



भारत सरकार का उपक्रम

A Government of India Undertaking



UNION BANK OF INDIA

REQUEST FOR PROPOSAL (RFP)

FOR

EMPANELMENT OF VENDORS FOR MAINTENANCE OF
LAN/DATA CABLING RELATED WORKS

AT

BRANCHES / OFFICES UNDER MUMBAI ZONE

FGMO_MUM:ZCC: 5516 :2022

31-05-2022

Disclaimer

The information contained in this Request for Proposal (RFP) is provided to the Bidder(s) on the terms and conditions set out in this RFP document. The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services.

The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of Union Bank of India with the Bidder. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Union Bank of India makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Union Bank of India may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Schedule of Events & Bid Details**RFP No: ROR:RCC:0158:2022**

Date of issue of RFP/ Download Start Date & Time	May 31 th , 2022 at 11:00 PM
Pre-Bid Meeting	Jun 6 th , 2022 at 12:00 PM
End date and time of RFP Download	Jun 15 th , 2022, upto 3:00PM
Last date and time for Submission of Bid	Jun 15 th , 2022, upto 03:00 PM
Date and Time of Technical Bid Opening	Jun 16 th , 2022, at 04:30 PM
Place of opening of Bids	UNION BANK OF INDIA ZCC MUMBAI, FGMO MUMBAI 5 TH FLOOR, M S MARG BUILDING NEAR BSE TOWER, FORT MUMBAI (MH) 400001
Address for communication	UNION BANK OF INDIA ZCC MUMBAI, FGMO MUMBAI 5 TH FLOOR, M S MARG BUILDING NEAR BSE TOWER, FORT MUMBAI (MH) 400001
Contact Numbers	022-22629550
Security Deposit/EMD (Refundable)	NIL
RFP Document Fee (Non-Refundable)	NIL
Contact for Bidders	Interested Bidders are requested to send the email to zcc.mumbai@unionbankofindia.bank Containing following information, so that in case of any clarification same may be issued to them. Name of company, contact person, Mailing address with Pin Code, Telephone No., Fax No., email address, Mobile No. etc.

Note: Any bid received after target date and time of the receipt of bids prescribed as mentioned above, will not be accepted by the Bank. Bids once submitted will be treated as final and no further correspondence will be entertained on this.

INSTRUCTIONS TO BIDDER

1. INTRODUCTION:

- 1.1. Union Bank of India, a Public Sector Bank having its Head Office at 239, Vidhan Bhavan Marg, Union Bank Bhavan, Nariman Point, Mumbai and Field General Manager Office (FGMO) at Mumbai at UNION BANK OF INDIA, FGMO MUMBAI, 5TH FLOOR, MS MARG BUILDING, NEAR BSE TOWER,FORT, MUMBAI MAHARASHTRA 400001. The zone has 5 Regional Offices and 290 branches/Offices spread across Mumbai, Navi Mumbai, Palghar, Thane, Kalyan and adjoining areas.

2. DEFINITIONS:

- 2.1. "Bank" means, unless excluded by and repugnant to context or the meaning thereof, shall mean "Union Bank of India", described in more details in paragraph 1 above and which has invited bids under this Request for Proposal and shall be deemed to include its successors and permitted assigns.
- 2.2. "RFP" means this Request for Proposal for Empanelment of Vendors for Disposal of Maintenance of Data/LAN/Networking Cabling for our branches/offices under Mumbai Zone.
- 2.3. The firms, institutions & Companies submitting the proposal in response to this RFP shall hereinafter be referred to as 'Bidder'.

3. About RFP:

- 3.1. The RFP is floated for Enplanement of Bidder for Maintenance of LAN/DATA/Networking Cabling for Office and branches under FGMO Mumbai.
- 3.2. The RFP document is not recommendation or invitation to enter the contract, agreement or any another arrangement in respect of the services The provision of the services is subject to compliance to selection process and appropriate documentation being agreed between the bank and selected vendors as identified by the bank after completion of the selection process.

4. Objective:

- 4.1. Union Bank invites application from reputed Bidders to submit their "Request for Proposal" who fulfills the eligibility criteria as given below for Empanelment of Vendors for Maintenance of LAN/DATA/Networking Cabling for our Branches/offices under Mumbai Zone.
- 4.2. The work includes supply, installation and maintenance of networking, cabling and IT infrastructure related components like Racks, patch Panels Sockets, I/O Ports, connectors etc. and cabling in Branches/offices under Mumbai Zone.

5. Eligibility Criteria:

5.1. Eligibility Criteria

Sl No	Eligibility Criteria	Bidder Response
1	The Bidder should be a registered Proprietorship firm/partnership firm registered under LLP ACT, 2008/Indian Partnership Act, 1932 or Company in	Copy of Registration of Proprietorship/partnership firm. (OR) Copy of Certificate of LLP registration.

	India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.	(OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company. (OR) Certificate of incorporation in case of Private Limited Company, issued by Registrar of Companies.
2	The bidder should have minimum experience of three (03) years in the maintenance of LAN?DATA cabling as on 31-03-2022. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of five (05) orders of Rs 1 lac each or more during the previous 3 years i.e. 2019-20, 2020-21 and 2021-22 Annexure F
3	PAN No of the Company	Copy to be submitted
4	GST No of the Company	Copy to be submitted
5	The Bidder should have current client base from BFSI Sector/PSUs/PSBs/IT Industry/ Central-State Government Depts/Public/Private Limited Companies.	Copies of agreement/Work Orders or any other relevant supporting document like certificate from the clients to be submitted.
6	Non-Disclosure Agreement	Non-Disclosure agreement (as per Ann -H) to be submitted by the Bidder.
7	The Bidder should not have been a debarred/banned/blacklisted entity by any Government/PSU/PSB/FIS.	An undertaking letter in the letter head to be submitted by the bidder.
8	The Bidder should have a full-fledged office in Mumbai and should have arrangements to provide maintenance of LAN/DATA cabling services in Mumbai, Navi Mumbai, Thane and adjoining areas.	An undertaking letter in the letter head to be submitted by the bidder.
9	Exemption for Startup and MSE Enterprises	Exemption for Startup and MSE Enterprises on the following parameters 1. Experience Criteria (Point No 03 above) 2. Financial Criteria (Point No.08 above) Bidders have to submit valid Starup Certificate and Valid MSE Udhdyog Aadhaar Certificate

6. Scope of Empanelment:

- 6.1. Empanelment would be for vendors Maintenance of LAN/DATA/Networking Cabling in Union Bank of India, Branches/Offices under Mumbai Zone.
- 6.2. Empanelment would be for two (02) years for Branches/Offices of Union Bank of India in Mumbai Zone.
- 6.3. If the service provided by the any empaneled vendor is found to be unsatisfactory or if, at anytime, it is found that the information provided for empanelment is false, Bank reserves the

right to remove such vendors from the empaneled list without any notice to the vendor. Bank's decision will be final in this regard.

- 6.4. Regional Offices/Branches/Offices will invite all the empaneled vendors for Maintenance of LAN/Data cabling at the branches/offices falling under their respective jurisdiction periodically or as and when required.
- 6.5. Depending on the quote received by the Bank, the order for maintenance will be given to the L-1 Bidder.
- 6.6. Successful vendor must complete the service/order within 2 working days.
- 6.7. Successful vendors failing to complete the service in the Banks location in terms of the order issued to them on even one occasion may also delisted from the Banks empanelment.
- 6.8. The bidder shall be entirely responsible for all taxes, duties, license fees, road permits, other taxes etc. incurring during transportation process of equipment's.

7. Empanelment Procedure:

- 7.1. Vendor/s satisfying the eligibility criteria will be shortlisted after due scrutiny of documents submitted by bidder.
- 7.2. The Bank reserves the rights to accept /reject any or all RFP document received in response to this advertisement without assigning any reasons, whatsoever.

8. De-empanelment of Bidders:

- 8.1. During empanelment period, the Bank reserves the right to de-empanel any vendor. The Bank's decision will be final in this regard.
- 8.2. Bank should retain with themselves the authority to blacklist or bar a bidder for a specified period of the time from participating in its tendering process where the Bank has authentic information that the bidder has been debarred/blacklisted from participating in the tendering process by a international organization or by a local organization on ground of fraud or corruption or for some other reason which, in the opinion of the Bank is not compatible with its procurement policy and ethical standard.
- 8.3. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, the Bank reserves the right to remove such Bidders from the empaneled list without giving any notice to the vendor in advance.

9. Pre-Bid Queries:

- 9.1. The Bidder should carefully examine and understand the scope and terms and conditions of RFP and may see clarifications, if required.
- 9.2. All communications regarding any points which requiring clarifications and any doubts shall be given in writing to the Chief Manager (IT), Union Bank of India, ZCC, FGMO Mumbai, 5th Floor MS Marg Building, Fort, Mumbai 400001 or an email can be sent to zcc.mumbai@unionbankofindia.bank by the intending bidders before the date and time specified in the Bid details in brief description.

9.3. No queries will be entertained from the bidders after the cut-off date and time.

9.4. No oral consultation shall be entertained.

10. Pre-Bid Meeting:

10.1. A pre-bid meeting of the intending bidders will be held as per schedule specified in the Bid details in brief description to clarify any point/doubt raised by them in respect of this EOI.

10.2. No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be pre-bid meeting day. Authorized representatives of interested bidders shall be present during the scheduled time. In this connection, Bank will allow a maximum of Two (02) representatives from each bidder to participate in the pre-bid meeting.

10.3. Bank has the discretion to consider any other queries raised by the bidders representative during the pre-bid meeting.

11. Preparation of Bids:

11.1. All bids and supporting documents shall be submitted in English/Hindi/Marathi on A4 size paper, spirally bound securely and in serial order. The BID response should be submitted in a structured format as per the checklist appended.

11.2. All pages of RFP should be stamped and signed by Authorized Signatory of the Bidder. All pages of the bid document should be serially numbered and shall be signed by the authorized person/s only. The person/s signing the bid shall sign all pages of the bid and rubber stamp should be affixed on each page. The bidder should submit a copy of Board Resolution or Power of attorney document showing that the signatory has been authorized to sign the bid document.

12. Erasures or Alterations:

12.1. The offers containing erasures or alterations, or overwriting will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled in.

13. Submission of Bids:

13.1. The sealed envelop containing the response to RFP along with the required documents shall be superscribed on the top of the envelop "Empanelment of Vendors for Maintenance of LAN/DATA Cabling in response of FGMO:ZCC-MUM: :2022 dated 31-05-2022. The name and address of the bidder should be specifically mentioned on the top of the sealed envelope. The RFP response should be deposited in the Tender Box at the venue mentioned in the RFP document.

13.2. If the last day of submission of bids is declared as a holiday under NI Act by the Government subsequent to issuance of RFP, the next working day will be deemed to be the last day of submission of RFP. The Bid/s which is/are deposited after the said date and time shall not be considered.

13.3. If envelops containing bid documents is not sealed and marked in the prescribed manner, the Bank will assume no responsibility for the bids misplacement or premature opening.

14. Bid Opening:

- 14.1. RFP will be opened in the presence of the Bidders representative/s who may choose to attend the bid opening as per schedule specified in the Bid details in the brief description.
- 14.2. Bidders representative may be present in the place and venue well in time along with an authorization letter in hand as per the format enclosed and sign in register of attendance during opening of RFP.
- 14.3. If any of the bidder or all bidders who submitted the tender are not present during the specified date, time and venue of opening, it will be deemed that such bidder is not interested to participate in the opening of the Bid/s and the bank at its discretion will proceed further with opening of the RFP in their absence.

15. Evaluation of RFP:

- 15.1. The Bank will evaluate the bid/s submitted by the bidder/s under this RFP. The Bank may engage an external agency for evaluation of the bid. It is Banks discretion to decide at the point of time.
- 15.2. RFP submitted by the bidder will be evaluated based of the format mentioned in Annexure-D. Bidder who will qualify the eligibility criteria will be empaneled.
- 15.3. The Bank reserves the right to verify any or all statements made by the bidders in the documents submitted in this RFP and to inspect the bidders facilities, if necessary, to establish to its satisfaction about the bidders eligibility.
- 15.4. During the process of scrutiny, evaluation, and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank.

16. No Commitment to Accept any Bid:

- 16.1. Banks shall be under no obligation to accept any offer received in response to this RFP and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of purchase. Bank will not be obliged to meet and have discussions with any vendor, and or to listen to any representatives.

17. Intimation about empanelment:

- 17.1. The empaneled bidders shall be intimated about their empanelment in writing. The empanelment of vendors shall be valid for a period of 2 years. However, Bank reserves the right to extend the validity of empanelment for further period as per the requirement with same terms and conditions.
- 17.2. Bank also reserves the right to remove the vendors from the panel based on their performance during the panel years

18. Offices/Branches to be covered:

- 18.1. The orders for Maintenance of LAN/DATA Cabling shall be placed by the Offices/Branches as per the details below. The Bank reserves the right to add or substitute any new office/branches.

Sr No	FGMO	Region	Branhes/Offices
1	FGMO Mumbai	RO Mumbai South	All branches & offices under respective Regional Offices/Zonal Office/SAMV/IFB/ZAO
2		RO Mumbai Andheri	
3		RO Mumbai Borivali	
4		RO Mumbai Thane	
5		RO Mumbai Vashi	

19. Removal from the Panel:

19.1. The Bank reserves the right to review this panel anytime during the validity period and remove any vendor from this panel in any of the following circumstances.

- Failure in executing three consecutive work orders issued by any of the office/branches of Union Bank of India Branches/Offices under Mumbai Zone.
- Repeated delays in execution of works.
- Breach of any of the terms and conditions of the RFP.
- Vendor goes into bankruptcy or liquidation.

In addition to the removal from the panel, Bank reserves the right to debar the vendor to participate in future RFP floated by Bank during next three years.

20. No Publicity:

20.1. Any publicity by the vendor in which the name of bank is to be used should be done only with the explicit written permission of Union Bank of India. Any breach of this clause may invite appropriate action from Bank.

21. Authorized Signatory:

21.1. The person who is signing the bids n behalf of the company should be authorized signatory as per their Board Resolution. Copy of Board Resolution for such authorization should be submitted as per Ann-E.

22. Force Majeure:

22.1. The empaneled vendor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that its 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 vendor and not involving the vendors fault or negligence and not foreseeable. Such events may include, but are not limited to, Act of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of Bank in fires, flood, and freight embargoes.

22.2. If a Force Majeure situation arises, the Vendor shall promptly notify Bank in writing of such conditions and the cause thereof within seven calendar days. Unless otherwise directed by Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22.3. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, Bank and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

22.4. Notwithstanding above, the decision of Bank shall be final and binding on the vendor.

23. Resolution of Disputes:

23.1. Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Bank and vendor have been unable to resolve amicably a contract dispute, either party may request that the dispute be referred for resolution by formal arbitration.

23.2. All legal suits, actions, or proceedings relating to or arising out of the agreement shall be subject to jurisdiction of Courts in MUMBAI only.

24. ANNEXURE A - Letter of Acceptance

Covering Letter on Company Letter head

Offer Reference No:

Date:

To

UNION BANK OF INDIA,
FGMO MUMBAI, ZCC,
5TH FLOOR, MS MARG BUILDING,
NEAR BSE TOWER, FORT,
MUMBAI MAHARASHTRA 400001

Dear Sir,

Subject: Empanelment of Vendors for maintenance of LAN/DATA Cabling.

We have examined the above mentioned tender document including all annexures the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications/modifications/amendments, if any furnished by the Bank and we, the undersigned, offer for subject items are in conformity with the said tender in accordance with the schedule of prices indicated in the commercial offer and made part of this offer (if applicable).

The undersigned is authorized to sign on behalf of the Bidder Company and necessary supporting documents delegating this authority is enclosed to this letter.

If our offer is accepted, we undertake to complete the formalities of deliveries as per RFP for Software/Hardware/Solution/Services as per timelines mentioned in the RFP for each ordered location.

If our offer is accepted, we undertake to provide technical consultancy/Service support/Guidance for the items/solution supplied as per the above referred RFP, during contract period. We enclose a Demand Draft/Bank Guarantee in lieu of EMD as per RFP in favor of Union Bank as EMD or Exemption Certificate in lieu of EMD (if applicable).

We agree to abide by this offer till 180 days from the date of Commercial Bid opening/Successful Reverse Auction Event and for such further period as mutually agreed between the bank and successful bidder and agreed to in writing by the bidder. We also agree to keep the EMD/Bank Guarantee in lieu of EMD during entire validity period of the tender. However, if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in tender together with the return acceptance of the contract.

We accept all the instructions, technical Specifications, Terms and conditions and Scope of the subject RFP. We understand that the Bank is not bound to accept the lowest/highest or any offer the Bank may receive without assigning any reason whatsoever.

We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in shortlisting of Bidders.

We will not sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with Competent Authority (refer: F/No.6/18/2019-PPD dated 23-07-2020 of Public Procurement Division, Department of Expenditure, Ministry of Finance). We further understand that any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process. Bank reserves the right to verify/evaluate the claims made by the Bidder independently.

We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filling our response to the RFP and that the Bank will have the right to disqualify us in case of any such deviations.

We hereby undertake that we have not been blacklisted/debarred by any scheduled Commercial Banks/Public Sector Undertakings/Government Entities in India as on date.

Yours faithfully,

Date:

For _____

Signature _____

Name _____

Authorized Signatories
(Name & Designation, seal of the firm)

25. Annexure B - CheckList

The bidder shall confirm whether following are submitted in their RFP/Bid. The bidder shall indicate the page no. where the details are furnished; otherwise, bid is liable for rejection.

Sr No.	Details	Reference/Clause Nos	Complied Submitted (yes/No)	&	Page no at which details are enclosed
1	Covering Letter	Annexure A			
2	Bidder' Profile	Annexure C			
3	The documents in support of Eligibility Criteria, whatever required as mentioned in this RFP	Annexure D			
4	List of major clients and the quantum of orders with approximate value executed to various organizations including BFSI, PSU, PSBs IT Industry, Central/State Govt Depts and Public/Private limited Companies for the last 3 years	Annexure F			
5	Authorization letter format for Bid Opening (to be carried by the person who is authorized to attend the Bid Opening).	Annexure E			
6	Copy of Power of Attorney or Authorization letter from the Company designating the authorized representative of the company for signing the bid document should be furnished along with the bid document.				
7	Compliance Statement	Ann H			

Dated this..... Day of 2022

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

26. Annexure C - Bidder's Profile Format

Serial No.	Parameters	Response	
1	Name of the Firm/Company		
2	Year of Incorporation in India		
3	Names of the Partners/Directors		
4	Name and Address of the Principal Banker		
5	Addresses of Firm/Company		
	a) Head Office		
	b) Local Office in Mumbai		
6	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number/Mobile No		
	c) E-mail ID.		
7	Financial parameters		
	Business Results (last three years)	Turnover (₹ in lakh)	Operating Profit (₹ in lakh)
	2019-20		
	2020-21		
	2021-22		
	(Only company figures need to be mentioned. Not to include group/subsidiary Company figures)	(Mention the above amount in INR only)	
8	a)Experience		
9.	Details of project executed	Name of Customer	No. of Years in Use
	Project 1		
	Project 2		
	Project 3		

N.B. Enclose copies of Audited Balance Sheet along with enclosures

Dated this..... Day of 2022

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

27. Annexure D - Eligibility Criteria

Sl No	Eligibility Criteria	Bidder Response
1	The Bidder should be a registered Proprietorship firm/partnership firm registered under LLP ACT, 2008/Indian Partnership Act, 1932 or Company in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013.	Copy of Registration of Proprietorship/partnership firm. (OR) Copy of Certificate of LLP registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company. (OR) Certificate of incorporation in case of Private Limited Company, issued by Registrar of Companies.
2	The bidder should have minimum experience of three (03) years in the maintenance of LAN/DATA Cabling as on 31-03-2022. The date of reckoning the experience will be the date of registration or commencement of business, whichever is later.	Copy of five (05) orders of Rs 1 lac each or more during the previous 3 years i.e. 2019-20, 2020-21 and 2021-22 Annexure F
3	PAN No of the Company	Copy to be submitted
4	GST No of the Company	Copy to be submitted
5	The Bidder should have current client base from BFSI Sector/PSUs/PSBs/IT Industry/ Central-State Government Depts/Public/Private Limited Companies.	Copies of agreement/Work Orders or any other relevant supporting document like certificate from the clients to be submitted.
6	Non-Disclosure Agreement	Non-Disclosure agreement (as per Ann -I) to be submitted by the Bidder.
7	The Bidder should not have been a debarred/banned/blacklisted entity by any Government/PSU/PSB/FIS.	An undertaking letter in the letter head to be submitted by the bidder.
8	The Bidder should have a full-fledged office in Mumbai and should have arrangements to provide maintenance of LAN/DATA cabling services in Mumbai, Navi Mumbai, Thane and adjoining areas.	An undertaking letter in the letter head to be submitted by the bidder.
9	Exemption for Startup and MSE Enterprises	Exemption for Startup and MSE Enterprises on the following parameters 1. Experience Criteria (Point No 02 above) 2. Financial Criteria (Point No.0 above) Bidders have to submit valid Starup Certificate and Valid MSE Udhdyog Aadhaar Certificate

Place:

Authorized Signatory:

Name & Designation:

Date:

Business Address & email id:

28. Annexure E - Authorization Letter Format

Ref No:

Date: _____

To
Union Bank of India
FGMO Mumbai, ZCC
5th Floor, M S Marg Building
Near BSE Tower, Fort
Mumbai 400001

Dear Sir

Subject: Empanelment of Vendors for Maintenance of LAN/DATA Cabling

This has reference to your above RFP for empanelment of Vendors for Maintenance of LAN/DATA Cabling in your Bank.

Mr/Miss/Mrs _____ is hereby authorized to attend the bid opening of the RFP _____ dated _____ on behalf of our organization.

The specimen signature is attested below:

Signature of Authorizing Authority

Name & Designation of Authorizing Authority

Place:: _____

29. Annexure F - List of Major Customer of the Bidder in the last 3 Years and references

Sub: Empanelment of Vendors for Maintenance of LAN/DATA Cabling

RFP Ref:

Sr No	Name and complete Postal Address of the Customer	Name, Designation, Telephone, Fax, email address of the contact person (customer)	Nature and description of the business during last 3 years Order No. & Date and Value etc.	Satisfactory letter from the customer to be enclosed or Purchase Orders to be enclosed

Dated this..... Day of 2022

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal for & on behalf of (Name & Address of the Bidder)

30. Annexure H - Compliance Statement has to be submitted in Company Letter Head

Ref No:

Date:

To
Union Bank of India
FGMO Mumbai, ZCC
5th Floor, M S Marg Building
Near BSE Tower, Fort
Mumbai 400001

Dear Sir

Subject: Empanelment of Vendors for Maintenance of LAN/DATA Cabling

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. We also agree that Bank reserves its right to reject the bid, if the bid is not submitted in proper format as per subject

Sr No	Description	Complied (Yes /NO)
1	Scope of empanelment	
2	Empanelment Procedure	
3	Instructions to Applicants	

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Date:

Signature with seal

Name & Designation

31. Annexure I - Non-Disclosure Agreement

(To be given on the Company's Letter Head)

WHEREAS, we, _____ having Registered Office at _____, hereinafter referred to as the Bidder, are agreeable to provide services to Union Bank, having its office at Union Bank of India, FGMO Mumbai, 5th Floor, M S Marg, Near BSE Tower, Mumbai 400001 hereinafter referred to as the Bank and.

WHEREAS, the bidder understands that the information regarding the Banks IT Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the Bidder understands that in the course of submission of the offer for “Empanelment of Vendors for Disposal of E-Waste” and/or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs/duties on the Banks properties and/or have access to certain jobs/duties on the Banks properties and/or have access to certain plans, documents, approvals or information of the BANK; NOW THEREFORE, in consideration of the foregoing, the bidder agrees to all of the following conditions, in order to induce the BANK to grant the Bidder specific access to the Banks property/information. The Bidder will not publish or disclose to others nor use in any services that the Bidder performs for orders, any confidential or proprietary information belonging to the Banks, unless the Bidder has first obtained the Banks written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda, and other data shared by the Bank or, prepared or produced by the Bidder for the purpose of submitting the offer to the Bak for the said solution, will not be disclosed during or subsequent to submission of the offer to the BANK, to anyone outside the BANK.

The bidder shall not, without the Banks written consent, disclose the contents of this Request of Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the Bidder for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made confidence and shall extend only so far as necessary for the purposes of such performance.

Date:

Signature with seal

Name & Designation