

Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****Dear Sir,****Sub: Request for Quotation for Supply, Installation and Maintenance of 10 Nos. of Video conferencing endpoints and 10 Nos. of LED TV at Indian Bank.**

Indian Bank invites sealed quotations for Supply, Installation and Maintenance of 10 Nos. of Video Conferencing Equipments and 10 Nos. of LED TV for our Bank. Part-I of the quotation will consist of technical details and Part-II will be through online reverse auction process.

Interested bidders may submit their quotation for the Supply, Installation and Maintenance of Video Conferencing equipments and LED TVs as specified in Part-I to the locations mentioned in **Annexure-I** as per the following procedure. Please note that your quotation is subject to the terms and conditions mentioned below.

I. PROCEDURE FOR SUBMISSION OF QUOTATION

- 1) Part I contains compliance details of the specifications given in **Annexure-II** for which quotation is called for. Part I enclosed to this letter should be filled and kept in a separate envelope marked **"Technical quote for supply, installation and maintenance of Video Conferencing Equipments and LED TVs for the Bank - Due on 21/12/2018 at 15.00 Hours"**. No column shall be left blank or altered.
- 2) Part II (**Annexure – III**) price breakup details to be submitted after online reverse auction process. The price to be quoted in the online reverse auction should include cost of equipments, duties, levies, freight, insurance, warranty, AMC but exclusive of GST.
- 3) Part I to be submitted in original duly signed by the Authorised Signatory under the seal of the company in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions, the quotations will be liable for rejection. The price quoted should be unconditional and should not contain any strings attached thereto. Quotes, which do not conform to our specifications, will be liable for rejection and offers with a higher configuration will not attract any special consideration in deciding the vendor.
- 4) Part I along with required documents should be put into (sealed) cover and addressed to,

**THE CHIEF MANAGER,
EXPENDITURE DEPARTMENT,
INDIAN BANK, CORPORATE OFFICE,
No. 254-260, AVVAI SHANMUGAM SALAI
ROYAPETTAH, CHENNAI - 600 014,**

and dropped in the box provided at the above address after noting the details in the register maintained at the Expenditure Department, so as to reach him within the time stipulated as above (i.e **15.00 hours on 21/12/2018**).

The technical quotations will be opened at **15:30 Hrs on 21/12/2018**.

- 5) Bank has the right to accept or reject any quotation/cancel the tender at its sole discretion without assigning any reason thereof.



Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****6) PRE-BID MEETING**

- a. A pre-bid meeting is scheduled to be held at the following address at **11.00 hours IST** on **06/12/2018**. Bidder's designated representatives (maximum two persons) may attend the pre-bid meeting.

**Indian Bank,
Head Office
66, Rajaji Salai
Chennai – 600 001.**

- b. In case the probable bidder wants to participate in the Pre-bid Meeting to be held on the date specified in this bid, they should register themselves with the Bank by sending the **cost of bid document i.e. Rs.2,000/- (Rupees Two thousand only, non-refundable)** by way of Demand Draft in favour of Indian Bank payable at Chennai. Only those Bidders or their Representatives (Maximum 2 persons) who have registered with the Bank will be allowed to participate in the pre-bid meeting. Such Bidders who have submitted DD for attending pre bid meeting are not required to submit the DD for cost of Bid Document along with technical bid (Part I).

- c. The purpose of the meeting will be to clarify the doubts raised by the probable bidders.

- d. The bidder is requested to submit any queries/clarifications to the Bank at least two days before the date of meeting to the following mail ids.

easwarkb@indianbank.co.in
skkarna55966@indianbank.co.in

The text of the questions raised (without identifying the source of enquiry) and the responses given, together with amendment to the bid document, if any, will be ported in our web site and informed to the bidders who have raised queries in writing.

7) ELIGIBILITY CRITERIA

The bidder must satisfy the following minimum criteria

- The Bidder should be a Limited company and should be in existence in India for more than three years as on 30/09/2018.
- The Bidder's annual turnover for each of last three financial years should not be less than Rs. 2 Crores.
- The Bidder should be a Net profit earning organisation for the last three financial years of the bidder.
- The Bidder should have supplied and supporting at least 10 numbers of Room based Video Conferencing Equipments of make being quoted to Banks/Financial Institutions/Government Offices/Leading Corporates during the last year ending 31/03/2018 (multiple orders accepted). Copy of purchase order issued by Banks/Financial Institutions/ Government Offices/Leading Corporates should be submitted along with Technical bid.



- e. The Bidder should have service centres in the states of Uttar Pradesh, Tamil Nadu, Maharashtra, Kerala, Jharkhand and Odisha. The Postal Address of the service centres along with proof of address should be provided with the bid.

8) BID SECURITY (EARNEST MONEY DEPOSIT) AND COST OF BID DOCUMENT

- a) The Bidder shall furnish Bid Security for Rs.2,00,000/- (Rupees Two Lakh only) in the form of a Bank Guarantee favoring Indian Bank, in the format specified in the Bid Document, along with Part I and valid for a period of 135 days from the last date for submission of bids(**Annexure – V**).

Unsuccessful Bidders' Bid Security will be discharged or returned after completion of purchase process.

The successful Bidder's Bid Security will be discharged upon the Bidder signing the Contract and furnishing the Performance Security.

- b) Cost of Bid Documents Rs. 2,000/- (Rupees Two thousand only) in the form of DD favoring Indian Bank along with Part I, if not participated in the pre-bid meeting.

9) Benefits to Micro and Small Enterprises (MSEs) as per the guidelines of Public procurement Policy issued by Government of India:

- As per the above policy, Bank reserves the rights to procure 20% of the total requirements, from Micro and Small Enterprises (MSEs) provided such MSEs are complying with the eligibility criteria and technical specifications of the RFQ, quote their price within the price band of L1+15% and agree to bring down their price to L1 price.
- If L1 bidder is an MSE, 100% procurement will be done from the L1 bidder subject to the other terms and conditions of the RFQ.
- In case of more than one such MSE, the supply shall be shared proportionately to tender quantity.
- Special provision for Micro & Small Enterprises owned by Scheduled Castes or Scheduled Tribes. 4% out of the 20% shall be allotted to such MSEs, if participated in the tender.
- MSEs are also exempted from payment of cost of bid documents and submission of bid security.
- To avail the above benefits, the bidder should have registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhar or any other body specified by Ministry of Micro, Small and Medium Enterprises.
- Bidders seeking the above benefits shall submit the documentary proof for having registered with the above agencies (such as Entrepreneur's Memorandum – EM II) at the time of pre-bid meeting or during submission of the technical bids (only if the bidder is not attending the pre-bid meeting).

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- 10) Price of the equipment with warranty for three years and AMC for three years after warranty will be considered for evaluation.

11) WARRANTY & AMC

All the equipments supplied and installed will be under a comprehensive onsite **warranty of three years from the date of installation** and comprehensive **AMC has to be renewed for subsequent three years after warranty period.**

During the Warranty and AMC period the fault should be rectified before the end of next working day and replacements if any should be provided within two working days from the reported day. If there is delay, Rs.500/-(Rupees five hundred only) per day per equipment will be levied as penalty from third day onwards. The penalty for non compliance of maintenance terms will be recovered from the subsequent AMC Payments or out of retention money.

II. EVALUATION

The equipments offered should meet all the technical specifications as stipulated in the quote (PART I). The bidder should agree all Terms and Conditions. If the Part – I of the quote submitted by the bidder is not complying, then they will not be eligible to participate in online reverse auction. Technically qualified bidder will be informed about the date and time of the online reverse auction process, business rules for the auction and the details of the agency who shall conduct the reverse auction. The bidder should have valid digital certificates to participate in the online reverse auction. Lowest quoted (L1) bidder will be identified through Online Reverse Auction process.

The price shall be quoted in Indian Rupee only.

III. THE SCOPE OF THE PROJECT

The scope of the Project includes the following.

- 1) Supply, installation and maintenance of ten video conferencing end point equipments and ten Nos. of LED TV at Corporate Office and Zonal Offices.
- 2) Establishing video conferencing facility through the existing Polycom RMX 2000 MCU, available at central site of the Bank.
- 3) Training the Bank personnel at all the supplied locations on the operations of the equipment and communication links and also about the troubleshooting methods.

IV. TIME FRAME FOR COMPLETION OF PROJECT

- 1) The delivery should be completed within six weeks from the date of Purchase Order. Installation and commissioning of the equipment to be completed within 2 weeks from the date of delivery.
- 2) **Liquidated Damages:** If the Supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the Bank shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the invoice price of the

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equipments to a location for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. The date of delivery of the last item to a location will be taken as the date of delivery for entire set of system to that location, for the purpose of calculation of liquidated damages. The Bank may consider termination of the contract, if the equipments are not delivered as per delivery schedule.

V. PAYMENT TERMS

The Supplier will have to submit the Documents at our office along with request letter for payment.

On Delivery: Eighty (80)% of the invoice price will be paid within 30 days of submission of Invoice copy and Proof of delivery duly counter signed by the Bank's Representative, Original/Copy of Transit Insurance Policy and Storage cum erection policy.

On Installation: Fifteen (15)% of the invoice price will be paid within 30 days on submission of Installation Certificate by the Supplier, duly counter-signed by the Purchaser's Representative. If the equipments are not installed within the period specified in the order, due to reasons attributed to Bank, payment shall be released to the supplier on obtaining declaration from the supplier stating that equipments shall be installed as and when required by the Bank at no additional cost.

The remaining 5% of the invoice price will be kept by the Bank as retention money, during the warranty period and the same will be released after the warranty period after deduction of penalty if any, as per the "Penalty for downtime" stipulated.

AMC will be payable half yearly in advance.

VI. INSURANCE

The goods supplied under the Contract shall be fully insured against loss or damage incidental to transportation, storage and erection. The transit insurance shall be for an amount equal to 110 percent of the invoice value of the Goods from "Warehouse to final destination" on "All Risks" basis including War Risks and Strikes. The supplier should also insure the goods in Indian Territory for the invoice value under Storage cum Erection policy till three months from the date of delivery of the last equipment. If any damage happens to the system due to non availability of storage cum erection policy, the supplier has to bear the losses.

VII. PERFORMANCE GUARANTEE

Within 15 days of issue of Purchase Order, the successful bidder shall furnish to the Purchaser the Performance Guarantee (**ANNEXURE-VIII**) equivalent to 10% of total purchase order value (exclusive of AMC and taxes) in the form of a Bank Guarantee, valid for 75 months with further one month claim period.

The performance guarantee submitted by the supplier shall be invoked by the Bank as compensation for any loss resulting from the successful bidder's failure in completing their obligations under the Contract.



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Bank reserves the right to negotiate on the price offered with the L1 vendor under exceptional circumstances.

IX. COVERAGE OF ALL BANKS UNDER THE EPF & MP ACT 1952

The Successful bidder has to submit attendance, salary, appointment letters etc. of all the outsourced employees for any type of services engaged either through contractors or directly. If engaged through contractors, list of all the contractors engaged for any/all services and whether the said contractors are covered independently under the EPF & MP Act 1952. The agreement of contracts with the contractors, the PF code number of the contractors, if covered, the attendance of the contract employees, the remitted PF challan with the ECR should be submitted.

X. MANUALS

Manuals and CD media, explaining the features of the equipment shall be supplied along with the equipment at no extra cost. Statutory licenses are to be provided to the bank, wherever applicable at no additional cost.

XI. INDEMNITY CLAUSE

If at the time of your supplying, installing the equipment in terms of the present contract/order or subsequently it appears at any point of time that an infringement has occurred of any patents, trademarks or other rights claimed by any third party, then in respect of all costs, charges, expenses, losses and other damages which the Bank may suffer on account of such claim, the supplier shall indemnify the Bank and keep it indemnified in that behalf.

XII. TERMINATION FOR CONVENIENCE

The Bank, by 30 days written notice sent to the successful bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of the successful bidder under the Contract is terminated, and the date upon which such termination becomes effective.

XIII. TERMINATION FOR DEFAULT

The Bank, without prejudice to any other remedy for breach of contract, by 7 days written notice of default sent to the Successful bidder, may terminate this Contract in whole or in part:

- a) if the Successful bidder fails to deliver any or all of the deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Bank; or
- b) if the successful bidder fails to perform any other obligation(s) under the Contract
- c) If the Successful bidder, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event the Bank terminates the Contract in whole or in part, the Bank may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to



those undelivered, and the Successful bidder shall be liable to the Bank for any excess costs for such similar Goods or Services. However, the successful bidder shall continue performance of the Contract to the extent not terminated.

XIV. SETTLEMENT OF DISPUTES

1. If any dispute or difference of any kind whatsoever shall arise between the Bank and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such disputes or difference by mutual consultation.
2. If after 30 days the parties have failed to resolve their disputes or difference by such mutual consultation, then either the Bank or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods under the contract.

Arbitration proceedings shall be conducted in accordance with the following rules of procedure.

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

- (a) In case of dispute or difference arising between the Bank and Supplier relating to any matter arising out of or connected with this agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Bank and the Supplier; the third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment of the Arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Banks' Association, which appointment shall be final and binding on the parties.
- (b) If one of the parties fails to appoint its arbitrator within 30 days after receipt of the notice of the appointment of its Arbitrator by the other party, then the Indian Banks' Association, both in cases of the Supplier and the Bank, shall appoint the Arbitrator. A certified copy of the order of the Indian Banks' Association making such an appointment shall be furnished to each of the parties.
- (c) Arbitration proceedings shall be held at Chennai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the Arbitral Tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.

4. Notwithstanding any reference to arbitration herein,

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a) The parties shall continue to perform their respective obligation under the contract unless they otherwise agree; and

b) The Bank shall pay the supplier any monies due to the supplier

5. Submitting to arbitration may be considered as an additional remedy and it does not preclude the parties seek redressal/ other legal recourse.

XV. JURISDICTION

Any dispute arising out of this contract will be under the jurisdiction of Courts of Law in Chennai.

XVI. PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for the period of 90 days after the last date for submission of bid prescribed. A bid valid for a shorter period shall be rejected by the Bank as non-responsive. Bank may seek extension of bid validity, if required.

XVII. BANK'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

The Bank reserves the right to increase or decrease the quantities mentioned in the bidding document up to an extent of 25% of quantity mentioned in the bid without any change in unit price and other terms and conditions. If Bank decides to place "Repeat Order", the same shall be placed by the Bank within 6 months from the date of Purchase Order.

XVIII. IT ACT 2000

The equipments to be quoted as per this tender should comply with the requirements under Information Technology Act 2000 and subsequent amendments and related Government/Reserve Bank India guidelines issued from time to time.

XIX. AUTHORIZATION LETTER FROM OEM

The bidder has to obtain and submit Authorization letter as per **Annexure-VII** from Original Equipment Manufacturer (OEM). If the bidder is OEM and they quote their own product, then MAF need not be submitted.

XX. ACCEPTANCE OF PURCHASE ORDER AND CONTRACT FORM

Purchase Order will be placed with qualified L1 (lowest quoted) bidder. Duplicate of the purchase order shall be returned within seven days of receipt of the order, duly signed by Authorized Signatory, for having accepted the terms and conditions of the order. Copy of power of attorney for signing the contract/agreement should be enclosed. Within fifteen (15) days of issue of Purchase order, the successful bidder shall sign the Contract (**Annexure-IV**) and return it to the Bank.

XXI. MAKE IN INDIA

This RFP is further governed by Government of India, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion order number P-45021/2/2017-B.E.-II dated 15th June 2017 for the Public Procurement (Preference to Make in India), Order 2017.



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DELIVERY LOCATION

S No	ADDRESS OF DELIVERY LOCATION
1.	INDIAN BANK ZONAL OFFICE-BERHAMPUR RAJARANI TOWER, NEAR B N PUR POLICE STATION, MAIN ROAD, COURTPETA, BERHAMPUR,GANJAM ODISHA PIN: 760004
2.	INDIAN BANK ZONAL OFFICE-KANPUR C/O INDIAN BANK MALL ROAD BRANCH, 17/13 MALL ROAD, OPPOSITE TO NANARAO PARK KANPUR, UTTAR PRADESH PIN: 208001.
3.	INDIAN BANK ZONAL OFFICE-ERODE NO 9, GANDIJI ROAD, ERODE, TAMIL NADU PIN: - 638001.
4.	INDIAN BANK ZONAL OFFICE-KARAIKUDI 21 KOVILLOOR ROAD, KARAIKUDI, SIVAGANGA, TAMIL NADU. PIN: 630001.
5.	INDIAN BANK ZONAL OFFICE-POONAMALLEE NO. 5 JCN STREET, PONAMALLEE, TIRUVALLUR, TAMIL NADU. PIN: 600056.
6.	INDIAN BANK ZONAL OFFICE-KOZHIKODE LIC BUILDING S M STREET KOZHIKODE, KERALA PIN: 673001
7.	INDIAN BANK ZONAL OFFICE-RANCHI



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	SAINIK BHAWAN MAIN ROAD, RANCHI, JHARKHAND, PIN: 834001
8.	INDIAN BANK ZONAL OFFICE-TIRUVARUR 64, NORTH STREET MAHITHA BUILDING, TIRUVARUR, TAMIL NADU, PIN: 610001
9.	INDIAN BANK ZONAL OFFICE-NAGPUR C/O WARDHA BRANCH KHARE BANGLOW OPP LAXMINARAYN MANDIR, BACCHRAJ ROAD, WARDHA, MAHARASHTRA PIN: 442001
10.	INDIAN BANK HEAD OFFICE 66, RAJAJI SALAI CHENNAI TAMIL NADU PIN:600001

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ANNEXURE II
PART-I
TECHNICAL DETAILS

To
 Indian Bank
 Corporate Office : Premises & Expenditure Department
 254-260, Avvai Shanmugam Salai, Chennai 600 014.

Date:

Dear Sir,

Sub: Supply, Installation and Maintenance of 10 Nos. of Video conferencing endpoints and 10 Nos. of LED TV at Indian Bank

Ref: RFQ No. CO:ITD:PROC:1087/R1:2018-19 dated 30/11/2018.

Referring to your above letter calling for quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the videoconferencing project, and submit our quotation.

SPECIFICATIONS OF THE EQUIPMENT

Make:

Model:

SPECIFICATIONS	Complied/ Not Complied/ Remarks (all rows to be filled)
The unit should support following Video standards: <ul style="list-style-type: none"> H.239 and BFCP protocols for content sharing. H.264, H.265 Packet Loss Recovery Algorithm. 30fps with 1080 pixel resolution or above. 	
Video Input/Output The unit should have minimum 2 video inputs first to HD camera, and Content (HDMI/DVI-I or equivalent) and At least 2 No. of HDMI outputs to connecting to high definition display devices.	
The unit should be capable of supporting other video features like content sharing through direct physical link with the system or via LAN. It should also support audio from PC used for content sharing.	
Audio Standards G.711, G.722, 64 kbps MPEG 4 and/or G.722.1	
Audio Input/Output: Input: <ul style="list-style-type: none"> 2 nos. of Microphone Input PC Audio /Aux Output: <ul style="list-style-type: none"> 1 x stereo output (RCA) or HDMI or equivalent (necessary) 	

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SPECIFICATIONS	Complied/ Not Complied/ Remarks (all rows to be filled)
connectors to be provided for connecting existing TV)	
Other audio features to be supported are: <ul style="list-style-type: none"> • Echo Cancellation • Automatic gain control • Automatic noise suppression • Adaptive post filtering / Standard based packet loss recovery 	
The unit should support camera with 1920 x 1080 CMOS imager, 10x or more optical zoom, 65° or more field of view (horizontal). The PTZ camera and codec should be of same manufacturer.	
Network Interfaces: 1 RJ-45 Ethernet LAN 10/100/1000 Mbps IPv6 compatible Reconfigurable MTU size	
IP features: <ul style="list-style-type: none"> • H.323 and SIP with 2 Mbps or higher with down speeding. • Packet Loss Recovery feature on H.323 call. • Calls can be made on SIP or H323 without having to restart or reconfigure the endpoint. 	
Multisite Features: 1+3 SIP/H.323 Multisite. Resolution up to at least 720p30.	
The system should support Password protected system menu	
User Interface <ul style="list-style-type: none"> • Directory Services • Web-based System Management-SNMP V3 support. 	

TECHNICAL SPECIFICATIONS FOR LED TV

Make:

Model:

SPECIFICATIONS	Complied/ Not Complied/ Remarks. (all rows to be filled)
Display Screen Size (Inches) – 42" or above	
Type of Television - LED	

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SPECIFICATIONS	Complied/ Not Complied/ Remarks. (all rows to be filled)
Picture Features	
Resolution (Pixels) - 1920 x 1080 Full HD or above	
Contrast Ratio - 1200:1 or above	
Refresh Rate (Hz) - Minimum 60 Hz	
Aspect Ratio - 16:9	
Picture In Picture should be available	
Audio Features	
Audio Output (PMPO) (Watts) - Minimum 20W	
Connectivity	
HDMI Input	
USB Port - 2	
Composite Input - 1	
Digital Audio Out - 1	

OTHER REQUIREMENTS

S.No	Item Description	Complied/ Not Complied/ Remarks. (all rows to be filled)
1	Power cables to suit for Indian Environment.	
2	All components of the VC system like Codec, Camera and microphone should be from the same OEM.	
3	The bidder has to install/re-install the hardware, system software as requested by the bank during warranty and AMC period.	
4	Bidder has to provide technical documents, brochure etc. for all the items quoted to prove future scalability requirements.	
5	Any future releases/upgrades of OS and related system software, firmware of the systems to be installed/re-installed/upgraded without any financial implications during warranty and AMC period.	
6	Detailed documentation of installation to be provided after the completion of installation of all Hardware and Software provided along with the bid.	

Note: Offered specification should be specifically mentioned wherever required.

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- 1)
- 2)

(If left blank, it is treated that there are no deviations in the compliance of specifications)

We offer a warranty period of **THREE YEARS** from the date of installation of the equipment.

We agree for bid validity of 90 days.

We agree for insuring the equipments covering storage cum erection risk for a period of three months from the date of delivery at the destination.

We enclose the technical brochures for the model quoted.

We submit that we shall abide by your terms and conditions governing the quotations and Warranty mentioned in your letter. We submit that we abide by the details given above.

We undertake, if our quotation is accepted, to complete the services in accordance with the delivery schedule specified in the bid.

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

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

We clarify/confirm that we comply with the qualification criteria of the project.

This bid together with your notification of award will constitute a binding contract between us.

We hereby certify that, we have not been black listed by any Government Dept/ PSU/ Banks currently.

Dated this day of 2018.

Signature of Authorised Person (Official) Duly authorised to sign bid for and on behalf of (give below the Name & Address of Bidder)

Name of the bidder:

Address:

Mobile No:

Email Address:

Company Seal:



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ANNEXURE III
Part II (to be submitted after online reverse auction)
COMMERCIAL BID

To

Date:

Indian Bank
 Corporate Office
 Technology Management Department
 254-260, Avvai Shanmugam Salai,
 Chennai 600 014

Sub: Supply, Installation and Maintenance of 10 Nos. of Video conferencing endpoints and 10 Nos. of LED TV at Indian Bank

Ref: RFQ No. CO:ITD:PROC:1087/R1:2018-19 dated 30/11/2018.

Online Reverse Auction Dated _____.

Further to online reverse auction conducted on _____, we give below the breakup details of Video Conference Equipments.

I. PRICE

Make:

Model:

S. No	Item Description	Qty. A	Unit Price (Rs.) # B	Total Price (Rs.) # C = (A*B)
1.	Videoconferencing Endpoint Equipment	10		
2.	LED TV	10		
3.	Total			

II. ANNUAL MAINTENANCE CHARGES AFTER WARRANTY PERIOD

S. No.	Item Description	Qty	Annual Maintenance Charges for 4 th , 5 th and 6 th year in Rupees.			
			4 th year AMC unit Price (b)	5 th year AMC unit price (c)	6 th year AMC unit price (d)	4 th , 5 th and 6 th year total
		(a)				Unit price e= b+c+d
						Total AMC (a*e)

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1.	Videoconferencing Endpoint Equipment	10					
2.	LED TV	10					
3.	Total						

III. SUMMARY

S. No.	Description	Amount in Rupees. #
1	Total Cost of Equipments with 3 years warranty (As per Total of item I)	
2	Total AMC Charges for 4 th , 5 th and 6 th year for Equipments (As per Total of item II)	
	Grand Total (Total of S.No.1 and 2)	

GRAND TOTAL PRICE IN WORDS: _____

Note: 1. Price to include all duties, levies, freight, insurance, warranty but exclusive of GST.
 4. The Warranty period is for 3 years from the date of Installation.

Place:

Date:

Signature of Authorised Person

Name

Business address

.....

.....

.....



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ANNEXURE - IV

CONTRACT FORM

THIS AGREEMENT made theday of....., ... Between Indian Bank (hereinafter "the Purchaser") of the one part and..... (Name of Supplier) of..... (City and Country of Supplier) (hereinafter called "the Supplier") of the other part :

WHEREAS the Purchaser invited bids for certain Goods and ancillary services viz.,..... (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of..... (Contract Price in Words and Figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Price Schedule submitted by the Bidder;
 - (b) the Technical Specifications;
 - (c) the Conditions of RFQ;
 - (d) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under:

SL. NO.	BRIEF DESCRIPTION OF GOODS & SERVICES	QUANTITY TO BE SUPPLIED	UNIT PRICE	TOTAL PRICE

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
 said(For Indian Bank)

Signed, Sealed and Delivered by the
 said (For the Supplier)

in the presence of:.....

in the presence of:.....



Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****ANNEXURE - V**
BID SECURITY FORM

Whereas..... (Hereinafter called "the Bidder") has submitted its bid dated..... (date of submission of bid) for the supply of (name and/or description of the goods) (Hereinafter called "the Bid").
KNOW ALL PEOPLE by these presents that WE..... (name of bank) of (name of country), having our registered office at (address of bank) (hereinafter called "the Bank"), are bound unto Indian Bank in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____.

THE CONDITIONS of this obligation are:

1. If the Bidder

- (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders; or

2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

- (a) fails or refuses to execute the Contract Form if required;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

NOTE: 1. Bidder should ensure that the seal and CODE No. of the signatory is put by the bankers, before submission of the bank guarantee.

2. Bank Guarantee issued by banks located in India and shall be on a Non-Judicial Stamp Paper of requisite value.



Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****ANNEXURE - VI****PROFORMA OF INSTALLATION CERTIFICATE FOR ISSUE BY THE**
OFFICES AFTER SUCCESSFUL COMMISSIONING OF
EQUIPMENT

Date: _____

Sub: Certificate of commissioning of equipment

1. This is to certify that the equipment as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.
 - (a) Contract No. _____ dated _____
 - (b) Description of the equipment _____
 - (c) Quantity _____
 - (d) Date of delivery _____
 - (e) Date of commissioning and proving test _____
2. Details of accessories/spares not yet supplied and recoveries to be made on that account:

<u>S.No.</u>	<u>Description</u>	<u>Amount to be recovered</u>
3. The proving test has been done to our entire satisfaction and operators have been trained as per contract terms
4. The supplier has fulfilled its contractual obligations satisfactorily* or
The supplier has failed to fulfil its contractual obligations with regard to the following:
 - (a) _____
 - (b) _____

Signature _____

Name _____

Designation with stamp _____

*** Explanatory notes for filling up the certificates:**

- (a) They have adhered to the time schedule specified in the contract in despatching the documents/drawings pursuant to Technical Specifications.
- (b) They have supervised the commissioning of the equipment in time i.e. within the period specified in the contract from the date of intimation by the Purchaser in respect of the installation of the system.
- (c) In the event of documents/drawings having not been supplied or installation and commissioning of the equipment have been delayed on account of the supplier, the extent of delay should always be mentioned.



Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****ANNEXURE - VII****MANUFACTURER'S AUTHORIZATION FORM**

No. _____

Dated _____

To

Indian Bank
Corporate Office,
Chennai.

Dear Sir:

Bid Ref. No. _____

We _____ who are established and reputable manufacturers of _____ (name & descriptions of products offered) having production facilities at _____ (address of production unit) do hereby authorize M/s _____ (Name and address of Agent) to submit a quote and sign the contract with you against the RFQ Ref. No: _____ for the product manufactured by us.

We hereby extend our full warranty for the product offered for supply by the above company against this RFQ and duly authorise said company to act on our behalf in fulfilling all installation, technical support and maintenance obligations required by the Contract.

Yours faithfully,

(Name)

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent.



Ref: CO:ITD:PROC:1087/R1:2018-19**Date: 30/11/2018****ANNEXURE-VIII****PERFORMANCE GUARANTEE**

Bank Guarantee No.

Date:

To: INDIAN BANK,
Chennai,
INDIA:

WHEREAS (Name of supplier) hereinafter called "the supplier") has undertaken, in pursuance of Contract No..... dated,..... to supply.....(Description of Goods and Services) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the supplier shall furnish you with a Bank Guarantee by a recognised Bank for the sum specified therein as security for compliance with the supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....

Signature and Seal of Guarantor

.....

Date.....

Address:.....



