

Ref: CO/ITD/CNW/917/R1/2021-22

Date: 20/10/2021



**LIMITED RFQ**

**Request for Quotation (RFQ)**

for

**Availing onsite support engineers services for LAN maintenance at Head office  
and Corporate office**

|  |                               |
|--|-------------------------------|
| Last Date for receipt of bids  | <b>03/11/2021 at 04:00 PM</b> |
| Date & Time of opening bids (Annexures & Relevant brouchers detailed in checklist) | <b>03/11/2021 at 04:30 PM</b> |

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

**Note: This is limited RFQ and information regarding the same will be informed  
to the bidders finalized by the Bank.**



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**SCHEDULE**

|    |   |  |
|----|---|--|
| 1) | Tender Reference Number and Date  | RFQ No. Ref: CO/ITD/CNW/917/R1/2021-22 dated 20/10/2021  |
| 2) | Last date for seeking Pre-bid clarifications/ queries through email<br><a href="mailto:NAVEEN.NIGAM@indianbank.co.in">NAVEEN.NIGAM@indianbank.co.in</a><br><a href="mailto:RAJIVE.RASTOGI@indianbank.co.in">RAJIVE.RASTOGI@indianbank.co.in</a><br><a href="mailto:VISHAL.VERMA@indianbank.co.in">VISHAL.VERMA@indianbank.co.in</a><br><a href="mailto:PRIYANKA.SONI@indianbank.co.in">PRIYANKA.SONI@indianbank.co.in</a> | <b>22/10/2021 by 05:00 PM</b>  |
| 3) | Last Date & Time for submission of Bids in Online Mode  | 03/11/2021 at 04:00 PM   |
| 4) | Documents to be submitted Online  | a. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.<br>b. Relevant brochures<br>c. Any other information sought by the Bank with relevant to this tender  |
| 5) | Date of opening of bids (Annexures & Relevant brochures detailed in checklist)  | <b>03/11/2021 at 04:30 PM</b><br><br>Indian Bank<br>254-260, Avvai Shanmugam Salai<br>Royapettah<br>Chennai – 600 014  |
| 6) | Online Bid Submission Details   | This RFQ will follow e-Procurement (e-Tendering) process and the same will be conducted by Bank's authorized e-Procurement service provider M/s. Antares Systems Limited through website <a href="https://www.tenderwizard.in/indianbank">https://www.tenderwizard.in/indianbank</a> |
| 7) | Date of Online Reverse Auction (Part II)  | Intimation will be given to all qualifying bidders about the date and time of reverse auction.   |

This RFQ document can be downloaded from the website: <https://www.indianbank.in> and e-procurement portal: <https://www.tenderwizard.in/indianbank>. Clarifications, Modifications and Date of Extensions, if any, will also be posted on the same websites.

The term "Bid" & "Quote/Quotation" bears the same meaning in this RFQ.

**Note: The tender is not splittable. Only one bidder/SI will be awarded with contract.**



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## **SECTION-I**

### **REQUEST FOR QUOTATION (RFQ)**

- 1) Indian Bank invites quotations for Renewal of AMC for availing onsite support engineers services for LAN maintenance at Head office and Corporate office for the period of 3 years.
- 2) This tendering process shall follow two bidding system. Bidders have to submit indicative commercial bid along with the annexures. Part II – Commercials will be finalized through Online Reverse Auction Process, Intimation will be given to all qualifying bidders about the date and time of reverse auction.
- 3) Bidders should enrol/register before participating through e-procurement website. Bids have to be submitted online only through e-procurement website.
- 4) Please note that your quotation is subject to and governed by the "terms, conditions, various clauses, including terms of payment, manpower support, taxes etc. as mentioned in this RFQ.
- 5) Bidders should enroll/register before participating through website - <https://www.tenderwizard.in/indianbank>. Bids have to be submitted online only at the above mentioned website. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Any other documents sent by any other mode will not be accepted in this tender.
- 6) The indicative commercials (Part -I) provided by the bidders during e-tendering process will be considered as online sealed bid and the same will be opened by Bank Officials on the date of online reverse auction.
- 7) Part II – Commercials will be finalized through Online Reverse Auction Process. Intimation will be given to all qualifying bidders about the date and time of reverse auction. Commercial price breakup details to be submitted after online reverse auction process.
- 8) Indicative Commercial Bid and RFQ document to be uploaded online duly signed by the Authorized 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.



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

Please note that

- (i) The cost of preparing the bids, including visit / visits to the Bank is not reimbursable.
- (ii) The Bank is not bound to accept any of the bids submitted and the bank has the right to reject any/all bid/s or cancel the tender without assigning any reason therefor.
- (iii) Bank reserves the right to negotiate with the lowest quoted bidder (L1 bidder) for further reduction in price under exceptional circumstances.
- (iv) All pages of the Bid document, Clarifications/Amendments if any should be sealed and signed by the Authorized Signatory. A certificate to the effect that the Authorized Signatory has authority to bind the company should also be attached along with the bid.



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**SECTION-II**

**INSTRUCTIONS TO BIDDERS**

**1) Introduction**

The Bidder is expected to examine all instructions, forms, terms and specifications given in the Bidding Documents carefully. If any element of doubt arises, the same should be clarified from the Bank before submitting the bid. Failure to furnish all information required by the Bidding Documents may result in the rejection of its bid and will be at the Bidder's own risk. Bank will not be responsible for the same.

**2) Amendment of bidding documents**

- At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Document by modification(s) / amendment(s).
- The amendments if any, will be published in the e-procurement website and will form part of the Bidding document.

**3) Financial Bid**

- The Bank finalizes commercials through online reverse auction after evaluation of bids submitted by bidders after giving due notice to the technically qualified.
- The calling for quote does not confer any right on the bidder for being awarded any purchase order.



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**SECTION III**  
**CONDITIONS OF CONTRACT**

**1) DEFINITIONS**

In this contract, the following terms shall be interpreted as indicated:

- a. **"The Contract"** means the agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- b. **"The Contract Price"** means the price payable to the supplier under the contract for the full and proper performance of its contractual obligations;
- c. **"The Goods"** means all of the equipment, machinery, and / or other materials which the supplier is required to supply to the purchaser under the contract;
- d. **"The Services"** means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the supplier covered under the contract;
- e. **"The Purchaser"** means Indian Bank.
- f. **"The Supplier/Vendor"** means the company supplying the Goods and Services under this Contract.

**1. Scope of Bid**

Vendor has to arrange necessary manpower for On-site maintenance of the passive LAN components for 3 years in Head office & Corporate Office. The scope of maintenance work to be carried includes:

- Attending trouble calls raised via phone/e-mail/directly for Bank's Head office/Corporate Office regarding LAN outages during business hours on all days except Sundays and bank Holidays.
- During Critical activities, support engineers should be made available on Sundays/bank's holidays at the discretion of bank.
- Resolve LAN issues due to UTP / OFC cable cuts, issues in RJ Sockets, patch panel sockets, Fibre LIU etc. including crimping of UTP cables, Fibre splicing, reconnecting cables etc.



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**2. Penalty**

Maximum of 18 days leave of absence in a year is admissible for engineers. For each day the engineer is absent beyond the permissible period penalty @ Rs.800/- per day will be charged. However, the total amount of penalty deducted per month will be pegged at monthly charges payable for the particular Engineer.

**3. Terms of Payment**

LAN Maintenance support engineers charges will be paid Quarterly in arrears..

**4. Confidentiality**

The vendor/ bidder will be exposed to internal business information of the Bank, affiliates, and / or business partners by virtue of the contracted activities. The vendor/ bidder their employees shall treat all data & information collected from the Bank during the project in strict confidence. The Bank is expected to do the same in respect of vendor/ bidder provided data / information. **After termination of the contract also they should not divulge any data / information.**

**5. Limitation of Liability**

Vendor'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 vendor's gross 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 vendor that gave rise to claim, under this tender.

**6. Bank's right to accept or reject any bid or all bids or rate contract**

Bank enforces the right to accept or reject any bid, and to annul the bidding process and reject any/all bid/s at any time prior to award of Contract.

If the service provided by the vendor is found unsatisfactory or if at any time during the period of contract it is found that the information provided for the contract or any claim is false or if irregularities shown by the vendor for applying for the contract, the Bank shall reserve the right to cancel the contract and remove such vendors from the contract without giving any notice to the vendor.

**7. Negotiation**

The Bank reserves the right to further negotiate on the price offered, with the L1 vendor, if the price quoted is found unreasonable or in any exceptional circumstances.

**8. Disclaimer**

The Bank and/or its officers, employees disown all liabilities or claims arising out of any loss or damage, whether foreseeable or not, suffered by any person acting



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on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of Bank and/or any of its officers, employees.

#### 9. Indemnity Clause

If at the time of bidder/vendor supplying, installing the Hardware/Software and Support 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 bidder/vendor shall indemnify the Bank and keep it indemnified in that behalf.

#### 10. Patent Rights

Vendor shall indemnify the Bank against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof.

#### 11. Period of Validity of Bids

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

#### 12. Settlement of Disputes

- a. If any dispute or difference of any kind whatsoever shall arise between the purchaser and the vender/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.
- b. If after 30 days the parties have failed to resolve their disputes or difference by such mutual consultation, then either the purchaser or the vender/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.
- c. 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. Submitting to arbitration may be considered as an additional remedy and it does not preclude the parties to seek redressal/other legal recourse.

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



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

- (a) In case of dispute or difference arising between the Purchaser and the vender/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 Purchaser and the vender/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 presiding Arbitrator, the Presiding Arbitrator shall be appointed by the Indian Banks' Association, India which 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 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.
- (e) Where the value of the contract is Rs. 10 million and below, the disputes or differences arising shall be referred to the Sole Arbitrator. The Sole Arbitrator shall be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Banks' Association.

d. 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 purchaser shall pay the vender/supplier any monies due to the vender/supplier.

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

### 13. Applicable Law

Laws of India and any other guidelines having the force of law in India will be applicable.



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#### 14. Jurisdiction

Any dispute arising out of this order will be under the jurisdiction of Courts of law in Chennai.

#### 15. Termination for Convenience

The Bank, by 30 days written notice sent to the vendor, 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 vendor under the Contract is terminated, and the date upon which such termination becomes effective.

#### 16. Termination for Default

The Bank, without prejudice to any other remedy for breach of contract, by 30 days written notice of default sent to the Service provider, may terminate this Contract in whole or in part :

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

'For the purpose of this clause:

**"corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

**"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition.

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 Service provider shall be liable to the Bank for any excess costs for such similar Goods or Services. However, the Service provider shall continue performance of the Contract to the extent not terminated.

#### 17. Force Majeure

The Successful bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, its delay



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in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond reasonable control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Delay by sub suppliers of vendor to Vendor will not be considered as cause of force Majeure.

If a Force Majeure situation arises, the Successful bidder shall promptly notify the Bank in writing of such condition and the cause thereof but in any case not later than 10 (Ten) days from the moment of their beginning. Unless otherwise directed by the Bank in writing, the Successful bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received or complete transition / handover to the in-coming Vendor / Service Provider.

## **18.OTHER TERMS AND CONDITIONS**

The relationship between the Bank and Successful Bidder/s is on principal to principal basis. Nothing contained herein shall be deemed to create any association, partnership, joint venture or relationship or principal and agent or master and servant or employer and employee between the Bank and Successful Bidder/s hereto or any affiliates or subsidiaries thereof or to provide any party with the right, power or authority, whether express or implied to create any such duty or obligation on behalf of the other party.



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## **SECTION IV**

### **INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

#### **1. GENERAL**

These Instructions for e-Tendering supplement other terms and conditions of this tender.

#### **2. INSTRUCTIONS**

##### **2.1. RULES FOR WEB PORTAL ACCESS**

1. Bidder should be in possession of Digital Certificate in the name of company/bidder with capability of signing and encryption for participating in the e-tender. Bidders may use Digital Certificates issued in the name of individuals upon submission of authorization certificate from the company for the same to the e-tendering service provider and prior approval from Bank officials. Bidders are advised to verify their digital certificates with the service provider at least two days before due date of submission and confirm back to Bank.
2. e-tendering will be conducted on a specific web portal website - <https://www.tenderwizard.in/indianbank> meant for this purpose with the help of the Service Provider identified by the Bank as detailed above.
3. Bidders will participate in e-tendering event from their own office/place of their choice. Internet connectivity/browser settings and other paraphernalia requirements shall have to be ensured by Bidder themselves.
4. In the event of failure of their internet connectivity (due to any reason whatsoever it may be) either the service provider or Bank is not responsible.
5. In order to ward-off such contingent situation, Bidders are advised to make all the necessary arrangements/alternatives such as back-up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the e-Tendering process successfully.
6. However, the Bidders are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
7. Failure of power at the premises of bidders during the e-Tendering cannot be the cause for not participating in the e-Tendering.
8. On account of this, the time for the e-tendering cannot be extended and Bank is not responsible for such eventualities.
9. Bank and/or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of e-tendering irrespective of the cause.
10. Bank's e-tendering website will not allow any bids to be submitted after the deadline for submission of bids. In the event of the specified date and time for the submission of bids, being declared a holiday/strike for the bank, e-tendering website will receive the bids up to the appointed time as mentioned in schedule



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2. Extension/ advancement of submission date and time will be at the sole discretion of the Bank.

11. However, during the submission of bid, if any bidder faces technical issues and was unable to submit the bid, in such case the Bank reserves its right to grant extension for bid submission by verifying the merits of the case and after checking necessary details from Service Provider.

## **2.2. REGISTRATION**

To use the Bank's e-tendering Portal (<https://www.tenderwizard.in/indianbank>), bidder needs to register on the e-tendering portal. The bidder should visit the home-page of the portal and to the Portal Enrolment for new bidder link. The following steps are to be followed during the registration process

- Fill all the relevant and requisite details to complete the Enrolment form provided in the Bank's e- tendering portal
- Upload the scan copy of the PAN Card and GST Registration certificate
- Acknowledgement copy will be generated with user id & password & the same will be sent to their registered email id.
- After verification by department/service provider, the id will be activated.
- At the first login, DSC details will be automatically captured by the system.
- Clarification/ Amendments and Extension of last date of bid submission (if any) will be uploaded in the e-tendering portal under Corrigendum/ Amendment.

Training to the Bidder for participating in the bids through e-tendering Website will be provided by the service provider M/s. Antares Systems Limited

**Note:** Please contact M/s. Antares Systems Limited's support desk (as given below), to get your registration accepted/activated and for further clarifications.

### **Support Desk Contact Details**

M/s. Antares Systems Limited  
#24, Sudha Complex, 3<sup>rd</sup> Stage, 4<sup>th</sup> Block  
Basaveshwaranagar, Bangalore – 560 079.  
Support Contact No. 080-40482100, 99432 77499  
Support Email: [gunaseelan.m@antaressystems.com](mailto:gunaseelan.m@antaressystems.com)

## **2.3. SUBMISSION OF BIDS THROUGH E-TENDERING PORTAL**

The Bid documents, to be uploaded as part of online bid submission, are as follows:

- Tentative Commercial Bid, along with all supporting documents required.



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- b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
- c. Relevant brochures
- d. Copy of RFQ Document along with the authorized person sign & company seal.
- e. Proof of Authorized signatory to sign the bid documents.
- f. Any other information sought by the Bank with relevant to this tender

Bidder should upload all the copies of relevant documents without fail in support of their bid and as per the instructions given in tender documents. If the files to be uploaded are in PDF format, ensure to upload it in "Searchable" PDF Format. After filling data in predefined forms bidders need to click on final submission link to submit their encrypted bid.

Please take care to scan documents so that total size of documents to be uploaded remains minimum. **All documentation evidence provided to the Bank shall be in PDF Format. The Scanned Documents shall be OCR enabled for facilitating "search" on the scanned document.** Utmost care may be taken to name the files/documents to be uploaded on e-tendering portal.

#### 2.4. BID RELATED INFORMATION

Bidders must ensure that all documents uploaded on e-tendering portal as files or zipped folders, contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder themselves for proper extractability of uploaded zipped files.

Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder's responsibility only.

The bidder is requested to submit the original documents online on or before 03/11/2021, 04.00 PM

#### 2.5. OTHER INSTRUCTIONS

For further instructions like system requirements and manuals, the bidder should visit the e-tendering portal (<https://www.tenderwizard.in/indianbank>), click on System Requirement Manual/ User Manual.

**The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –**

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance before tender submission deadline on e-tendering portal.
- b. Register your organization on e-tendering portal well in advance before tender submission deadline on e-tendering portal.



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- c. Get your organization's concerned executives trained on e-tendering portal well in advance before tender submission deadline on e-tendering portal.
- d. Submit your bids well in advance of tender submission deadline on e-tendering portal (Bank will not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the e-tendering portal, the fourth instruction is relevant at all times.



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Date: 20/10/2021

**PART-I**  
**Indicative Commercial Bid**

Date:

The Chief Manager,  
CO: Information Technology Department,  
Indian Bank,  
Chennai

**Dear Sir,**

**Sub:** RFQ for Availing onsite support engineers services for LAN maintenance at Head office and Corporate office.

**Ref:** Your RFQ No.CO/ITD/CNW/917/R1/2021-22 dated 20/10/2021.

Referring to your above RFQ for quotations, we submit hereunder cost of providing onsite support engineers services for LAN maintenance at Head office and Corporate office, as detailed below:

| S.No.                      | Manpower cost                                     | Qty#<br>(a) | Unit Rate per<br>year in Rs.*<br>(b) | Total Amount<br>for <b>three</b> years<br>in Rs.* (a*b*3) |
|----------------------------|---|-------------|--------------------------------------|---|
| 1                          | Onsite Support Engineer Cost<br>@Corporate Office | 1           |                                      |   |
| 2                          | Onsite Support Engineer Cost<br>@Head Office      | 1           |                                      |   |
| <b>Total amount in Rs.</b> |   |             |                                      |   |

\* Exclusive of GST.

We submit that we shall abide by the details given above and the conditions given in your above RFQ.

Company Seal  
Date

Signature of the Vendor  
(Authorized Signatory)  
Name:  
Designation:  
Mobile No:  
e-mail id:  
Company Name:  
Business Address:



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Date: 20/10/2021

**ANNEXURE -I**  
**(Bid Form)**

Date: \_\_\_\_\_

To  
Indian Bank  
Corporate Office,  
Information Technology Department  
254-260, AvvaiShanmugam Salai,  
Royapettah,  
Chennai 600 014, India.

**Sub:** Request for Quotation (RFQ) for Availing onsite support engineers services for LAN maintenance at Head office and Corporate office.

**Ref:** CO/ITD/CNW/917/R1/2021-22 dated 20/10/2021

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to.....  
..... (Description of Goods and Services), in conformity with the said Bidding Documents.

We undertake, if our bid is accepted, we will provide the services and manpower support as detailed in the RFQ.

We agree to abide by this for the bid validity period specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We agree to extend the Bid Validity Period, if required.

This bid, together with your notification of award/purchase order, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, 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 bid you may receive.

Dated this .....day of ..... 2021

Signature .....

.....  
(In the Capacity of)

Duly authorised to sign bid for and on behalf of



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**Ref: CO/ITD/CNW/917/R1/2021-22**

**Date: 20/10/2021**

(Name & Address of Bidder) .....

Mobile:

Email



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Date: 20/10/2021

**ANNEXURE-II**  
**SELF DECLARATION – BLACKLISTING**

**To,**

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

Dear Sir,

Sub: Request for Quotation (RFQ) for Availing onsite support engineers services for LAN maintenance at Head office and Corporate office.

Ref: Your RFQ no. CO/ITD/CNW/917/R1/2021-22 dated 20/10/2021.

We hereby certify that, we have not been debarred/ blacklisted for corrupt and fraudulent practices by the Govt. of India / State Governments / Regulatory Agencies / PSU/other institutions and not have been insolvent / bankrupt on the date.

**Signature of Authorized Official**

**Name and Designation with Office Seal**

**Place:**

**Date:**

**Name:**



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Date: 20/10/2021

**ANNEXURE - III**

**Bid Security Declaration**

To,  
Assistant General Manager  
Information Technology Department  
Indian Bank, Corporate Office  
254-260 AvvaiShanmugam Salai  
Royapettah, Chennai- 600 014, India.

Dear Sir,

**Sub:** Request for Quotation (RFQ) for Availing onsite support engineers services for LAN maintenance at Head office and Corporate office.

**Ref:** Your RFQ no. CO/ITD/CNW/917/R1/2021-22 dated 20/10/2021.

We declare that, we will not withdraw our bid during the period of bid validity specified in this RFQ and we will not fail or refuse to execute the Agreement.

In case we fail to execute the terms of agreement /contract to the satisfaction of the Bank, we understand that the Bank may take appropriate suitable steps for our organisation.

**Signature of Authorized Official**

**Name and Designation with Office Seal**

**Place:**

**Date:**

**Name:**



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Date: 20/10/2021

**ANNEXURE-IV**

**CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

| Sr. No. | Criteria   | Documents are to be submitted along with bid   |
|---------|--|--|
| 1.      | The Bidder should not have been blacklisted by any Government Dept / PSU / Banks currently | Self-Declaration as per Annexure-II should be attached for non-black listing.            |
| 2.      | Indicative Commercial Bid  | Indicative Commercial Bid to be given as per PART- I duly signed by authorized signatory |
| 3.      | Copy of RFQ & Clarifications and amendments issued by the Bank                             | To be sealed and signed by the Authorised Official of the Bidder                         |
| 4.      | Bid Form   | As per Annexure-I  |
| 5.      | Bid Security Declaration   | As per Annexure-III  |



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