



**RFP Ref No: NIBSCOM/RFP/2024-25/01 dated 12.03.2025**

## **Expression of Interest for**

**Empanelment of vendors for Supply of  
Computer Hardware, Laptops & PCs**

**National Institute Of Banking Studies and Corporate Management**  
A-30, SECTOR 62, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)  
Tel No: 0120-2975208/09, 2975204, 2975230/31 E-Mail: nibscom@nibscom.in

**Schedule of Events**

<b>S.No</b>	<b>Particulars</b>	<b>Remarks</b>
1	Contact details of issuing department for sending any kind of correspondence regarding this EOI	Sh Kapil Sharma, Designation: Sr. Manager (Accounts) Email ID: nibscom@nibscom.in Contact Address: NIBSCOM, A-30, Sector 62, Institutional Area, Noida-201307. Contact Number: 0120-2975208/09
2	Bid Document Availability including changes / amendments, if any to be issued	EOI may be downloaded from <a href="http://www.nibscom.in">www.nibscom.in</a> and amendments, if any, shall be posted on indicated website.
3	Last date for requesting clarification	Upto 02:00 PM on <b>24.03.2025</b> . All communications regarding points / queries requiring clarifications shall be given in writing or by e-mail.
4	Clarifications to queries regarding the EOI document shall be provided by Institute via email <b>till 1700 hrs on 28.03.2025</b>	
5	Last date and time for EOI submission	<b>Upto 03:00 PM on 02.04.2025</b>
6	Address for submission of Bids	NIBSCOM, A-30, Sector 62, Institutional Area, Noida-201307
7	Date and Time of opening of Technical Bids	<b>03:00 PM on 02.04.2025</b> Authorized representatives of Bidders may be present during opening of the Bids. However, Bids would be opened even in the absence of any or all of the Bidder representatives.
8	Commercial Bid	The commercial quotes are not required to be submitted at the time of EOI submission by the vendors. Commercial quotations will be invited by the Institute from empanelled vendors only as per the requirement.
9	EOI Fee (Nonrefundable)	Rs 1,000.00 (Rupees one thousand only) inclusive of GST.  <b>DD/Cash in favor of "National Institute of Banking Studies and Corporate Management" Payable at Noida.</b>

### **Expression of Interest**

The Director, NIBSCOM invites Expressions of Interest from IT companies for vendor empanelment for the supply of computer hardware, laptops, and PCs.

The EOI document containing the details of qualification criteria submission requirements, brief objective and scope of work and method of evaluation is enclosed.

The EOI document is available on NIBSCOM portal [www.nibsc.com.in](http://www.nibsc.com.in).

You are requested to submit the response offline (Hard copy) in the prescribed format latest by 2<sup>nd</sup> April 2025. Further queries, if any, may be referred in writing at mail id at the [nibsc.com@nibsc.com.in](mailto:nibsc.com@nibsc.com.in).

Applications meeting the qualification criteria may be invited for the presentation before the consultancy evaluation committee. Further, based on evaluation, bid will be subsequently issued to the shortlisted applicants only.

Director,  
NIBSCOM  
A-30, Sector 62,  
Institutional Area, Noida-201307.  
Contact Number: 0120-2975208/09

## Index

Clause	Content	Page No
1.1	Introduction	5
1.2	Project overview	5
1.3	Project Scope	5
1.4	Empanelment Period	5
1.5	Qualification Criteria	5
1.6	Venue & Deadline for submission of proposal	6
1.7	Offer Validity	6
1.8	Assistance to bidders	6
1.9	Important points to be noted	6
1.10	Right to Reject Bids	6
1.11	Short Listing Criteria	7
Annexure A	Pre-Qualification Criteria	8
Annexure I	Bidders check list	9
Annexure II	Financial Statement of the last Three Financial Years	10
Annexure III	Applicant's information details	11
Annexure IV	Details of Experience	12
Annexure V	Undertaking	13
Annexure VI	Pre Bid Query format	14
Annexure VII	Declaration	15

## 1.1 Introduction

We are an ISO 9001:2015 certified autonomous premier training institute with history of over 50 years of excellence in capacity building in the BFSI Sector. Established under the aegis of Reserve Bank of India, we are committed to enhancing the skills and knowledge of professionals in the banking and financial sectors.

## 1.2 Project overview

This EOI has been prepared solely for the purpose of enabling NIBSCOM (“the Institute”) to empanel vendors for supply of Computer Hardware, Laptops and PCs.

The Institute, for this purpose, invites proposal from Bidders who are interested in participating in this EOI who fulfill the eligibility criteria mentioned under **clause 1.5**.

Apart from the above, the vendor must also agree to all our terms & conditions mentioned under this EOI.

The EOI document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Institute and any successful Bidder as identified by the Institute, after completion of the selection process as detailed in this document.

## 1.3 Project Scope

The Institute will award the contract to the successful empaneled vendor and the vendor should deliver the products/service with the following scope

- 1.3.1 Vendor should be capable of providing all the Hardware, Software and peripherals that are specified under the Technical Specifications.
- 1.3.2 The system must be capable of upgrading at a later stage as and when required by the Institute.
- 1.3.3 NIBSCOM desires to empanel vendors for supply of Computer Hardware, Laptops and PCs for its Institute at Noida, hence the selected vendor should work seamlessly in the area.

## 1.4 Empanelment period

The eligible vendors after the evaluation process would be empanelled with the Institute for supply of Computer Hardware, Laptops and PCs for a period of three years.

## 1.5 Qualification Criteria

- 1.5.1 All the criteria given in **Annexure A** are mandatory for qualification.
- 1.5.2 The criteria must be met by the entity bidding for the project itself and that of the sister/associate companies shall not be considered.
- 1.5.3 Consortium/JV bidding is not allowed.
- 1.5.4 Bids not accompanied by all the required documents mentioned are liable to be considered only on basis of the documents/details furnished with the bid. However, NIBSCOM reserve the right to seek clarifications from the bidders wherever considered necessary.

### **Guidelines for Start-up Firms and Make in India**

No exemption on Pre-Qualification criteria shall be provided for Startups, MSMEs, and Make in India companies. They will be considered eligible to participate in the tender only if they submit proof of fulfilling 100% of the mentioned in **Annexure A**

## 1.6 Venue & Deadline for submission of proposal

The proposal in all respects as specified in the EOI, must be submitted offline at NIBSCOM, A-30, Sector 62, Institutional Area, Noida-201307. The interested applicants are advised to visit this website regularly to keep themselves updated for any change/ modification in the EOI invitation, issuance of corrigendum will be intimated & published through this website only. In exceptional circumstances and at the discretion of Director NIBSCOM, may extend the deadline for submission of EOI. Intimation will be made available on the website, in which case, all rights and obligations pertaining to Project "NIBSCOM" and the bidders, previously subject to the original deadline will thereafter be subject to the extended revised

**1.7 Offer Validity:** The validity of the offer must be for a minimum of 90 days from the last day of EOI submission.

**1.8 Delivery Condition:** The commencement of delivery will be done by the firm within 6 weeks from the date of issue of purchase order.

## 1.9 Assistance To Bidders

Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to: -

Sh Kapil Sharma, Sr. Manager (Accounts),

Email ID: [nibscocom@nibscocom.in](mailto:nibscocom@nibscocom.in) ,

Contact Address: NIBSCOM, A-30, Sector 62, Institutional Area, Noida-201307.

Contact Number: 0120-2975208/09

## 1.10 Important Points to be noted

- a) The EOI response documents should be submitted offline (Hard copy ) mode.
- b) The response should be prepared in English.
- c) Unsigned responses would be treated as incomplete and are liable to be rejected.
- d) The selected vendor shall indicate the authorized signatories who can discuss and correspond with the Bank, with regard to the obligations under the contract.
- e) The response must be addressed to the following:  
Mr. Kapil Sharma, Sr. Manager (Accounts),  
Email ID: [nibscocom@nibscocom.in](mailto:nibscocom@nibscocom.in)  
Contact Address: NIBSCOM, A-30, Sector 62,  
Institutional Area, Noida-201307. Contact Number: 0120-2975208/09

## 1.11 Right to Reject Bids

The Institute reserves the absolute and unconditional right to reject the response to this EOI, if it is not in accordance with its requirements and no correspondence in this regard will be entertained by the Institute. The bid is liable to be rejected if:

- It is not in conformity with the instructions mentioned in the EOI document.
- It is not properly or duly signed.
- It is received through email.
- It is received after expiry of the due date and time.
- It is incomplete including non- furnishing the required documents. It is if it contains incorrect information.
- There is canvassing of any kind.
- It is submitted anywhere other than the place mentioned in the RFP

Any form of canvassing/lobbying/influence/query regarding short listing, status etc will be a disqualification.

