

PART-I
COMMERCIAL BID

Date:

Chief Manager
Indian Bank Zonal Office
Chiring Chaori, TR Phukan Road,
Dibrugarh, Assam - 786001

Dear Sir,

Sub: AMC for Desktop PCs, Laser Printers and Scanners with onsite support services of Branches under Dibrugarh Zone.

Ref: Your RFQ No. : **ZO:DIB:IT/22-23/226 dt 16.12.2022**

Referring to your above RFQ for quotations, we submit hereunder confirming the price bid for AMC of Hardware along with Manpower Support for the period of 3 Years (subject to renewable annually), as detailed below:

Sl No.	Description	Unit Rate per year in Rs.* (b)
1	Server (Dell, HP, Acer)	
2	PCs	
3	Monitors	
4	Laser Printers	
5	Passbook Printer	
6	DMP Printers	
7	Scanners (AFD)	
8	Scanners (Flatbed)	
	Total	

* Exclusive of GST. # Approximate Quantity.

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

Company Seal

Date:

Business Address:

Signature of the Vendor
(Authorized Signatory)

Name:

Designation:

Mobile No:

e-mail id:

Company Name:

ANNEXURE -I
BID FORM

Chief Manager
Indian Bank Zonal Office
Chiring Chaori, TR Phukan Road,
Dibrugarh, Assam - 786001.

Date:

Sub: Request for Quotation (RFQ) for Comprehensive AMC for Desktop PCs, Printers(Passbook Printers, Laser Printers, DMP) and Scanners with onsite support services for Branches/Offices under Dibrugarh Zone.

Ref: ZO:DIB:IT/22-23/226 dt 16.12.2022

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 supports 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 thisday of 2022

Signature _____

(In the Capacity of)

Duly authorised to sign bid for and on behalf of

(Name & Address of Bidder) : _____

Mobile:

Email:

Place

ANNEXURE-II
SELF DECLARATION – BLACKLISTING

Chief Manager
Indian Bank Zonal Office
Chiring Chaori, TR Phukan Road,
Dibrugarh, Assam – 786001

Dear Sir,

Sub: Request for Quotation (RFQ) for AMC for Desktop PCs, Printers(Passbook Printers, Laser Printers, DMP) and Scanners with onsite support services for Branches/ Offices under Dibrugarh Zone.

Ref: Your RFQ no. : **ZO:DIB:IT/22-23/226** dt **16.12.2022**

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:

ANNEXURE - III
BID SECURITY DECLARATION

Assistant General Manager
Indian Bank Zonal Office
Chiring Chaori, TR Phukan Road,
Dibrugarh, Assam – 786001

Dear Sir,

Sub: Request for Quotation (RFQ) for AMC for Desktop PCs, Printers(Passbook Printers, Laser Printers, DMP) and Scanners with onsite support services for Branches/ Offices under Dibrugarh Zone

Ref: Your RFQ no. : **ZO:DIB:IT/22-23/226** dt **16.12.2022**

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.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:

Name:

ANNEXURE-IV
CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY THE BIDDER

Sr.No.	Criteria	Documents are to be submitted along with bid
1.	Technical Eligibility	Technical eligibility along with supporting documents as per terms and conditions given in the RFQ.
2.	Commercial Bid	Commercial Bid to be given as per PART- I duly signed by authorized signatory
3.	Escalation Matrix	Bidders have to provide the escalation matrix for call logging, on their letter head
4.	Copy of RFQ& Clarifications and amendments issued by the Bank	To be sealed and signed by the Authorised Official of the Bidder
5.	Bid Security Bid Security Declaration	As per Section II Point 3-VII As per Annexure-III
6.	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.
7.	Bid Form	As per Annexure-I
8.	Escalation Matrix along with support Engineers contact Details.	Details of service network including service personnel employed across mentioned locations in
9.	GST Certificate	A copy of GST Certificate in the name of Vendor.

ANNEXURE-V
TECHNICAL BID

Chief Manager
Indian Bank Zonal Office
Chiring Chaori, TR Phukan Road,
Dibrugarh, Assam - 786001

Date:

Dear Sir,

Sub: AMC for Desktop PCs, Laser Printers and Scanners with onsite support services of Branches under Dibrugarh Zone.

Ref: Your RFQ No. : **ZO:DIB:IT/22-23/226 dt 16.12.2022**

Referring to your above RFQ for quotations, we submit hereunder Technical Bids confirming the Technical Eligibility for the tender, as detailed below:

Sl No.	Eligibility Criteria	Complied (Yes/No)	Submitted Supporting documents (Yes/No)	Remarks
1	Engineers presence in location as per Section II Point 3-II			
2	3 Years Work Experience as per Section II Point 3-III			
3	Audited Turnover above Rs.50 lacs as per Section II Point 3-IV			
4	Bidder/Vendor not Blacklisted as per Section II Point 3-VI			
5	Submission of Bank Guarantee as Bid Security as per Section II Point 3-VII			
6	A Copy of GST certificate in the name of Vendor			

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

Company Seal

Date:

Place:

Business Address:

Signature of the Vendor
(Authorized Signatory)

Name:

Designation:

Mobile No:

E-mail id:

Company Name:

BID SECURITY FORM

Bank Guarantee

Performance Guarantee No. _____

Date _____

To: _____

WHEREAS M/s. _____ has undertaken, in pursuance of
Tender no. _____ *dated* _____
to participate in (scope of work)

AND WHEREAS it has been stipulated by you in the said tender that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, upto a total of **Rs.** _____ **/- (Rupees _____ Only)**, such sum being payable in the types and proportions of currencies in which the Tender Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of **Rs.** _____ **/-** as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the tender or of the Goods and related Services to be supplied thereunder or of any of the tender documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until _____ following the Completion date of the Contract including any warranty obligations, and any demand for payment under it must be received by us at this office on or before that date.

Notwithstanding anything contained hereinbefore,

- i) Our liability under the bank guarantee shall not exceed **Rs.** _____ **/- (Rupees _____ only)**,
- ii) This bank guarantee shall be valid up to _____.

Signature and seal of the guarantor _____

Name of Bank _____

Address _____

Date _____