



**REQUEST FOR PROPOSAL (RFP) FOR Supply and Installation of Desktops and Laptops**

**Tender No.: [PNBGILTS/RFP/Supply and Installation of Desktops and Laptops/2025-26/03]**

**Date:**

**PNB GILTS LIMITED  
5, Sansad Marg,  
New Delhi, 110001**

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## Request for Proposal (RFP) for Supply and Installation of All-in-One Desktops and Laptops

1. PNB Gilts Limited invites proposals from competent and eligible Bidders to supply and install Desktops and Laptops at our Head Office, Delhi and Branches, per the scope/requirements mentioned in this RFP document.

The details of the annexures are as follows:

Annexure	Annexure Details
A	Terms and conditions
B	Technical Proposal Covering Letters (Format I, II, III)
C	Eligibility Criteria, Covering letter, Qualification
D	Scope of Work/Requirement
E	Commercial Proposal Covering Letter and Bid Format

2. Interested bidders are requested to submit their final Techno-Commercial proposals and required annexures in a separate password-protected techno-commercial proposal in a sealed envelope or over email, with an individual password for technical and commercial proposals. Passwords will not be shared with the proposals or a separate email until requested in case of a **bid**.
3. Password-protected proposals (with separate passwords for technical and commercial proposals) should be sent to [IT@pnbgilts.com](mailto:IT@pnbgilts.com)
4. The technical bid should consist of Annexures A, B, C, and D. The commercial bid should include Annexure E.
5. We can reject the RFP at any point in time without assigning any reason.
6. **Contact Person: - Mr. Ashutosh Sharma ([IT@pnbgilts.com](mailto:IT@pnbgilts.com)) Contact No: - 8178823688**

Yours faithfully,

**Head IT**

**ANNEXURE A - TERMS AND CONDITIONS**

**1. Requirement:** - 78 AIO Desktops, 44 Laptops as per specifications mentioned in Annexure – D of this RFP.

**2. Delivery:**

Location-wise quantity of systems to be delivered is as under:

Sr. No.	Hardware Item	Quantity	Location
1	AIO Desktops	70	53 for Delhi, 8 for Mumbai, 2 for Ahmedabad, 7 for Gurugram locations
2	Laptops	50	Delhi (40), Mumbai (6), Kolkata (1), Chennai (1), Ahmedabad (2)

The delivery address of the locations will be mentioned in the Purchase Order.

**3. Payment:**

After receiving the invoice, payment will be made 100 % after the desktops and laptops are delivered, installed, and accepted.

**4. Warranty and Support:**

3 years comprehensive onsite warranty and support (service) options with next day resolution time, including free provision of spares, parts, kits as and when necessary, from the date of acceptance of the systems (excluding consumables). This condition applies to the systems / other software, and application packages delivered by the vendor along with the systems.

**5. Acceptance Test**

The systems will be accepted by us only after testing/checking them thoroughly according to the required specifications.

**6. Bid Evaluation**

- i. Bid evaluation will be done after the due date of bid submission, and quotations submitted after the due date or incomplete in any respect are liable to be rejected.
- ii. Initially, Technical Bids will be opened and evaluated. Only bidders who satisfy the Minimum Eligibility Criteria mentioned in Annexure-C will be considered for technical evaluation.
- iii. Technical Evaluation of the bids shall be done based on the mandatory Requirement Specifications mentioned in Annexure – D
- iv. Before the evaluation, PNB GILTS LTD will determine the responsiveness of each Bid to the Bidding Document. For purposes of these Clauses, a responsive Bid conforms to all the terms and conditions of the Bidding Document without any deviations.
- v. Determination of a Bid’s responsiveness will be based on the contents of the Bid itself, without recourse to extrinsic evidence.
- vi. If a Bid is not responsive, it may be rejected by PNB GILTS LTD and may not subsequently be made responsive by the Bidder by correcting the non-conformity.
- vii. Only commercial bids of technically qualified bidders will be opened and evaluated.

- viii. PNB GILTS LTD reserves the right to further negotiate the contract price/terms with the selected vendor.

## **7. Purchase Order:**

PNB GILTS LTD will reserve the right to issue a full or partial purchase order to a selected vendor. In case the vendor is unable to execute the order, PNB GILTS LTD will reserve the right to place an order with another bidder (vendor) of its choice. PNB GILTS LTD is not bound to accept the lowest or any bid it may receive and will reserve the right to scrap the entire vendor selection process initiated through this RFP.

## **8. Miscellaneous:**

- i. Within the period of warranty/maintenance cover stipulated, PNB GILTS LTD would have the right to:-
  - 1) Shift the systems to an alternate site at its choice.
  - 2) Install electronic components such as memories, hard drives, etc., to enhance the system's performance.
- ii. All disputes and differences of any kind, arising out of or in connection with the purchase order, shall be referred to arbitration. The arbitrator may be appointed by both parties, or in case of disagreement, each party may appoint an arbitrator, and the arbitrator's decision (s) shall be final. Such arbitration is to be governed by the provisions of the Indian Arbitration Act.
- iii. Systems should strictly conform to our specifications. We reserve the right to reject quotations if they deviate from these. If any deviation is detected after acceptance, the vendor should replace the identified systems free of cost.
- iv. The vendor should certify the brand of components/sub-assemblies used in manufacturing the systems. PNB GILTS LTD would open and inspect the systems before installation to confirm the certification.
- v. Bidders should not quote any part/component reaching End of Life and/or End of Support during the mentioned warranty period from the date of purchase.
- vi. PNB GILTS shall be under no obligation to accept the lowest bid or any other response to this tender notice, including incomplete tenders/responses, without assigning any reason whatsoever. PNB GILTS LTD reserves the right to modify/alter the full or partial terms and conditions of the tender / RFP / process and reissue fresh, if necessary, at any point during the process until the purchase order is placed.

### Schedule of the Event

Sr. No.	Particulars	Dates and Timeline
01	Date of issue of the RFP	28th July 2025
02	Last Date and Time for submission of bids (technical and commercial) along with supporting documents	18th August 2025
03	Address for communication	PNB GILTS LIMITED 5, Sansad Marg, New Delhi, 110001
04	E-mail ID and contact for any queries / Comments /clarification regarding RFP / process	Mr. Ashutosh Sharma ( <a href="mailto:IT@pnbgilts.com">IT@pnbgilts.com</a> ) Contact No: - 8178823688.
<ol style="list-style-type: none"> <li>1. Bidders are expected to adhere to the timelines mentioned above. However, PNB GILTS LTD reserves the right to change them.</li> <li>2. If the above schedule changes, it will be communicated to all applicable bidders via notice/email.</li> <li>3. The Bidder will bear entirely and exclusively all costs and expenses associated with developing, preparing, and submitting its responses to the RFP, including but not limited to attendance at meetings, discussions, presentations, demonstrations, Proof of Concept, etc., and providing any additional information required by PNB GILTS LTD.</li> </ol>		

**ANNEXURE - B**

**FORMAT - I**

**Technical Proposal Covering Letter (On Company Letter Head)**

To,  
Head IT  
PNB GILTS LTD,  
5, Sansad Marg,  
4<sup>th</sup> Floor, New Delhi- 110001

Dear Sir,

**Sub: Technical Proposal for RFP for Supply and Installation of All-in-One Desktops and Laptops**

Having examined the Request for Proposal Documents No. \_\_\_\_\_ Dated the receipt of which is hereby duly acknowledged, we, the undersigned, **offer to provide Desktops and Laptops** in conformity with the said RFP Documents and hereby undertake that we accept all the conditions of the RFP and will provide the complete services as per the Scope of Work.

We undertake to state that we have submitted all the necessary documents/responses as per the technical proposal of this RFP.

We agree to abide by this bid for the bid validity period specified in the RFP. It shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that you are not bound to accept the lowest or any bid you may receive. Enclosure,

1. Technical Bid as per Annexure D.

Yours faithfully,

Date: \_\_\_\_\_ Signature of the Authorized Person

Name of the Authorized Signatory:

Place: \_\_\_\_\_ Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal:

**FORMAT - II**

**Confirmation of Terms and Conditions (On Company Letter Head)**

To,  
Head IT  
PNB GILTS LTD,  
5, Sansad Marg,  
4<sup>th</sup> Floor, New Delhi- 110001

Dear Sir/ Madam(s),

**Sub: Confirmation of T&C for RFP for supply and Installation of All-in-One Desktops and Laptops**

Further to our proposal dated, in response to the Request for Proposal (RFP No \_\_\_\_\_ dated \_\_\_\_\_) issued by PNB GILTS LTD., we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions/stipulations as contained in the RFP and the related annexures/addendums and other documents including the changes made to the original tender documents issued by the PNB GILTS LTD, provided however that only the list of deviations furnished by us along with the technical bid which are expressly accepted by PNB GILTS LTD and communicated to us in writing, shall form a valid and binding part of the RFP above document. PNB GILTS LTD is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere, either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and PNB GILTS LTD's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

We also confirm that our prices, as specified in the Commercial Proposal, are per the terms and conditions specified in the RFP document.

Yours faithfully,

Date:

Signature of the Authorized Person

Name of the Authorized Signatory:

Place:

Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal:

**FORMAT - III**

**Confirmation of Genuineness of hardware (On Company Letter Head)**

To,  
Head IT  
PNB GILTS LTD,  
5, Sansad Marg,  
4<sup>th</sup> Floor, New Delhi- 110001

Dear Sir/ Madam(s),

**Sub: Confirmation of Genuineness of Hardware for RFP for Supply and Installation of All-in-One Desktops and Laptops**

Further to our proposal dated, in response to the Request for Proposal (RFP) \_\_\_\_\_ dated \_\_\_\_\_ issued by PNB GILTS LTD., we hereby confirm that all the components/parts/assembly/software used in the said project to be supplied shall be original new components/parts/assembly/software (s) from Original Equipment Manufacturer and that no refurbished / duplicate/second hand components/parts/assembly/software (s) shall be supplied or shall be used. We shall also produce a certificate from the Original Equipment Manufacturers supporting the above statement.

We also confirm that licensed operating systems and other software utilities will be procured from authorised sources and supplied with Authorised License Certificates, such as Paper Licenses, Product Keys, etc.

In case PNB GILTS LTD finds that the above conditions are not complied with, we agree to take back the Hardware etc., supplied as above and return the money paid by you, in full within seven days of intimation of the same by the PNB GILTS LTD, without demur or any reference to a third party and without prejudice to any remedies PNB GILTS LTD may deem fit.

Yours faithfully,

Date: \_\_\_\_\_ Signature of the Authorized Person

Name of the Authorized Signatory:

Place: \_\_\_\_\_ Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal:

**ANNEXURE C**

**Minimum Eligibility Criteria Covering Letter (On Company Letter Head)**

To,  
Head IT  
PNB GILTS LTD,  
5, Sansad Marg,  
4<sup>th</sup> Floor, New Delhi- 110001

Dear Sir/ Madam(s),

**Sub: Minimum Eligibility for RFP for Supply and Installation of All-in-One Desktops and Laptops**

Having examined the Request for Proposal (RFP) Documents (RFP No. \_\_\_\_\_ dated \_\_\_\_\_) The receipt of which is hereby duly acknowledged, we, the undersigned, undertake to fulfil the Minimum Eligibility Criteria requirements.

We further state that we have submitted all the necessary documents and details per the “Minimum Eligibility Criteria” requirements of the said RFP.

Yours faithfully,

Date:	Signature of the Authorized Person
	Name of the Authorized Signatory:
Place:	Designation:
	Contact details:
	Phone number:
	Email ID:
	Name of the Organisation:
	Seal:

**MINIMUM ELIGIBILITY CRITERIA (On Company Letter Head)**

Note/Ref:

1. Bidders are requested to adhere strictly to the formats given in this document.
2. The Bidders are required to sign & stamp on the Eligibility Criteria.

Criteria	Bidders Comments	Documents required
The bidder should have a minimum average annual turnover of Rs. 5 Crore during the last three financial years, i.e., 2021-22, 2022-23, and 2023-24	YES/NO	Copy of the relevant document as proof
The bidder should have positive net worth during the last three financial years, i.e. 2021-22, 2022- 23, and 2023-24	YES/NO	CA Certificate to be submitted.
The Bidder should be a minimum authorised partner with OEM (viz. Dell, HP, Lenovo, etc.) for the proposed make/model.	YES/NO	Certificate from OEM
The Bidder should not be blocked, debarred, or negatively listed by any Statutory or public sector bank or Regulatory authority. Authorities	YES/NO	Self-Declaration by authorised signatory on a separate letter.

Date: Signature of the Authorized Person

Name of the Authorized Signatory:

Place: Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal:

**Annexure – D****Scope of Work / Requirement**

Requirement of All-in-One Desktops and Laptops as per the specifications mentioned in the table below:

<b>Requirement Specifications</b>		<b>Bidder's Remarks as (YES/NO) All fields are mandatory</b>
<b>Desktops</b>		
Desktop Type	All in One	
Make & Model		
Processor	Intel Core i7-14700 5.00G 33 MB 20 cores 35W CPU	
OS	Windows 11 Pro 64-bit	
RAM	16GB (1x16GB) DDR5 4800 UDIMM Memory	
Hard Disk	500 GB 2280 PCIe NVMe Value Solid State Drive	
Screen	24"	
Graphics	Intel Integrated	
Keyboard and Mouse	wireless keyboard and mouse	
Warranty	3-Year Onsite Warranty	
Quantity Required	53 for Delhi, 8 for Mumbai, 2 for Ahmedabad, 7 for Gurugram locations	
Industry Compliance Environmental & Regulatory Standard (ENERGY STAR®, EPEAT®, etc.)	Qualified	
Delivery timeline After getting a purchase order	Within 6 weeks of the date of releasing the purchase order	
<b>Laptops</b>		
Make & Model		
Base unit	intel U7-155U WUXGA300 w/BL KBD with 5MP Camera + IR TI PD IC 440 G11 INDIA Base NB PC with Wi Fi, Bluetooth	
OS	Windows d11 Pro 64-bit	
RAM	16GB (1x16GB) DDR5 5600 SODIMM Memory	
Hard Disk	500 GB PCIe NVMe Value Solid State Drive	
Screen	14" WUXGA (1920x1200) AG 300nits	
Camera	5MP+IR Cam	

Graphics	Intel Integrated	
Network	RJ-44 Ethernet 10/100/1000	
Speaker & Microphone	Both Inbuilt	
Warranty	3-Year Onsite Warranty	
Quantity Required	40 for Delhi, 6 for Mumbai, 1 for Kolkata, 1 for Chennai, 2 for Ahmedabad	
Industry Compliance Environmental & Regulatory Standard (ENERGY STAR®, EPEAT®, etc.)	Qualified	
Delivery timeline After getting a purchase order	Within 6 weeks of the date of release of the purchase order	

**NOTE:**

1. Technical evaluation. One of the proposals qualifying the minimum eligibility criteria (mentioned under Annexure C) shall be done based on the mandatory requirement specifications table.
2. Color preference for the systems: Black (All systems should be of the same colour)
3. Certification: The desktop model should be CERTIFIED FOR MICROSOFT WINDOWS.
4. USB Keyboard & Mouse from Same OEM.
5. CARE: No CD/DVD drive to be provided.
6. Network Cab: The VGA/HDMI cable provided should be a minimum of 1.5 meters long.
7. Proposals received in an improper format or not as per the requirement specification may be rejected at the sole discretion of PNB GILTS LTD.
8. PNB GILTS LTD will reject any PC found damaged, perforated, defective, or not meeting the required specifications mentioned above. The rejected PC must be replaced by the vendor immediately or within one week.
9. Warranty and Support: '3' years comprehensive onsite warranty and support (service) options with next-day resolution time, including free provision of spares, parts, and kits as and when necessary, from the date of acceptance of the systems (excluding consumables). This condition applies to the systems / other software, and application packages delivered by the vendor along with the systems.
10. 100% Payment will be made after product delivery and installation, warranty registration, the installation engineer's demonstration of the required features, and the satisfaction of PNB Gilts.
11. An engineer visit will be scheduled for installation immediately, i.e. within 2 days of delivery.

**Annexure E**

**I. Commercial Proposal Covering Letter (On Company Letter Head)**

To,  
Head IT  
PNB GILTS LTD,  
5, Sansad Marg,  
4<sup>th</sup> Floor, New Delhi- 110001

Dear Sir/ Madam(s),

**Sub: Commercial Proposal for RFP for Supply and Installation of All-in-One Desktops and Laptops**

Having examined the Request For Proposal (RFP) Documents \_\_\_\_\_dated \_\_\_\_\_ The receipt of which is hereby duly acknowledged, we, the undersigned, offer our services, as mentioned, in conformance with the scope of work of said RFP documents and as per the attached Commercial Proposal and hereby undertake that we accept all the terms and conditions of the RFP.

If our bid is accepted, we will deliver the services according to the final delivery schedule.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract negotiations, up to the expiration of the proposal's validity period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Enclosure-

1. Commercial Bid for RFP for Supply and Installation of Desktops and Laptops  
Yours faithfully,

Date:

Signature of the Authorized Person:

Name of the Authorized Signatory:

Place:

Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal:

## Annexure - E

## II. Commercial Proposal bid format (On Company Letter Head)

<b>Desktops</b>	
Desktop Type	All in One
Make & Model	
Processor	Intel Core i7-14700 5.00G 33 MB 20 cores 35W CPU
OS	Windows 11 Pro 64-bit
RAM	16GB (1x16GB) DDR5 4800 UDIMM Memory
Hard Disk	500 GB 2280 PCIe NVMe Value Solid State Drive
Screen	24"
Graphics	Intel Integrated
Keyboard and Mouse	wireless keyboard and mouse
Warranty	3-Year Onsite Warranty
Quantity Required	53 for Delhi, 8 for Mumbai, 2 for Ahmedabad, 7 for Gurugram locations
Industry Compliance Environmental & Regulatory Standard (ENERGY STAR®, EPEAT®, etc.)	Qualified
Delivery timeline After getting a purchase order	Within 6 weeks of the date of releasing the purchase order
<b>Laptops</b>	
Make & Model	
Base unit	intel U7-155U WUXGA300 w/BL KBD with 5MP Camera + IR TI PD IC 440 G11 INDIA Base NB PC
OS	Windows d11 Pro 64-bit
RAM	16GB (1x16GB) DDR5 5600 SODIMM Memory
Hard Disk	500 GB PCIe NVMe Value Solid State Drive
Screen	14" WUXGA (1920x1200) AG 300nits
Camera	5MP+IR Cam
Graphics	Intel Integrated
Network	RJ-44 Ethernet 10/100/1000
Speaker & Microphone	Both Inbuilt
Security Management	TPM enabled
Warranty	3-Year Onsite Warranty
Quantity Required	40 for Delhi, 6 for Mumbai, 1 for Kolkata, 1 for Chennai, 2 for Ahmedabad

Industry Compliance Environmental & Regulatory Standard (ENERGY STAR®, EPEAT®, etc.)	Qualified
<b>Delivery timeline After getting a purchase order</b>	Within 6 weeks of the date of releasing the purchase order
<b>*Price per unit inclusive of taxes (In Rs.)</b>	
<b>*Total Price, including taxes (In Rs.)</b>	

**NOTE:**

The Procurement of Laptops will be done in a single phase at the time of the Purchase order

The procurement of desktops (around 80) will be done in multiple phases. The details will be shared with the eligible bidder:

Desktops will be procured on the basis of the eligible life span as per the company’s IT Policy.

Regarding future procurements, rates negotiation may be carried out with L1 bidder, provided that final rates remain within approved rates ceilings as per procurement guidelines.

Further, more rates quoted for PC, Laptop will remain applicable for the current financial year procurement. A variation of +/- 10% in the quantity of units may occur during procurement.

\* The bidder will fill in information in all the highlighted fields.

Note: A proposal received in an improper format or not as per the requirement specification may be rejected at the sole discretion of PNB GILTS LTD.

Date: Signature of the Authorized Person

Name of the Authorized Signatory:

Place: Designation:

Contact details:

Phone number:

Email ID:

Name of the Organisation:

Seal: