the Income Tax and Service/GST Tax Department on date of submission of bid.

Signature:

**Name of the Authorized Person:
(Authorized for this RFP)**

Designation:

Date:

ANNEXURE–III: Declaration regarding Bidder's not has been blacklisted in any Government / Government undertaking / public sector companies.

(To be given on Company Letter Head)

To,

**IFCI Financial Services Limited.,
Continental Chambers, 3rd Floor,
142, Mahatma Gandhi Road,
Nungambakkam, Chennai – 600034**

Sub: Declaration regarding Bidder's not has been blacklisted in any Government / Government undertaking / public sector companies.

Dear Sir,

I / We hereby certify that _____ (Company Name) is not have been blacklisted in any Government / Government undertaking / Public sector companies on date of submission of bid.

Signature:

**Name of the Authorized Person:
(Authorized for this RFP)**

Designation:

Date:

ANNEXURE–IV: Declaration of being in business for more than 3 years consecutive experience as on 18th February 2025.

(To be given on Company Letter Head)

To,

**IFCI Financial Services Limited.,
Continental Chambers, 3rd Floor,
142, Mahatma Gandhi Road,
Nungambakkam, Chennai – 600034**

Sub: Declaration of being in business for more than 3 years consecutive experience as on 18th February 2025.

Dear Sir,

I/We hereby certify that _____ (Company Name) is a reputed and **established** entity in the business with a _____ **years** of consecutive experience as on 18th February 2025.

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Please find enclosed the following supporting documents for the same:

1. Certificate of Incorporation/Registration
2. License
3. Any other relevant document(s)

Signature:

**Name of the Authorized Person:
(Authorized for this RFP)**

Designation:

Date:

ANNEXURE-V: Declaration regarding Bidder's having permanent technical support staff posted in Chennai with more than 5 Nos.

(To be given on Company Letter Head)

To,

**IFCI Financial Services Limited.,
Continental Chambers, 3rd Floor,
142, Mahatma Gandhi Road,
Nungambakkam, Chennai – 600034**

Sub: Declaration regarding bidders' having permanent technical support staff posted in Chennai.

Dear Sir,

I / We hereby certify that _____ (Company Name) is having permanent technical support staff posted in Chennai with technical support team size of _____ numbers on date of submission of bid.

Signature:

**Name of the Authorized Person:
(Authorized for this RFP)**

Designation:

Date: