

REQUEST FOR PROPOSAL (RFP)  
FOR  
LAPTOP AND DESKTOP PROCUREMENT

FOR

**UBI Services Limited**  
504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,  
MIDC, Thane (W), Pin code – 400604.

**BID FOR SUPPLY OF LAPTOP & DESKTOPS**

<b>Sr No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1</b>	<b>Background</b>	<b>3</b>
<b>2</b>	<b>Requirements</b>	<b>3</b>
<b>3</b>	<b>Scope of Work</b>	<b>3</b>
<b>4</b>	<b>Eligibility Criteria (Technical &amp; Commercial)</b>	<b>4 – 5</b>
<b>5</b>	<b>Bid Details in Brief</b>	<b>5 – 6</b>
<b>6</b>	<b>Empanelment Period and Terms</b>	<b>7</b>
<b>7</b>	<b>Bid Evaluation Criteria</b>	<b>7-8</b>
<b>8</b>	<b>List Laptop &amp; Desktop Model (Annexure A)</b>	<b>9</b>
<b>9</b>	<b>List of Branch Locations (Annexure B)</b>	<b>10</b>
<b>10</b>	<b>Checklist of System Hardening (Annexure C)</b>	<b>11</b>

## 1. BACKGROUND: -

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, Credit Compliance & Monitoring Cell (CMCC), etc.

## 2. REQUIREMENT:

UBI Services Limited (“UBISL” or “The Company”) invites quotations from suppliers (“Suppliers or Bidder”) from open market from Mumbai, Navi Mumbai and Thane Locations. Interested suppliers who deal in Laptop and Desktop (Items as per **Annexure A**) related materials or work and meeting the eligibility criteria shall respond to these bid documents. Suppliers shall be selected based on technical scrutiny followed by Financial Bid.

## 3. SCOPE OF WORK:

The selected Bidder shall supply Laptop and Desktop, and MS office software with specifications and quantity mentioned in purchase order to our Head Office / Register Office and Branch locations spread across 18 cities across India (Refer **Annexure B**) within the specified timeline after confirmation of proofs. The procurement will be executed in lots of 10 units each, with an estimated total of 100 systems over the year.

#### 4. ELIGIBILITY CRITERIA:

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP document. Offers received from the bidders who do not fulfill following criteria are considered as ineligible bidder.

##### (a) TECHNICAL BID:

S No.	Eligibility Criteria	Documents Required
1	Bidder must be legally registered entity i.e. Proprietor / Registered Firm / Limited Liability Partnership / Registered Domestic Company	Registration certificate issued by Registrar of Firms / Ministry of Corporate Affairs etc. Also Shop & Establishment License issued by local authority.
2	Valid / Active Shop & Establishment, PAN and GST registration numbers	Self-certified S&E Certificate, PAN and GST copies
3	Annual Turnover of Rs. 50 lakhs. for the last three financial years i.e. FY 2022-23, 2023-24 & 2024-25.	Audited Financial Statements for the last three years (if not audited then Financial Statement certified by Chartered Accountant along with Income Tax Return filed for respective year)
4	Work Experience: - The bidder / supplier should have a minimum of prior Three year of experience in supply of Laptop and Desktop to any organization like Banks, Govt. Organizations, PSU, Pvt.Ltd. Organization etc.	Copies of purchase orders (3 different year) from the organizations shall be submitted.
5	The bidder / suppliers should not have been blacklisted by any bank in the	An undertaking stating that the Company / Firm have not been

	past or services terminated due to poor performance	blacklisted should be submitted.
6	Annual GST Returns for the last three Financial Years	GSTR-9 and GSTR-9C filed for the last three financial years
7	Distribution of material across India to UBISL branch locations.	Statement of location wise courier / transportation charges and Delivery timelines.

**(b) COMMERCIAL BID: -**

- The Bidder should submit the bid which will contain a items (as referred in Annexure A) with standard quantity.
- The Bidder should give MRP and Quoted / Offered Price of each product.
- All rates / price should be inclusive of freight, transportation, and packing charges but exclusive of applicable taxes.

**5. BID DETAILS IN BRIEF:**

S No.	Description	Details
1	Bid / RFP No. & Date	UBISL/RFP/IT/2025-26/010 Dated March 13, 2026
2	Brief Description of the RFP	Laptop and Desktop supply as mentioned in Annexure A
3	Address for Communication	<b>IT Manager</b> <b>UBI Services Limited</b> <b>Registered / Head Office: Unit No. 504-506, 5<sup>th</sup> Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra, Pin – 400 604.</b> <b>Phone No.: 022 – 6930 3001, 8880141068</b> <b>Email: - <a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a></b>

S No.	Description	Details
4	Date of Issue	<b>March 13, 2026</b>
5	Last Date of submission of Bids	<b>March 27, 2026, 6:00 PM</b>
6	Date and time of opening Technical Bids.	<b>March 30, 2026</b>
7	Date of Evaluation of Technical bids and opening financial bids.	<b>April 02, 2026</b>

The bid documents should be delivered / submitted in sealed envelopes and scribed as **“BID FOR Laptop and Desktop SUPPLY TO UBISL”** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, one for technical bid (Documents and technical information) another for Financial Bid which will contain a standard quantity, MRP and Quoted / Offered Price etc.**

The bidder can send their tender documents in soft copy via email to [tenders@ubisl.co.in](mailto:tenders@ubisl.co.in) but documents should be password protected and password can be shared to Manager IT at the time of opening of bid documents which shall be communicated separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document
- The Company or UBISL may, at its discretion, extend this deadline for submission of bids by amending the RFP Document
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.
- All supporting documents / annexures should be duly signed and stamped by authorized signatories.
- The submitted bids should be valid for 90 days from the last date of submission of bid.

## 6. EMPANELMENT PERIOD AND TERMS:

The empanelment period will be valid for a period of one years (12 months) from the date of issue of an empanelment letter or purchase order. The review of the empaneled vendor may be conducted annually to review the quality of products delivered, timelines and negotiation in products prices. The Company may terminate the services of empaneled vendors at its discretion based on review and shall have the right to cancel this panel of vendors at any time during the empanelment period.

The Company is in process of empanelment of vendor / supplier for procurement of laptop and desktop for a period of one year. The Company will shortlist three vendors / suppliers based on the following criteria.

- Technically qualified vendors (Top 3)
- Lowest quoted Cost / discount offered (L1, L2, & L3)
- Delivery period and conditions

The Company will empanel the three vendors based on above criteria. At the time of purchase of laptop in the lots company will invite the quotations from three empaneled vendors. The company will place the order to lowest quoted vendor for the particular lot. The Company will not invite or request for quote from non-empaneled vendors.

## 7. BID EVALUATION CRITERIA:

Bidder must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by the bidder. Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

Sr No.	Bidder Credentials	Max. Marks	Supporting Documents
1	Annual turnover more than Rs.50 lakhs in the last three financial years	30	Audited / Certified Financial Statement for last three years
2	Minimum three year of prior experience in distribution of material to Corporates/ Banks/ PSU/ Govt. Organizations/ Pvt.Ltd.	30	Copies of purchase orders (3 different year) from the organizations shall be submitted.
3	Bidder should not be blacklisted by any corporate / bank for poor performance.	20	Undertaking by Bidder
4	Distribution of material across PAN India at all UBISL Locations.	20	Statement of location wise courier / transportation charges and Delivery timelines
	<b>TOTAL</b>	<b>100</b>	

Note: The Technical Bid will have 65% weightage and Commercial Bid 35% weightage.

## Annexure A

### List of Laptop & Desktop Configuration:

Level	Configurations	Laptop Model	Lenovo Cost	Dell Cost	HP Cost
Entry Level Business Laptop	Intel Core i3 (13th Gen) / Core 3, 16 GB DDR4 / DDR5 , 512 GB NVMe SSD , 14" FHD Anti-glare Display ,Windows 11 Pro, USB-C, HDMI, USB 3.2, LAN, 3 Years On-site Warranty with Laptop Bag				
Mid-Range Business Laptop	Intel Core i5 (13th Gen) / Core Ultra 5, 16 GB DDR4 / DDR5, 512 GB NVMe SSD, 14" FHD IPS Anti-glare, Windows 11 Pro, 3 Years On-site Warranty with Laptop Bag				
High-End Business Laptop	Intel Core i7 (13th Gen) / Core Ultra 7, 16 – 32 GB DDR5, 1 TB NVMe SSD, 14" FHD / WUXGA IPS, Windows 11 Pro, 3 Years On-site Warranty with Laptop Bag				
Mid Business Desktop	Intel Core i5 (13th Gen)/ Core Ultra 5, 16 GB DDR4 / DDR5, 512 GB NVMe SSD, 19 inch Monitor, Windows 11 Pro, 3 Years On-site Warranty.				
MS Office	MS Office 2024 / Latest Version of MS Office (word, excel, outlook, power point) one time purchase perpetual license				

**Note: Laptop / Desktop required standard warranty of 3 years / Along with Backpack.**

## Annexure B

### List of Branch Locations

Sr No.	City	Branch Address
1	Mumbai (HO)	504-506, 5 <sup>th</sup> Floor, Centrum, S G Barve Marg, Wagale Estate, Thane, Maharashtra – 400 604.
2	Mumbai (Branch)	Centrum Business Square B-101, Near Lotus IT Park, Plot D1, Rd Number 16, Wagle Industrial Estate, Thane - 400604
3	Delhi	A -12 3rd Floor Defence Shopping Complex, Main Ring Road, New Delhi -110024 Opp. - Moolchand Hospital.
4	Bengaluru	No.116, 11th Cross, Malleswaram, Bengaluru-560003.
5	Hyderabad	Third Floor, KOTI Union Bank of India Building, Sultan bazaar Koti, Pin-500095.
6	Pune	C/O Union Bank of India S. No- 129/2, Mont Vert Marc Building, Pashan-Sus Road, Pashan, Pune-411021.
7	Chandigarh	26, 3Rd floor, Sushma Infinium, Distt. SAS Nagar, Zirakpur, Punjab - 140603.
8	Lucknow	Office No: - 820A, 8th Floor, Cyber Height, Vibhuti Khand, Gomti Nagar Lucknow- 226010.
9	Chennai	First Floor, Union bank of India, Mylapore Br. No 86, P.S sivasamy Salai, Opp. Ramakrishna Mission College, Mylapore, Chennai - 600004
10	Kolkata	15F, Everest House 15th floor Chowringhee road Kolkata 700071.
11	Ahmedabad	101, 1st Floor, Sarita complex, Jain temple lane, Nr. Sarovar complex, off C.G Road, Ahmedabad -380009
12	Gurgaon	Unit no 1005, 10 <sup>th</sup> floor, Vipul business park, Sector 48, Sohna road, Gurgaon, Haryana - 122018
13	Indore	408, 4th Floor, NRK Biz Park, Plot No. 397, 405, Scheme No. 54, Behind Malhar Megal Mall, Indore – 452018.
14	Jaipur	Unit No. 303, 3rd Floor, Durga Business Corner, Plot No. P-5/2, Opp. Hotel Gangur, Sanjay Marg, Gopal Bari, Jaipur – 302 001
15	Surat	Shop No. SF-325, 2nd Floor, Green Signature Shoppers CHS, Op.. The Legend Resi. Near Akash Retail, Surat - 395 007
16	Ranchi	Home Select, Kutchery Chowk, above UBI, Ranchi - 834 001
17	Karnal	S.C.F.95, Sector-6, HSVP, Urban Estate, Karnal - 132 001
18	Vijayawada	Unit No. 54-20 / 1-4D, 3rd Floor, R. G. Towers, Road, No. 5, Veterinary Colony, Near Padmaja Suzuki Showroom, Vijayawada – 520 008

## Annexure C

### **Checklist of System Hardening:**

The selected partner will provide the laptops/desktops and ensure the delivery of systems with the removal of the following services from the Windows operating system-

### **Services to Be Removed:**

- Copilot
- Microsoft Store
- My HP System Tray
- HP Support Assistant
- OneDrive System
- Microsoft Network (MSN)
- Terminal Service (RDP)
- Mobile Devices
- Xbox
  - Xbox Game Bar
  - Xbox Console Companion
- Your Phone (Phone Link)
- Microsoft Solitaire Collection
- Candy Crush Saga (or other pre-installed games)
- TikTok
- Spotify
- Facebook, WhatsApp or other social apps (if pre-installed)
- Remote Desktop Services
- Windows Remote Management (WinRM)
- Bluetooth Connectivity
- Bluetooth Support Service
- USB Ports
- Any trialware or OEM-specific apps pre-installed by device manufacturers (e.g., antivirus trials or performance monitoring tools)
- Unnecessary third-party tools that do not align with organizational needs (e.g., non-standard browsers or media players)

**Services/Applications to Be Pre-Installed:**

- Microsoft Windows 11 Professional
- Installation and update of latest version of windows
- Internet Browser (Google Chrome)
- BIOS Security Configuration