## **1.12 Short Listing Criteria**

### **1. Annual Turn over**

Bidder must have an average annual turnover of INR 4 Crores in each of the 3 years out of last 5 years. Audited Balance sheet, profit/loss account and experience related to past relevant contract to be produced

### **2. Evaluation Criteria & Method of Evaluation**

1. All bidders may be required to make a presentation before the Consultancy Evaluation Committee (CEC) constituted for the purpose.
2. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
3. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of projects, financial strength of firm and presentation before Consultancy Evaluation Committee (CEC)
4. Firms shortlisted in EOI may be issued RFP and be requested to submit their financial proposal.

### **3. Response**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of service projected in the enquiry may also be submitted along with the offer.

### **4. Conflict of Interest**

- 1) The bidder is required to provide professional, objective and impartial advice, at all times holding the Procuring Entity's interests paramount, strictly avoiding conflicts with other assignments or his/its own corporate interests and acting without any consideration for future work
- 2) The Bidder shall be under obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its/his capacity to serve the best interest of its client/ Procuring Entity. Failure to disclose such situations may lead to the disqualification of the consultant or termination of its/his contract during execution of the assignment.
- 3) Where there is any indication of conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform the Director, NIBSCOM, detailing the conflict in writing as an attachment to this Bid.
- 4) A Conflict of Interest is where a firm involved in the proposal has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful, Actual and potential conflicts of interest must be declared by a firm involved in a Bid process.
- 5) Director, NIBSCOM shall designate a suitable arbitrator in case of potential conflict of interest, Failure to notify Director, NIBSCOM of any potential conflict of interest will invalidate any verbal or written agreement

### **5. Condition under which EOI is issued**

The EOI is not an offer and is issued with no commitment. NIBSCOM reserves the right to withdraw EOI and or vary any part thereof at any stage. NIBSCOM further reserves the right to disqualify any Bidder, should it be so necessary at any stage.

**Annexure-A**

<b>S.no</b>	<b>Parameter</b>	<b>Qualifying Criteria</b>	<b>Credentials to be provided</b>
1	Company Existence	The bidder should be a Private / Public Company registered under the Companies Act, 2013 or Proprietorship /Partnership firm and should be registered for more than five years as on date of closing of tender	Certificate of incorporation, Memorandum of Articles of Association (In case of Registered firm), Bye Laws & certificates of registration (in case of registered cooperated society) , Partnership Deed (in case of partnership firm), and establishment Registration certificate (in case of Proprietary firm) should be attached.
2	Turn Over	Annual turnover of INR 4 Crores in each of the 3 years out of last 5 years	Certified audited copies of Balance Sheets/Profit & Loss Accounts/ Annual Reports of last three financial years i.e. 2021-22, 2022-23 and 2023-24 must be submitted.
3	Similar nature of work	The bidder should have successfully executed at least one project of similar nature of project i.e. Supply Installation of hardware (Desktop , Laptop , AIO) for Rs. 50 Lac or more in the preceding 3 financial years i.e. 2021-22, 2022-23 and 2023-24 or up to date of closing of this tender.	(i) Copies of work order /PO or any other associated documents specifying details similar nature of work.
			(ii) Completion certificate of such order indicating the commencement/completion dates, quantum of relevant items with value etc.
4	Declaration	The bidder and the OEM should not have been banned by NIBSCOM or any other GOVT/PSU on the date of closing of the tender	Declaration is to be given by bidder's authorized signatory.
5	Certification	Latest GST Registration and GST Return	Copy of Latest GST Registration and GST Return to be provided.

- NIBSCOM reserves the right to verify the authenticity of the documents submitted by the bidder.
- Bidder possessing relevant experience in handling Govt. sector projects/bank projects of similar nature would be an added qualification.
- Every additional document submitted and every page of the EOI document shall be signed by the authorized signatory as a token of compliance and acceptance to all terms and: conditions.
- No overwriting / changes is allowed in EOI documents submitted.



## Bidders Check list

S.No	Credentials to be provided	To be submitted	
		Y/N	Page No
1	Covering letter certifying eligibility criteria compliance		
2	Copy of certificate of incorporation, Memorandum of Articles of Association (In case of Registered firm), Bye Laws & certificates of registration (in case of registered cooperated society), Partnership Deed (in case of partnership firm), and establishment Registration certificate (in case of Proprietary firm)		
3	Certified audited copies of Balance Sheets/Profit & Loss Accounts /Annual Reports of last three financial years i.e. 2021-22, 2022-23 and 2023-24		
4	(i) Copies of work order /PO or any other associated documents specifying details similar nature of work. (i) Copies of work order /PO or any other associated documents specifying details similar nature of work		
	(ii) Completion certificate of such order indicating the commencement /completion dates, quantum of relevant items with value etc.		

**Note:** Declaration is to be given by bidder's authorized signatory.

**Authorized Signatory Name:**

**Designation:**

**Vendor's Corporate Name Address:**

**Email:**

**Phone Numbers:**

**Date:**

**Financial Statement of the last Three Financial Years**

<b>Particulars</b>	<b>Year</b>	<b>In Rs.</b>
Annual Turnover	2021-22	
	2022-23	
	2023-24	

**Note :-**

- 1. Values should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.**
- 2. The amount shall be stated in Indian Rupees (INR).**

**Name:**

**Designation:**

**Vendor's Corporate Name:**

**Address:**

**Email:**

**Phone Numbers:**

**Date:**

**Annexure III****Applicant's information details**

<b>S.no</b>	<b>Item</b>	<b>Applicant's Response</b>
1	Name of the organization & contact person	
2	Registered office Address	
3	Phone no. of the contact person	
4	Email address of the contact person	
5	Web site if any, of the organization	
6	Year of registration of legal entity	
6	PAN No	
7	GST NO.	
8	Net-worth as on 31.03.2024	
9	Years in Business in India as a technology service provider	
10	Annual turnover of the applicant (in Rupee Lakhs) in each of the last three financial years i. 2021-22 ii. 2022-23 iii. 2023-24	

**Name:****Designation:****Vendor's Corporate Name Address, Email and Phone #Date**

**Details of Experience**

<b>S.No</b>	<b>Projects Name</b>	<b>PO Date</b>	<b>PO value</b>

**Note:** Attach support documents along with project completion certificate.

**Name:**

**Designation:**

**Vendor's Corporate Name:**

**Address:**

**Email:**

**Phone Numbers:**

**Date:**

**Undertaking**

Mr. Kapil Sharma ,  
Sr. Manager (Accounts),  
NIBSCOM, A-30, Sector 62,  
Institutional Area, Noida-201307

Sir,

**Sub: EOI for Empanelment of vendor for Supply and Installation of Computer Hardware, Notebook and PCs.**

1. Having examined the EOI, including all annexures and appendices, the receipt of which is hereby duly acknowledged, we, the undersigned, offer our response to the scope of work mentioned in the EOI for NIBSCOM, in conformity with the said EOI, which is made part of this tender.
2. If our offer is accepted, we undertake to comply with the scope of work mentioned in the EOI Document.
3. We agree to abide by this EOI Offer for 90 days from date of bid opening and our Offer shall remain binding on us and may be accepted by the Institute any time before expiry of the offer.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
  - a) We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
5. We agree that the Institute is not bound to accept the lowest or any Bid the Institute may receive.
6. We certify that we have provided all the information requested by the Institute in the format requested for. We also understand that the Institute has the exclusive right to reject this offer in case the Institute is of the opinion that the required information is not provided or is provided in a different format.

**Authorized Signatory Name:**

**Designation:**

**Vendor's Corporate Name Address:**

**Email:**

**Phone Numbers:**

**Date:**

(This letter should be on the letterhead of the Vendor duly signed by an authorized signatory)

**Pre-bid Query Format (Submit by e-mail only)**

Name of the Respondent: \_\_\_\_\_

Contact Person from Respondent in case of need.

Name : \_\_\_\_\_

Tel No: \_\_\_\_\_ e-Mail ID: \_\_\_\_\_

Sr. No.	Page #	Point / Section#	Clarification point as stated in the EOI document	Comment/ Suggestion/ Deviation
1				
2				
3				
4				
5				
6				
7				
8				
9				

**Authorized Signatory**

Name:

Designation:

Vendor's Corporate Name

Address

Email and Phone #

Date:

**Declaration**

1. I certify that the information in the above Expression of Interest form is true to the best of my knowledge.
2. I also understand that any misleading or wrong information will disqualify this application straightaway.

[Note: Declaration is to be submitted on the letter head of the Firm)

**Authorized Signatory**

**Name:**

**Designation:**

**Vendor's Corporate Name**

**Address**

**Email and Phone #**

**Date:**