



GIC HOUSING FINANCE LTD

**REQUEST FOR PROPOSAL
FOR
THE MAINTENANCE OF PRINTERS ALONG WITH SUPPLY OF CARTRIDGES
& PRINTERS FOR OUR CORPORATE OFFICE & BRANCH OFFICES**

RFP Reference Number:REF:GICHF:2018-19/01, Dt. 03.04.2018

ACTIVITY SCHEDULE		
S.NO.	ACTIVITY	DETAILS
1	Release of RFP	03rd April, 2018
2	Address for Receipt/Submission of Bid document	GIC HOUSING FINANCE LTD National Insurance Building, 6th Floor, 14, J. Tata Road, Churchgate, Mumbai – 400020.
3	Bid Submission	Sealed - Technical & Commercial Bids
4	Last Date & Time for submission	18th April, 2018 05:00 pm
5	Contact Details	Mr. S R Ravi Group Head Admin Dept. Ms. Krishna Mahida Executive IT Ph:022-22851733/22831578
6	E-mail ID's	admin_ho@gichf.com krishnamahida@gichf.com

About GIC Housing Finance Ltd:-

GIC Housing Finance Ltd (GICHFL) is a company registered under Section 25 of the Companies Act, 1956 with its Registered Office at Royal Insurance Building, 6th Floor, 14, J. Tata Road, Churchgate, Mumbai – 400020 and its 70 Branch Offices are located across PAN India.

Our Promoters are General Insurance Corporation of India, The New India Assurance Company Ltd, United India Insurance Company Ltd, The Oriental Insurance Company Ltd and National Insurance Company Ltd.

Objective of RFP:-

GIC Housing Finance Ltd proposes RFP for the Maintenance Contract Support of Printers along with Supply of Printers and Cartridges on need basis for our Corporate Office and branch offices located across India. The Bidder is responsible for providing comprehensive maintenance support for the Printers including Spare parts for the entire Contract period of 3 years as mentioned in RFP document.

SECTION 3 - SCOPE OF WORK:-

The Bidder shall supply Printer Cartridges for our Printers located across PAN India Branch offices and offer Comprehensive Maintenance Support including Spare parts with replacement for the entire Contract period of 3 years.

The Bidder shall supply and maintain Multifunction Printers for our corporate office and Branch offices according to the Technical requirements on chargeable basis either on Pay per Page or Pay per Cartridge options.

The List of Printers available at Branch offices and the Technical Specifications required for Multifunction Printers are mentioned herewith below:

<u>LIST OF PRINTERS OWNED BY GIC HOUSING FINANCE LTD</u>			
S.No.	Assets Name	Location	Month & Year of Purchase
1	HP LASERJET 3015	AHMEDABAD	May-12
2	CANON PIXMA IP 1880	BANGALORE	August-07
3	CANON MX 308	BHUBANESHWAR	August-08
4	HP OFFICEJET 3620 PRINTER	BOISAR	November-14
5	HP M 1536 DNF PRINTER	BORIVALI	April-14
6	HP LASERJET 3015	CHANDIGARH	May-12
7	HP LASERJET M1136 PRINTER	CHANDIGARH	February-11
8	CANON PIXMA IP 1880	CHANDIGARH	January-08
9	HP LASERJET M1136 PRINTER	CHENNAI	September-10
10	HP LASERJET M1136 PRINTER	CHINCHWAD	September-10
11	HP LASERJET M1136 PRINTER	COIMBATORE	September-10
12	CANON PIXMA IP 1880	COIMBATORE	March-05
13	HP 1020 LAZER	DELHI	June-06
14	HP LASERJET M1136 PRINTER	DELHI	September-10
15	CANON PIXMA IP 1980	DELHI	March-10
16	HP 1020 LAZER	DELHI	June-06
17	HP LASERJET 3015	DIAMOND HARBOUR	May-12
18	HP LASERJET 3015	DURGAPUR	May-12
19	HP OFFICEJET 3620 PRINTER	DWARKA	November-14
20	HP M 1536 DNF PRINTER	ELECTRONIC CITY	November-14
21	HP OFFICEJET 3620 PRINTER	GAZIABAD	November-14
22	HP LASERJET M226DN PRINTER	HADAPSAR	February-15
23	HP 1010 LAZER JET	HEAD OFFICE	January-04

