

Ref: CO/ITD/PROC/3966/R1/2025-26

Date: 27/11/2025



REQUEST FOR PROPOSAL / LIMITED TENDER ENQUIRY

for

Procurement of 1 no. of Laptop with three years' warranty

Note- This is a Limited Tender and participation in this RFP is by invitation only and is limited to the vendors identified by Bank. Unsolicited bids will not be considered by Bank.

REF NO CO/ITD/PROC/3966/R1/2025-26

Dated: 27/11/2025

Issued by:

Information Technology Department
3rd Floor, 66, Rajaji Salai, Chennai – 600 001
Phone: 044-2527 3011/3010

Website: <https://www.indianbank.in>

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Indian Bank invites sealed quotations from local vendors for the supply of the items as per details give below:

SI No	Item	Qty
1	Laptop with three years warranty	1

Schedule of Events:

SI No	Particulars	Remarks
1	Scope of the work	Supply of 1 no. of Laptop with three years warranty.
2	Contact details of issuing department (Name, Designation, Mobile No., Email and office address for sending any kind of correspondence regarding this RFP)	<p>Name : Mr. H P Mohanty Designation : Chief Manager (IT) E-Mail id : HP.MOHANTY@indianbank.bank.in Mobile No : 8902559486</p> <p>Name : Mr. Ravi Kumar Designation : Chief Manager (IT) E-Mail id : RAVI.K2@indianbank.bank.in Mobile No : 7565898126</p> <p>Contact Address : Indian Bank, Head Office, Information Technology Department, 3rd Floor, 66, Rajaji Salai, Chennai – 600 001</p>
3	Bid Document Availability including changes/amendments, if any to be issued	Will be emailed to vendors whose details are available with the Bank. It is clarified that unsolicited bids will not be considered by the Bank.
4	Last date and time for Bid submission	29/11/2025 05.00 PM
5	Address for submission of Bids	Indian Bank, Head Office, Information Technology Department, 3rd Floor, 66, Rajaji Salai, Chennai – 600 001
6	Date and Time of opening of Price Bids. <i>The quotation should be submitted strictly as per the Price Bid format provided in the RFP.</i>	29/11/2025 05.30 PM

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Minimum Specifications:

Processor	:	AMD Ryzen 9 or higher
RAM	:	16 GB DDR4 or higher
Storage	:	1 TB SSD or higher
Display	:	Minimum 16" Full HD
Operating System	:	Windows 11
Warranty	:	Minimum 3 Years Onsite

Terms and conditions:

Delivery Period	:	The delivery of the Laptop should be completed within two days from the date of issue of purchase order.
Delivery Location	:	Indian Bank, Head Office, Information Technology Department, 3rd Floor, 66, Rajaji Salai, Chennai – 600 001
Payment Terms	:	100% payment will be made within 30 days on providing the proof for delivery & installation, upon receipt of invoice and along with accepted copy of purchase order.
Taxes and duties	:	Applicable taxes and other charges, if any, should be clearly indicated.
Price Bid	:	<i>The quotation should be submitted strictly as per the Price Bid format provided in the RFP.</i>

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Price Bid

Date:

The Asst. General Manager
Indian Bank
IT Department
3rd Floor, 66, Rajaji Salai,
Chennai – 600 001

Dear Sir,

Sub: Request for Proposal for Supply of 1 no. of Laptop (RFP Ref: CO/ITD/PROC/3966/R1/2025-26 dated 27/11/2025)

Referring to your above RFP calling for quotations, we submit hereunder our best price for the items as under.

Item Description	Qty	Price in (Rs.), exclusive of taxes	Taxes (GST) %	Total Taxes (GST) (in Rs.)	Total Price (in Rs.) inclusive of taxes
	(a)	(b)	(c)	(d)	(e=b+d)
Laptop (Make & Model: _____)	1				
Total ::					

TOTAL PRICE IN WORDS: _____ (in Rs.)

Technical Specifications:

Parameter	Technical Specification offered
Processor	:
RAM	:
Storage	:
Display	:
Operating System	:
Warranty	:

We submit that we shall abide the terms & conditions given in above referred RFP.

For

Office Seal

Place:

Date:

(Authorised Signatory)

Name:

Designation:

Mobile No:

Business Address:

Telephone No:

E-mail ID: