

**CO/IT/2440**

**23-July-2025**

**PURCHASE OF DESKTOPs/LAPTOPs (QUANTITY- 25)**

We intend to purchase a total of 25 nos. of desktops / laptops for business purposes. Quotations are invited from OEM, Authorized resellers and distributors of **Dell/HPE/LENOVO** for the supply of machines.

Interested parties are requested to submit their Technical Bid and Commercial bid online on eTENDER.

**Timelines:-**

<b>Submission of Technical &amp; Commercial Bids</b>	<b>05-August-2025 - 6.00 pm</b>
<b>Pre-Bid Queries</b>	<b>28-July-2025</b>

- All Bidders are requested to share their lowest commercial Bid.
- SBICAPS reserves the right to conduct a Reverse Auction at its own discretion

The details of the bid and other terms and conditions are enclosed in Annexure-A.

Contact Email: [procurement@sbicaps.com](mailto:procurement@sbicaps.com)

Yours faithfully,

**VP (IT)**

## **ANNEXURE "A"**

### **TERMS & CONDITIONS:**

#### **1. EVALUATION OF BID**

The SBICAP committee shall evaluate the Technical Bids initially and the shortlisted technical bidders for Commercial Round.

During technical evaluation SBICAP at its discretion may ask the bidders to demonstrate the proposed Laptop.

#### **2. VALIDITY**

- The prices quoted should be valid for 60 days.
- The proposed model should not be declared as end of Sale and Support
- The proposed model should be supported by OEM for a min. period of 5 years.

#### **3. PAYMENT**

- 100% of the invoice value will be released on delivery, installation and acceptance of the equipment.
- After warranty updating of 5 years on OEM website

#### **4. DELIVERY**

- The system should be delivered to us within a period of 4-6 weeks from the date of receipt of purchase order. In the event of delayed delivery, penal charges of 0.25% of invoice amount per week or Rs 150/- per unit whichever is lower, will be charged.
- The bidders shall include any delivery charges, freight charges, and **Mathadi charges** in the laptop cost while delivering the machine at different locations.

#### **5. WARRANTY**

- 60 months' warranty from OEM for machines/laptops free onsite next business day comprehensive warranty including free provision of spares, parts, as and when necessary, from the date of acceptance of the systems (excluding consumables). The warranty should be strictly from OEM and the proposal should contain the part number, failing which the proposal will be rejected.

## **6. ACCEPTANCE**

The laptop will be accepted by us only after thorough testing according to our specifications.

## **7. TRANSFER OF OWNERSHIP**

- Transfer of ownership of the property will be effective as soon as the equipment is installed at the site and accepted by the Group. The vendors should adequately ensure the goods till the ownership passes on to SBICAP

## **8. MISCELLANEOUS**

- a) Within the period of warranty/maintenance cover stipulated SBICAP would have the right to :
  - i. Shift the system to an alternate site at its choice.
  - ii. Disconnect/connect peripherals acquired from another vendor.
- b) All disputes and differences of any kind whatever arising out of or in connection with the purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement, each party may appoint an arbitrator, and the decision of the arbitrator(s) shall be final. Such arbitration is to be governed by the provisions of the Indian Arbitration Act.
- c) Systems should strictly conform to the specifications stipulated by us. In case of any deviation, we reserve the right to reject the proposal. In case of any deviation is detected after acceptance, you should replace the identified system(s) free of cost.
- d) Any component other than those which are part of the standard model should be quoted separately.
- e) We also reserve the right to cancel the tender / revise the number of laptops to be procured if considered necessary.
- f) Incomplete tenders are likely to be rejected outright.
- g) The lowest bidder shall be awarded the contract. However, SBICAP shall be under no obligation to accept the lowest bid or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late, or incomplete

offers, without assigning any reason whatsoever, SBICAP reserves the right to make any changes in terms & conditions for proposed scope of work, technical requirements or cancel the entire RFP process and reissue a fresh RFP. SBICAP will not be obliged to meet and have discussions with any bidder and/or to hear their representations.

- h) SBICAP reserves the rights to choose the model at its own discretion and split the order to multiple vendors if necessary, for desired model.
- i) SBICAP reserves the rights to choose any model as per its own discretion for overall order and for partial order.

## **9. INSTALLTION**

The successful bidder is required to arrange for installation of laptops and software installation onsite at Mumbai Location.

**ANNEXURE "B"**

**Technical BID**

**Eligibility Criteria**

Sr. No.	Criteria	Compliance (Yes/No)	Remarks
1	The Bidder should be in a business of supply, delivery installation and maintenance of laptops and Desktops in India for at least last 5 Years and should be a current legal entity in India.		Certificate of Incorporation 2 Masked Purchase order for supply of machines (min. qty 10)
2	Bidder should be authorised supplier of proposed OEM		Partnership Certificate from OEM
3	The Bidder should have yearly sales turnover of minimum Rs.1 crore during last three financial years and should be profitable (2022-23, 2023-24, 2024-2025)		Auditors Certificate
4	The Bidder 's Account should not have been declared as a Non-Performing Asset (NPA) in the Books of any bank or financial institution as on 31-Mar-2025.		Certificate from Bank/ Auditor
5	The bidder must submit an undertaking that no Government / undertaking organizations have blacklisted the bidder for any reason. Past/present litigations, disputes, if any (Adverse litigations could result in disqualification, at the sole discretion of the Bank)		Undertaking by Bidder as per Bidders Format

Note- Kindly upload the signed and stamped copy with evidence in a single file

### **Annexure-I LAPTOPS (QTY 4)**

Particulars	Desired Specifications	Compliance Yes/No
Make	<b><u>DELL /HPE/LENOVO (Latitude 5000 series/Lenovo E Series/HP ProBook series)</u></b> <b><u>Commercial/Business Series Laptop Only</u></b>	<b>&lt;specify model&gt;</b>
Processor	Intel® Core™ i5-min 12 <sup>th</sup> Generation or Higher	
RAM	Single DIMM - 16 GB DDR4 operating at minimum 3200 MHz SDRAM or higher	
HDD	Minimum 500 GB SSD Drive provided by manufacturer	
Screen Size	14.0" 1920X1080) Full HD 250 Nits Antiglare Display   Graphics: Intel UHD Graphics	
Graphics	Intel® HD Graphics	
Battery	4 cell Lithium -ion Battery	
Operating System	<b>Preloaded Genuine Windows 11 Professional</b> 64 bit (English) with Recovery ( <b>OEM OS shall not be accepted</b> )	
Audio	Integrated speakers	
Keyboard	Keyboard with touch pad with backlit	
USB Port/C Type	Minimum 2/1	
e-SATA Combo Port	Optional	
HDMI Port	Mandatory-1	
Integrated HD Camera	Inbuilt HD Web Camera	
Fingerprint Recognition	Optional	
Wireless Communication	Mandatory Standard 802.11 ac	
Touch Pad	Mandatory	
<b>Carrycase</b>	<b>Backpack</b>	
Gigabyte LAN	100/1000 MB Integrated Mandatory. If not, available converter should be provided	
Colour	Preferably Black or Grey	
Warranty	5 Years directly from OEM with Accidental Damage Protection for 5 years	

Note- Kindly upload the signed and stamped copy with evidence

**Annexure-II DESKTOPS (QTY 12)**

Particulars	Desired Specifications	Compliance Yes/No
Make	<b>DELL /HPE/LENOVO</b> <b>Small form factor (SFF)</b> <b>Commercial/Business Series DESKTOPS only</b>	<b>&lt;specify model&gt;</b>
Processor	Intel® Core™ i5-min 13 <sup>th</sup> Generation or Higher	
RAM	16 GB DDR5 operating at minimum 3200 MHz SDRAM or higher	
HDD	Minimum 500 GB SSD Drive provided by manufacturer	
Monitor	24 " + Anti-Glare LED Display (1366x768) from same OEM only	
Graphics	Intel® HD Graphics	
Operating System	<b>Preloaded Genuine Windows 11</b> Professional 64 bit (English) with Recovery ( <b>OEM OS shall not be accepted</b> )	
Warranty	Five Years Onsite Next Business Day Comprehensive Warranty	
Audio	Integrated speakers	
USB Port	Minimum 2	
Accessories	Keyboard & Mouse	
HDMI Port	Mandatory-1	
Wireless Communication	Mandatory Standard 802.11 ac integrated or NIC	
Touch Pad	Mandatory	
Gigabyte LAN	100/1000 MB Integrated	
Output	Audio Out	
Colour	Preferably Black	

Note- Kindly upload the signed and stamped copy with evidence

**Annexure-III DESKTOPS (QTY 9)**

Particulars	Desired Specifications	Compliance Yes/No
Make	<b>DELL /HPE/LENOVO</b> <b>Small form factor (SFF)</b> <b>Commercial/Business Series DESKTOPS only</b>	<b>&lt;specify model&gt;</b>
Processor	Intel® Core™ i7-min 13 <sup>th</sup> Generation or Higher	
RAM	16 GB DDR5 operating at minimum 3200 MHz SDRAM or higher	
HDD	Minimum 500 GB SSD Drive	
Monitor	24 " + Anti-Glare LED Display (1366x768) from same OEM only	
Graphics	Intel® HD Graphics	
Operating System	<b>Preloaded Genuine Windows 11</b> Professional 64 bit (English) with Recovery ( <b>OEM OS shall not be accepted</b> )	
Warranty	Five Years Onsite Next Business Day Comprehensive Warranty	
Audio	Integrated speakers	
Accessories	Keyboard and Mouse	
USB Port	Minimum 2	
e-SATA Combo Port	Optional	
HDMI Port	Mandatory-1	
Wireless Communication	Mandatory Standard 802.11 ac integrated or NIC	
Touch Pad	Mandatory	
Gigabyte LAN	100/1000 MB Integrated	
Output	Audio out	
Colour	Preferably Black	

Note- Kindly upload the signed and stamped copy with evidence



**ANNEXURE-C**  
**COMMERCIAL BID FORMAT**

**BILL OF MATERIAL**

<b>S/N</b>	<b>Particulars</b>	<b>Qty</b>	<b>Unit Base Price (W/o Taxes)</b>	<b>Total Price</b>
1	Laptops as per Specifications <b>(Annexure-I)</b> including freight	4		
2	Desktops as per Specifications <b>(Annexure-II)</b> including freight	12		
3	Desktops as per Specifications <b>(Annexure-III)</b> including freight	9		
4	Miscellaneous Charges, if any	-		
	Total (In Rupees)	25		

**Delivery Locations**

<b>S/N</b>	<b>Location</b>	<b>Desktops (Qty)</b>	<b>Laptops (Qty)</b>
1	SBI capital Markets Limited Unit No. 1501, 15th floor, A& B Wing, Parinee Crescenzo Building, G Block, Bandra Kurla Complex Bandra (East), Mumbai- 400 051	18 i5 (Qty-09) i7 (Qty-09)	4
2	Chennai Regional Office, First Floor, State Bank Building, 157 Anna Salai, Chennai - 600 002	1 (i5 desktop)	
3	New Delhi Regional Office 4th Floor, Sood Towers 25, Barakhamba Road, New Delhi- 110 001	1 (i5 desktop)	
4	Kolkata Regional Office 1, Middleton Street, Jeevandeep Building, 9th floor, Kolkata - 700 071	1 (i5 desktop)	