RFP for Printers Contract

S.No.	Assets Name	Location	Month & Year of Purchase
24	HP OFFICEJET 4500	HEAD OFFICE	March-13
25	EPSON L565 ALL IN ONE PRINTER	HEAD OFFICE	November-16
26	HP PSC 1210	HEAD OFFICE	June-03
27	HP LASERJET 3015	HEAD OFFICE	May-12
28	EPSON L210	HEAD OFFICE	October-13
29	HP OFFICE JET 100 MOBILE PRINTER	HEAD OFFICE	June-13
30	HP LASERJET M1136 PRINTER	HEAD OFFICE	November-12
31	HP LASERJET M1136 PRINTER	HEAD OFFICE	October-12
32	HP OFFICEJET 4500	HEAD OFFICE	May-12
33	HP COLOUR LASERJET 100 MFP PRINTER	HEAD OFFICE	February-12
34	CANON PIXMA IP 2700	HEAD OFFICE	August-10
35	HP LASERJET M1136 PRINTER	HEAD OFFICE	July-10
36	HP LASERJET PRINTER 1007	HEAD OFFICE	May-10
37	HP LASERJET PRINTER 1007	HEAD OFFICE	May-10
38	CANON PIXMA IP 1980	HEAD OFFICE	October-09
39	CANON PIXMA IP 1880	HEAD OFFICE	January-08
40	HP 1020 LAZER	HEAD OFFICE	April-06
41	EPSON L210	HEAD OFFICE	October-13
42	HP LASERJET M1136 PRINTER	HYDERABAD	September-10
43	HP LASERJET M1136 PRINTER	INDORE	November-12
44	HP LASERJET 3015	JAIPUR	May-12
45	HP LASERJET M1136 PRINTER	JAIPUR	September-10
46	HP LASERJET 3015	KALYAN	May-12
47	HP LASERJET 3015	KOCHI	May-12
48	HP LASERJET M1136 PRINTER	KOCHI	September-10
49	CANON PIXMA IP 1880	KOCHI	August-07
50	HP LASERJET 3015	KOLHAPUR	May-12
51	HP LASERJET M1136 PRINTER	KOLKATA	September-10
52	CANON PIXMA IP 1880	KOLKATA	August-07
53	HP LASERJET M226DN PRINTER	L B NAGAR	January-15
54	HP LASERJET 3015	LUCKNOW	May-12
55	CANON PIXMA IP 1880	LUCKNOW	January-08
56	HP LASERJET 3015	LUDHIANA	May-12
57	CANON PIXMA IP 1880	MADURAI	June-06
58	HP LASERJET 3015	MADURAI	May-12
59	HP LASERJET M1136 PRINTER	MADURAI	September-10
60	HP LASERJET 3015	MALOUT	May-12
61	HP OFFICEJET 3620 PRINTER	MARGAON	November-14
62	HP 4615 PRINTER	MD RESIDENCE	May-13
63	HP LASERJET M1136 PRINTER	MUMBAI	January-11
64	HP LASERJET PRINTER 1007	MUMBAI	May-08
65	HP LASERJET 3015	NAGPUR	May-12

RFP for Printers Contract

S.No.	Assets Name	Location	Month & Year of Purchase
66	HP LASERJET M1136 PRINTER	NAGPUR	September-10
67	HP LASERJET 3015	NASHIK	May-12
68	HP LASERJET M1136 PRINTER	NASHIK	September-10
69	HP LASERJET M1136 PRINTER	NAVI MUMBAI	September-10
70	HP LASERJET 3015	NERE PANVEL	May-12
71	HP LASERJET M1136 PRINTER	NERE PANVEL	May-11
72	HP LASERJET M1136 PRINTER	NOIDA	September-10
73	HP LASERJET PRINTER 1007	NOIDA	April-10
74	HP LASERJET 3015	PANAJI	May-12
75	HP LASERJET M1136 PRINTER	PANAJI	September-10
76	CANON PIXMA IP 1880	PANAJI	August-07
77	HP LASERJET M1136 PRINTER	PANVEL	September-10
78	HP LASERJET PRINTER 1007	PANVEL	June-10
79	HP LASERJET 3015	PATNA	May-12
80	HP LASERJET M1136 PRINTER	PORUR	November-12
81	HP LASERJET M1136 PRINTER	PUNE	February-11
82	HP LASERJET 1008	PUNE	December-08
83	HP LASERJET 3015	THANE	May-12
84	HP LASERJET M1136 PRINTER	THANE	September-10
85	SAMSUNG 4521 F	THANE	December-09
86	HP LASERJET 3015	TRICHY	May-12
87	CANON PIXMA IP 1880	TRICHY	August-07
88	HP LASERJET 3015	TRIVENDRUM	May-12
89	HP LASERJET M1136 PRINTER	TRIVENDRUM	September-10
90	CANON PIXMA IP 1880	TRIVENDRUM	August-07
91	HP LASERJET 3015	VADODARA	May-12
92	HP LASERJET M1136 PRINTER	VADODARA	September-10
93	HP M 1536 DNF PRINTER	VIRAR	September-14
94	HP LASERJET 3015	VIZAG	May-12
95	HP LASERJET M1136 PRINTER	VIZAG	September-10
96	CANON PIXMA IP 1880	VIZAG	August-07
97	HP OFFICEJET 3620 PRINTER	YELAHANKA	February-14

The Category wise location is enclosed herewith as Annexure -1.

Technical Specification requirements for Multifunction printers:-

- Standard Features – Copy, Print, Scan, Fax & Email.
- Network enabled support and manageable.
- Duplex Printing Feature.
- Duplex Scanning Feature.
- Print Speed: - upto 45 ppm for Category – A locations and upto 25 ppm for Category B Locations.
- Duty Cycle – Upto 2,00,000 pages per month for Category – A locations and upto 1,00,000 pages per month for Category B Locations.
- Paper – A4 & Legal size.
- OS Compatibility:- Microsoft Windows 7, 10.

SECTION 4 – TERMS & CONDITIONS:-

1. The Bidder shall supply Printers and Cartridges for all our Branch offices located across India within Same Business Day or Next Business Day subject to our approval.
2. The Bidder shall provide Fixed Commercial Values for the Cartridges, Multifunction printers for the entire Contract period of 3 years.
3. The Bidder should cover all the Spare Parts under Comprehensive Maintenance for the printers owned by GICHFL. as well as supplied to us.
4. The Bidder shall provide Comprehensive Maintenance Support for Printers on Same (or) Next Business Day for all Branch offices located across India.
5. The Bidder should provide MIS Reports on Cartridge Consumption, Paper usage details on monthly basis, which will be verified before payment process.
6. GICHFL reserves its right to terminate the Agreement in the event the bidder repeatedly fails to maintain the service levels prescribed by GICHFL in scope of work of this RFP.

Notification of Award/Purchase Order:

After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, GICHFL will send Notification of Award/Purchase Order to the selected Bidder.

Signing of Purchase Order:

- Within 2 days of receipt of Purchase order the successful Bidder shall accept the Purchase Order.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

Taxes and Duties:

- All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rate while making any payment.
- Commercial Bid should be inclusive of GST, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, insurance, service taxes, Octroi etc.
- The benefits realized by bidder due to lower rates of taxes, duties, charges and levies shall be passed on by the bidder to GICHFL.

Compliance terms:-

S.No.	Terms to be agreed upon	Compliance (Yes / No)
1	The price quote should be only in Indian rupees.	
2	The prices quoted should also include charges towards freight, forwarding, delivery, installation, transit insurance charges till installation, commissioning of equipment. Delivery and Installation to be made at our branches located across PAN India.	
3	The prices should be valid for the entire Contract period of 3 years.	
4	Vendor must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the contract period. During the contract period, vendor shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charges.	

SECTION 5 - PAYMENT TERMS:-

1. Payment will be made on arrear basis every quarter.
2. Payment mode will be made thru RTGS/NEFT transfer.

Annexure -1

WEST ZONE		
S. No.	Location	Category
1	Mumbai	A
2	Thane	A
3	Kalyan	A
4	Navi Mumbai	A
5	Panvel	A
6	Nere Panvel	A
7	Borivali	A
8	Vasai	A
9	Virar	A
10	Boisar	A
11	Pune	A
12	Chinchwad	A
13	Hadapsar	A
14	Hinjawadi	A
15	Nashik	B
16	Nagpur	B
17	Kolhapur	B
18	Panaji	B
19	Margao	B
20	Vadodara	B
21	Ahmedabad	B
22	Indore	B
23	Raipur	C

SOUTH ZONE		
S. No.	Location	Category
32	Chennai	A
33	Porur	A
34	Tambaram	A
35	Madurai	A
36	Bangalore	A
37	Electronic City	A
38	Yelahanka	A
39	Hyderabad	A
40	Chandanagar	A
41	LB Nagar	A
42	Coimbatore	B
43	Trivandrum	B
44	Trichy	B
45	Kochi	B
46	Vizag	B
47	Vijayawada	C
48	Mangalore	C
49	Kozhikode	C
50	Nellore	C
51	White Field	C
52	Hubli	C

EAST ZONE		
S. No.	Location	Category
24	Kolkata	A
25	Garia	A
26	Durgapur	A
27	Barasat	A
28	Bhubaneshwar	B
29	Patna	C
30	Guwahati	C
31	Siliguri	C

NORTH ZONE		
S. No.	Location	Category
53	Delhi	A
54	Noida	A
55	Greater Noida	A
56	Dwarka	A
57	Gurgaon	A
58	Ghaziabad	A
59	Meerut	A
60	Pitampura	A
61	Chandigarh	B
62	Ludhiana	B
63	Lucknow	B
64	Jaipur	B
65	Jodhpur	B
66	Dehradun	B
67	Patiala	C
68	Malout	C

-----END OF RFP DOCUMENT-----