



Head Office: Information Technology Department

66, Rajaji Salai
Chennai 600 001
Ph: 2527 9719/9704

Ref: CO/ITD/2263/R1/2020-21

Date: 05/05/2020



CO/ITD/2263/R1/2020-21 dated 05/05/2020

Request for Proposal

for

Supply, Installation and Maintenance of 40 Nos. of ADF Scanners.

Last Date for Submission of bid: 29/05/2020 (03.00 PM)

**Indian Bank
Information Technology Department
Head Office,
66, Rajaji Salai,
Chennai - 600 001**



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Invitation for Bids

Indian Bank, a leading Public Sector Bank having its corporate Office in Chennai, invites e-tender for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners for various branches/offices.

This tendering process shall follow two-part bidding. Bid shall be submitted in two parts, i.e. Technical Bid and Indicative Price Bid followed by an online reverse auction. Lowest Quoted (L1) bidder will be finalized through online reverse auction process.

1) SCHEDULE

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| 1) | Tender Reference Number and Date | CO/ITD/2263/R1/2020-21 dated 05/05/2020 |
| 2) | Last date for seeking clarifications/queries through email @ prakash.pvs@indianbank.co.in skkarna55966@indianbank.co.in himanshu.singh2@indianbank.co.in | 14/05/2020, 5.00 PM |
| 3) | Last Date, Time for submission of Bids in Online Mode and documents to be uploaded online by Bidders | 29/05/2020 at 03:00 PM a. Eligibility Criteria, along with all supporting documents required. b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages. c. All supporting documents and product literature in support of Technical specifications. d. Relevant brochures f. Compliance to Technical Specifications as per Part-I. g. Any other information sought by the Bank with relevant to this tender |
| 4) | Last Date, Time for submission of Physical Documents and documents to be submitted physically by Bidders (Offline Mode) | 29/05/2020 at 03:00 PM to be submitted to Chief Manager (Premises & Expenditure) Indian Bank Corporate Office Premises & Expenditure Department 254-260, Avvai Shanmugam Salai, Royapettah Chennai – 600 014 |



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| | | |
|----|---|--|
| | | <p>1. Earnest Money Deposit/Bid Security 2. DD towards Cost of bid document (Alternatively bidders can transfer the cost of bid document in the following account number through NEFT/RTGS/IMPS/UPI etc.):</p> <p>Account No.: 743848138 Account Name: INDIAN BANK, H.O. TECHNOLOGY MANAGEMENT DEPARTMENT-II IFSC Code: IDIB000H003 Branch: Harbour</p> <p>Note: Companies registered as Micro/Small Units under MSE/NSIC should submit documentary proof for claiming exemption for Point No. 1 & 2</p> |
| 5) | Earnest Money Deposit/Bid Security | <p>₹75,000/- (Rupees Seventy Five Thousand only)</p> <p>valid for 135 days from the last date of submission of bid in the form of Bank Guarantee issued by a scheduled commercial Bank or Foreign Bank located in India other than Indian Bank. (Mode of Submission: Offline)</p> |
| 6) | RFP Cost | <p>Non-refundable ₹2,000/- in the form of DD favouring "Indian Bank". (Mode of submission: Offline)</p> <p>Alternatively bidders can transfer the cost of bid document in the following account number through NEFT/RTGS/IMPS/UPI etc.:</p> <p>Account No.: 743848138 Account Name: INDIAN BANK, H.O. TECHNOLOGY MANAGEMENT DEPARTMENT-II IFSC Code: IDIB000H003 Branch: Harbour</p> |
| 7) | Date of opening of Technical Bids (Online & Offline) & Conformity to Eligibility Criteria | <p>29/05/2020 at 03:30 PM</p> <p>Indian Bank 254-260, Avvai Shanmugam Salai Royapettah Chennai - 600 014</p> |



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| 8) | Date of opening of Indicative Commercial Bids (Online& Offline) and Online Reverse Auction | Will be intimated after technical evaluation of the bids submitted. |
| 9) | Online Bid Submission Details | This RFP will follow e-Procurement (e-Tendering) process and the same will be conducted by Bank's authorized e-Procurement service provider M/s Nextenders (India) Pvt. Ltd. through website https://indianbankeprocure.etenders.in . |

This RFP document can be downloaded from the website: <https://indianbank.in/tenders> & e-procurement portal: <https://indianbankeprocure.etenders.in>. Clarifications, Modifications and Date of Extensions, if any, will also be posted on the same website & e-procurement portal and no paper publication will be done for the same.

2) ACCESSIBILITY OF TENDER DOCUMENT

Interested bidders may download the tender document for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners from the website <https://indianbank.in/tenders> & e-procurement portal <https://indianbankeprocure.etenders.in>. Please note that your e-tender is subject to the terms and conditions mentioned in the RFP.

3) LAST DATE FOR SEEKING CLARIFICATIONS/QUERIES THROUGH EMAIL

The bidders are requested to submit any queries/clarifications to the Bank on or before 14/05/2020, 5.00 PM to the following mail ids.

prakash.pvs@indianbank.co.in
skkarna55966@indianbank.co.in
himanshu.singh2@indianbank.co.in

Bidders have to ensure that cost of bid document i.e. Rs.2,000/- has already been remitted to the account as mentioned in Schedule 6, or dispatched through demand draft (Copy of demand draft to be attached), to the below mentioned address, before raising the queries through email:

Indian Bank, Head Office, 66, Rajaji Salai, 2nd Floor, Chennai- 600 001

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 website-<https://indianbank.in/tenders> & e-procurement portal <https://indianbankeprocure.etenders.in> and informed vide mail to the bidders who have raised queries.



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4) PROCEDURE FOR SUBMISSION OF QUOTATION

- Bidders should enroll/ register before participating through website - <https://indianbankeprocure.etenders.in>. Bids have to be submitted online only at the above mentioned website. All the documents mentioned in schedule 3 are to be scanned and uploaded along with the tender documents. Any other documents sent by any other mode will not be accepted except for the documents asked to be submitted physically by bidders (Offline Mode) mentioned under schedule 4 of this tender.
- Technical bid contains
 - a. Eligibility Criteria, along with all supporting documents required.
 - b. All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
 - c. All supporting documents and product literature in support of Technical specifications.
 - d. Relevant brochures
 - f. Compliance to Technical Specifications as per Part-I.
 - g. Any other information sought by the Bank with relevant to this tender
- Indicative price breakup details to be submitted as sought in the e-tendering system. The indicative commercials provided by the bidder during e-tendering process will be considered as online sealed bid. The indicative commercial bid of the technically qualified bidders will be opened by Bank Officials on the date of online reverse auction. The indicative price to be quoted should include cost of ADF Scanner, accessories, duties, levies, freight, insurance, delivery, installation charges and Labour charges, Warranty etc. and other specifications mentioned in Part- I, but exclusive of GST only.
- Technical bid to be uploaded should be 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 e-tender will be liable for rejection. The indicative price quoted should be unconditional and should not contain any strings attached thereto. E-tenders, 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 supplier.
- Documents mentioned under schedule 4 shall be submitted in a single sealed envelope duly super-scribing the envelope with the reference number of this RFP, due date, name of the Bidder, Quotation reference number etc.



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5) SIGNING OF TENDER

Signature should be done electronically as per e tender system. In addition, authorized signatory should sign all the pages of the tender and other supporting documents. Power of Attorney or resolution of the Board supporting the same should be uploaded along with the e-tender.

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

6) 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.75,000/- (Rupees Seventy Five Thousand only)** and valid for 135 days from the last date for submission of Bid, in the format specified in the bid document along with Part-I. Bank may seek extension of Bank Guarantee, if required. NSIC registered bidders are exempted from submission of Earnest Money Deposit.
- The Cost of Bid Document is **Rs.2,000/- (Rupees Two thousand only)** (Non-Refundable). The amount has to be paid by way of a Demand Draft (DD) favoring "Indian Bank" payable at Chennai and enclosed along with the technical bid document. The bid will be rejected if bid document fee of Rs.2,000/- in the form of DD favoring Indian Bank is not submitted. Alternatively bidders can transfer the cost of bid document in the following account number through NEFT/RTGS/IMPS/UPI etc.:

Account No.: 743848138

Account Name: INDIAN BANK, H.O.TECHNOLOGY MANAGEMENT DEPARTMENT-II

IFSC Code: IDIB000H003

Branch: Harbour

- Unsuccessful bidders' bid security will be discharged or returned after the expiration of the period of bid validity prescribed by the bank or after issuing purchase order to the successful L1 bidder, whichever is earlier.
- The successful Bidder's Bid Security will be discharged upon the Bidders signing the Contract and furnishing the Performance Security.
- The bidder will forfeit the Bid Security
 - if a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form.Or
 - in the case of a Successful Bidder, if the Bidder fails to sign the Contract or to furnish Performance Security.



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7) BENEFITS TO MICRO AND SMALL ENTERPRISES (MSEs) AS PER THE GUIDELINES OF PUBLIC PROCUREMENT POLICY ISSUED BY GOVERNMENT OF INDIA:

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

8) ELIGIBILITY CRITERIA

The bidder must satisfy the following eligibility criteria and should submit the required proof.

- a) The Bidder should be a limited company and should be in existence in India for the last 3 years as on 31.03.2020.
- b) The bidder should be OEM / authorized reseller for the items quoted for (Proof to be submitted). Either OEM or authorized resellers (SI) on behalf of OEM can bid in a tender but not both.



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- c) The Bidder should be having Positive Net Worth in the three financial years (2017-18, 2018-19, 2019-20). In case the audited financials for the year 2019-20 is not available, CA Certificate should be submitted.
- d) The annual turnover of the bidder should be Rs.80 Lakhs or above in each of the three financial years (2017-18, 2018-19, 2019-20). In case the audited financials for the year 2019-20 is not available, CA Certificate should be submitted.
- e) Bidder should have supplied at least 50 ADF scanners in last three financial years (2017-18, 2018-19, 2019-20) to Banks / Financial Institutions / Government Organizations/ Leading Corporates in India.
- f) The Bidder should not have been blacklisted by any Government Dept/PSU/Banks currently.
- g) The Bidder/OEM should have Branches in Chennai, Delhi, Kolkata and Mumbai. Further, Bidder/OEM should have Branches / Service Centre Facilities / Franchises / Resident engineers in all of the places tabulated below. In case of franchises, copy of contract between the bidder and franchise should be attached in addition to proof of address. For Resident engineers, identity proof and address proof for the location should be submitted.

| | | | | |
|-------------|-----------------|-----------------|---------------|--------------------|
| Ahmedabad | Amaravathi (AP) | Bangalore | Bhopal/Indore | Bhubaneswar |
| Chandigarh | Chennai | Coimbatore | Cuddalore | Delhi |
| Ernakulam | Erode | Ghaziabad/Noida | Guwahati | Hyderabad |
| Jaipur | Kancheepuram | Karnal | Kolkata | Krishnagiri |
| Kumbakonam | Lucknow | Ludhiana | Madurai | Mumbai |
| Pondicherry | Pune | Salem | Surat | Thiruvananthapuram |
| Tirunelveli | Trichy | Vellore | Vijayawada | Visakhapatnam |

Also, undertaking letter from OEM for providing support in such places where bidders don't have above arrangement should be provided.

9) WARRANTY & AMC

The items installed should be under a comprehensive onsite warranty for 36 months from the date of installation or for forty two (42) months after the date of receipt of shipment at the destination, whichever period concludes earlier.

All the parts of items should be covered under comprehensive warranty except consumables. Vendor has to provide the list of consumable parts, which are not covered under warranty period.

If any equipment supplied by the Bidder ceases to work during normal usage while in Warranty, the bidder has to replace the equipment at no cost to the Bank.

Onsite Comprehensive AMC has to be renewed for subsequent 2 years after warranty.



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AMC will be payable annually in advance and payment will be made by the respective Zonal Offices where scanners have been installed. All parts should be covered under AMC.

10) SCOPE OF CONTRACT

- Delivery, installation and maintenance of ADF Scanner with scanner driver, installation of Bank's scanning software (OmniScan or other scanning solution for document management system) at the branches, appropriate training of scanner usage to branch officials and commissioning scanners of specified configuration at branches/offices as per location specified.
- Managing and ensuring the availability and installation scanner driver, Bank's scanning software, compatible versions of supporting software (like .net framework etc.) at branches/offices as per location specified.
- Bank is using OmniDocs, OmniScan and other solution from M/s Newgen's Software Technologies Ltd. for Document Management System's solution. Quoted scanner should be compatible with the said software. It is the responsibility of bidder to demonstrate the compatibility with the said software. For this purpose Bank will give one week time as part of technical evaluation. Date and time will be decided by the Bank. Request for change, if any, will not be entertained.
- The vendor has to ensure installation of scanner (with scanner driver), Bank's scanning software and commissioning scanners in the PC attached to the scanner. The vendor shall install these Scanners as per Bank's requirement and make them operational with Software at the respective locations. The vendor shall provide service support as and when required during the warranty period of 3 years.
- Bidder should have service support centre in India and various location along PAN India basis for speedy support.
- In case of any changes in the Operating System, then necessary drivers need to be made available by the scanner vendor.

11) EVALUATION

The Technical bid uploaded, should be complete in all respects and contain all information asked for. The Technical bid should indicate that all products and services asked for are considered. The technical bid should not contain any price details/information, as the Bank will be calling for indicative commercial bid opening before online reverse auction.

The Technical Bids will be opened online and offline as per date, time and venue mentioned under schedule 7 of this tender by a tender opening committee. In the first instance, the technical bids shall be evaluated by the Bank. At the second stage, only the technically qualified bidders will be allowed to participate in the indicative

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commercial bid opening (The indicative commercials provided by the bidder during e-tendering process will be considered as online sealed bid) and Online Reverse Auction process to determine the L1 bidder, for which the date and time will be intimated later.

The ADF Scanner offered should meet all the technical specifications as stipulated in the Bid (Part- I). The bidder should agree all Terms and Conditions. If the Technical bid of the Bid uploaded by the bidder is not complying, then they will not be eligible to participate in indicative commercial bid opening and online reverse auction. Technically qualified bidders will be informed about the date and time of the indicative commercial bid opening and online reverse auction process. Business rules for the auction and the details of the agency who shall conduct the reverse auction will be intimated before online reverse auction process. L1 bidder will be identified through Online Reverse Auction process.

The indicative price and online reverse auction price shall be quoted in Indian Rupee only.

12) TIME FRAME FOR COMPLETION OF PROJECT

- a) **Delivery:** Equipments should be delivered within five weeks from the date of purchase order and installation to be completed within one week from the date of delivery of the equipments. In respect of road permit locations, additional one week for delivery shall be given.

Place of Delivery: Will be informed at the time of placing order.

- b) **Liquidated Damages:** If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Bank shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the Invoice price of the Goods or unperformed Services 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 Bank may consider termination of the contract. The date of delivery of last item to a location will be taken as the date of delivery for entire set of system to that location, for the purpose of calculation of Liquidated Damages. For delivery/installation, the Liquidated Damages will be calculated on Invoice Value of each set of systems to a location.

13) PACKING & TRAINING

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit



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The Supplier is required to train the designated Bank technical and end-user personnel to enable them to effectively operate the ADF Scanners.

14) TERMS OF PAYMENT

(i) **On Delivery:** Eighty (80)% of the Purchase Order price of the delivered goods shall be paid within 15 days on submission of Invoice copy and proof of delivery duly counter signed by the Bank's representative, Original/Copy of Transit Insurance Policy & Original of Storage cum erection policy.

(ii) **On Installation:** Fifteen (15) % of the Purchase Order price of Goods received shall be paid upon installation/configuration of hardware within 15 days on submission of Installation Certificate duly counter signed by the Bank's representative.

Payment may be released, if the systems could not be installed within 3 months from the date of delivery, due to reasons attributed to Purchaser i.e. (Indian Bank) on production of Site Not Ready Certificate from the concerned Zonal Office/Branch, where the systems are delivered. In such cases, the supplier has to install the systems as and when required by the Bank, free of cost.

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

15) INSURANCE

The goods are to be insured by Supplier with Bank's name for an amount equivalent to 110% of the invoice value for Transit. The Supplier should also insure the goods for the invoice value under Storage Cum Erection Policy till three months from the date of delivery either by a single Policy for each and every supply or by a Master Policy for the ADF Scanners proposed to be supplied in future. If any loss incurred by the Bank due to Insurance not taken by the Successful Bidder, then the Successful Bidder should make good the loss to the Bank.

If insurance policies for transit or storage cum erection insurance is not provided or not covering the period, from the date of delivery then 0.1% of the invoice value will be deducted from the payment for each insurance and payment towards delivery and installation will be made after completion of three months from last date of delivery of ADF Scanners.

16) PERFORMANCE GUARANTEE

- Within 15 days of Purchase order from the Bank, the successful bidder shall furnish performance security equivalent to 10% of the contract amount (Exclusive of AMC) in the form of a Bank Guarantee, valid for 63 months with further one month claim period in accordance with the Conditions of Contract **(Annexure V)**.



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- Performance security submitted by the successful Bidder shall be invoked by the Bank as compensation for any loss resulting from the successful bidder's failure to complete its obligations under the contract.

17) PENALTY FOR DOWNTIME

The item that is reported to be faulty / malfunctioning should be fully repaired on the same day, if no spares are required and next working day, if spares are required. In case of vendor failing above standard, a standby ADF Scanner should be provided till the scanner is repaired (of equivalent or higher configuration). Public Holidays as declared at the respective centers are excluded for the above downtime calculation. In case vendor fails to meet the above standards of maintenance, there will be a penalty of Rs.500/- per day. The penalty for non-compliance of maintenance terms will be recovered from the of retention money. In case the retention amount is not sufficient to recover the penalty, Bank may invoke the performance guarantee for the sum equivalent to the amount receivable by the bank.

18) NEGOTIATION

Bank reserves the right to negotiate the L1 Price quoted by the vendors under exceptional circumstances.

19) INDEMNITY CLAUSE

The successful bidder will indemnify the Bank against all actions, proceedings, claims, suits, damages and any other expenses including Bodily injury or Death and damage to real property and tangible property for causes attributable to the Bidder. The Supplier shall also indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof without any limitation.

20) PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for the period of 90 days after the last date for submission of bid prescribed by the Bank. 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.

21) ACCEPTANCE OF PURCHASE ORDER

Purchase Order will be placed to qualified L1 (lowest quoted) bidder. Duplicate of the purchase order shall be returned within three days of receipt of the order, duly signed by Authorized Signatory, for having accepted the terms and conditions of the order. Within fifteen (15) days of issue of Purchase order, the successful bidder shall sign the Contract as per **Annexure IV** and return it to the Bank.

22) SETTLEMENT OF DISPUTES

1. If any dispute or difference of any kind whatsoever shall arise between the purchaser 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.



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2. If after 30 days the parties have failed to resolve their disputes or difference by such mutual consultation, then either the purchaser 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 Purchaser and a 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 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.



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4. Notwithstanding any reference to arbitration herein,
- the parties shall continue to perform their respective obligation under the contract unless they otherwise agree; and
 - the purchaser shall pay the supplier any monies due to the supplier.

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

23) TERMINATION FOR CONVENIENCE

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

The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Bank at the Contract terms and prices. For the remaining Goods, the Bank may elect:

- to have any portion completed and delivered at the Contract terms and prices; and / or
- to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

24) 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 Successful bidder, may terminate this contract in whole or in part:

- 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
- if the successful bidder fails to perform any other obligation(s) under the contract
- 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.



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25) JURISDICTION

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

26) 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.

27) 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.

28) FORCE MAJEURE

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that, it's delay 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 the control of the Supplier and not involving the Supplier'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.

If a Force Majeure situation arises, the Supplier shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Supplier 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.

29) SUB-CONTRACTING

The successful bidder will not subcontract or delegate or permit anyone other than the bidder personnel to perform any of the work, service or other performance required of the bidder under this agreement without the prior written consent of the Bank.



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30) CONFIDENTIALITY

The Bidder/Supplier either during the term or after the expiration of this contract shall not disclose any proprietary or confidential information relating to the project, the services, this contract, or the business or operations without the prior written consent of the Bank.

31) EXIT REQUIREMENTS

In the event of Agreement comes to end on account of termination or by the expiry of the term / renewed term of the Agreement or otherwise, the Supplier shall render all reasonable assistance and help to the Bank and to any new vendor engaged by the Bank, for the smooth switch over and continuity of the Services.

32) BANK'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

The Bank may at its discretion,

- a) Increase the requirement up to 25% at the time of placing order with vendor and, Or
- b) Decrease the requirement up to 25% at the time of placing order with vendor.

Repeat Order for increasing the quantity upto 25% will be placed within 6 months in addition to the clause mentioned in Point (a) from the date of original Purchase Order. However, the overall quantity will not exceed more than 150% of original quantity.

33) AUTHORIZATION LETTER FROM OEM

The bidder has to obtain and upload Authorization letter from Original Equipment Manufacturer (OEM) in the format provided in Annexure VI. If bidder is OEM and they Bid their own product, then MAF (Manufacturer's Authorization Form) need not be uploaded.

34) OTHER TERMS AND CONDITIONS

1. Bank reserves the right to accept or reject any/all quotation/s at its sole discretion without assigning any reason thereof.
2. Either OEM or authorized Agents (SI) on behalf of OEM can bid in the tender but not both.
3. The calling for Bids does not confer any right on the bidder for being awarded any Guideline rate order in respect of ADF Scanners for Branches / Offices.
4. This RFP is further governed by Government of India, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion order number P-45021/



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2/2017-B.E.-II dated 15th June 2017 for the Public Procurement (Preference to Make in India), Order 2017.

5. Comprehensive Onsite support to be provided by vendor/OEM directly in the location of installation during Warranty period and AMC period. All parts should be covered under AMC. Vendor is also expected to make available the spare parts for the systems for at least two years after the expiry of warranty period. If any of the peripherals, components etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with equipment of equivalent capacity or higher capacity at no additional charges to the Bank, during the currency of warranty period and AMC.
6. If any malfunctioning of device like overheating, frequently hanging immediately after booting is observed, the vendor has to replace the equipment at their own cost.
7. Make and Model of the items quoted should be furnished by bidder/OEM. The same quoted model needs to be supplied by the bidder/OEM throughout the contract period. Hence bidder to ensure that the quoted model would be available for the contract period. In case the quoted model is not available at the time of supply, bidder may supply model with higher configuration after obtaining permission from the Bank.
8. Vendor has to provide technical documents, brochure etc for the items quoted.
9. Vendor has to provide single point of support for each of the items quoted.
10. Documentation of installation has to be provided after successful installation.
11. Along with the bid, the bidder has to provide their GSTN Number.



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SPECIAL 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://indianbankeprocure.etenders.in> 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.



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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 4, however physical documents, to be submitted offline, can be submitted on the next working day up to the appointed time as mentioned in schedule 9. 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://indianbankeprocure.etenders.in>), 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

- a) Fill all the relevant and requisite details to complete the Enrolment form provided in the Bank's e- tendering portal
- b) The registered User will receive the Activation link on the registered Email id. The user is now required to activate by clicking on "Click Here" link sent to registered Email id
- c) Login with the User id and Password to the e-tendering Portal where the registered users are required to upload the scan copy of the PAN Card and GST Registration certificate to map the DSCs
- d) After the Signing and Encryption/Decryption certificates are mapped to the login ID and successful verification of Encryption/Decryption, go to event management and proceed for bidding process by uploading necessary documents
- e) 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. Nextenders (India) Pvt. Ltd.

Note: Please contact M/s. Nextenders Pvt. Ltd.'s support desk (as given below), to get your registration accepted/activated and for further clarifications.



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Support Desk Contact Details

M/s. Nextenders (India) Pvt. Ltd
Yuchit, Juhu Tara Road
Mumbai – 400 049.

Support Contact No. 020-25315555 Ext no 8 then 8
Support Email: support.indianbank@nextenders.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:

- Eligibility Criteria, along with all supporting documents required.
- All Annexure as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
- All supporting documents and product literature in support of Technical specifications.
- Relevant brochures
- Compliance to Technical Specifications as per Part I
- 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.



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2.5. OFFLINE SUBMISSIONS

In addition to uploading the documents in our e-Tendering portal, Bidders should also submit the following in a sealed envelope, super scribing with the tender Reference number, due date, Name of the Bidder, etc.

- a) Earnest Money Deposit/Bid Security
- b) DD towards Cost of bid document (Bidders may also remit the amount in the account number mentioned in Schedule 4)

Note: Companies registered as Micro/Small Units under MSE/NSIC should submit documentary proof for claiming exemption for Cost of Bid document and EMD.

The bidder is requested to submit the original documents in a Sealed Envelope on or before 29/05/2020, 03.00 PM to the address mentioned under schedule 4 of this tender. The envelope shall be super scribed as "Request for Proposal for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners." and the words 'DO NOT OPEN BEFORE (29/05/2020 at 03.30 PM)'.

2.6. OTHER INSTRUCTIONS

For further instructions like system requirements and manuals, the bidder should visit the e-tendering portal (<https://indianbankeprocure.etenders.in>), 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
- 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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PART - I

Date:

Chief Manager
Indian Bank
CO: Information Technology Department
254-260, Avvai Shanmugam Salai,
Royapettah
Chennai 600 014.

Dear Sir,

Sub: Request for Proposal for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners.

Ref: Your RFP No. CO/ITD/2263/R1/2020-21 dated 05.05.2020.

Referring to your above Request for Proposal (RFP), we submit the compliance details of the specifications given below:

Specification of ADF Scanner with A4 Compliance:

Scanner Make:

Scanner Model:

| S.No. | Description | Specification | Complied / Not Complied with relevant details |
|-------|-----------------------|--|---|
| 1 | Compatibility | Scanner should be compatible to scan documents without affecting any of its technical features. It should support single & multi page PDF & TIFF with searchable option. The scanner should support Windows 8 & higher as Operating Systems. Scanner should be compatible with Document Management Systems Software (Omnican) currently deployed by the Bank in its regular operations from Bank's Service provider. | |
| 2 | Speed | 25 Pages Per Minute (PPM) or above @200 DPI in both Color & B/w | |
| 3 | Daily Duty Cycle | Upto 3000 Pages Per Day without affecting the optical resolution for both simplex and duplex. | |
| 4 | ADF capacity | 60 or above pages | |
| 5 | Scanning Mode | Simplex & Duplex | |
| 6 | Scanning technology | CIS or CCD Scanning Technology | |
| 6 | Maximum Document Size | Upto A4/Legal Size | |

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| S.No. | Description | Specification | Complied / Not Complied with relevant details |
|-------|------------------------|---|---|
| 7 | Minimum Document Size | 52 mm x 52 mm (2.1 in. x 2.1 in.) | |
| 8 | Interface | Twain & ISIS | |
| 9 | Resolution | Optical resolution 600DPI, Output resolution 200DPI | |
| 10 | Imaging Features | Auto Deskew, Blank Page Detection, Content-based blank page removal, Border Removal, Background Smoothing, Image Rotation, Punch Hole Removal, Merging (Front and Back images), Automatic brightness and contrast, Barcode reading, Streak filtering, Auto crop, Fixed crop, intelligent edge fill. | |
| 11 | Connectivity | High Speed USB 2.0, USB 3.0 compatible. | |
| 12 | Energy Star compliance | BIS Compliant/Energy Star | |
| 13 | Warranty | 3 years on-site Warranty | |

We certify that the ADF Scanner, we offer for the tender conforms to the specifications stipulated by you with the following deviations (deviations, if any).

List of Deviations:

1)

2)

(If left blank, it will be construed that there is no deviation from the specifications given above)

We agree to terms and conditions of this tender.

For

Office Seal

(Authorised Signatory)

Place:

Date:

Name:

Designation:

Mobile No:

e-mail id:

Company Name:

Business Address:

Telephone No:



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PART - II

Commercial Bid (To be submitted after online reverse auction)

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

Date:

Dear Sir,

Sub: Request for Proposal for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners.

Ref: Your RFP No. CO/ITD/2263/R1/2020-21 dated 05.05.2020.

Referring to your above letter calling for quotations, we submit hereunder confirming the price bid for ADF Scanner, as per the specifications given in Part-I with break up details.

Price of the ADF Scanner with A4 Compliance:

| S.N | Description | Unit Price (A) | Quantity (B) | (In Rs.) Total Price# (A*B) |
|-------------------------|---|-------------------|-----------------|-----------------------------------|
| | | | | |
| 1 | ADF Scanner (as per specifications of Part I) with 3 years warranty | | 40 | |
| 2 | 4 th Year AMC Cost | | 40 | |
| 3 | 5 th Year AMC Cost | | 40 | |
| Grand Total (In Rupees) | | | | |

Grand Total Price in Words:

Price is inclusive of duties, levies, freight, insurance, delivery, installation charges and Labour charges, Warranty, AMC etc, but exclusive of taxes only. Octroi/entry tax, if applicable, will be reimbursed on production of original receipt. TDS if any, will be deducted from the payment.

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

Signature of the Vendor
(Authorized Signatory)

Company Seal

Date:

Name:

Designation:

Mobile No:

e-mail id:

Company Name:

Business Address:

Telephone No:



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Annexure -I

SELF DECLARATION – BLACKLISTING

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 Proposal for Supply, Installation and Maintenance of 40 Nos. of ADF Scanners.

Ref: Your RFP No. CO/ITD/2263/R1/2020-21 dated 05.05.2020.

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

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

Name:



Head Office: Information Technology Department

66, Rajaji Salai
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Annexure - II

PROFORMA OF INSTALLATION CERTIFICATE FOR ISSUE BY THE OFFICES AFTER SUCCESSFUL COMMISSIONING OF EQUIPMENT

Sub: Certificate of commissioning of equipment

Date:

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) Purchase order 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 fulfill 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 Purchase order, in dispatching 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 Purchase order, 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.



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Annexure – III

BID SECURITY FORM

Whereas..... (Hereinafter called "the Bidder") who intends to submit its 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 Bank, 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 Bank 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 Bank up to the above amount upon receipt of its first written demand, without the Bank having to substantiate its demand, provided that in its demand the Bank 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.



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ANNEXURE – IV

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 RFP;
 - (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.



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

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

in the presence of:.....

in the presence of:.....



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ANNEXURE - V

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:.....



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Annexure - VI

MANUFACTURERS' AUTHORIZATION FORM

No. _____

Dated _____

To _____

Dear Sir:

Bid Document No. _____ dated _____

We _____ who are established and reputable manufacturers of _____ (name & descriptions of goods offered) having factories at _____ (address of factory) do hereby authorize M/s _____ (Name and address of Agent) to submit a Bid, and sign the contract with you for the goods manufactured by us against the above IFB (Invitation for Bid).

We hereby extend our full warranty as per Conditions of Contract for the goods and services offered for supply by the above firm against this RFP (Request for Proposal). We duly authorize the said firm to act on our behalf in fulfilling all installation, technical support and Annual maintenance obligations required by the Contract.

Yours faithfully,

(Name)

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its bid.



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ANNEXURE - VII

CHECKLIST

| S.No | Criteria | Documents to be submitted as proof | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|---|--|---------------|--------------------|-----------|---------------|-------------|------------|---------|------------|-----------|-------|-----------|-------|-----------------|----------|-----------|--------|--------------|--------|---------|-------------|------------|---------|----------|---------|--------|-------------|------|-------|-------|--------------------|-------------|--------|---------|------------|---------------|
| 1 | The Bidder should be a limited company and should be in existence in India for the last 3 years as on 31.03.2020. | Copy of Certificate of Incorporation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | The Bidder should be having Positive Net Worth in the three financial years (2017-18, 2018-19, 2019-20). In case the audited financials for the year 2019-20 is not available, CA Certificate should be submitted. | Copy of Audited Balance Sheet/CA certificate for FY 2019-20, if audited balance sheet for the FY is not available. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | The annual turnover of the bidder should be Rs.80 Lakhs or above in each of the three financial years (2017-18, 2018-19, 2019-20). In case the audited financials for the year 2019-20 is not available, CA Certificate should be submitted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | The bidder should be OEM / authorized reseller for the items quoted for. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | The Bidder should not have been blacklisted by any Government Dept/PSU/Banks currently. | MAF to be submitted by Bidder as per Annexure - VI. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | The Bidder should have supplied at least 50 ADF scanners in last three financial years (2017-18, 2018-19, 2019-20) to Banks / Financial Institutions / Government Organizations/ Leading Corporates in India | Self-Declaration as per the format given in Annexure I should be attached. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Bidder should have supplied at least 50 ADF scanners in last three financial years (2017-18, 2018-19, 2019-20) to Banks / Financial Institutions / Government Organizations/ Leading Corporates in India | Copy of Purchase orders issued by Banks / Financial Institutions /Leading Corporates /PSUs Government Organizations & Leading Corporates in India. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Technical Compliance | Compliance to be given as per PART- I and brochure to be attached. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | The Bidder/OEM should have Branches in Chennai, Delhi, Kolkata and Mumbai. Further, Bidder/OEM should have Branches / Service Centre Facilities / Franchises / Resident engineers in all of the places tabulated below. In case of franchises, copy of contract between the bidder and franchise should be attached in addition to proof of address. For Resident engineers, identity proof and address proof for the location should be submitted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table><tr><td>Ahmedabad</td><td>Amaravathi (AP)</td><td>Bangalore</td><td>Bhopal/Indore</td><td>Bhubaneswar</td></tr><tr><td>Chandigarh</td><td>Chennai</td><td>Coimbatore</td><td>Cuddalore</td><td>Delhi</td></tr><tr><td>Ernakulam</td><td>Erode</td><td>Ghaziabad/Noida</td><td>Guwahati</td><td>Hyderabad</td></tr><tr><td>Jaipur</td><td>Kancheepuram</td><td>Karnal</td><td>Kolkata</td><td>Krishnagiri</td></tr><tr><td>Kumbakonam</td><td>Lucknow</td><td>Ludhiana</td><td>Madurai</td><td>Mumbai</td></tr><tr><td>Pondicherry</td><td>Pune</td><td>Salem</td><td>Surat</td><td>Thiruvananthapuram</td></tr><tr><td>Tirunelveli</td><td>Trichy</td><td>Vellore</td><td>Vijayawada</td><td>Visakhapatnam</td></tr></table> | | Ahmedabad | Amaravathi (AP) | Bangalore | Bhopal/Indore | Bhubaneswar | Chandigarh | Chennai | Coimbatore | Cuddalore | Delhi | Ernakulam | Erode | Ghaziabad/Noida | Guwahati | Hyderabad | Jaipur | Kancheepuram | Karnal | Kolkata | Krishnagiri | Kumbakonam | Lucknow | Ludhiana | Madurai | Mumbai | Pondicherry | Pune | Salem | Surat | Thiruvananthapuram | Tirunelveli | Trichy | Vellore | Vijayawada | Visakhapatnam |
| Ahmedabad | Amaravathi (AP) | Bangalore | Bhopal/Indore | Bhubaneswar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chandigarh | Chennai | Coimbatore | Cuddalore | Delhi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ernakulam | Erode | Ghaziabad/Noida | Guwahati | Hyderabad | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jaipur | Kancheepuram | Karnal | Kolkata | Krishnagiri | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kumbakonam | Lucknow | Ludhiana | Madurai | Mumbai | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pondicherry | Pune | Salem | Surat | Thiruvananthapuram | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tirunelveli | Trichy | Vellore | Vijayawada | Visakhapatnam | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Also, undertaking letter from OEM for providing support in such places where bidders don't have above arrangement should be provided. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |