

BIDDING DOCUMENT
FOR
SUPPLY, INSTALLATION AND MAINTENANCE
OF 38 Nos. OF 2-IN-1 LAPTOPS



INFORMATION TECHNOLOGY DEPARTMENT,
INDIAN BANK, CORPORATE OFFICE,
254-260, AVVAI SHANMUGAM SALAI CHENNAI – 600014



Ref: CO:ITD:PROC:601/R1:2018-19**Date:07/12/2018****Table of Contents**

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Ref: CO:ITD:PROC:601/R1:2018-19**Date:07/12/2018****Request for Quotation for Supply, installation and Maintenance of 38 nos. of 2 in 1 laptops.**

Indian Bank invites sealed quotations for supply, installation and maintenance of 38 nos. of 2-in1 laptops 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 38 nos. of 2-in1 laptops as specified in Part-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-I** 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 38 nos. of 2 in 1 laptops for the Bank- Due on 21/12/2018 at 15.00 Hours"**. No column shall be left blank or altered.
- 2) Part II (**Annexure-II**) 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 laptops, duties, levies, freight, insurance, warranty but exclusive of GST only.
- 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.
- 6) Either OEM or authorized Agents (SI) on behalf of OEM can bid in a tender but not both.
- 7) Benefits to Micro, Small and Medium Enterprises (MSMEs) as per the guidelines of Public Procurement Policy issued by Government of India:



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- As per the above policy, Bank reserves the rights to procure 20% of the total requirements, from Micro, Small and Medium Enterprises (MSMEs) provided such MSMEs are complying with the eligibility criteria and technical specifications of the RFP, 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 MSME, 100% procurement will be done from the L1 bidder subject to the other terms and conditions of the RFP.
 - In case of more than one such MSME, the supply shall be shared proportionately to tender quantity.
 - Special provision for Micro, Small and Medium Enterprises owned by Scheduled Castes or Scheduled Tribes. 4% out of the 20% shall be allotted to such MSEs, if participated in the tender.
 - MSMEs 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 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).
- 8)** The condition of prior turnover and prior experience may be relaxed for Start-ups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document (Rule 173 (i) of GFR 2017).
- 9) PRE-BID MEETING**
- a. A pre-bid meeting is scheduled to be held at the following address at 11.00 hours IST on **13/12/2018**. Bidder's designated representatives (maximum two persons) may attend the pre-bid meeting.

**Indian Bank,
Head Office
Information Technology Department,
2nd Floor,
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.5,000/- (Rupees Five 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).



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- 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.

deepak.sarda@indianbank.co.in
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.

10) QUALIFICATION CRITERIA FOR THE BIDDERS

The bidder must satisfy the following minimum criteria

- The Bidder should be Limited Company and should be in existence in India for the last 3 years as on 30/06/2018 (Certificate of Incorporation to be submitted).
- The Bidder should be a Net profit earning organization with positive net worth for the last three financial years of the bidder (Copy of Audited balance sheet to be submitted).
- The annual turnover of the Bidder should be more than Rs. 5 crores during each of last three financial years of the bidder (Copy of Audited balance sheet to be submitted).
- The Bidder should have supplied minimum of 100 nos. of Laptops in a single order in each of the last two financial years of the bidder to Banks/Financial Institutions/Govt. Organizations in India. (Copies of Purchase Orders issued to the bidder to be submitted)
- Bidder/ OEM should have Branches/ Service Centers in the locations mentioned in the tender. In case of OEM branches / Service Centers, bidder has to provide undertaking from the OEM for ensuring services at the locations mentioned in Annexure IX, in addition to proof of address.
- The bidder should submit proof for having Branches / Service Centre Facilities / Franchises for IT Services in atleast 25 of the locations mentioned in Annexure IX. In case of remaining locations, bidder should submit undertaking confirming their ability to service remaining locations and the address of the nearest service centre should be submitted in the enclosed format (ANNEXURE - VIII).
- The Bidder should not have been blacklisted by any Government Dept / PSU / Banks currently.

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

The Bidder should furnish, a bid security in the form of a bank guarantee issued by a scheduled commercial Bank or Foreign Bank located in India other than Indian Bank for a sum of Rs.3,00,000/- (Rupees Three Lakhs only) and valid for 135 days from the last date for submission of Bid, in the format specified in the bid document (**Annexure-IV**) along with Part-I. Bank may seek extension of Bank Guarantee, if required.

Cost of Bid Document Rs. 5,000/- (Rupees Five Thousand only) to be submitted in the form of DD favouring Indian Bank, payable at Chennai, if not participated in the pre-bid meeting.



Ref: CO:ITD:PROC:601/R1:2018-19**Date:07/12/2018****12) WARRANTY**

The laptops will be procured with 3 years onsite comprehensive warranty including battery, power adapter and other accessories.

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 bidders will be informed about the Online Reverse Auction Process. Lowest quoted (L1) bidder will be identified through Online Reverse Auction process.

III. DELIVERY LOCATION AND DELIVERY SCHEDULE

Various locations of the Bank across India. Delivery instructions will be issued to the L1 bidder. The laptops should be delivered within 4 weeks of issue of delivery instruction and installed within 2 weeks from the date of delivery.

IV. 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 Purchaser 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 laptops to a location for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. If the equipments are not delivered in time, the Purchaser may consider termination of the contract

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 (**Annexure-V**) by the Supplier, duly counter-signed by the Purchaser's Representative. If the systems are not installed within the period specified in the order, due to reasons attributed to Bank, payment shall be released to the supplier on production of Site Not Ready Certificate from concerned office where the systems are delivered. In such cases, systems shall be installed by the supplier 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 and the same will be released after the warranty period after deduction of penalty if any, as per the "Penalty for downtime" stipulated.



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During the Warranty 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.100/-(Rupees One hundred only) per day per equipment will be levied as penalty from third day onwards. The penalty for non compliance of SLA terms will be recovered from the retention money.

VII. 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 last date of delivery of laptops. If any damage happens to the system due to non availability of storage cum erection policy, the supplier has to bear the losses.

VIII. PERFORMANCE GUARANTEE

Within 15 days of issue of Purchase Order, the successful bidder shall furnish to the Purchaser the Performance Guarantee (**Annexure-VII**) equivalent to 5% of total purchase order value (exclusive of taxes) in the form of a Bank Guarantee, valid for 39 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.

The Performance guarantee will be discharged by the Purchaser and returned to the successful bidder after expiry of claim period.

IX. NEGOTIATION

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

X. MANUALS

Manuals explaining the features of the equipment and recovery media on USB stick 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. 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



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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.

XIII. 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.

XIV. 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.

XV. 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 a domestic 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,



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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,
- 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.

XVI. JURISDICTION

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

XVII. 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.

XVIII. 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.

XIX. 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.



XX. LIMITATION OF LIABILITY

Supplier's aggregate liability under the contract shall be limited to a maximum of the contract value. This limit shall not apply to third party claims for

- a. IP Infringement indemnity.
- b. Bodily injury (including Death) and damage to real property and tangible property caused by supplier's negligence. For the purpose for the section, contract value at any given point of time, means the aggregate value of the purchase order placed by bank on the supplier that gave rise to claim, under this tender.

XXI. AUTHORIZATION LETTER FROM OEM

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

XXII. 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 should be enclosed. Within fifteen (15) days of issue of Purchase order, the successful bidder shall sign the Contract (**Annexure-III**) and return it to the Bank.



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Date:07/12/2018
ANNEXURE I
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 38 nos. of 2 in 1 laptops.

Ref: RFQ No. CO/ITD/PROC/601/R1/2018-19 Dated 07/12/2018.

Referring to your above letter calling for quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, submit the compliance details of specification.

1. SPECIFICATION OF LAPTOP

Make:

Model:

Type: Laptop should be 360 degrees rotatable, should function as tablet as well as laptop.

Description	Specification	Complied/ Not Complied/ Remarks (all rows to be filled)
Processor	Intel i5 7th Generation 7200U 2.50 GHz or higher.	
	If the processor quoted is other than Intel i5 7th Generation 7200U Processor, the name of the processor to be specified and documentary proof as per sysmark 2014 should be submitted to confirm that the proposed processor is rated either equal or higher than Intel i5 7th Generation 7200U Processor.	
Cache	3 MB Cache or above.	
Motherboard and Chipset	Intel Based OEM Motherboard and Chipset.	
RAM	4GB 2133 MHz DDR4 RAM or above.	
Hard Disk	256 GB SSD or above.	
Display	13.3" or above full HD IPS LED Multi touch screen.	
Graphics	Intel HD 620 Graphics.	
Ports	Two or more USB ports, one HDMI/micro HDMI/display port, four in one card reader (SD, SDHC, SDXC, MMC) or microSD card slot, One USB c-type port (optional).	
Connectivity	802.11 AC Wifi, Bluetooth v4.1 or above	

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Description	Specification	Complied/ Not Complied/ Remarks (all rows to be filled)
Audio & Camera	Internal speakers, Integrated Webcam with Microphone.	
Keyboard & touchpad	Keyboard with Touchpad.	
Battery	Rechargeable 3 or more cell lithium ion battery with minimum 8 hours or above battery backup.	
Preloaded Operating System	Microsoft Windows 10 64bit Professional Operating System with recovery media.	
Weight	1.60 kg or less	
External Mouse	Two button optical mouse of OEM make with mouse pad.	
Bag	OEM brand carry case.	
Power Adapter	Suitable for Indian Environment.	
Certification	Microsoft Windows 10 64bit certification. Laptop quoted should be EPEAT Certified (Proof to be submitted)	
Warranty	3 Years Onsite Comprehensive Warranty including Battery, Adaptor and External mouse.	
IPV6 and IPV4	Should be IPV6 and IPV4 compatible.	
MS Office	MS Office 2016 Home and Business OEM Edition with media.	
Security	Laptop quoted should have built in TPM 2.0 module.	

OTHER REQUIREMENTS

S. No.	Item Description	Complied/ Not Complied/ Remarks. (all rows to be filled)
1	The bidder has to install/re-install the hardware, system software as requested by the bank during warranty period.	
2	Any future releases/updates/ patches/fixes of OS and related system software, firmware of the systems to be installed/re-installed without any financial implications during warranty period.	
3	Detailed documentation of installation to be provided after the completion of installation of all Hardware and Software provided along with the bid.	
4	Software installed in all the laptops to be of same version/configuration/calibration.	
5	One copy of all software, os, device drivers (for monitor, camera, audio systems, keyboards, ports, cards, etc.,) to be provided in DVD/CD for the Bank for safe keeping, for any emergency.	

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 an onsite comprehensive 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

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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Date:07/12/2018

ANNEXURE II

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 38 nos. of 2 in 1 laptops.

Ref: RFQ No. CO/ITD/PROC/601/R1/2018-19 Dated 07/12/2018.
Online Reverse Auction Dated _____.

Further to online reverse auction conducted on _____, we give below the breakup details for laptops.

I. PRICE

Make:

Model:

S. No.	Item Description	Qty. A	Unit Price (Rs.) # B	Total Price (Rs.) # C = (A*B)
1.	2 in 1 Laptops with 3 years onsite comprehensive warranty as per the specification.	38		
	Total			

TOTAL PRICE IN WORDS: _____

Note: Price to include all duties, levies, freight, insurance, warranty but exclusive of GST.

Place:

Date:

Signature of Authorised Person

Name

Business address



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ANNEXURE – III
CONTRACT FORM

THIS AGREEMENT made on 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 (No)	UNIT PRICE (RS.)	TOTAL PRICE (RS.)

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)

in the presence of:.....



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

in the presence of:.....

Ref: CO:ITD:PROC:601/R1:2018-19**Date:07/12/2018****ANNEXURE - IV****BID SECURITY FORM**

Whereas..... (Hereinafter called "the Bidder") who intends to submit 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 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; or
- (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

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:601/R1:2018-19**Date:07/12/2018****ANNEXURE - V**

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:

S.No.	Description	Amount to be recovered
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:601/R1:2018-19**Date:07/12/2018****ANNEXURE - VI****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:601/R1:2018-19**Date:07/12/2018****ANNEXURE - VII****PERFORMANCE GUARANTEE FORM**

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:.....



Ref: CO:ITD:PROC:601/R1:2018-19
Date:07/12/2018
ANNEXURE - VIII
UNDERTAKING- SERVICE CENTRES

The Assistant General Manager
Technology Management Department
Indian Bank, Corporate Office
254-260 Avvai Shanmugam Salai
Royapettah, Chennai- 600 014, India.

Dear Sir,

Sub: Supply, installation and Maintenance of 38 nos. of 2 in 1 laptops

Ref: RFQ No. CO/ITD/PROC/601/R1/2018-19 Dated 07/12/2018.

Wehereby confirm that, we will
provide Onsite Service to all the below locations:-

S.NO	Name of the Location as mentioned in the RFP where Service to be provided.	Nearest Service Centre Location from where Services will be provided(for centers where address proof is not submitted*)

* This cannot exceed 8 locations as Service Support Proof is required for minimum 25 locations as per RFQ terms.

Signature of Authorized Official

Name and Designation with Office Seal

Cell:

Email:

Place:

Date:



Ref: CO:ITD:PROC:601/R1:2018-19
Date:07/12/2018
ANNEXURE - IX
DELIVERY LOCATIONS

S No.	Zone	Delivery location
1	Corporate Office	Indian Bank, Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014
2	Head Office	Indian Bank Head Office, ITD, 66, Rajaji Salai, Chennai 600 001.
3	Ahmedabad	Indian Bank, Zonal Office, 201-205, B Block, Rudra Arcade, 2nd floor, MemNagar, Ahmedabad 380052
4	Amaravathi	Indian Bank, Zonal Office, 226-25-25, Ground Floor, Durgivari street, NRP road, Gandhinagar, Vijayawada 520003
5	Bangalore	Indian Bank, Zonal Office, 4th floor, East wing, 26/27, Raheja Towers, M.G.Road, Bangalore 560 001
6	Bardhaman	Indian Bank, Zonal Office, POLICE LINE BAZAR, 3RD FLOOR S.R. COMPLEX, BARDHAMAN, PO SRIPALLI WEST BENGAL 713103
7	Berhampur	Indian Bank, Zonal Office, RAJARANI TOWER NEAR B N PUR POLICE STATION, MAIN ROAD, COURTPETA BERHAMPUR ORISSA 760004
8	Bhopal	Indian Bank, Zonal Office, Plot no. 228 1st Floor, Major Shopping Centre Zone 1, MP Nagar, Bhopal 462011
9	Bhubaneswar	Indian Bank, Zonal Office, B2, East Saheed Nagar, Bhubaneswar Orissa 751 007
10	Chandigarh	Indian Bank, Zonal Office, SCO 190-192, Sector 7C, Chandigarh 160019
11	Chennai North	Indian Bank, Zonal Office, 5th floor, 66, Rajaji Salai, Chennai-600001
12	Chennai South	Indian Bank, Zonal Office-South, 55, Ethiraj Salai, Egmore, Chennai- 600 008
13	Coimbatore	Indian Bank, Zonal Office, 31, Variety Hall Road, Coimbatore, Tamil Nadu- 641001
14	Cuddalore	Indian Bank, Zonal Office, No.4, Bharathi Road, Cuddalore - 607 001
15	Delhi	Indian Bank, Zonal Office, Upper Ground Floor, World Trade Centre, Babar Road, Delhi 110 001
16	Ernakulam	Indian Bank, Zonal Office, 62/1550, FLOOR B & C RAM MEENA BUILDING VALANJAMBALAM JUNCTION, SA ROAD KOCHI Ernakulam 682016
17	Erode	Indian Bank, Zonal Office, NO 9, GANDIJI ROAD, ERODE 638001
18	Noida	Indian Bank, Zonal Office D-211/2, INDIAN BANK BUILDING SECTOR 61 NOIDA, UTTAR PRADESH, 201301
19	Guwahati	Indian Bank, Zonal Office Sharma And Sharma Market, 2nd Floor, R G Baruah Road, Opp Guwahati Commerce College, Chandmari
20	Hubli	Indian Bank, Zonal Office, VA Kalburgi Hallmark, Pinto Road, Desai Cross, Hubli 580029
21	Hyderabad	Indian Bank, Zonal Office, 4th floor, Liberty Plaza, Hiimayatnagar, Hyderabad 500 029



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S No.	Zone	Delivery location
22	Jaipur	Indian Bank, Zonal Office, JTM, Near Jagatpura Flyover , Model Town, Malviya Nagar , JAIPUR, RAJASTHAN 302017
23	Kancheepuram	Indian Bank, Zonal Office, 510&511, Gandhi Road, Kancheepuram 631 501
24	Kanpur	Indian Bank, Zonal Office, C/O INDIAN BANK MALL ROAD BRANCH 17/13 MALL ROAD, OPPOSITE TO NANARAO PARK KANPUR UTTAR PRADESH 208001
25	Karaikudi	Indian Bank, Zonal Office, 21, Koviloor Road KARAUKUDI SIVAGANGA District 630001
26	Karim Nagar	Indian Bank, Zonal Office, 3-1-860, CVRN Road, Opp: CSI Mission Hospital, KARIMNAGAR, TELANGANA 505001
27	Karnal	Indian Bank, Zonal Office, SCO 244-245, FF &SF, Sector-12, Urban Estate, Karnal - 132 001
28	Kolkata	Indian Bank,Zonal Office,3/1, R.N. Mukherjee Road, 4th Floor, Kolkata,West Bengal 700 001
29	Krishnagiri	Indian Bank,Zonal Office,91, PENNAGARAM ROAD DDDC BUILDINGS, FIRST FLOOR DHARMAPURI District 636701
30	Kumbakonam	Indian Bank, Zonal Office, Moopanor Arcad, Br. Besant Road, Kumbakonam- 621001
31	Lucknow	Indian Bank, Zonal Office, 2B, Habibullah Estate,11 M.G.Road, Hazratganj Lucknow UP-226001
32	Ludhiana	Indian Bank, Zonal Office, SCF-88, URBAN ESTATE, PHASE-I, DUGRI, Ludhiana, Punjab 141013
33	Madurai	Indian Bank, Zonal Office, 100/101, East Avani Moola St,Madurai- 625001
34	Mumbai	Indian Bank,Zonal Office,18th floor Market Tower F Cuffe parade Mumbai 400005
35	Patna	Indian Bank, Zonal Office, 1st Floor, Govind Bhawan, New Dakbanglow Road, GPO Patna 800 001
36	Pondicherry	Indian Bank, Zonal Office,66/4, EAST COAST ROAD, PAKKAMUDAYANPET, PUDUCHERRY, PONDICHERRY 605008
37	Pune	Indian Bank,Zonal Office,54, Pune Mumbai Road, Near NABARD, Shivaji Nagar, Pune, Maharastra 411005
38	Salem	Indian Bank, Zonal Office,15/1, Fort Main Road, Opp Govt Super Speciality Hospital, Salem 636 002
39	Surat	Indian Bank, Zonal Office, 101-102, 3rd FLOOR WEST FIELD SQUARE, ADJACENT NANDANVAN III, VESU SURAT 395007
40	Tirunelveli	Indian Bank, Zonal Office,1/17, 2nd Floor, GRR Building, New Bus Stand-STC Road, P.K. Nagar, Perumalpuram, Tirunelveli-627007
41	Tirupathi	Indian Bank, Zonal Office, FIRST FLOOR, K.R.PRIDE, NEAR TTD ADMN.BUILDING, KAPIL TEERTHAM ROAD, TIRUPATI
42	Tiruvannamalai	Indian Bank,Zonal Office, STR BSNL BUILDING VELLORE MAIN ROAD, TIRUVANNAMALAI, TAMIL NADU 606601

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S No.	Zone	Delivery location
43	Thiruvananthapuram	Indian Bank, Zonal Office, MG Road, Thiruvananthapuram, Kerala 695001
44	Trichy	Indian Bank, Zonal Office, Janne Plaza III floor, 5F, Bharathiar Salai, Cantonment, Trichy 620001
45	Vellore	Indian Bank, Zonal Office, TMK Complex 46, Katpadi Road, Vellore 632004
46	Vijayawada	Indian Bank, Zonal Office, 26-25-25, Durgivari St, VRP Road, Gandhi Nagar, Vijayawada 520003
47	Vishakapatnam	Indian Bank, Zonal Office: Vishakapatnam 3rd floor, Sai Trade Centre, 2nd Lane, Dwaraka Nagar, Vishakapatnam - 530 016.
48	Tiruvarur	Indian Bank, Zonal Office, 64, North Street, Mahitha Building Tiruvarur, TAMIL NADU, 610001
49	Ranchi	Indian Bank, Zonal Office, 4TH FLOOR, S.P.G MART BAHU BAZAR OLD H.B ROAD, RANCHI, JHARKHAND, 834001
50	Nagpur	Indian Bank, Zonal Office, PLOT NO 1A, WARDHA ROAD KARVE NAGAR, OPPOSITE AIRPORT CENTRE POINT HOTEL, NAGPUR, MAHARASHTRA, 440025
51	Poonamallee	Indian Bank, Zonal Office, NO. 5, JCN STREET PONAMALLEE, TIRUVALLUR District, TAMIL NADU, 600056
52	Kozhikode	Indian Bank, Zonal Office, LIC BUILDING, S M STREET KOZHICODE, KERALA, 673001
54	Inspection Center - Kolkata	Indian Bank, Inspection Center, 27/2, G.T.ROAD, II FLOOR, HOWRAH, PIN 711101
55	Inspection Center - Coimbatore	Indian Bank, Inspection Center, I FLOOR, 31, VARIETY HALL ROAD, COIMBATORE, Head Post Office
56	Inspection Center - Hyderabad	Indian Bank, Inspection Center, 3-6-365, 4th FLOOR, HIMAYATNAGAR MAIN ROAD, LIBERTY PLAZA, HIMAYATNAGAR
57	Inspection Center - Mumbai	Indian Bank, Inspection Center, A WING, SECOND FLOOR, ASHOKA SUPER MARKET, S V ROAD-AARAY RD JUNCTION, GOREGAON WEST
58	Inspection Center - New Delhi	Indian Bank, Inspection Center, UPPER GROUND FLOOR, WORLD TRADE CENTRE, BABAR ROAD, NEW DELHI
60	Inspection Center - Thanjavur	Indian Bank, Inspection Center, 1087, Mission Street, Manambu Chavadi, Thanjavur



