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INSTITUTE OF BANKING PERSONNEL SELECTION
(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)
असेसमेंट में, हम पर भरोसा रखता है भारत In assessment, India trusts us

Institute of Banking Personnel Selection (IBPS)

Request for Proposal (RFP)
For

Supply, Installation and Commissioning of Workstations

RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026

INSTITUTE OF BANKING PERSONNEL SELECTION,
IBPS House, Plot No. 166
Behind Thakur Polytechnic,
Off. Western Express Highway,
Kandivali (E), Mumbai 400101.

Copyright Notice

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Disclaimer

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder or applicants by behalf of IBPS, is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement or an offer. It is an invitation to offer by IBPS to the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFP document is to provide Bidder with information to assist the formulation of their proposals. This RFP document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice. IBPS makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document. IBPS may in its absolute discretion, and without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Important Detail about RFP

Note: Bids will be opened in the presence of the Bidders' representatives who choose to attend Bid opening meeting.

Checklist

The following items must be checked before the Bid is submitted:

1. Both technical and commercial Bids are prepared in accordance with the RFP document.
2. Envelope "A" - Eligibility Criteria Response and Technical bid.
3. Envelope "B"- Commercial bid.
4. All pages of Eligibility Criteria Response, Technical Bid and Commercial Bid should be duly signed and sealed by authorized signatory.
5. All relevant Certificates, Declarations and Audit Reports to support the claims made in the Bid should be enclosed in relevant Envelopes.
6. Prices to be quoted in Indian Rupees (INR) only.
7. Both Bid Cost and EMD are remitted and proof is attached in accordance with the RFP document.

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Section 1 – BID Schedule and Address

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Sr. No.	Description	
1	Name of Project	RFP for "Supply, Installation and Commissioning of Workstations"
2	Tender Reference Number	IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026
3	Date of Commencement of sale of bidding document	24-07-2026
4	Last Date for Payment of Bid Cost and sale of Bidding document	11-08-2026
5	Pre-Bid Meeting	12-08-2026 – 3:00 PM
6	Last date and time for Submission Bids	13-08-2026 – 5.00PM
7	Date and Time of Technical Bid Opening	14-08-2026 – 11.00AM
8	Date and Time of Commercial Bid Opening	Will be communicated later
9	Name and Address for Submission	AGM (SDG& IT-ISG) Institute of Banking Personnel Selection IBPS House, 90 feet, D.P. Road, Near Thakur Polytechnic, Off. Western Express Highway, Kandivali (E), Mumbai – 400101.
10	Address for communication and opening of Bids	Institute of Banking Personnel Selection IBPS House, 90 feet, D.P. Road, Near Thakur Polytechnic, Off. Western Express Highway, Kandivali (E), Mumbai – 400101.
11	Bid Related Queries	Email: bidqueries@ibps.in
12	Bid Cost (Non Refundable)	Rs. 5,000/- (Including applicable taxes)
13	EMD	Rs. 1,00,000/-

Note:
Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening meeting.

Section 2 – Introduction

About IBPS:

The Institute of Banking Personnel Selection is an autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks. It is registered under the Societies Registration Act, 1860 and also a Public Trust under the Bombay Public Trust Act, 1950. It is created to render assistance to organizations in the areas of personnel such as recruitment, selection, placement, by designing, and developing suitable measurement tests/tools, assessment of responses and processing results of examinations, and conduct such examination related services, on request. It caters to all Public Sector Banks including SBI and RBI for their recruitment of personnel and promotion of employees. IBPS also provides similar services for Regional Rural Banks, Private Banks and other Corporates.

2.1 Objective of RFP:

IBPS invites bids for Supply, Installation and Commissioning of Workstations at IBPS office in Kandivali (East), Mumbai.

2.2 Cost of the RFP:

The Bidder shall bear all costs associated with the preparation and submission of the bid and IBPS will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidders may download the RFP document from the authorized IBPS website, https://www.ibps.in/tenders/

The Tender bid shall be accompanied with the RFP Cost of non-refundable amount of Rs. 5,000/- including applicable taxes, payable in the form of Demand Draft / Pay order /Online Payment from any scheduled commercial bank in India favoring "Institute of Banking Personnel Selection" payable at Mumbai while submitting the bid document. RFP cost is mandatory and proof of same shall be submitted along with the Bid Envelopes. Proof of RFP cost(Original) and Copy of EMD remittance(Hard copy of DD/Online Payment) should be kept outside both envelopes for verification and original DD/Payment proof shall be kept in Technical Bid envelope. Non-submission of RFP Cost shall lead to rejection / disqualification of the Bid. The Account details for payment of RFP Cost and EMD is as under:

Name of Beneficiary	Institute of Banking Personnel Selection
Beneficiary Account no.	520401000289298
IFSC(New)	UBIN0904295
Name & bank Address	Union Bank Of India
	I.C. Colony, Borivali(W)
	Mumbai-400103

This RFP document is non-transferable and cost of RFP documents is non-refundable.

2.3 Due Diligence:

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders risk and may result in rejection of the bid. IBPS is not bound to disclose the grounds for rejection of Bid. The decision of the IBPS regarding the final declaration of the successful Bidder shall be final.

The Bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarifications through Pre-Bid queries.

2.4 Ownership of this RFP:

The content of this RFP is a copy right material of Institute of Banking Personnel Selection. No part or material of this RFP document should be published in paper or electronic media without the prior written permission from IBPS.

Section 3 – Scope of Work

1) Supply of the new High-End Workstations as per Annexure - G.
2) Installation of latest stable Windows 11 professional OS and Drivers in Workstations.
3) Installation of basic software as instructed by IBPS IT Team (Eg: MS office 2016, WinZip, Adobe Reader etc.) Software will be provided by In-House team.
4) Activation of Windows 11 Professional OS should be completed by Vendor.
5) 3 years on-site Warranty of all Workstations should be provided by the bidder.

Detailed specification is mentioned in technical requirements (ANNEXURE-G).

Section 4 - Eligibility Criteria

4.1 Pre-requisite:

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

4.2 Eligibility Criteria:

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.

1) Bidder should be a registered company with an established setup in India under appropriate laws of Government since last 3 years (Provide proof in Envelope A).

2) Head Office /Corporate office and support office at Mumbai and previous experience commissioning IT hardware to Government Organizations/PSUs (Provide proof in Envelope A).

3) Annual turnover of Bidder should be Rs.3 Crore & Above in last 3 financial years (Provide photo copy of audited Balance sheets and Profit & Loss statements of last 3 financial years FY 2022-23, FY 2023-24 and FY 2024-25 in Envelope A).

4) OEM Certificate/Authorization letter from Dell (Provide proof in Envelope A).

5) Bidder should not have been blacklisted by any Govt. organizations/ PSU/PSB during the last three years. (Proof to be attached in Envelope A - Template as in Annexure – D (Page 31) on Organization Letter Head)

6) Bidder should be the prime bidder and no consortium is allowed. (Proof to be attached in Envelope A – Self declaration on Organization Letter Head)

General Terms and Conditions:

1) Cost Details:
The price should be mentioned as per Annexure-J.

2) Terms of Delivery:
All Workstations should be delivered at IBPS Mumbai office not more than 4 weeks from the date of purchase order.

3) Warranty:
The vendor to provide comprehensive 3 year warranty of all Workstations from the date of acceptance.

4) Quotation Validity:
Validity period for quotation should be 30 days from the last date of submission of RFP documents.

5) Payment Terms :
Full Payment shall be made to the Bidder upon Invoice submission after complete installation of all Workstations.

6) Right to reject, accept/cancel the Bid:
IBPS reserves the right to accept or reject in full or in part, any or all the offers without assigning any reason whatsoever.

4.3 Eligibility Criteria Response Sheet

4.3.1 The Bidders should complete the Eligibility Criteria Response Sheet as given in Annexure - H.

4.3.2 Failure to provide the desired information and documents may lead to disqualification of the Bidder

4.3.3 No pricing information should appear in any envelope other than Envelope – B, the commercial bid. Cost being specified in contents of envelope A will result in automatic disqualification of the bidder.

Section 5 - Instruction to Bidders

5.1 The Bidding Document

A. RFP:

RFP shall mean Request for Proposal. Bid, Tender and RFP are used to mean the same. The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidders risk and may result in the rejection of its Bid without any further reference to the Bidder

B. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and IBPS will in no case be responsible or liable for those costs.

C. Content of Bidding Document:

The Bid shall be in 2 separate envelopes, Envelope A and B. The contents of the Envelopes are mentioned in clause 5.3 B.

D. Amendment of Bidding Documents:

1. At any time prior to the deadline for submission of Bids, IBPS may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda/ Corrigenda to the Bidding Documents, which will be published on IBPS website. Addenda / Corrigenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda/ Corrigenda had been taken into account by the Bidder in its Bid.
3. Bidders to keep track of any such amendments which shall be published on IBPS website.
4. From the date of issue, the Addenda / Corrigenda to the tender shall be deemed to form an integral part of the RFP.

5.2 Preparation of Bid

A. Bid Price:

- Prices to be quoted in the bid should exclude all applicable taxes, duties levies, GST Tax and fees whatsoever,
- The GST Taxes should be shown separately in the Price schedule.

B. Earnest Money Deposit (EMD) /Bid Security:

- The Bidder shall submit Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh Only) in the form of a Demand Draft / Online Transfer from a scheduled commercial bank in India drawn in favor of "Institute of Banking Personnel Selection" payable at Mumbai.
- No interest shall be payable on the EMD.

C. Return of EMD:

- EMDs furnished by all unsuccessful Bidders will be returned on the expiration of the bid validity /finalization of successful Bidder, whichever is earlier.
- In successful Bidder's Case Refer Section 8.3.

D. Forfeiture of EMD:

The EMD made by the bidder will be forfeited if:

1. The Bidder withdraws its Bid before opening of the Bids.
2. The Bidder withdraws its Bid after opening of the Bids but before Notification of Award.
3. Selected Bidder fails to accept the order within 3 days from the date of receipt of the notification of Award. However, IBPS reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
4. The selected Bidder withdraws its Bid / proposal after acknowledging PO.
5. The Bidder violates any of the provisions of the RFP.
6. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.

E. Period of Validity of Bids:

Bids shall remain valid for a period of 30 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. IBPS reserves the right to reject a bid valid for a period shorter than 30 days as non-responsive, without any correspondence.

F. Format of Bid:

The Bidders shall prepare one hard copy (Marked as " ORIGINAL") and submit the bid as instructed in Section 5.3.

G. Signing of Bid:

- The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.
- The Bid shall be signed by a person or persons duly authorized to bind the Bidder to the contract.
- All pages of the Bid, except for printed instruction manuals and specification sheets shall be initiated by the person or persons signing the Bid.
- The Bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

5.3 Submission of Bid

A. Envelope Bidding Process:

- The Bid shall be prepared in 2 different envelopes, Envelope A and Envelope B.
- Both Envelopes shall then be individually sealed and put into an outer envelope marked as "RFP for Selection of Supply, Installation and Commissioning of Workstations".
- The inner and outer envelopes shall:
  1. Be addressed to IBPS at the address mentioned in Section 1(Page 6).
  2. The inner envelopes shall indicate the name and address of the Bidder
  3. If the outer envelope is not sealed properly and marked as indicated, IBPS will assume no responsibility for the Bids misplacement, Loss of documents or premature opening

B. Contents of the 2 Envelopes:

1. Envelope "A" - Eligibility Criteria.

The following documents shall be inserted inside Envelope A:

a. Bid Earnest Money in the form of Demand Draft – Annexure A
b. Bid Offer form (without price) – Annexure B
c. Bidder's Information– Annexure C
d. Declaration regarding Clean Track by Bidder– Annexure D
e. Declaration of Acceptance of Terms and Conditions – Annexure E
f. Declaration of Acceptance of the Scope of Work – Annexure F
g. Technical Bid – Annexure G
h. Eligibility Criteria Matrix – Annexure H
i. Last three years (FY 2022-23,FY 2024-25 and FY 2025-26) audited Balance sheet and profit and loss statements.
j. Signed OEM Certificate/Authorization letter from OEM.
k. RFP document duly sealed and signed by the authorized signatory on every page
l. Client reference documents in the form of PO or client's self-declaration duly sealed and signed by the clients authorized signatory and also by bidder signatory
m. Companies incorporation, sales tax and service tax registration certificates duly sealed and signed by the authorized signatory

2. **Envelope "B" - Commercial Bid.**

The following documents shall be inserted inside Envelope B:

1. Commercial bid form (Line Item Wise Prices)– Annexure - I
2. Commercial bid form –Annexure – J

C. Bid Submission:

The Bidder should bear all the costs associated with the preparation and submission of their bid and IBPS will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 1.

The offers should be made strictly as per the formats enclosed.

No columns of the tender should be left blank. Offers with insufficient/inaccurate information and Offers which do not strictly comply with the stipulations given in this RFP, are liable for rejection.

D. Bid Currency:

All prices shall be expressed in Indian Rupees only.

E. Bid Language:

The bid shall be in English Language.

F. Rejection of Bid:

The Bid is liable to be rejected if:

1. The document doesn't bear signature of authorized person.
2. It is received through Fax/E-mail.
3. It is received after expiry of the due date and time stipulated for Bid submission.

4. Incomplete/incorrect Bids, including non -submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for Proposal are liable for rejection by IBPS.
5. Any bid with pricing information listed or included anywhere except the commercial bid envelope will be automatically disqualified.

G. Deadline for Submission:

The last date of submission of bids is given in Section 1, unless amended by IBPS through its website.

H. Extension of Deadline for submission of Bid:

IBPS may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through IBPS website, in which case all rights and obligations of IBPS and Bidders will thereafter be subject to the deadline as extended.

I. Late Bid:

Bids received after the scheduled time will not be accepted by IBPS under any circumstances. IBPS will not be responsible for any delay due to postal service or any other means.

J. Modifications and Withdrawal of Bids:

- Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- No bid will be modified after the submission of bids

K. Right to Reject, Accept/Cancel the bid:

- IBPS reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.
- IBPS does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. IBPS also has the right to re-issue the Tender without the Bidders having the right to object such re-issue

L. RFP Abandonment:

IBPS may at its discretion abandon the process for the Service Provider for AMC Service of IBPS IT Hardware at any time before notification of award.

M. Bid Evaluation Process:

The Bid Evaluation will be carried out in 2 stages as mentioned in Section 7 of the RFP.

N. Contacting IBPS:

From the time of Bid opening to the time of Purchase Order award, if any Bidder wishes to contact IBPS for seeking any clarification on any matter related to the Bid, it should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact IBPS with a view to canvas for a Bid or put any pressure on any official of the IBPS may entail disqualification of the concerned Bidder or his Bid.

Section 6 - Bid Opening

Opening of Bids:

Bids will be opened in 2 stages

Stage 1 – In the first stage, the Eligibility Criteria and Technical Bids I.e. Envelope A & envelope B will be opened.

Stage 2 – In the second stage the Commercial Bids I.e. Envelope B will be opened.

6.1 Opening of Envelope A - Technical Bids:

- IBPS will open Envelopes "A" & "B" in the presence of Bidder's representative(s) who choose to be present on the date, time and address mentioned in the intimation issued by IBPS for the purpose.
- The representatives of the Bidder have to produce an authorization letter from the Bidders/Identity Card to represent them at the time of opening of Technical bids. Only one representative will be allowed to represent each Bidder. In case the Bidders representative is not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the IBPS.
- The bidder representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for IBPS, the bids shall be opened at the appointed time and place on next working day.

6.2 Opening of Envelope B - Commercial Bids:

- Only those Bids that are technically qualified will be eligible for opening of commercial bids i.e. Envelope "B".
- Those Bidders who qualify technically will be intimated the date, time and address for opening of Commercial Bids.
- The representatives of the Bidder have to produce an authorization letter from the Bidders/Identity Card to represent them at the time of opening of Technical bids. Only one representative will be allowed to represent each Bidder. In case the Bidders representative is not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the IBPS.
- The bidder representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for IBPS, the bids shall be opened at the appointed time and place on next working day.

Section 7 - Bid Evaluation

7.1 Preliminary Examination of Eligibility Bids:

- IBPS will examine the Bids to determine whether they are complete, whether required information have been provided as underlined in the Bid document, whether the documents have been properly signed, and whether Bids are generally in order.
- Eligibility and compliance to all the forms and Annexure would be the first level of evaluation. Only those Bids which comply to the eligibility criteria will be taken up for further technical evaluation.
- IBPS may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- If a Bid is not substantially responsive, it will be rejected by IBPS and may not subsequently be made responsive by the Bidder by correction of the nonconformity. IBPS"s determination of bid responsiveness will be based on the content of the bid itself.
- Non-Payment of Bid Cost and EMD prior to last date will result in immediate disqualification. (***Proof of both shall be kept in Main envelope outside Envelope A & B for quick verification.)***
- IBPS may interact with the Customer references submitted by Bidder, if required.

7.2 Evaluation of Technical bids:

The Technical Evaluation will be based on documentary proofs (Certificates/ Work Orders/ Contracts) submitted. The Commercial bids of only those bidders who have submitted all required documentary proof in technical bid evaluation process will be considered for financial bid evaluation. The Technical evaluation process is merely qualifying in nature will have no impact in further processes.

- Compliance to Technical Requirement stipulated in the RFP, duly supported by documentary evidence will be evaluated in detail.
- Written reply, if any, submitted in response to the clarification sought by IBPS, if any, will be reviewed.
- IBPS may interact with the Customer references submitted by Bidder, if required.
- Bidders are required to provide documentary evidence, wherever available, for the technical specifications.

7.3 Evaluation of Commercial Bids:

- Commercial Bids of only the short listed bidders of the technical evaluation process will be opened. Date and time of the same will be intimated to the respective bidders.
- IBPS's evaluation of the commercial bids will take into account the status of compliance of terms and conditions.
- Arithmetic errors in the Bids submitted shall be treated as follows:
  - Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
  - Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will govern unless, in the opinion of the IBPS, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern.

- Where there is a discrepancy between the amount mentioned in the bid and the line item total present in the Commercial Bid, the amount obtained on totaling the line items in the Commercial Bid will govern.

7.4 Successful Evaluated Bidder:

- Bidder who has quoted the lowest will be declared as successful evaluated bidder who will be called L1 Bidder. IBPS reserves the right to place the order with the L2 bidder, in case the L1 bidder refuses to accept the order, or otherwise gets disqualified as per the terms of the RFP, **provided the L2 bidder matches the price quoted by the L1 bidder**.

- In case of tie in commercial Bid, only the bidders who have tied will be given equal opportunity to provide further lower pricing. Lowest quoted bidder of the tie-breaker will be the L1.

Section 8 - Terms and Conditions

8.1 Notification of Award/Purchase Order:

Upon the successful Bidder accepting the Purchase Order and completing the tender process, each unsuccessful bidder will be notified to collect their respective EMDs.

8.2 Single Bid Situation:

If IBPS receives single bid or eventually there is only one bidder who qualifies in the technical evaluation process, IBPS will proceed towards re-tender process. The Single bidder will have a choice to keep the same Commercial bid or submit a new tender altogether for the re-tender process. Only the latest submission will be considered for the Evaluation.

8.3 Earnest Money Deposit:

EMD deposited by successful bidder will be retained as Guarantee until the project is completed and invoice is raised. Any penalties incurred (as mentioned in section 8.6) will be deducted from the EMD amount and only the remaining amount will be adjusted in the final invoice before payment is processed. If the Penalties surpass the remitted EMD amount, Possible blacklisting/debarment as per procurement rules will follow.

8.4 Signing of purchase order:

The successful Bidder shall accept the Purchase Order Within 3 days of receipt of Purchase order. Failure of the successful Bidder to comply with the above requirements shall constitute sufficient ground for the annulment of the award.

8.5 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 rates while making any payment.

Commercial Bid shall be exclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, insurance, service taxes etc.

The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to IBPS.

8.6 Penalty for default in services:

Penalty will be levied, if the products are not delivered within the time prescribed on the Purchase order (from the date of initial acknowledgement) as given below:

- Liquidated damages of 1% of the order value per week of delay, subject to a maximum of 10% of the contract value

Penalty will be levied, if the L1 fails to deliver the products after 10 weeks from the date of initial acknowledgement of PO and/or informs the same vide email/in person.

- The PO will be terminated with immediate effect, will result in forfeiture of the EMD and possible blacklisting/debarment as per procurement rules.

Penalty will be levied, if the L1 fails to Complete installation/Commissioning of the products within 4 weeks of delivery of the items to IBPS location.

- Liquidated damages of 1% of the order value per week of delay, from the date of delivery, subject to a maximum of 10% of the contract value.

Penalty will be levied, if the L1 fails to deliver products that meet Quality requirements/Parts or entire systems are DOA and/or fails to match the Technical specifications on the RFP.

- Rejection of delivered items and/or replacement at the contractor's cost. Forfeiture of the EMD. Possible blacklisting/debarment as per procurement rules.

8.7 Payment Terms:

Payment shall be done upon invoice submission after successful delivery of products and Initial configuration as per RFP.

8.8 Price:

There shall be no increase in price for any reason whatsoever.

8.9 Confidentiality:

The Bidder shall (whether or not he submits the tender) treat the details of the documents as secret and confidential.

8.10 Indemnity:

The Bidders shall indemnify, protect and save IBPS and hold IBPS harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from

(i) An act of omission or commission of the Bidder, its employees, its agents, or employees of its sub-contractors in the performance of the services provided by the Purchase Order,

(ii) Breach of any of the terms of the Purchase Order or breach of any representation or warranty or false statement or false representation or inaccurate statement or assurance or covenant by the Bidder,

(iii) Bonafide use of the deliverables and or services provided by the Bidder,

(iv) Misappropriation of any third party trade secrets or infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided to fulfill the scope of this project,

(v) Employment claims made by the employees, sub-contractor, sub-contractor's employees, who are deployed by the Bidder, under this Purchase

Order, (vi) Breach of confidentiality obligations of the Bidder,

(vii) Gross negligence or gross misconduct solely attributable to the Bidder or by any agency, contractor, subcontractor or any of their employees engaged by the bidder for the purpose of any or all of the obligations under this contract.

The Bidder shall further indemnify IBPS against any loss or damage arising out of loss of data,

claims of infringement of third-party copyright, patents, or other intellectual property, and third-party claims on IBPS for malfunctioning of the equipment or software or deliverables at all points of time, provided however,

(i) IBPS notifies the Bidder in writing immediately on being aware of such claim,

(ii) The Bidder has sole control of defense and all related settlement negotiations.

The Bidder shall be responsible for any loss of data, loss of life, etc. due to willful misconduct of Bidder's representatives, and not just arising out of gross negligence or misconduct, etc., as
such liabilities pose significant risk.

The Bidder shall indemnify IBPS (including its employees, directors or representatives) from and against claims, losses, and liabilities arising from:

1. Non-compliance of the Bidder with Laws / Governmental Requirements.

2. Intellectual Property infringement or misappropriation.

3. Negligence and misconduct of the Bidder, its employees, sub-contractor and agents.

4. Breach of any terms of Agreement, Representation or Warranty.

5. Act of omission or commission in performance of service.

6. Loss of data/Data Leak.

7. Non Compliance of IT and DPDP Act of Government of India.

Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However, indemnity would cover damages, loss or liabilities. Compensation suffered by IBPS arising out of claims made by its customers and/or regulatory authorities.

Bidder shall indemnify, protect and save IBPS against all claims, losses, costs, damages, expenses, action, suits and other proceedings, resulting from misappropriation of any third party trade secrets or infringement of any patent, trademarks, copyrights etc. or such other statutory infringements under any laws including the Copyright Act, 1957 or Information Technology Act 2000 in respect of all the hardware, software and network equipment's or other systems Supplied by them to IBPS from whatsoever source, provided IBPS notifies the Bidder in writing as soon as practicable when IBPS becomes aware of the claim however,

(i) The Bidder has sole control of the defense and all related settlement negotiations

(ii) IBPS will provide the Bidder with the assistance, information and authority reasonably necessary to perform the above and

(iii) IBPS does not make any statements or comments or representations about the claim without the prior written consent of the Bidder, except where IBPS is required by any authority/ regulator to make a comment / statement/ representation. Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages and compensations. However, indemnity would cover damages, loss or liabilities suffered by IBPS

arising out of claims made by its customers and/or regulatory authorities.

8.11 Bidders Liability:

The selected Bidder will be liable for all the deliverables.

The Bidders aggregate liability in connection with obligations undertaken as part of the agreement regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actual and limited to the value of the contract.

The Bidders liability in case of claims against IBPS resulting from gross misconduct or gross negligence of the Bidder, its employees, contractors, and subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

The parties hereby agree that due to negligent act of the Bidder or non-fulfillment of contract obligations, if IBPS suffers losses, damages the Bidder would be fully liable to the total value of the contract.

8.12 Termination of Contract:

For Insolvency:
IBPS may at any time terminate the contract by giving written notice to Bidder, if Bidder becomes bankrupt or insolvent. In this event, termination will be without compensation to Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to IBPS.

For Non-performance:
IBPS reserves its right to terminate the Agreement in the event the bidder fails to fulfil the order in full/ vary the technical specifications without prior approval by IBPS in scope of work of this RFP.

Effect of Termination:
In the event of termination of the Agreement hereunder, IBPS shall pay the bidder all undisputed fees as specified in the SOW/ Purchase Order, for all deliverables until the termination.

8.13 Force Majeure:

Notwithstanding the provisions of the RFP, the successful bidder or IBPS shall not be liable for penalty 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. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving IBPS or Bidders fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc.

If force majeure situation arises, the Bidder shall promptly notify IBPS in writing of such condition and cause thereof. Unless otherwise directed by IBPS in writing, the Bidder shall continue to perform its obligations under the contract as far as possible. If the Event of Force Majeure shall continue for more than Thirty (30) days either party shall be entitled to terminate the Contract at any time thereafter without notice. Neither party shall have any liability to the other in respect of the termination of this Contract as a result of an Event of Force Majeure.

8.14 Resolution of Disputes:

All disputes or differences arising out of or in connection with the Contract between IBPS and the Bidder shall be settled amicably through good-faith negotiation between senior management

of both parties.

IBPS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract/Purchase Order. If, IBPS and the Bidder have been unable to resolve amicably a Contract dispute even after a reasonably long period, either party may require that the dispute be referred for resolution to the formal mechanisms specified herein below.

The dispute resolution mechanism to be applied shall be as follows:

1. Decision of IBPS shall be final and binding on any matter connected with the work:
   i. In the case of any controversy, claim or dispute or breach or interpretation of this document ("the Disputes"), the Director, IBPS shall be the competent authority and his decision shall be final and binding.
   ii. In case the dispute still sustains, the parties shall mutually and amicably resolve the issue.
   iii. Notwithstanding the above, all disputes / legal remedy related to subject matter shall be within the jurisdiction of Mumbai Courts only.

8.15 Compliance with Applicable Laws of India:

The Bidder shall undertake to observe, adhere to, abide by, comply with and notify IBPS about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this Contract and shall indemnify, keep indemnified, hold harmless, defend and protect IBPS/officers/ staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
The Bidder must ensure full compliance with the Information Technology Act, 2000, including all amendments, and the Digital Personal Data Protection (DPDP) Act, 2023. In case of any personal data handled during the course of services, it must be processed as per the provisions laid down under the DPDP Act.
The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate IBPS and its employees/officers/staff/personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and IBPS will give notice of any such claim or demand of liability within reasonable time to the Bidder.

8.16 Replacement of Resource(s):

If IBPS shall consider at its sole judgment that the Resource(s) provided by Bidder as unsuitable for the job for whatsoever reason, then IBPS shall have the option either (1) to terminate the Purchase Order in part or as a whole or (2) to request Bidder for prompt replacement within 15 days at its cost. In case any key resource wants to leave from service of bidder, then Bidder shall take proper handover from the key resource before leaving the job so that IBPS operations

shall not be affected.

8.17 Intellectual Property Rights:

All rights, title and interest of IBPS in and to the trade names, trademark, service marks, logos, products, copy rights and other intellectual property rights shall remain the exclusive property of IBPS and Bidder shall not be entitled to use the same without the express prior written consent of IBPS. Nothing in contract including any discoveries, improvements or inventions made upon with/by the use of the Bidder or its respectively employed resources pursuant to contract shall neither vest nor shall be construed so that to vest any proprietary rights to the Bidder. Notwithstanding, anything contained in Contract, this clause shall survive indefinitely, even after termination of this Purchase Order.

8.18 Statutory Compliance:

Bidder shall comply and ensure strict compliance by his employees and agents of all applicable Central, State, Municipal and Local laws and Regulations and undertake to indemnify IBPS from and against all levies, damages, penalties and payments whatsoever as may be imposed by reason of any breach or violation of any law, rule, including but not limited to the claims against IBPS under Workmen Compensation Act, 1923, The Employees Provident Fund Act, 1952, The Purchase Order Labour (Abolition and Regulation) Act 1970, Factories Act, 1948, Minimum Wages Act and Regulations, etc. Shop and Establishment Act and any Labour Laws which would be amended/modified or any new act if it comes in force whatsoever, and all actions claim and demand arising therefrom and/or related thereto.

Bidder shall ensure to keep and maintain all the statutory registers, records as required under provisions of contract of Labour (R&A) Act,1970, Minimum Wages Act and the rules made thereunder, Employees Provident Fund Act, 1952 and keep the same available for inspection by IBPS and Government Authorities.

8.19 No Damage to IBPS Property:

Bidder shall ensure that there is no loss or damage to the property of IBPS while executing the Contract. In case, it is found that there is any such loss/damage due to direct negligence/non-performance of duty by any personnel, the amount of loss/damage so fixed by IBPS shall be recovered from Bidder.

8.20 Fraudulent and Corrupt Practice:

"Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the IBPS of the benefits of free and open competition.
Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution.
IBPS will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the project.

"Documents forms to be put in Envelope A"

Annexure A

Bidder's Letter for EMD/Bid Security

To

IBPS

Subject: RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS"

We have enclosed an EMD in the form of a Demand Draft No._____issued by the branch of the _____Bank, for the sum of ₹ 1,00,000.00/- (Rupees One Lakh only). This EMD is as required by clauses 5.2 B of the Instructions to Bidders of the above referred RFP.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Annexure B

Bid Offer Forms (without Price) (Bidder's Letter Head)

OFFER LETTER

Date:

To

IBPS

Dear Sir,

Subject: Subject: RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS"

We have examined the above referred RFP document. As per the terms and conditions specified in the RFP document, and in accordance with the schedule of prices indicated in the commercial bid and made part of this offer.
We acknowledge having received the following addenda / corrigenda to the RFP document.

Addendum No. / Corrigendum No.	Dated

While submitting this bid, we certify that:

1. Prices have been quoted in INR.
2. The prices in the bid have not been disclosed and will not be disclosed to any other bidder of this RFP.
3. We have not induced nor attempted to induce any other bidder to submit or not submit a bid for restricting competition.
4. We agree that the rates / quotes, terms and conditions furnished in this RFP are for IBPS and its Associates.

If our offer is accepted, we undertake, to start the assignment under the scope immediately after receipt of your order. We have taken note of Penalty clauses in the RFP and agree to abide by the same. We also note that IBPS reserves the right to cancel the order and order cancellation clause as per terms and condition would be applicable. We understand that for delays not attributable to us or on account of uncontrollable circumstances, penalties will not be levied and that the decision of IBPS will be final and binding on us.

We agree to abide by this offer till 90 days from the last date stipulated by IBPS for submission of bid, and our offer shall remain binding upon us and may be accepted by IBPS any time before the expiry of that period.

Until a formal contract is prepared and executed with the selected bidder, this offer will be binding on us. We also certify that the information/data/particulars furnished in our bid are factually correct. We also accept that in the event of any information / data / particulars are found to be incorrect, IBPS will have the right to disqualify /blacklist us and forfeit bid security.

We undertake to comply with the terms and conditions of the bid document. We understand that IBPS may reject any or all of the offers without assigning any reason whatsoever.

As security for the due performance and observance of the undertaking and obligation of the bid we submit herewith EMD in the form of Demand Draft bearing no. _ Drawn in favor of _____Dated _____

"Institute of Banking Personnel Selection" valid for _____days for an amount of Rs.1,00,000 (Rs. One Lakh Only) payable at Mumbai.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm:

Address

Annexure C

Bidder's Information

Details of the Bidder				
1	Name of the Bidder (Prime)			
2	Address of the Bidder			
3	Constitution of the Company (Public Ltd/ Pvt. Ltd / Partnership / Proprietorship)			
4	Details of Incorporation / Registration of the Company. Relevant Certificate to be submitted			Date: Ref#
5	Details of Commencement of Business, if applicable			Date: Ref#
6	Valid Sales tax registration no.			
7	Valid Service tax registration no.			
8	Permanent Account Number (PAN)			
9	Name & Designation of the contact person to whom all references shall be made regarding this tender			
10	Telephone No. (with STD Code)			
11	E-Mail of the contact person:			
12	Website			
Financial Details (as per audited Balance Sheets) (in Cr)				
13	Year	2022-23	2023-24	2024-25
14	Net worth			
15	Turn Over			
16	PAT			

Annexure-D

Declaration regarding Clean Track by Bidder

(On Company/firm's Letterhead)

To

IBPS

Sir,

Re: Subject: RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS"

I have carefully gone through the Terms and Conditions contained in the above referred RFP. I hereby declare that my company/firm is not currently debarred/black listed by any Government / Semi Government organizations/ Institutions in India or abroad. I further certify that I am competent officer in my company/firm to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred/ blacklisted/case is pending	Blacklisted/debarred by Government / Semi-Government organizations/ Institutions	Reason	Since when and for how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding Period for which the company/firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Annexure E

Declaration for Acceptance of RFP Terms and Conditions

To,

IBPS

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document for Selection of service provider for **Subject: RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS".** I declare that all the provisions of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Annexure F

Declaration for Acceptance of Scope of Work

To,

IBPS.

Sir,

I have carefully gone through the Scope of Work contained in the RFP document for Selection of service provider for **Subject: RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS"**

I declare that all the provisions of this RFP / Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Annexure G

Technical Bid

(To be submitted in Envelope-1)

Note: If any bidder is not qualified in Technical bid, further evaluation of the bid will not be done.

Specifications and brand should be as per the table below. Any variations should be recorded in the response field. Any variations of a lower level than minimum requirement will result in immediate disqualification of the bid.

Sr. No.	Component	Description	Response from Bidder	Req. Qty.
1	**Workstation Specification:**			
	Make	**Dell**	**Dell**	2
	Model	**Pro Max Tower T2**	**Pro Max Tower T2**	
	Form Factor	Tower PC	**Yes**	
	Monitor	Dell Pro P24 Monitor P2426H with HDMI and DP Inputs	**Specify brand, model, size, Inputs**	
	Processor and Chipset	Intel Core Ultra 9 285(36 MB Cache, 24 Cores, 24 Threads, 1.9 Ghz to 5.6 Ghz, 65 W)	**Specify Exact model, generation**	
	RAM	64 GB: 2X32 GB, DDR5, 5600 MT/s, Non-ECC	**Specify RAM size and Generation**	
	Primary Storage	4 TB, M.2 2280, PCIe Gen 4 SED Ready NVMe SSD (Single Stick)	**Specify SSD type and size**	
	Wireless	802.11ac 1x1 Wi-Fi and Bluetooth	**Yes/No**	
	Thermal Cooling	Premium Air Cooler	Yes/No	
	PSU	1500W 80 plus Platinum PSU	Yes/No	
	Ports	1 RJ45 - 10/100/1000Mbps/Gigabit Ethernet	**Yes/No**	
		USB2.0 or 3.2 USB A *4, USB-C *2 ports or better	**Yes/No**	
		HDMI, Display Port	**Yes/No**	
		USB 3.2 Gen 1 Type-A	**Yes/No**	
	OS License	Windows 11 Pro (64bit) with latest updates pre-installed	**Yes/No**	
	Keyboard and Mouse	Keyboard Mouse Combo	**Specify Wired/Wireless**	
	Warranty and Support	3 Years Comprehensive onsite Warranty and support	**Yes/No**	

Company Name:

Signature:

Name & Designation:

Phone No:

Official email ID:

Seal, Signature of bidder with date

Annexure H

Eligibility Criteria Responses

Sr. No.	Description	Complied with statements	Proof attached
1.	Company registered under the Companies Act, 1956 or an LLP governed by the Limited Liability Partnership Act 2008 since the last 5 years. Joint Ventures & Consortiums are not allowed to participate in the bid.		Attested Copy of Registration Certificate Self-declaration on Company letter head with Co. seal
2.	The Bidder should have minimum annual turnover of Rs.3 Crores during the last three financial years 2022-23, 2023-24 and 2024-25.		Audited balance sheets & Profit /loss statement to be submitted.
3.	The Bidder should be a profit (profit after tax) making Company in the last 3 Financial Years i.e. 2022-23, 2023-24 and 2024-25.		Audited balance sheets & Profit /loss statement to be submitted.
4.	The Bidder should not be currently blacklisted by any Government / Government agency/ Bank / institution in India or abroad		Declaration as per Annexure-D
5.	OEM Certificate/Authorization Letter from Dell physically or digitally signed by authorized person		Authorization letter/OEM Certificate
6.	The bidder must have support office at Mumbai		Proof to be submitted and Self-declaration on company letter head with Co. seal.
7.	The Bidder should provide reference (with contact details) of at least 3 clients, who have availed similar services within the past 3 years as on submission date, each costing not less than 5 lakhs out of which at least two projects of similar nature in a Govt. Ministry or Department/ Public Sector company/ Government autonomous body etc.		Self-declaration on referenced clients company letter head with company seal & signed to be submitted along with PO/work order/contracts

To be put in Envelope "B"

Annexure I

Commercial Bid Form

(To be included in Commercial Bid Envelope)

To: Date:

Dear Sir,

RFP Reference No.: IBPS/RFP/07/2026/TSS/WORKSTATIONS Dated 24th July 2026 for "Supply, Installation and Commissioning of WORKSTATIONS"

Having examined the Bidding Documents placed along with RFP, we, the undersigned, offer to provide the required infrastructure in conformity with the said Bidding documents for the sum of Rs.....(Rupees excluding taxes) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide _____for the above purpose within the stipulated time schedule.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by IBPS up to the period prescribed in the Bid which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We have complied with all the terms and conditions of the RFP. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this..... Day of.....2026

(Signature)

(Name)

(In the capacity of) Duly authorized to sign Bid for and on behalf of

To be put in Envelope "B"

Annexure J

Commercial Bid

COMPANY NAME: _____

ADDRESS: _____

_____

_____

CONTACT PERSON: _____ PHONE NUMBER:

EMAIL: _____ WEB SITE:

Commercial Price description for Workstations:

Sr. No.	Workstation Computer Model	Qty.	Price Per Unit	Total Price	GST	Total Price with GST
1	Workstation Make and Model : Dell (Technical specification as per Annexure G)	2				

Signature:

Name:

Designation:

Phone No:

Official email ID: