

Ref: CO/TMD/CDC/623/2015-16

19.03.2016

Sub: Request for Quotation (RFQ) for Supply and Maintenance of two nos. of Degaussers

We are interested in procuring two nos. of Degaussers. The details of the same are given in PART I, which is enclosed.

1. Procedure for submission of proposal :

The quote shall be submitted in two parts (Part-I & Part-II) sealed in separate envelopes and both the envelopes should be kept in one sealed envelope. All the envelopes should bear the name of the bidder. The outer envelope should be marked **"Quote for supply of two nos. of Degaussers due on or before 04.04.2016 at 03.00 P.M."** addressed to,

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

and dropped in the box provided at the above address, after noting down in the Register and obtaining the signature of the Bank Official within the time stipulated as above. Part-I of the quotes received **will be opened on 04.04.2016 at 03.30 P.M.** You may send your representative to participate in the opening process. Bidder should submit a DD for INR 2000/- along with part I towards cost of the Bid. The bids of those Bidders who have submitted the DD will be considered for evaluation.

- a. Part-I contains compliance details of delivery period and other terms and conditions of the quote. Non-compliance of the above will be liable for rejection. Part-I form enclosed to this letter should be duly filled, signed and kept along with other documents in separate envelope marked **"Part I - Technical Data - "Quote for supply of two nos. of Degaussers due on or before 04.04.2016 at 03.00 P.M." Only the enclosed form should be used for Part I.**
- b. Part-II shall indicate the total price (amount only) exclusive of Taxes. Part-II form should be duly filled in, signed and kept in a separate envelope marked **"Part II - Price Schedule - "Quote for supply of two nos. of Degaussers due on or before 04.04.2016 at 03.00 P.M."**
- c. The quote document including Part -I & Part-II is to be submitted in original, duly signed by the Authorized Signatory in every page. No column shall be left blank. Any correction should be authenticated by the same signatory under his / her full signature. If false information is furnished and/or if there is any deviation or non-compliance of the stipulated terms and conditions and specifications, the quote will be liable to be rejected without any reference. The price quoted should be unconditional.



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- a. The Bidder should be OEM/ Authorized Dealer / Reseller for the degausser (Manufacturer Authorization Form as format given in the Annexure to be submitted).
- b. The Bidder should be in existence in India for the last 3 years as on 31.12.2015 (Proof to be submitted).
- c. The Bidder should be Net Profit earning Organization in the last three financial years of the bidder. (Copy of audited Balance Sheet for last three financial years to be submitted)
- d. The annual turnover should be ₹ 50.00 lakhs or above in the last three financial years of the bidder. (Copy of audited Balance Sheet for last three financial years to be submitted)
- e. The Bidder should have supplied degaussers to Government Dept / PSU / PSBs during each of last two years. (Copy of Purchase Orders, one for each year with reference contact details to be submitted)
- f. The Bidder should not have been currently blacklisted by any Government Dept / PSU / PSBs (self declaration to be submitted by the bidder).
- g. Either the Agent on behalf of the principal or the principal directly can bid in the tender but not both.

3. Period of validity of Bids:

Bids shall remain valid for the period of 60 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.

4. Queries/Clarifications:

The bidders are requested to send any queries/clarifications to the Bank latest by **24.03.2016**, at email IDs mentioned in the Contact details.

5. Contact details:

CHIEF MANAGER, TECHNOLOGY MANAGEMENT DEPT,
INDIAN BANK, CORPORATE OFFICE,
254-260, AVVAI SHANMUGAM SALAI,
ROYAPETTAH, CHENNAI - 600 014
Phone Nos. 044-28134311
e-mail: easwarkb@indianbank.co.in
saravanan.g@indianbank.co.in
krishna.cp@indianbank.co.in

6. Delivery:

Degaussers should be delivered within two (2) weeks from the date of acceptance of purchase order.



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7. Warranty and Maintenance:

- All goods shall have the comprehensive On-site warranty of 36 months from the date of installation.
- Bidder guarantees against any defects or failure, which arise due to faulty materials, workmanship or design.

If during the Warranty Period any goods are found to be damaged or defective or not acceptable, they shall promptly be replaced or rectified by the successful bidder at their own cost (including the cost of dismantling and reinstallation) on the request of the Bank and if removed from the Site for such purpose, successful bidder has to provide standby goods till the original goods are repaired or replaced. All goods shall be removed and re-delivered to the Bank by successful bidder at their own cost.

Maintenance: The bidder has to provide Support for two years under AMC after expiry of warranty period of three years. If required, AMC for subsequent period will be renewed at the mutually agreed rates.

Service Level Agreement (SLA) during Warranty and AMC: The reported issue will be classified as High / Medium / Low as mentioned below:

Severity	Definition	Resolution time from the time of reporting the issue
High	If the Degauss Machine is fully unoperational.	To be resolved within 1 working day* from reporting
Medium	If some of the features are not available and operation continues in restricted fashion which affects may productivity in long term	To be resolved within 2 working days* from reporting
Low	Partial or non-critical loss of feature or functionality	To be resolved within 4 working days* from reporting

*Working day shall be considered from Monday to Saturday excluding public holidays.

Any Failure to resolve the issue within stipulated time will render the vendor liable for levy of penalty @ ₹ 500/- per working day subject to a maximum of ₹ 10,000/- for high level issue, ₹ 5,000/- for medium level issue and ₹ 2,000/- for low level issue per month. The penalty, if any, shall be deductible from the quarterly payment during annual maintenance period. During warranty period, the Bank reserves the right to recover the penalty if any, towards breach of SLA terms from any payment due to the bidder.

Successful bidder has to provide the details with complete escalation matrix for reporting complaints/ incidents through phone and email.

8. On-site Training:

The bidder shall provide one time onsite training of up to 1 day to the Bank officers; train them on the overall workflow and operation of Degauss machines. The instructions and operations Manual should also be provided separately to the Bank. Training and course schedule will be decided mutually between the finalized bidder and the Bank. Training would be part of installation and signoff.

9. Performance Security:

Within 15 days of acceptance of Purchase Order, the supplier shall furnish to the Bank the Performance Security equivalent to 5% of the total cost of the product



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in the form of a Bank Guarantee, valid for 39 months with further one month claim period, in the format enclosed.

- 9.1 The Performance Security shall be invoked by the Bank as compensation for any loss resulting from the Supplier's failure to complete its obligations.
- 9.2 If not invoked, the Performance Security will be discharged by the Bank and returned to the Supplier after expiry of claim period.

10. Payment Terms:**i. Hardware:**

- a. **On Delivery & Installation:** 95% of the cost shall be paid after delivery, successful installation of degaussers at specified locations and training. The payment will be released within 15 days on submission of invoice, proof of delivery and installation & training report signed by the officials of the bank.
- b. **On Completion of 3 years:** 5% of the cost will be released on completion of three years (after expiry of warranty) from the date of completion of installation, on request from the successful bidder.

ii. Annual Maintenance Contract(AMC):

Payment shall be made quarterly in advance after the expiry of warranty.

11. Place of Delivery:

One degausser should be delivered at Indian Bank, Chennai and one at Indian Bank, Hyderabad.

12. Liquidated damages:

If the Supplier fails to deliver any or all of the Goods within the period(s) specified in this order, for reasons solely attributable to the Supplier, the Bank shall, deduct from the relevant order price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods or a sum equivalent to 0.5% of the value of delayed goods and goods which cannot be utilized due to the delayed item, for each week or part thereof of delay until actual delivery up to a maximum deduction of 10% of the price of the delayed Goods. If the goods are not delivered in time, the Bank may consider termination of this order.

13. Evaluation Criteria:**13.1 General evaluation**

- a. The Bank will examine the quote to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the quote is generally in order.
- b. Arithmetical errors will be rectified on the following basis:
 - i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.



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- ii. If there is a discrepancy between words and figures, the amount in words will prevail.

If the Supplier does not accept the correction of the errors, its quote will be rejected.

- c. It is the discretion of the Bank to waive minor non conformity or irregularity in a quote which does not constitute a material deviation.
- d. Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of quote document. For purposes of these clauses, a substantially responsive quote is one which conforms to all the terms and conditions of the quote documents without material deviations.

13.2 Technical evaluation

The degaussers quoted should meet all the technical specifications as stipulated in the quote (Part I).

13.3 Commercial evaluation

The Bank will open Part II (Commercial Quote) of the quote after evaluation of Part I. After technical evaluation, only the eligible bidders will be communicated the date and time of Commercial Bid opening. Bidders may send their representative to participate in the Bid Opening process. The Purchase Order shall be issued to Lowest Quoted (L1) bidder.

If multiple bidders become Lowest Quoted (L1) bidders, then the multiple L1 bidders will be informed to submit again the Commercial Quote (Part- II) with their revised prices in a sealed envelope to arrive at the L1 bidder.

14. Bank's right to accept/reject quote(s):

Bank has the right to accept or reject any or all quotation/s or cancel the tender at its sole discretion without assigning reason therefor.

15. Patent Rights:

The Supplier shall indemnify the Purchaser/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.

16. Negotiation:

The Bank reserves the right to further negotiate on the price offered, with the L1 (lowest quoted) vendor under exceptional circumstances.

17. Jurisdiction:

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

18. Termination for Convenience:

The Bank, by 15 days written notice sent to the Successful bidder, may terminate the Order, 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 vendor under the Order is terminated, and the date upon which such termination becomes effective.



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The Purchaser/Bank, without prejudice to any other remedy for breach of order, by 7 days written notice of default sent to the Supplier, may terminate this Order in whole or in part:

- a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Order, or within any extension thereof granted by the Purchaser/Bank;

OR

- b) If the Supplier fails to perform any other obligation(s) under the Order.

OR

- c) If the Supplier, in the judgement of the Purchaser/Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Order.

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 order execution; and

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a order to the detriment of the Purchaser/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 Purchaser/Bank of the benefits of free and open competition.

In the event the Purchaser/Bank terminates the Order in whole or in part, the Purchaser/Bank may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser/Bank for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Order to the extent not terminated

20. Issue and Acceptance of Order:

Purchase order for degaussers (as mentioned above) shall be issued to Lowest Quoted (L1) bidder. The successful bidder has to submit the acceptance of the purchase order within three (3) days from the date of receipt of purchase order, duly signed by the Authorized Signatory.



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PART-I

Chief Manager
 Indian Bank
 Corporate Office
 Expenditure Department
 254-260, Avvai Shanmugam Salai
 Royapettah, Chennai 600 014.

Dear Sirs,

Sub: Request for Quotation (RFQ) for supply of two nos. of degaussers.

Ref: CO/TMD/CDC/623/2015-16 dated 11.03.2016.

Referring to your above letter calling for quotations, we submit the compliance details of the specifications given below for the supply.

S No.	Type	Specifications	Compliance (Yes/ No)
1.	Make/ Model/ Manufacturer	To be mentioned by bidders.	
2.	Erase Time	60 Seconds (maximum)	
3.	Power Supply	230 V \pm 5%, 50/60 Hz- Standard	
4.	Overall Dimensions	Depth X Width X Height (To be mentioned by bidders.)	
5.	Weight	To be mentioned by bidders.	
6.	Degausser System	Capacitive Discharge (Pulse Technology) and it should not physically impact the media.	
7.	Duty Cycle	Continuous	
8.	Warning Indicator	A field failure indicator should be provided to give further reassurance that the degauss field is present.	
9.	Display	LCD/LED display to visually provide the user with erase, power, mode verification & other indications.	
10.	Magnetic Field	Required magnetic field to be provided as for successfully degaussing media listed under point no. 14.	
11.	Throughput	25 Hard drives/ Tapes per hour (minimum)	
12.	Controls	Erase Button, On/Off power switch	
13.	Safety Standards	The product should have to be covered and in well insulated condition. It should be compliant to various international safety rules and standards like PCI-DSS, NIST, HIPAA, PIPEDA, NIST SP 800-36, NIST SP 800-88 etc.	
14.	Media	Hard Drives – Standard, Laptop Drives, Storage drives along with external enclosures (DDM etc.) etc. (2.5", 3.5" hard drives should also be supported) Tapes/ Cartridges - DLT/ LTO- Cartridges -LTO1, LTO2, LTO3, LTO4, LTO5, LTO6, LTO7 etc.	



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List of deviations from the required specifications:

- 1)
- 2)

(If there are no deviations in the compliance of specifications, please mention NIL for points 1 and 2 separately)

Documents to be enclosed:

S. No.	Documents	Submitted/ Not submitted
1	Manufacturer's Authorization Form(As given in Annexure)	
2	Copy of Certificate of Incorporation of the company.	
3	Copy of audited Balance Sheets for last three financial years.	
4	Copy of Purchase Orders for supply of degaussers, issued to the vendor and reference contact details.	
5	Self declaration for non-blacklisting (As given in Annexure).	

We agree for the delivery period of the degaussers as per your above letter.

We agree to the terms of payment mentioned in your letter.

We submit that we shall abide by your terms and conditions governing the quotation mentioned in your letter.

We agree to abide 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.

We confirm that we are complying with eligibility criteria.

We submit that the details given above are true to the best of our knowledge.

For

Office Seal

(Authorized Signatory)Place:
Date:Name:
Designation:
Mobile No:
Business Address:
Telephone No:
(at Chennai)
E-mail ID:

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19.03.2016

PART-II

Commercial Quote for two nos. of Degaussers

Date:

Chief Manager
 Indian Bank, Corporate Office
 Expenditure Department
 254-260 Avvai Shanmugam Salai
 Royapettah, Chennai 600 014

Dear Sirs,

Sub: Request for Quotation (RFQ) for supply of two nos. of Degaussers.

Ref: CO/TMD/CDC/623/2015-16 dated 11.03.2016.

Referring to your above letter calling for quotations, we submit hereunder the price bid for supply of two nos. of degaussers as per the specifications given in Part-I.

Price Schedule:

Product	Quantity (a)	Cost per unit (b)	Amount in Rs. @@
			Total Cost (c=a*b)
Degausser (Capacitive Discharge)	2		

Total Amount in words: Rs. _____
 only.

@@ Amount is inclusive of all levies, duties, Freight, insurance, delivery, warranty etc. and exclusive of Taxes Only. Octroi / Entry Tax will be reimbursed on submission of original receipt. TDS, if applicable will be deducted from payment.

Note: Total cost (c) of degaussers will be considered for arriving at Lowest quoted (L1) bidder.

AMC Charges:

S No.	Charges	Amount ^{##} (Rs)
1	AMC for 4 th year	
2	AMC for 5 th year	
	Total AMC charges for 2 years	

Total Amount in words: Rs. _____
 only.

^{##} Amount is exclusive of Service Tax only. TDS, if applicable will be deducted from payment.

Note: AMC charges for one year cannot exceed 8% of the total cost price of the product.



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We submit that we shall abide by the details given above and the terms and conditions of the tender.

Office Seal
Place:
Date:

For
(Authorized Signatory)

Name:
Designation:
Mobile No:
Business Address:
Telephone No:
(at Chennai)
E-mail ID :



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ANNEXURE**1. PERFORMANCE SECURITY FORM**

Bank Guarantee No.

Date:

To :

INDIAN**BANK,****CHENNAI,****INDIA.**

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

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

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.....2016 and claim period
is valid upto

Signature of Authorised Official with Seal

.....

Date.....2016

Address:.....

.....

NOTE :

1. The Supplier should ensure that 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.



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19.03.2016

2. MANUFACTURERS' AUTHORIZATION FORM

No. _____

Dated

To

Indian Bank
Corporate Office
Technology Management Department
254-260 Avvai Shanmugam Salai,
Chennai 600014

Dear Sir,

Sub: Supply and maintenance of Degaussers**Ref:** RFQ No. CO:TMD:PG:623:2015-16 dated 11.03.2016.

We _____ who are established and reputable manufacturers of Degaussers (name & descriptions of goods offered) do hereby authorize, M/s _____ (Name and address of Agent) to submit a bid, and sign the contract with you for Degaussers against the above RFP.

We certify that M/s _____ is partner/reseller/ distributor.

We duly authorise them to act on our behalf in fulfilling all installation, technical support and maintenance obligations required by the Contract.

Yours faithfully,**(Signature of the Authorised Official)**

Name of Manufacturer:

Name of Authorised Official:

Designation:

Place:

Date:

Official Seal:



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

Dear Sir,

Sub: Supply and Maintenance of Degaussers.**Ref:** Bid Document No. CO:TMD:CDC:623:2015-16 dated 11.03.2016.

We hereby certify that, we have not been blacklisted currently by any
Government Dept / Public Sector Undertakings / Banks.

Signature of Authorized Official**Name****Designation****Office Seal****Place:****Date:**

