



भारत सरकार का उपक्रम A Government of India Undertaking



Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract

Union Bank of India,
Department of Information Technology
1/1A, Technology Center, Adi Shankaracharya Marg,
Opp. Powai Lake, Powai, Andheri East,
Mumbai - 400072

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.

GENERAL INSTRUCTIONS TO BIDDERS

All bidders must note that this being E-tender, bids received only through online on E-tendering portal <https://ubi.abcprocure.com> shall be considered as an offer. ***Any bid submitted in physical form will not be received or opened and shall be summarily rejected.***

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website <https://ubi.abcprocure.com> which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website <https://ubi.abcprocure.com> for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, login in to the tender portal to download the tender document. It is mandatory for the Bidders to have a valid Digital Signature Certificate - Signing and Encryption (Class - II or Class - III) issued by any of the valid Certifying Authority approved by Govt. of India as per IT Act, 2000. DSC on **Organization name** is required, if bidder want to participate on behalf of his/her Company.
3. Upload supporting documents by clicking “Mapped Documents”. Then submit the tender. Take a print screen of “Bid successfully submitted” message for reference.
4. Primary Contact Numbers: +91-9081000427, 9904406300, email id: support@procuretiger.com
5. Alternate Contact Details:-
 - a) Nandan Valera email: nandan.v@eptl.in Mob: 9081000427
 - b) Fahad Khan email: fahad@eptl.in Mob: 9904406300
 - c) Shaikh Nasruddin email: shaikh@eptl.in Mob: 9510812960
6. System requirement for online bid submission:
 - a. Computer / Laptop (Notebook) with internet connection of minimum 256 kbps speed.
 - b. Operating system - Windows XP Service pack -3 / VISTA/ Windows 7 or above.
7. Bidder must submit the offer before online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

E-tendering Helpline no: 079-61200566/567/579/580/569/566/591 Email ID: support@auctiontiger.net

NOTE: Submission of any bid document through offline mode will not be accepted except Bid Security (EMD) and Pre-Contract Integrity Pact (on plain paper) signed by authorized signatory and should be submitted on or before last date & time of bid submission.

Abbreviations

The long form of some abbreviations commonly used in the document is given below:

Abbreviations	Description
ATX	Advanced Technology Extended
Bank/UBI/Union Bank	Union Bank of India
BFSI	Banking, Financial Services and Insurance
BG	Bank Guarantee
CPI	Characters per Inch
CPS	Characters per Second
DPI	Dots per Inch
HDD	Hard Disk Drive
HDMI	High Definition Multimedia Interface
KYE	Know Your Employee
MTBF	Mean Time Between Failures
NDA	Non-Disclosure Agreement
NLQ	Near Letter Quality
PBG	Performance Bank Guarantee
PCI / PCI-e	Peripheral Component Interconnect /Express
PSB	Public Sector Bank
PSU	Public Sector Undertaking
RAM	Random Access Memory
RFP	Request for Proposal
ROHS	Restriction of Hazardous Substance
RPM	Revolution per Minute
SLA	Service Level Agreement
SMPS	Switched Mode Power Supply

Bid Details:**RFP Ref. No. UBI/DIT/2022-23/10**

Start Date & Time of issue of RFP/ Document Download	24.06.2022 at 11:00 Hours
Online Prebid Meeting	30.06.2022 at 11:00 Hours
Last date and time for submission of query	01.07.2022 up to 17:00 Hours
Last date and time for downloading of Bidding Document/RFP	15.07.2022 up to 15:00 Hours
Last date and time for submission of Bidding Document	15.07.2022 up to 16:00 Hours
Date and Time of Technical Bid Opening	15.07.2022 up to 16:15 Hours
Place for submission of RFP Cost, EMD & Integrity Pact	Union Bank of India, Department of Information Technology (Ground Floor), Technology Centre, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai.
Address & Contact Numbers	As above Tel: (022) 25710507/528/527
Cost of RFP	Cost of RFP is waived off if bidder prefers to download the RFP document online. However, bidder is required to pay Rs.2,500/- in the form of Demand Draft in favor of Union Bank of India, payable at Mumbai for purchasing hardcopy from Department of Information Technology.
Security Deposit/Earnest Money Deposit (EMD)	` 1,80,00,000/- (Rupees One Crore Eighty Lac Only) in the form of Demand Draft in favour of Union Bank of India, payable at Mumbai. EMD can also be paid in the form of Bank Guarantee (BG) of any scheduled commercial Bank other than Union Bank of India valid for 6 months as on the date of submission of bid with a claim period of 45 days.
Contact details	Interested Bidders are requested to send the email to: bhukya.sripriya@unionbankofindia.com , sanjiiev@unionbankofindia.com & kislaysinha@unionbankofindia.com containing below mentioned information, so that in case of any clarification same may be issued: Name of company, contact person, Mailing address with Pin Code, Telephone No., Mobile No., email address etc.

Note: Bids once submitted will be treated as final and no further correspondence will be entertained on this. No bid will be modified after submission of bids. No bidder shall be allowed to withdraw the bid.

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Union Bank of India

1. Introduction

Union Bank of India, a Public Sector Bank has its Head Office at 239, Vidhan Bhavan Marg, Union Bank Bhavan, Nariman Point, Mumbai - 400021, having Department of Information Technology at 1/1A, Adi Shankaracharya Marg, opp. Powai Lake, Powai, Andheri East, Mumbai-400072. The Bank has 9400+ branches, 18 zonal offices and 125 regional offices spread across the country.

2. Integrity Pact (IP)

Venders/bidders/sellers, only those who commit themselves to Integrity Pact (IP) with the Bank, would be considered competent to participate in the bidding process. In other words, entering into this pact would be the preliminary qualification. IP shall cover all phases of contract i.e. from the stage of Notice Inviting Tenders (NIT)/Request for Proposal (RFP) till the conclusion of the contract i.e. final payment or the duration of warrantee/guarantee. Format of IP is attached as [Annexure J](#) for strict compliance.

The following Independent External Monitors (IEMs) appointed by the Bank will review independently and objectively, whether and to what extent parties have complied with their obligation under the pact.

- a. Dr. Meeran Chadha Borwankar, IPS (Retd.),
e-mail- mcborwankar@gmail.com
- b. Smt. Bharathi Sivaswami Sihag, IAS (Retd.),
e-mail- bsihag@hotmail.com

3. Objectives of the RFP

Union Bank of India (hereinafter called as “Bank” or “the Bank”) is inviting proposals from experienced and eligible entities (hereinafter referred to as “Respondent” or “Bidder” or “Vendor”). Offers are invited from reputed bidders for Supply, Installation & Maintenance of Printers and Scanners in its branches/offices spread across the country on rate contract basis for a period of 2 years.

4. Definitions

- 4.1. ‘Bank’ means unless excluded by and repugnant context or the meaning thereof, shall mean ‘Union Bank of India’, described in more detail 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.

- 4.2. 'RFP' means this Request for Proposal prepared by Union Bank of India for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract along with corrigendum if any issued.
- 4.3. 'Bidder' means a vendor submitting the proposal in response to this RFP.
- 4.4. 'Contract' means the agreement signed by successful bidders and the Bank at the conclusion of bidding process, wherever required.
- 4.5. 'Proposal' means that Technical/Financial proposal including any documents submitted by the bidder as per the formats prescribed in the RFP.

5. Invitation of Tender Bids

This RFP is an invitation for bidder responses. No contractual obligation on behalf of the Bank whatsoever shall arise from the RFP process unless and until a formal contract is signed & executed by duly authorized officers of the Bank and the successful bidder. However, until a formal contract is prepared and executed, this offer together with Bank's written acceptance & notification of award shall constitute a binding contract with the successful bidder.

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish any information required by the RFP document or to submit a bid not substantially responsive to the RFP document in every respect will be at the Bidder's risk and shall result in the rejection of its bid. The procedure and terms & conditions for submission of bid are enumerated in this RFP.

All offers of the bidders shall be unconditional and once accepted whether with or without modifications by the Bank shall be binding between the Bank and such Bidder.

The Document may be obtained from the Bank at the communication address given below or can be downloaded from Bank's Website www.unionbankofindia.co.in or from government portal eprocure.gov.in or from Bank's e-Procurement Portal <https://ubi.abcpurchase.com>.

6. Eligibility Criteria

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP. Document/s in support of all eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the bidders who do not fulfill any of the following eligibility criteria are liable to be rejected.

- 6.1. The bidder has to submit Integrity Pact (IP) signed by authorized signatory as prescribed format mentioned in [Annexure J](#) on plain paper in advance (not

prior to issuance of RFP) or at the time of bid submission. Bidder shall be liable for rejection in case of non-submission of the same.

- 6.2. The bidder should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership (LLP) company under the Limited Liability Partnership Act 2008 in India and should have been in existence for 3 years as on the date of issuance of RFP. Certificate of incorporation/certificate for commencement of business/other relevant documentary proof is to be submitted.
- 6.3. The bidder should have minimum average turnover of Rs.100.00 Crore of previous three financial years i.e. 2019-20, 2020-21 and 2021-22 as per the audited balance sheet available at the time of submission of tender. In case the audited financials for the year 2021-22 is not available, CA Certificate with UDIN number for turnover of 2021-22 / audited financials of 2018-19 should be submitted. Bidder should also provide self declaration that statutory audit for the FY 2021-22 is not completed. This must be the individual company turnover and not that of any group of companies. Copies of the audited balance sheet and P&L Statement of the company showing the same is to be submitted.
- 6.4. Bidder should have operating Profit (as EBITDA i.e. Earnings Before Interest, Tax, Depreciation & Amortization) in the last three financial years i.e. 2019-20, 2020-21 and 2021-22. In case the audited financials for the year 2021-22 is not available, CA Certificate with UDIN number for EBITDA of 2021-22 / audited financials of 2018-19 should be submitted. Bidder should also provide self declaration that statutory audit for the FY 2021-22 is not completed. Copies of the audited balance sheet and Profit/Loss statement of the company is to be submitted.
- 6.5. Bidder should be either an Original Equipment Manufacturer (OEM) of printers/scanners or authorized partner of OEM. In case the bidder is an Authorized partner of the OEM, Bidder needs to provide Manufacturer Authorization Form (MAF) from OEM stating that bidder is authorized partner of OEM and authorized to participate in this tender and in case the bidder is not able to perform obligations as per contract during the contract period, contracted services will be provided by OEM or through its authorized partners. OEM can quote directly or through authorized partners. However, both i.e. OEM & their authorized partner cannot participate in the RFP. In case, both (OEM & his authorized partner) participate, only bid of the OEM will be considered.
- 6.6. The bidder/proposed OEM of printers/scanners should have minimum 150 service/support centers across the country (spread across all the major Indian cities) for after sale support and maintenance of offered hardware / software items. Details of service/support network (addresses, names of

contact persons, phone numbers, e-mail etc.) must be furnished as part of the bid. The bidder/proposed OEM should be able to provide efficient and effective support at other centers also, so as to attend calls at all the branches and offices of the bank within stipulated time frame as mentioned in this RFP. The addresses of all the branches/ Offices of the Bank are available on Bank's website.

- 6.7. Bidder must have supplied minimum 500 UV Scanners for CTS solution, 500 ADF scanners and 100 flatbed scanners to BFSI/Government organizations/PSUs in India during last 3 financial Years. Purchase Order along with satisfactory performance certificate or any other document proof for substantiating supply of scanners should be submitted.
- 6.8. Bidder must have supplied minimum 2000 printers (out of which 500 printers must be passbook printers) to BFSI/Government organizations/PSUs in India during last 3 financial Years. Purchase Order along with satisfactory performance certificate or any other document proof for substantiating supply of printers should be submitted.
- 6.9. Bidders, who have not satisfactorily completed any of the earlier contracts or Purchase Order issued by Union Bank of India, will not be eligible for participation in this tender. The bidder shall give an undertaking (on their letter head) that they have satisfactorily completed all the earlier contracts/Purchase Order with Union Bank of India.
- 6.10. The companies or firms, bidding for the above tender, should have not been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs. In case, in the past, the name of their Company was black listed by any of the Govt. Authority or PSUs, the same must have been removed from the black list as on date of submission of the tender, otherwise the bid will not be considered. Undertaking on Company's letterhead as per [Annexure R](#) to be submitted by the bidder.
- 6.11. The bidder should provide undertaking mentioning DIN of Directors that any of its subsidiary or associate or holding company or companies having common director/s or companies in the same group of promoters/management or partnership firms/LLPs having common partners has not participated in the bid process.

Note:

Bank reserves the right to verify references provided by the Bidder independently. Any decision of the Bank in this regard shall be final, conclusive and binding up on the bidder. Bank, further, reserves the right to

ascertain genuineness of the financial statements submitted by bidder. Bank May contact/ obtain confirmation from CA. The Bank may accept or reject an offer without assigning any reason whatsoever.

Bidder must comply with the above-mentioned criteria. Non-compliance to any of the criteria can entail rejection of the offer. Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made for each of the above-mentioned criteria. The Bank reserves the right to verify/evaluate the claims made by the bidder independently. Any misrepresentation will entail rejection of the offer.

7. Broad Scope of Work

The Objective of this RFP is to enter into rate contract with a bidder for supply, installation and maintenance of printers and scanners listed in this RFP. This rate contract will be applicable for all the offices of Bank across India. The requirement mentioned in the RFP is estimate only and bank will place the purchase order through its Regional Offices, Zonal Offices, Central Office and other Admin Offices based on actual requirement during the Rate Contract period of 2 years from the date of letter of Intent.

7.1. The Rate Contract would be for supply, installation and maintenance of following hardware items for the tentative quantity mentioned against each for the rate contract period of 2 years:

- 7.1.1. Fast Dot Matrix Printer (FDMP) - Quantity 4000
- 7.1.2. Dot Matrix Printer (DMP) - Quantity 6000
- 7.1.3. Passbook Printer - Quantity 10000
- 7.1.4. LaserJet Printer - Quantity 10000
- 7.1.5. Flatbed Scanner or Document Scanner - Quantity 8000
- 7.1.6. Automatic Document Feeder (ADF) Scanner or DMS Scanner - Quantity 4000
- 7.1.7. UV Cheque Scanners for CTS - Quantity 3000

7.2. The bidder will undertake to ensure availability of offered hardware items during the rate contract period, as well as maintenance of sufficient inventory of genuine spare parts for a minimum period of 5 (five) years in case of UV Cheque Scanners, ADF Scanner and 3 (three) years in case of Printers and Flatbed Scanners.

7.3. The bidder should provide the latest available models of hardware items to meet the RFP requirement. In case the proposed hardware item is not available at the time of Purchase Order during the rate contract period, bidder has to provide the hardware with higher specification or higher version without any additional cost to the Bank.

- 7.4.Warranty:** The bidder must provide 3 (three) years comprehensive on-site warranty on UV Cheque Scanners, ADF Scanners and 1 (one) year comprehensive on-site warranty on Printers and flatbed Scanners.
- 7.5.AMC:** The bidder must undertake to provide Post Warranty on-site Maintenance Support for supplied hardware items for a minimum period of 2 years after expiry of warranty period. Bidder should also ensure the availability of spare parts during the AMC period. The bidder shall provide service/support on 6 days in a week for branches/Offices as per resolution/response time specified in the RFP.
- 7.6.Installation:** The following activities are to be completed by the bidder while installation of the Printers and the scanners in the Branches / Offices.
- 7.6.1. Installation of drivers and configurations for Printers and Scanners as per the requirement of Bank. Copy of driver should be kept in the PC and Driver CD should be provided along with all printers and scanners.
 - 7.6.2. Making necessary configuration and to ensure that printers and scanners are integrated with Finacle core or any other application as per the requirement of Bank. Passbook printers must be configured as per the details supplied by RCC/ZCC to the satisfaction of branch.
 - 7.6.3. If the printers/scanners is procured for working with any other application such as Omniscan, CTS Solution, etc. the required application should also be installed (if it is already not installed in the PC) and configured so that the printer/scanner work for the purpose for which it is procured. However, setup file along with installation manual/instruction, if any, will be provided by Bank for the installation and configuration of additional applications.
- 7.7.**Installation/reinstallation of drivers and its configurations after formatting of the Desktops/Laptop due to any reason whatsoever during warranty/AMC period shall be done by the bidder without any extra cost to the Bank.
- 7.8.**All the items (Hardware & Drivers) supplied by the bidder would be covered under comprehensive warranty/AMC except consumables. If there is any gap between Bank's requirement and OEM warranty/AMC then it will be the responsibility of bidder to fill up the gap. Ribbon and Cartridge are considered as consumable items.
- 7.9.**Successful bidders will be responsible for affixing asset tags and complete inventory details of each hardware equipment supplied to the Bank. The Asset Tags so printed by the successful bidders must have the company's logo along with other details like warranty/AMC validity, call logging no., mail id etc. Further, it is clarified that Tagging software & thermal printers is not required. However, vendor has to arrange for stickers and Asset tagging need to be done.

Scope of UV Cheque Scanner for CTS

- 7.10. Bidders need to Supply, install & maintain the UV based cheques scanners for CTS at branches/offices across country.
- 7.11. The proposed Cheque Scanner should have the capabilities and features to scan and capture information from instruments adhering to NPCI specifications of CTS 2010 Cheque format which should be integrated with the Bank's CTS Application (with one complete set of consumables like printing cartridge and scanner cleaning kit). The size may vary in future and hence the CTS Scanner must have the provisions to scan the cheques of variables/different size as per NPCI guidelines.
- 7.12. The Scanner should be capable of scanning a minimum of 50 cheques/document (DPM) per minute or above with UV features and UV Scanning Speed of minimum 50 or higher DPM.
- 7.13. The offer must include comprehensive on-site support during the warranty period of 3 years from the date of installation and commissioning of the individual equipment separately and during the AMC period of 2 years post warranty.
- 7.14. All the parts and components of Scanner would be covered under comprehensive warranty/AMC except consumables. Vendor has to provide the list of consumables parts, which are not covered under warranty and AMC period.
- 7.15. Scanner should scan the cheques without degrading the image quality and also comply with the endorsement requirement stated in the Circular issued by RBI/NPCI from time to time.
- 7.16. Scanner should support resolution between 100 DPI to 200 DPI or above.
- 7.17. Scanner should capacity of auto feeder, which should be capable of feeding only one cheque at a time. Piggybacks, if any should be sensed and warning provided for the same. The scanner should never scan two instruments at a time, i.e., scanning front side of one cheque and rear side of another cheque.
- 7.18. Necessary API/Tools including Image Quality Analysis (IQA) software for verification of Cheque Image Quality as per RBI/NPCI requirements and for cheque scanning with all the above features including UV facility needs to be supplied for all the scanners with necessary licenses.
- 7.19. The Bidder and OEM shall provide all APIs to be provided for integration with CTS application at no extra cost. Any changes due to RBI/NPCI mandate to be done at no extra cost.

- 7.20. All IQA related changes, if required as per direction of RBI/NPCI, shall be made available by the Cheque Scanner Vendor at no additional cost to Bank from time to time.
- 7.21. The Bidder/OEM shall provide necessary software / drivers and support for integration of CTS scanner and IQA with Bank's existing CTS application and future CTS application if any, without any additional cost to Bank.
- 7.22. Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of equipment, accessories etc. covered by the offer. Bidder must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period vendor shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charge to the Bank.
- 7.23. The speed of the CTS Scanner should be same for capturing both CTS Compliance images and UV images.
- 7.24. The CTS scanner should be capable of printing 2 lines endorsements at the back side of the Cheque. Both of these lines should not overlap on each other.
- 7.25. Proposed scanner should be compatible with Operating systems supported by Microsoft (Windows 8.0 and above).
- 7.26. Printing cartridge / Cleaning Tape Card / Kit (should be easily available in the market and not be proprietary item.)
- 7.27. Scanner should contain imaging module for Binary b/w Front, Binary b/w Back, Grey scale Front, Grey scale back and UV only.
- 7.28. The proposed Cheque Scanner should have MICR read head, endorser, Sorter, in-built OCR, front and back grey scale, front and back black & white scale and UV image capture in a single pass.
- 7.29. The proposed Cheque Scanner should have a UV enabled camera to capture and detect UV Ink, logos and watermark and should generate UV image clearly in proper visible format.
- 7.30. The scanner provided should be compatible with USB 2.0 technology & above and USB interface cable is to be provided by bidder.
- 7.31. The Bidder and OEM shall provide one demo Cheque Scanner, the API (Application Programming Interface) with its details & documentation. Requisite training at no additional cost to the CTS Software vendor selected

by Union bank of India for integration/ testing/ UAT purpose on the date of receiving the purchase order.

- 7.32. The Bidder and OEM shall provide a utility/mechanism, deployment framework, tools and templates to check/confirm the proper functioning of all hardware parts of cheque scanner.
- 7.33. Scanners should be installed with Desktops by loading the related drivers and tested for successful creation of files. Bidder has to demonstrate the working of CTS scanner to the Branch/offices Officials by scanning few Cheques.
- 7.34. The selected bidder shall co-ordinate with Bank's existing/new CTS Application vendor for configuration / integration of scanners with their respective CTS Application.
- 7.35. Bidder has to provide CTS Scanner with RANGER Driver. Ranger Driver / Software and support is applicable to Canon Scanner. For other models it is optional.

Scope of A4 Automatic Document Feeder (ADF) Scanner

- 7.36. Delivery, installation of A4 ADF (Automatic Document Feeder) 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.
- 7.37. Managing and ensuring the availability and installation of scanner driver, Bank's scanning software, compatible versions of supporting software (like .net framework etc.) at branches/offices as per location specified.
- 7.38. 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.
- 7.39. Providing onsite support as and when required and during warranty period and post-warranty period (under AMC) as per Bank's requirement.
- 7.40. The offer must include comprehensive on-site warranty of 3 years from the date of installation and commissioning of each equipment separately and thereafter on-site support during the AMC period.

- 7.41. 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.
- 7.42. All the parts of items should be covered under comprehensive warranty/AMC except consumables parts. Vendor has to provide the list of consumable parts, which are not covered under warranty and AMC period.
- 7.43. Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of equipment, accessories etc. covered by the offer. Vendor must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period vendor shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charge to the Bank.
- 7.44. Bidder should have service support center at various locations i.e. PAN India basis for speedy and timely support.
- 7.45. Bidder should quote for all the devices as mentioned under clause 7.1, otherwise the bid will be rejected summarily.

8. Terms of execution of work

- 8.1. During the rate contract validity, various Regional Offices / Zonal Offices /administrative offices of the Bank will place purchase order/delivery instruction for any equipment as per their requirements and payments will be released by respective Regional Offices/ Zonal Offices /Administrative Offices as per payment terms mentioned in the RFP.
- 8.2. Bank may place order / delivery instruction for any quantity for any of its branches. The successful bidder has to provide complete inventory details of each hardware equipment supplied to the Bank.
- 8.3. The successful bidder shall deliver hardware / equipment within 8 weeks from the date of Purchase Order (PO) at branches/offices as per details of delivery locations to be provided by our Administrative/ Zonal Offices /Regional Offices. In case of delay in delivery of equipment, penalty will be charged as mentioned in Liquidated Damages clause. In case of Road permit location, additional one week is permissible.
- 8.4. The bidder shall install this hardware equipment within overall period of ten (10) weeks at the respective locations as per Bank's requirement and make them operational after configuring with Bank's Software. In case of delay in installation of equipment, penalty will be charged as mentioned in Liquidated

Damages clause. The bidder shall provide service support as and when required during the warranty period of 3 years in case of ADF & CTS Scanners and 1 year in case of Printers and flatbed Scanners thereafter through AMC for 2 years.

9. Splitting of Orders

- 9.1. If L1 bidder is Class-I supplier, it will get 60% of the order. Thereafter, the second lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 40% quantity subject to the Class-I local supplier's price falling within the margin of purchase preference and contract for 40% quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In the event of such class-I supplier is not willing to match the price of L1, next higher class-I supplier within margin of purchase preference will be invited for matching the L1 price and so on and contract shall be awarded accordingly. In case of none of class-I supplier within margin of purchase preference is willing to match L1 price, bank will ask non class-I L2 bidder to match the price of L1 and so on. In the event of none of the L2, L3, L4 (both class-I & non class-I bidders) etc. matching the L1 price, the entire quantity will be awarded to L1 bidder.
- 9.2. If L1 bidder is NOT a Class-I supplier and there are class-I suppliers who is willing to match L1 price, L1 bidder will get 50% of the order. Thereafter, contract for remaining 50% will be awarded to the lowest bidder among class-I local supplier willing to match L1 price subject to the Class-I local supplier's price falling within the margin of purchase preference. In the event of such class-I supplier not willing to match the price of L1, next higher class-I supplier within margin of purchase preference will be invited for matching the L1 price and so on and contract shall be awarded accordingly.
- 9.3. If L1 bidder is NOT a Class-I supplier and either there are no class-I suppliers within margin of purchase preference or such class-I suppliers are unwilling to match the L1 price, L1 bidder will get 60% of the order. Thereafter, remaining 40% of the order will be awarded to non class-I L2 bidder, provided it is willing to match L1 Price. In the event of non class-I L2 bidder is not willing to match the price of L1, bank will ask non class-I L3 bidder to match the price of L1 and so on. In the event of none of the non class-I L2, L3, L4 etc. matching the L1 price, the entire quantity will be awarded to L1 bidder.

10. Language of Bid

The language of the bid response and any communication with the Bank must be in written English only. Supporting documents provided with the RFP response can be in another language so long as it is accompanied by an attested translation in English, in which case, for purpose of evaluation of the bids, the English translation will govern.

11. Rate Validity

The Rate Contract would be for supply, installation and maintenance of printers and scanners for the tentative quantity mentioned against each for the rate contract period of 2 years. Rates discovered will be valid for a period of two (2) years from the date of acceptance of letter of intent.

12. Instructions for Bid Submission

12.1. RFP Cost (Non Refundable)

- 12.1.1. Cost of RFP is waived off if bidder prefers to download the RFP document online. However, bidder is required to pay Rs.2,500/- for purchasing hardcopy from DIT in the form of a demand draft favoring Union Bank of India, payable at Mumbai.
- 12.1.2. RFP document can also be downloaded from the Bank's website www.unionbankofindia.co.in or from Government tender portal www.eprocure.gov.in or from E-procurement site ubi.abcpocure.com.
- 12.1.3. All costs and expenses (whether in terms of time or material or money) incurred by the Recipient/Bidder in any way associated with the development, preparation and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Bank, will be borne entirely and exclusively by the Bidder.

12.2. Bid Security/ EMD (Refundable)

- 12.2.1 The bidder should deposit bid security of Rs.1,80,00,000/- (Rupees One Crore Eighty Lac Only) in the form of a demand draft favoring Union Bank of India, payable at Mumbai or Bank Guarantee issued from Scheduled Commercial Bank other than Union Bank of India. Bank Guarantee should be valid for minimum 6 months from the date of submission of bids with claim period of 45 days. IFSC Code for issuance of EMD is UBIN0556688.
- 12.2.2 In case of bidders registered with NSIC/Udyog Aadhaar as SME or a Start-up Company, they are eligible for waiver of EMD. However, SME bidders need to provide valid NSIC/SME Certificate clearly mentioning that they are registered with NSIC under single point registration scheme or Udyog Aadhaar. Start-up bidders are required to submit Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. In addition, SME bidders have to submit Annexure T in physical form (Hard copy) duly signed by Chartered Accountant before last date and time of submission of bid.
- 12.2.3 Other terms & conditions relating to Bid security is as under:

12.2.4 No interest will be payable on the Bid Security amount.

12.2.5 Unsuccessful Bidders' Bid security will be returned after completion of tender process. Unsuccessful Bidders should submit the Letter for Refund of EMD/Bid Security for returning of the bid security amount as per Annexure S.

12.2.6 Bid Security will be forfeited in the following cases:

12.2.6.1 If a bidder withdraws its bid during the period of bid validity; or

12.2.6.2 If a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract.

12.2.6.3 In case of shortlisted bidder does not participate in the reverse auction at least by way of logging in.

12.2.6.4 In case of a successful Bidder, if the Bidder fails:

a) To execute Contract within the stipulated time or

b) To furnish Performance Bank Guarantee as mentioned in Performance Bank Guarantee herein.

12.2.7 The successful Bidders Bid security will be discharged upon the Bidder signing the Contract Agreement and against submission of performance bank guarantee (other than Union Bank of India) with the claim period of 1 year as per the format mentioned in [Annexure M](#), for 3% of TCO, valid for the entire contract period.

12.2.8 Bidder who is claiming waiver of EMD should submit an undertaking in lieu of Bid security deposit. Bidder should submit bid security declaration as per [Annexure - V](#).

12.3. Performance Bank Guarantee (PBG)

The successful bidders shall provide a Performance Bank Guarantee for 3% of order value valid for warranty period within 10 weeks from date of Purchase order or within such extended period as may be extended by Bank in the format as provided in Annexure M with a claim period of 1 year for due performance of the project obligations. The PBG should be of that of scheduled Commercial Bank other than Union Bank of India. PBG should be submitted to the respective offices issuing the Purchase order. Bidders are to note that payment will be released only against submission of PBG. IFSC Code for issuance of PBG is UBIN0556688.

In the event of non-performance of obligation or failure to meet terms of this tender the Bank shall be entitled to invoke the performance guarantee without notice or right of demur to the successful bidder. Any amount pending for payment due to non-achieving of milestone/s set under the agreement or any other reason solely attributable to the successful bidder should be included in the remaining amount of the contract value.

The Bank reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Performance Guarantee, if any, under this contract.

If the Performance bank guarantee is not submitted within the stipulated time, the Bank reserves the right to cancel the order / contract and the earnest money deposit taken from the successful bidder, will be forfeited.

12.4. Period of Validity of Bids

Bids should remain valid for the period of at least 180 days from the last date for submission of bid prescribed by the Bank. In case the last date of submission of bids is extended, the Bidder shall ensure that validity of bid is reckoned from modified date for submission. Further extension of the validity of the bid will be decided by the bank in case of need. The price quoted in Final Commercial Offer will be valid for at least 180 days from the date of offer.

12.5. Amendment of Bidding Documents

Prior to the last date for bid-submission, the Bank may, for any reason, whether at its own initiative or in response to clarification(s) sought from the prospective Bidders, modify the RFP contents/ covenants by amendment. Clarification /amendment, if any, will be notified on Bank's website. No individual communication would be made in this respect.

12.6. Authorization to Bid

The proposal/ bid being submitted would be binding on the Bidder. As such, it is necessary that authorized personnel of the firm or organization sign the bid documents. The designated personnel should be authorized by a senior official of the organization having authority.

- 12.6.1. All pages of the bid shall be initialed by the person or persons signing the bid.
- 12.6.2. Bid form shall be signed in full & official seal affixed.
- 12.6.3. Any inter-lineation, erasure or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.
- 12.6.4. All such initials shall be supported by a rubber stamp impression of the Bidder's firm.
- 12.6.5. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a bid commitment. The letter should also indicate the complete name and designation of the designated personnel.

12.7. Two-part Bid

The Bid should be submitted online at the e-Procurement site <https://ubi.abcprocure.com> by the Bidder. It should comprise the following components:

- 12.7.1. Technical bid - Part I: “TECHNICAL BID for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract”.
- 12.7.2. Commercial bid - Part II: “INDICATIVE COMMERCIAL BID for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract”.
- 12.7.3. Any bid document not conforming to any one of the above terms will be rejected.
- 12.7.4. The Bidder shall submit Integrity pact as per [Annexure J](#) in advance (but not before issuance of RFP) or at the time of submission of bid. In the first stage, Technical bids of bidders who have submitted Bid Security/EMD and Integrity Pact as per [Annexure J](#) will be evaluated. Those bidders satisfying the eligibility criteria and the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short listed for evaluation of commercial bid. The Bank will open Part II (Indicative Commercial Bid) only for those bidders who have qualified in Technical Bid.
- 12.7.5. After evaluation of indicative commercial bids, the L1 bidder will be selected through Reverse Auction process. Reverse Auction Rules are given in [Annexure N](#).
- 12.7.6. The indicative commercial bid will be used for finalizing the starting bid for reverse auction. After completion of the reverse auction, selected bidder should submit the price break-up as per the [Annexure G](#).

12.8. Technical Offer

- 12.8.1. The Technical Bid - Part I should be complete in all respects and contain all information asked for in this document. It should not contain any price information.
- 12.8.2. The Technical Bid - Part I must be submitted online.
- 12.8.3. The following documents are to be submitted in original (Union Bank of India, Technology Centre, 1/1A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400072) at the Bank in physical (Hard copy) on or before last date & time of bid submission:
 - 12.8.3.1. Bid security of ` 1,80,00,000/- (Rupees One Crore Eighty Lac only) in the form of a demand draft issued by a Scheduled commercial bank

favoring Union Bank of India, payable at Mumbai or Bank Guarantee from Scheduled commercial Bank other than Union Bank of India.

12.8.3.2. In case of bidders registered with NSIC/Udyog Aadhaar as SME or a Start-up Company, they are eligible for waiver of EMD. However, SME bidders need to provide valid NSIC/SME Certificate clearly mentioning that they are registered with NSIC under single point registration scheme or Udyog Aadhaar. Start-up bidders are required to submit Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. In addition, SME bidders have to submit [Annexure T](#) in physical form (Hard copy) duly signed by Chartered Accountant before last date and time of submission of bid.

12.8.3.3. Integrity Pact (IP) as provided as [Annexure J](#) is to be submitted physically. It should be on plain paper duly signed by authorized signatories.

12.8.4. The following documents are to be submitted online at the e-procurement site <https://ubi.abcpurchase.com>:

- 12.8.4.1. [Annexure A](#) - Letter of Acceptance
- 12.8.4.2. [Annexure B](#) - Bidder's Profile Format
- 12.8.4.3. [Annexure C](#) - Eligibility Criteria
- 12.8.4.4. [Annexure D](#) - Compliance to RFP Terms & Conditions
- 12.8.4.5. [Annexure E](#) - Technical Specification
- 12.8.4.6. [Annexure F](#) - Unpriced Indicative Commercial Bid
- 12.8.4.7. [Annexure H](#) - Reference Site Details
- 12.8.4.8. [Annexure I](#) - Undertaking of Authenticity for Computer Hardware
- 12.8.4.9. [Annexure K](#) - Know Your Employee (KYE)
- 12.8.4.10. [Annexure L](#) - Declaration for Compliance
- 12.8.4.11. [Annexure N](#) - Business Rules for Reverse Auction
- 12.8.4.12. [Annexure N \(A\)](#) - Compliance Statement - Reverse Auction
- 12.8.4.13. [Annexure N \(B\)](#) - Letter of Authority for Participation in Reverse Auction
- 12.8.4.14. [Annexure N \(C\)](#) - Undertaking of Process Compliance Statement for Reverse Auction
- 12.8.4.15. [Annexure P](#) - Confidentiality / Non Disclosure Agreement
- 12.8.4.16. [Annexure R](#) - Undertaking by Bidder
- 12.8.4.17. [Annexure U](#) - Certificate of Local Content
- 12.8.4.18. [Annexure W](#) - Restriction on Procurement due to National Security
- 12.8.4.19. The Bid should be signed by the authorized signatory of the bidder. A power of attorney/Letter of Authorization to that effect shall be submitted by the bidders.

- 12.8.4.20. Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the bidder.
- 12.8.4.21. The Bank would like to expressly state that any assumption, presumptions, modifications, terms, conditions, deviation etc., which the bidder includes in any part of the Bidder's response to this RFP, will not be considered either for the purpose of evaluation or at a later stage, unless such assumptions, presumptions, modifications, terms, conditions deviations etc., have been accepted by the Bank and communicated to the bidder in writing. The Bidder at a later date cannot make any plea of having specified any assumption, terms, conditions, deviation etc. in the Bidder's response to this RFP document. No offer can be modified or withdrawn by a Bidder after submission of Bid/s.
- 12.8.4.22. All the annexure should be submitted in letter head of bidder duly signed with seal of the company. Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor.
- 12.8.4.23. Signed & Sealed copy of all the pages of RFP and corrigendum if any, to be submitted in the technical bid.
- 12.8.4.24. The bidder should ensure that all the annexure should be submitted as prescribed by the Bank. In case it is not in the prescribed format, it is liable to be rejected. Bank reserves the right to verify the genuineness of proofs/documents submitted by bidders.
- 12.8.5. The Bank reserves the right to resort to re-tendering without providing any reason whatsoever. The Bank shall not incur any liability on account of such rejection.
- 12.8.6. The Bank further reserves the right to reject any or all offers based on its own evaluation of the offers received, or on the basis of stability, capabilities, track records, reputation among users and other similar features of a bidder.
- 12.8.7. The Bank reserves the right to disqualify the bidder/(s) if bidder/(s) have not completed any project successfully in Union Bank of India in stipulated time i.e. supply, Installation, Implementation etc.
- 12.8.8. The Bank reserves the right to modify any terms, conditions or specifications of RFP before date of submission of bids. Bidder has to submit bid documents as per the changes/modifications while submitting the bid. Notification of amendments/corrigendum will be made available

on the Bank's website (www.unionbankofindia.co.in) and Government tender portal and will be binding on all bidders and no separate communication will be issued. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Bank, at its discretion, may extend the deadline for a reasonable period as decided by the Bank for the submission of bids. No post bid clarification of the bidder shall be entertained.

12.9. Indicative Commercial Offer

The Indicative commercial offer must not contradict the Technical offer in any way and should include the indicative cost of all the items offered. The suggested directive for Commercial offer is as follows:

- 12.9.1. Indicative Commercial Offer (Part - II) should be submitted online at the e-Procurement site as per [Annexure G](#) by way of entering the values in the format provided at the site. This must contain all price information.
- 12.9.2. The vendors should not offer any options or any conditional offers to the Bank while giving the price information. The offer should strictly be in conformity with the items as specified by the Bank. No additions or deletions to the Annexure are allowed. Any deviations may lead to disqualification of the bid.

12.10. RFP Clarifications

Queries / clarifications will not be entertained over the phone. All queries and clarifications must be sought in writing or sent to kislaysinha@unionbankofindia.com, sanjiiev@unionbankofindia.com and Bhukya.sripriya@unionbankofindia.com with subject "RFP For Rate Contract for Supply, Installation & Maintenance of Printers and Scanners" as per the date given in the schedule of events of this RFP document.

The Bidder is requested to collate and submit queries together to seek clarifications / responses from Bank. The Bidder should ensure that all the queries and clarifications are communicated in writing on or before the date given in the schedule of events of this RFP document. Bidders are requested to visit Bank's website for clarifications and other communications.

Any modification of the RFP, which may become necessary as a result of the queries, shall be made available by the Bank exclusively through the issue of an Addendum/Corrigendum on Bank's website www.unionbankofindia.co.in and at government tender portal www.eprocure.gov.in and Bank's e-tender portal ubi.abcpocure.in.

12.11. Technical Bid Evaluation

- 12.11.1 During the period of evaluation, bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/e-mail seeking explanation. If any part of the technical specification offered by the bidder is different from the specifications sought in our RFP, the bidder has to substantiate the same in detail the reason of their quoting a different specification than what is sought for, like higher version or non-availability of the specifications quoted by us, invariably to process the technical offer.
- 12.11.2 Setting of evaluation criteria for selection purposes shall be entirely at the discretion of the Bank. The decision of the bank in this regard shall be final and no correspondence shall be entertained in this regard.
- 12.11.3 The Bank may, at its discretion, waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. Wherever necessary, observations on such 'minor' issues (as mentioned above) Bank may be conveyed to the bidder, asking them to respond by a specified date also mentioning therein that, if the bidder does not respond by the specified date, their bid will be liable to be rejected.

On the basis of technical evaluation, the Bank shall take a decision for short listing of the bidders for Commercial Evaluation. If the technical evaluation is not found to be satisfactory, further evaluation will not be done. No separate information will be sent to the disqualified bidders. Any decision of the BANK in this regard shall be final, conclusive and binding on the bidder.

12.12. Commercial Bid Evaluation

- 12.12.1. For finalization of the most competitive offer, the Bank will conduct 'Reverse auction'. The detailed procedure and Business rules for the Reverse auction is given as per [Annexure N](#) and are also available on Bank's web site.
- 12.12.2. The technically qualified bidders will participate in the Reverse auction process that will be conducted by an Auction company authorized by the Bank. Specific rules for this particular event viz. date and time, start price, bid decrement value, duration of event etc. shall be informed by the Auction Company to the participating bidders before the event. The bidders should furnish indicative prices for the project in their Indicative Commercial Bid to facilitate finalizing the start bid for Reverse auction under Procurement process.

- 12.12.3. The lowest Indicative commercial offers (total cost) will be taken as the starting bid of the Reverse Auction or Bank may decide starting bid of Reverse Auction based on past experience. Bidders should note that the indicative commercial bid is considered for the purpose of conducting Reverse auction process only. The L-1 bidder and L-2 bidder will be decided only later, on finalization of prices through Reverse auction.
- 12.12.4. The L-1 bidder emerging at the end of the Reverse Auction process shall be required to submit the break-up of his Final price (last bid price) again in [Annexure-G](#). Failure or refusal to offer the services/goods at the price committed through Reverse Auction shall result in forfeit of the EMD to Bank, which please be noted.
- 12.12.5. The final decision on the bidder will be taken by Union Bank of India. Union Bank reserves the right to reject any or all proposals. Similarly, it reserves the right not to include any bidder in the final short-list.
- 12.12.6. The Bank shall follow all the guidelines/notifications for public procurement.

12.13. Preference to Make in India

- 12.13.1. Guidelines on Public Procurement (Preference to Make in India), Order 2017 (PPP-MII Order) and revised order issued vide GOI, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion letter No. P-45021/2/2017(BE-II) dated 04.06.2020 will be applicable for this RFP and allotment will be done in terms of said order.

12.13.1.1. Definitions

- a. “Local content” means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
- b. “Class-I local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under this order.
- c. “Class-II local supplier” means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under this Order.
- d. “Margin of purchase preference” means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose

of purchase preference. The margin of purchase preference shall be 20%.

12.13.1.2.Verification of local content

- a. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification as per [Annexure U](#) that the item offered meets the local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

12.13.2. It is mandatory to submit Annexure U - Certificate of Local Content as per Preference to Make in India. Bidder must be Class I or Class II local supplier for participating in this tender.

12.14. Rules for Re-reverse Auction

Bank may consider the option of a Re-reverse Auction in following circumstances:

- 12.14.1. During the process of reverse auctions, if there is either no bids from logged in bidders or only one bidder puts up bid/s, Bank may decide a re-reverse auction by taking fresh Indicative prices from all qualified bidders in sealed cover only, to amend the start price for Re-reverse auction.
- 12.14.2. In case the start price for the Reverse Auction event is decided by Bank and there are no bids or only one bid/s by a single bidder in the Reverse Auction, Bank may decide Re-reverse Auction while further amending the start price.
- 12.14.3. Reverse auction will be valid only if two or more bidders are participating in the reverse auction event.
- 12.14.4. In all the above circumstances, the purchase committee may take a decision on re-reverse auction.

12.15. Restriction on Procurement due to National Security

Government of India order F. No. 7/86/2020/BOA-I dated 07.08.2020 on restrictions on procurements from bidders from a country or countries, on grounds of defense in India, or matters directly or indirectly, related thereto, including national security is applicable for this RFP.

- 12.15.1 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.

12.15.2 "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

12.15.3 "Bidder from a country which shares a land border with India" for the purpose of this Order means: -

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

12.15.4 The beneficial owner for the purpose of (12.15.3) above will be as under:

- (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s). who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (vi) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

12.15.5 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

12.16. Award of contract

On completion of evaluation of Indicative commercial bids, Reverse auction will be conducted to determine L1 and L2 bidders and contract will be awarded to L1 and L2 vendors in proportions as mentioned in RFP Clause 9.

However, the Bank shall be under no obligation to accept the lowest price bid or any other offer received in response to this Tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. The Bank reserves the right to make any changes in the terms and conditions of purchase. The Bank will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations unless there is change in the terms and conditions of purchase.

12.17. Price Composition

- 12.17.1 The commercial bid should be quoted in the indicative commercial bid format attached annexure to this bid.
- 12.17.2 The prices should be firm and not dependent on any variable factors and expressed in Indian Rupees.
- 12.17.3 Cost of the equipment including cost of operating system, if any.
- 12.17.4 The Total cost should be inclusive of all other charges but exclusive of GST (CGST/SGST/IGST) which will be paid at actual at the time of invoicing.
- 12.17.5 Bidder has to show the bifurcation/details of GST (CGST/SGST/IGST) in every invoice.

12.17.6 The bidder must provide 3 (three) years comprehensive on-site warranty on UV Cheque Scanners, ADF Scanners and 1 (one) year comprehensive on-site warranty on Printers and flatbed Scanners.

12.17.7 Bank will not pay any Labour charges for transportation, Road Permit, installation of hardware, items separately. All such costs, if any, should be absorbed in the TCO.

12.17.8 Insurance to cover the equipment from transit period till installation /date of sign off.

13. Road Permit

In case of delivery of hardware to the areas where Road Permit is required for transportation of goods, it is the responsibility of Bidder to provide the same making all the arrangements required in advance without any extra cost to the Bank. However, Bank will provide letter, if required by the Bidder for carrying out the task.

14. Taxes and Duties

The Bidder shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of the Bank, nor seek to be treated as employees of the Bank for any purpose, including claims of entitlement to fringe benefits provided by the Bank, or for any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the Bidder will make all required payments and deposits of taxes in a timely manner.

Bidder will be entirely responsible for all applicable taxes, duties, levies, charges, license fees, road permits etc., in connection with delivery of Hardware and Software at site including incidental services, transportation, installation and commissioning. Payment of all taxes i.e. GST (CGST/SGST /IGST) will be made at actual, on production of suitable evidence of payment by the Bidder.

The Bidder shall be liable to pay all applicable corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India.

Wherever the laws and regulations require deduction of such taxes at the source of payment, Purchaser shall affect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Purchaser as per the laws and regulations in force. Nothing in the Contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder

in respect of this Contract.

15. Availability of Spares

Spares for the product offered should be available for at least 5 years in case of UV Cheque Scanners, ADF Scanners and for at least 3 years in case of Printers and flatbed Scanners, including the warranty period.

16. Rejection of Bid

The Bid is liable to be rejected if:

- 16.1 The document does not bear signature of authorized person in each page and duly stamp.
- 16.2 It is received other than online mode.
- 16.3 It is received after expiry of the due date and time stipulated for Bid submission.
- 16.4 Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for proposal (RFP) are liable for rejection by the Bank.
- 16.5 It is evasive or contains incorrect information.
- 16.6 Any form of canvassing / lobbying /influence/ query regarding short listing, status etc. will be a disqualification.
- 16.7 Bidder should comply with all the points mentioned in the scope of work. Noncompliance of any point will lead to rejection of the bid.
- 16.8 Non-submission of Integrity Pact (IP) and bid security/EMD.

17. Modification and Withdrawals of Bid

No bid can be modified by the bidder subsequent to the closing date and time for submission of bids. In the event of withdrawal of the bid by bidders, the EMD will not be refunded by the Bank.

18. RFP Response

All submissions will become the property of Bank. Recipients shall be deemed to license, and grant all rights to, Bank to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or Banking documents.

Bid properly documented should be delivered by hand/post at the place of bid opening at stipulated date & time mentioned in the RFP.

19. Patent Rights

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, industrial design rights, etc. arising from the use of the procurement of this RFP or any part/component thereof in India, the Supplier shall act expeditiously to extinguish such claim. If the Supplier fails to comply and the Bank is required to pay compensation to a third party resulting from such infringement, the Supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Bank will give notice to the Supplier of such claim, if it is made, without delay.

20. Price Validity

Prices payable to the successful bidder as stated in the Contract including the cost of AMC shall be firm and not subject to any changes at any circumstances during the contract period of 5 years for UV Cheque Scanners & ADF Scanners and 3 years for printers and flatbed scanners.

21. Payment Terms

The terms of payment for hardware and software will be as follows:

- 21.1 Payment will be released by the respective Regional Office (ROs)/Zonal Offices (ZOs)/Administrative Offices who will place order for supply of hardware items.
- 21.2 Regional Office/ Zonal Offices /Administrative Offices will be single point of contact.
- 21.3 No advance payment against purchase order.
- 21.4 Bidder has to show the bifurcation/details of GST (CGST/SGST/IGST) in every invoice.
- 21.5 75% of the value of equipment will be paid on delivery at the site. The payment will be made against inspection certificate/ delivery challans duly signed by the Bank officials and invoices.
- 21.6 25% of the value of the equipment as per PO will be paid on completion of installation and successful commissioning against submission of BG of 3 % of purchase order value (except AMC charges, as per PO issued by respective ROs/ZOs/Admin offices). The PBG should be in favour of respective ROs/ZOs/Admin offices valid for the warranty period of the hardware i.e. 3 years for UV Cheque scanners and ADF Scanners and 1 year for other Printers and flatbed Scanners. The format of Performance Bank Guarantee is provided as [Annexure M](#) to this RFP).
- 21.7 The AMC charges on hardware will be paid by respective ROs/ZOs/Admin offices quarterly in arrears, subject to confirmation of satisfactory service of the bidder and submission of service report duly signed by Bank official of respective branches.

21.8 Payment will be released within 30 days from the date of the receipt of the invoice and the date of the sign-off given by the bank officials whichever is later.

22. Order Cancellation

If the bidder fails to deliver and/or install the equipment within the stipulated time schedule or the extended date communicated by the Bank, it would be considered as a breach of contract. Bank reserves the right to cancel the purchase order or entire contract in all such cases of breach of contract by giving 15 days' notice.

The Bank reserves its right to cancel the order in the event of delay in delivery/installation / commissioning of equipment and serious discrepancy in supplied computer hardware, software and their accessories.

In addition to the cancellation of purchase order, Union Bank of India reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the bidder and/or foreclose the bank guarantee given by the supplier against the advance payment and may take appropriate action.

23. Liquidated Damages (LD)

Notwithstanding the Bank's right to cancel the order, liquidated damages at 0.5% of the cost of such equipment per week/per site will be charged by respective ROs/ZOs/Admin offices for delay in delivery of the equipment beyond the specified delivery period subject to a maximum of 10% of each purchase order value (including all taxes, except AMC charges). Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company. Part of week will be treated as a week for this purpose.

The Bidder shall complete the installation and configuration within overall period of 10 weeks from date of PO. Any delay beyond stipulated period will attract additional penalty @ 0.5 % of the cost of such equipment per week/per site will be charged by respective ROs/ZOs/Admin offices for delay in installation of the equipment beyond the specified installation period subject to a maximum of 10% of each purchase order value (including all taxes, except AMC charges).

- 23.1 Any delay by the bidder in performance of its delivery obligations shall render the bidder liable to the imposition of liquidation damages, unless extension of time is agreed upon without application of liquidation damages.
- 23.2 Bank can deduct the amount of liquidated damages from any money belonging to the Successful bidder in its hands (which includes BANK's right to claim such amount against Successful bidder's Performance Bank Guarantee) or which may become due to the Successful bidder.

- 23.3 Any such recovery or liquidated damages shall not in any way relieve the Successful bidder from any of its obligations to complete the works / service(s) or from any other obligations and liabilities under the Contract/Agreement/Purchase Order.
- 23.4 Bank reserves the right to condone the delay, if it is not attributable to the Successful bidder.

24. Warranty

- 24.1. The Successful Bidder further represents and warrants that all equipment delivered rendered under and in accordance with this Contract shall have no defect, arising from design or from any act, error/defect or omission of the Successful Bidder.
- 24.2. The offer must include comprehensive on-site warranty of minimum three years on UV Cheque Scanners & ADF Scanners and for one year on Printers & Scanners from the date of installation of the equipment.
- 24.3. Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories etc. covered by the offer. Bidder must warrant all equipment, accessories, spare parts etc., against any manufacturing defects during the warranty period. During the warranty period bidder shall maintain the equipment and repair/replace all the defective components at the installed site, at no additional charge to the Bank.
- 24.4. Please note that the heads of dot matrix printers, high-speed dot matrix printers, passbook printers etc. Fuser Assembly, Scanner Assembly of Laser Printer, Scanners must be covered under the one-year warranty. Bidders are expected to provide the list of each of the consumable items in the technical bid. Consumable items for printer are Ribbon, Cartridge.
- 24.5. Also, the warranty of the new hardware items procured should not become void if the Bank further buys any other supplemental hardware from a third party and installs it with these hardware items in the presence of the representative of the bidder. However, the warranty will not apply to such third-party hardware items got installed by the Bank.

25. Support

The bidder has to provide good after-sales service/support i.e. timely attending of calls (within maximum resolution time, as specified in this RFP), received from the branches/offices where the hardware items have been supplied & installed. The desired support time should be uniformly maintained at all the sites. To meet up time the bidder has to maintain sufficient inventory of spare parts at all the support centers/our RO locations to avoid unnecessary delay in obtaining the spare parts.

26. Annual Maintenance Contract

The Bidder is expected to provide AMC for all the hardware equipment's supplied for at least two years after the expiry of warranty period. The AMC amount in Bill of material (BOM) has been taken for 2 years on all hardware items to arrive at TCO. During AMC bidder has to do preventive maintenance. The AMC charges will be paid by respective ROs/ZOs/Admin offices quarterly in arrears as mentioned in the payment terms and submission of preventive maintenance report signed by branch official along with invoice. The AMC charges for one year should be quoted between 8% to 10% of the cost of hardware equipment. In case the rate of AMC is not quoted with minimum 8%, Bank reserves the right to calculate the Maintenance charges at the rate of 10% of hardware equipment's cost after the final cost derived through Reverse Auction.

27. OEM Authorization

In case the successful bidder is not ready to provide the support during the warranty/AMC period, support will be provided by OEM directly or through their other authorized partners for the remaining period of warranty/AMC of the product the Bank. An authorization letter from OEM regarding this must be attached with the technical bid.

28. Undertaking to Use New Components

Bidder should give an undertaking to the Bank that the equipment (including all components) delivered to the Bank are brand new. The bidder should also give an undertaking in writing that all the software supplied by the bidder is licensed and legally obtained. This undertaking to the Bank is to be signed by a company secretary or Director or Head of marketing of the Company.

29. Service Level Agreement

The Bidder will take total responsibility for the fault free operation of the hardware equipment and maintenance during the warranty and post warranty (AMC period) for a total duration of five years in case of UV Cheque Scanners & ADF Scanners and three years in case of Printers and Scanners. The Supplier will accomplish preventive and breakdown maintenance activities to ensure that the hardware equipment execute without defect or interruption of operation and give at least 95% uptime on quarterly basis. The successful bidder should sign Service Level Agreement (SLA) with our office (Department of Information Technology) for all the supplied hardware items. If the service support is not up to the expectations of the Bank, Bank may at its own discretion reject the proposal in total, without assigning any reason. Bank may permit the downtime of supplied hardware items as described below:

Sr. No.	Location	Resolution Timings	Penalty for ADF Scanners per day (₹) after allowed Resolution timings	Penalty for Printers & flatbed Scanners per day (₹) after allowed Resolution timings
1.	Metro Cities	Same Business Day*	200	50
2.	Urban /Semi Urban Cities	Within 24 hours	200	50
3.	Rural Areas	Within 24 hours	200	50

*Bidder need to attend and resolve the issue on the same day in case problem reported before 3 PM. In case of problem reported after 3 PM, bidder need to resolve the issue within 24 hours.

In addition to the above, in case of not meeting the SLA i.e. minimum 95% uptime on quarterly basis there will be a penalty of 1% of cost of faulty Hardware, including taxes will be charged during the warranty and AMC period. The upper cap for the above penalty will be 10% of Hardware value of faulty hardware, including taxes during the warranty period and 10% of the AMC value of faulty hardware, including taxes after warranty period.

The supplier has to ensure on-site support (without any extra cost) for resolving all hardware equipment related issues, during warranty and AMC period (or such other extended period as per the contract terms and paid maintenance will commence only thereafter).

During the warranty & AMC period the bidder should undertake to provide free maintenance service (which will include repair and maintenance of all systems, kits or parts, spare parts etc. as and when required) to the Bank from the date of commissioning of the Systems.

The Successful Bidder will also undertake to co-operate with the RBI/CVC to carry out its supervisory functions and objectives and will furnish all records and other information as RBI/CVC may call for to carry out inspection and/or other functions 2 years beyond contract period.

- 29.1. Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company.
- 29.2. The overall Penalty including LD during contract period will be to a maximum of 10% of the total value of order.
- 29.3. The successful bidder must strictly adhere to the schedules for completing the assignments. Failure to meet the delivery dates/time, unless it is due to

reasons entirely attributable to the Bank, may constitute a material breach of the successful bidder's performance.

SLA for UV Cheque Scanner

- 29.4. The Bidder will take total responsibility for the fault free operation and maintenance of CTS scanner during the warranty and post warranty (AMC period) for a total duration of 5 years. The bidder will accomplish preventive and breakdown maintenance activities to ensure that the CTS Scanner works without defect or interruption of operation and give at least 97% uptime on quarterly basis.
- 29.5. The bidder has to ensure on-site support (without any extra cost) for resolving all hardware equipment related issues, during warranty and AMC period. During the warranty & AMC period, bidder should undertake to provide free maintenance service (which will include repair and maintenance of all systems, kits or parts, spare parts etc as and when required) to the Bank from the date of commissioning of the CTS Scanner.
- 29.6. Bidder need to maintain spare parts of scanner during the contract period of 5 years and should maintain the stock of spare parts at their service centres so that bidder can provide the support without much delay.
- 29.7. In case of problem in scanner, Bank official will report to Onsite Engineer through email or any other mode of communication. Bidder need to attend the call immediately and resolve at the earliest. In case scanner problem is not attended and resolved on time, penalty will be applicable as under:

Sl. No.	Location	Resolution Timings*	Penalty for CTS Scanner per day after resolution timing (Rs.)
1.	Metro Cities	Within 3 hours	1000
2.	Semi Urban/Urban Cities	Same Business Day	1000
3.	Rural Areas	Within 24 hours	1000

*Bidder need to attend and resolve the issue on the same day in case problem reported before 3 PM. In case of problem reported after 3 PM, bidder need to resolve the issue within 24 hours.

- 29.8. In addition to the above, in case of not meeting the SLA i.e. minimum 97% uptime on quarterly basis, there will be a penalty of 1% of the cost of faulty CTS Scanner, including taxes which will be charged during the warranty and AMC period. The upper cap for the above penalty will be 10% of Hardware value of faulty hardware, including taxes during the warranty and AMC period.
- 29.9. Downtimes on account of bank will be exempted from the downtime penalties.

30. Insurance

The insurance to be taken by Bidder shall be for an amount equal to 110% of the CIF value of the goods delivered at the respective site covering all risks (including terrorist attack, fire, burglary, strike, riot and civil commotion, natural calamities such as earth quake, flood etc.) till the completion of installation of Hardware.

31. Factory Testing

Bank reserves the right, but not under any obligation, to undertake a pre-shipment inspection of the hardware items in a factory test environment. For this purpose, Bank's personnel or authorized representative may visit the factory site and expenditure for the same will be borne by Bank. Bidder has to arrange necessary permission, if any.

32. Buy Back of Old Hardware and Peripherals

Bank will place order for supply and installation of the Printers and Scanners with option of buyback of existing hardware and peripherals “as is where is basis”. Regional Computer Centre/ Zonal Computer Centre /concerned offices will provide the details of old hardware items to be bought back. Bidder should produce the relevant document as proof for having collected old hardware and peripherals, against which only the payment will be released by the paying offices. The condition for buy back is “as is where is basis”. The bidder should include the cost of buy back old hardware and peripherals “as is where is basis” in TCO. It is the responsibility of vendor to collect old hardware and peripherals from respective offices of the bank on their own expenditure. Bank will not bear any transportation charges or any other expenses incurred while collecting the old hardware and peripherals.

The details of minimum Buy Back price for computer hardware & peripherals are given in [Annexure G](#) - indicative Commercial Bid.

33. Adherence of Cyber Security Policy

Bidders are liable for not meeting the security standards or desired security aspects of all the ICT resources as per Bank's IT/Information Security / Cyber Security Policy. The IT /Information Security/ Cyber Security Policy will be shared with successful bidder. Bidders should ensure Data Security and protection of facilities/application managed by them.

The deputed persons should aware about Bank's IT/IS/Cyber security policy and have to maintain the utmost secrecy & confidentiality of the bank's data including process performed at the Bank premises. At any time, if it comes to the notice of the bank that data has been compromised/disclosed/ misused/misappropriated then bank would take suitable action as deemed fit and selected vendor would be required to compensate the bank to the fullest extent of loss incurred by the bank.

Bidder has to agree and provide undertaking not to disclose any Bank information and will maintain confidentiality of Bank information as per policy of the Bank and will sign “Non-Disclosure Agreement” document provided by Bank.

The legal and regulatory requirements, including data protection, intellectual property rights, copy right, all the relevant regulations for sub-contracting; including the controls that need to be implemented shall be included in the supplier agreement.

All information resources (online/in-person) of the vendors and its partners shall be made accessible to reserve Bank of India as and when sought.

Credentials of vendor/third party personnel accessing and managing the bank’s critical assets shall be maintained and shall be accordance with Bank’s policy.

The Bank shall evaluate, assess, approve, review, control and monitor the risks and materiality of vendor/outsourcing activities and bidder shall ensure to support baseline system security configuration standards. The Bank shall also conduct effective due diligence, oversight and management of third-party vendors/service providers & partners.

Vendor criticality assessment shall be conducted for all partners & vendors. Appropriate management and assurance on security risks in outsources and partner arrangements shall be ensured.

34. Authorized Signatory

The selected bidder shall indicate the authorized signatories who can discuss and correspond with the BANK, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract a certified copy of the resolution of their board, authenticated by the company secretary, authorizing an official or officials of the bidder to discuss, sign agreements/contracts with the BANK, raise invoice and accept payments and also to correspond. The bidder shall provide proof of signature identification for the above purposes as required by the BANK.

35. Minimum Wages

The bidder hereby agrees and undertakes that during the subsistence of this agreement it will not employ any personnel/individual below the Minimum Wages fixed by appropriate Government on this behalf from time to time, as per the provisions of Minimum Wages Act 1948.

36. Paying Authority

The payments as per the Payment Schedule covered hereinabove shall be paid by the Bank. However, Payment of the Bills would be payable, on receipt of advice/confirmation for satisfactory delivery/Installation /re-installation, Configuration, live running and service report from the concerned offices.

37. Contract Period

The successful bidder shall be required to enter into a contract with DIT, UBI within one month of the award of contract or within such extended period as may be specified by Bank. The rate contract period for this project is 2 years. Successful bidders should provide support for 5 years in case of UV Cheque Scanners & ADF Scanners and 3 years in case of flatbed scanners and printers from the date of installation. However, the contract period may be extended for additional one year at the same cost and terms & conditions on mutual consent of parties.

38. Confidentiality

The bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Agreement, and the strictest of confidence shall be maintained in respect of such Information. The bidder has also to agree:

- 38.1. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by the BANK;
- 38.2. To only make copies as specifically authorized by the prior written consent of the Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;
- 38.3. To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- 38.4. To treat all Information as Confidential Information.
- 38.5. The Selected Bidder shall be required to sign a Non Disclosure Agreement with Bank as per prescribed format provided in [Annexure P](#) within thirty days of issuing the order/letter of intent.

39. Indemnity and Limitation of Liability

- 39.1. Subject to Clause 39.4 below, the bidder (the "Indemnifying Party") undertakes to indemnify, hold harmless the Purchaser (the "Indemnified Party") from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or willful default in performance or non-performance under this Agreement.
- 39.2. If the Indemnified Party promptly notifies Indemnifying Party in writing of a third party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or patents incorporated

in India of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against Indemnified Party.

39.3. Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by:

- 39.3.1. Indemnified Party's misuse or modification of the Service;
- 39.3.2. Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party;
- 39.3.3. Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party; However, if any service, information, direction, specification or materials provided by Indemnified Party or any third party contracted to it, is or likely to be held to be infringing, Indemnifying Party shall at its expense and option either;
 - 39.3.3.1. Procure the right for Indemnified Party to continue using it
 - 39.3.3.2. Replace it with a non-infringing equivalent
 - 39.3.3.3. Modify it to make it non-infringing.
 - 39.3.3.4. The foregoing remedies constitute Indemnified Party's sole and exclusive remedies and Indemnifying Party's entire liability with respect to infringement.

39.4. The indemnities set out in this clause shall be subject to the following conditions:

- 39.4.1. The Indemnified Party as promptly as practicable informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise;
- 39.4.2. the Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the Defense of such claim including reasonable access to all relevant information, documentation and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such Defense;
- 39.4.3. if the Indemnifying Party does not assume full control over the Defense of a claim as provided in this Article, the Indemnifying Party may participate in such Defense at its sole cost and expense, and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of the Indemnified Party will be included in Losses;
- 39.4.4. the Indemnified Party shall not prejudice, pay or accept any proceedings

or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party;

39.4.5. all settlements of claims subject to indemnification under this Clause will:

- a. be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and
- b. include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement;

39.4.6. the Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings;

39.4.7. the Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss as a result of such a claim or proceedings;

39.4.8. in the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this Article, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defenses of the Indemnified Party with respect to the claims to which such indemnification relates; and

39.4.9. if a Party makes a claim under the indemnity set out under Clause 39.1 above in respect of any particular Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).

The liability of either Party (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event exceed one time the total contract value payable under this Agreement. The liability cap given under this Clause shall not be applicable to the indemnification obligations set out in this clause and breach of Clause 38 (Confidentiality).

In no event shall either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third party claims (other than those set-forth in Clause 39.1) even if it has been advised of their possible existence.

The allocations of liability in this clause represent the agreed and bargained-for

understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.

40. Intellectual Property Rights

The Bidder claims and represents that it has obtained appropriate rights to provide the Deliverables and Services upon the terms and conditions contained in this RFP.

- 40.1 The Bidder shall be responsible at its own cost for obtaining all necessary authorizations and consents from third party licensors of Software used by Bidder in performing its obligations under this Project.
- 40.2 If a third party's claim endangers or disrupts the Bank's use of the Deliverables, the Bidder shall at no further expense, charge, fee or cost to the Bank, (i) obtain a license so that the Bank may continue use of the Deliverables in accordance with the terms of this RFP.
- 40.3 Bidder shall indemnify and keep fully and effectively indemnified the Bank from all legal actions, claims, or damages from third parties arising out of use of software, designs or processes used by Bidder or his subcontractors or in respect of any other services rendered under this RFP.

41. Non-Transferable Offer

This Request for Proposal (RFP) is not transferable. Only the bidder who has submitted the bid will be eligible for participation in the evaluation process.

42. Normalization of Bids

If required, Bank may go through a process of technical evaluation and normalization of the bids to the extent possible and feasible to ensure that, shortlisted bidders are more or less on the same technical ground. After the normalization process, if the Bank feels that, any of the Bids needs to be normalized and that such normalization has a bearing on the commercial bids; the Bank may at its discretion ask all the technically shortlisted bidders to re-submit the technical and commercial bids once again for scrutiny. The resubmissions can be requested by the Bank in the following two manners:

- Incremental bid submission in part of the requested clarification by the bank or
- Revised submissions of the entire bid in the whole.

The Bank can repeat this normalization process at every stage of bid submission till Bank is satisfied. The shortlisted bidders agree that, they have no reservation or objection to the normalization process and all the technically

shortlisted bidders will, by responding to this RFP, agree to participate in the normalization process and extend their co-operation to the Bank during this process. The shortlisted bidders, by submitting the response to this RFP, agree to the process and condition of the normalization process.

43. Responsibility for Completeness

Any supplies and services, which might not have been specifically mentioned in this tender but, are necessary for the installation, Configuration, testing, commissioning, performance or completeness of the order, shall be provided / made available as per the time schedule for smooth and efficient operation and maintenance of the system under Indian conditions.

The bidder shall be responsible for any discrepancies, errors and omissions in the technical details submitted by him/them, irrespective of whether these have been approved, reviewed or otherwise, accepted by the Bank or not. The Bidder shall take all corrective measures arising out of discrepancies, errors and omissions in drawing and other information as mentioned above within the time schedule and without extra cost to the Bank.

44. Audit

The Bidder shall at all times whenever required furnish all information, records, data stored in whatsoever form to internal, external, Bank appointed and statutory/RBI/CVC inspecting auditors and extend full cooperation in carrying out of such inspection. The Bidder will also undertake to co-operate with the RBI/CVC to carry out its supervisory functions and objectives and will furnish all records and other information as RBI/CVC may call for to carry out inspection and/or other functions. The Bidder is required to facilitate the same at no additional cost and shall provide uninterrupted access to the documents required by the auditors. Further the Bidder has to ensure rectification of all the irregularities thus pointed out by the auditor within a given time frame.

The bidder has to ensure compliance of Information Security according to policy of the Bank and mitigate the risk, if any, within the stipulated time without any additional cost to Bank.

In line of above, the selected bidder shall ensure that all regulatory, Statutory, Local Administration requirements are adhered to subsequently while undertaking deliverable and services over the period of contract without any additional cost to Bank.

Compliance with security best practices may be monitored by periodic computer/information security audit performed by or on behalf of the Bank. The periodicity of these audits will be decided at the discretion of the Bank. These

audit plan to include, but are not limited to, a review of: access and authorization procedures, physical security controls, input/output controls, DB controls, backup and recovery procedures, network security controls and program change controls.

To the extent that the Bank deems it necessary to carry out a program of inspection and audit to safeguard against threats and hazards to the confidentiality, integrity, and availability of data, the Bidder shall afford the Bank's representative access to the Bidder's facilities, installations, technical resources, operations, documentation, records, databases and personnel. The Bidder must provide the Bank access to various monitoring and performance measurement system (both manual and automated). The Bank has the right to get the monitoring and performance measurement systems (both manual and automated) audited without prior approval / notice to the bidder.

Any license violation on the part of the outsourced vendor shall not put Bank at risk. Bank shall reserve the right to audit the license usage of the vendor or shall ask the vendor to take undertaking of non-violation of license.

45. Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- 45.1 Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics,
- 45.2 Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes,
- 45.3 Terrorist attacks, public unrest in work area;

Provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Bank shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

46. Exit Clause

The Bank reserves the right to cancel the contract in the event of happening one or more of the following conditions:

- 46.1 Failure of the successful bidder to accept the contract and furnish the Performance Bank Guarantee equivalent to 10% of the project cost within 30 days from receipt of purchase contract.

46.2 Delay in delivery beyond the specified period

46.3 Serious discrepancy in functionality to be provided or the performance levels which have an impact on the functioning of the solution

In addition to the cancellation of contract, Bank reserves the right to appropriate the damages through encashment of Bid Security /Performance Guarantee given by the Bidder. Bank reserves right to exit at any time after giving notice period of three month during the contract period.

47. Termination of Contract

If the Termination is on account of failure of the successful bidder to perform the obligations under this RFP contract, the Bank shall have the right to invoke the Performance Bank Guarantee(s) given by the selected bidder.

The Bank will be entitled to terminate this Contract, without any cost to the Bank and recover expenditure incurred by Bank, on the happening of any one or more of the following:

- 47.1 The selected bidder commits a breach of any of the terms and conditions of the bid.
- 47.2 The Successful bidder goes into liquidation voluntarily or otherwise.
- 47.3 An attachment is levied or continues to be levied for a period of 7 days upon effects of the Agreement.
- 47.4 The progress regarding the execution of the order accepted by the selected bidder is found to be unsatisfactory or delay in execution of the contract, the Bank reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which Bank may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.
- 47.5 If deductions on account of liquidated damages exceeds more than 10%.
- 47.6 Non-satisfactory performance of the selected bidder during delivery and installation.
- 47.7 An act of omission by the Bidder, its employees, its agents, or employees of the consortium in the performance of the services provided by this contract.
- 47.8 Failure to integrate/implement the Project as per the requirements of the Bank as stated in this RFP.
- 47.9 Bank shall serve the cure-cum-termination notice to the bidder at least 30 days prior, of its intention to terminate services. If the performance is not cured to the satisfaction of bank within 30 days, termination will be effected
- 47.10 Material discrepancies in the Deliverables and Services noted in the implementation of the Project. Bank reserves the right to procure the same or similar product from the alternate sources at the risk, cost and

responsibility of the selected bidder.

47.11 Selected bidder or its sub-contractors are found to be indulging in frauds.

47.12 The bank suffers a reputation loss on account of any activity of successful bidder penalty is levied by regulatory authority.

48. Online Prebid Meeting

For the purpose of clarifications of doubts of the bidders on issues related to the RFP, Bank will hold a pre-bid meeting on the date & time as indicated in the RFP. It may be noted that no query of any bidder shall be entertained / received after the mentioned date. Queries raised by the prospective bidders and the Bank's response will be available at Bank's web site. Only authorized representative of bidder (maximum two) will be allowed to attend the online Pre-bid meeting. Interested bidders are required to submit a letter from authorized signatory of the organization through the emails mentioned in this RFP one day before the date of pre-bid meeting along with details including name, organization, designation, Mobile number, etc. with subject as "RFP for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract". URL for joining the online Prebid meeting will be sent separately to those submitted authorization letter within the scheduled date and time. Bidders can have better experience if joined through Microsoft Teams app.

Non- attendance at the Pre-bid Meeting will not be a cause for disqualification of a bidder.

Any modification of the RFP, which may become necessary as a result of the Pre-bid Meeting, shall be made public by the Bank exclusively through the issue of an Addendum/Corrigendum on Bank's website www.unionbankofindia.co.in, government tender portal www.eprocure.gov.in and e-Procurement site <https://ubi.abcpocure.com>.

49. Conflict of Interests

Bank requires that bidder provide professional, objective, and impartial advice and at all times hold Bank's interest paramount, strictly avoid conflicts with other Assignment(s)/ Job(s) or their own corporate interests and act without any expectations/ consideration for award of any future assignment(s) from Bank.

Bidder have an obligation to disclose any situation of actual or potential conflict in assignment/job, activities and relationships that impacts their capacity to serve the best interest of Bank, or that may reasonably be perceived as having this effect. If the Bidder fails to disclose said situations and if Bank comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment.

50. Arbitration

All disputes and differences of any kind whatsoever arising out of or in connection with the purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and such arbitrators shall appoint an Umpire before entering on the reference. The decision of the Umpire shall be final. Such arbitration shall be governed by the provisions of Indian Arbitration and Conciliation Act 1996. All arbitration proceedings shall be at Mumbai, Maharashtra State, India only.

51. Dispute Resolution & Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only. Law of India will be applicable for Dispute Resolution.

52. Submission of Bids

The bidders have to submit bid through Online except Bid security and Integrity Pact (IP). All documents as per requirement of RFP must be uploaded on the site <https://ubi.abcpurchase.com>. Integrity Pact (IP) and Original DD/BG for EMD must be submitted physically in sealed cover at the following address on or before scheduled date and time.

To
The General Manager,
Union Bank of India,
Department of Information Technology,
Technology Centre, Adi Shankaracharya Marg,
Opposite Powai Lake, Powai,
Mumbai - 400072.

Bank may, at its discretion, extend this deadline for submission of bids by releasing corrigendum to this tender document.

53. Annexure A - Letter of Acceptance

(Letter to the bank on the bidder's letterhead)

To,

Union Bank of India
Technology Centre, 5th floor,
Adi Shankaracharya Marg,
Near Registrar of Shipping,
Powai, Andheri (East),
Mumbai. 400072

Dear Sir,

Sub: RFP for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract.

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the Supply, Installation & Maintenance of Printers and Scanners under Rate Contract as detailed in your above referred in RFP.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information are enclosed.

We also confirm that the offer shall remain valid for 2 years from the date of acceptance of letter of intent.

We hereby undertake that the equipment to be delivered to the Bank will be brand new including all components and that software is licensed and legally obtained.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

The deviation, if any, has been given in the [Annexure L](#) - Declaration of Compliance attached.

We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the purchaser to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- If our bid is accepted, we are to be responsible for the due performance of the contract.
- You may accept or entrust the entire work to one Bidder or divide the work to more than one Bidder without assigning any reason or giving any explanation whatsoever.

- Bidder means the bidder who is decided and declared so after examination of commercial bids.
- We enclose Demand Draft/Bank Guarantee for ` 1.80 Crore (Rupees One Crore Eighty Lac Only) favoring Union Bank of India and payable at Mumbai, towards bid security, details of the same is as under:

No. :

Date :

Name of Issuing Bank :

Or

SME/Udyog Aadhaar Certificate No.

We hereby declare that all the information & Statements made in this RFP are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to all terms & conditions of the RFP.

Dated at _____ this _____ day of _____ 2022

Yours faithfully,

For_____

Signature_____

Name_____

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

54. Annexure B - 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 (if any)		
6	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number		
	c) E-mail ID.		
7	Financial parameters		
	Business Results (last three years)	Annual Turnover (Rs. in Crores)	Operating Profit (Rs. in Crores)
	2018-19		
	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)	

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)

55. Annexure C - Eligibility Criteria

Sl. No	Pre Qualification Criteria	Compliance (Yes/No)	Detail of Proof Attached
1	The bidder has to submit Integrity Pact (IP) signed by authorized signatory as prescribed format mentioned in Annexure J on plain paper in advance (not prior to issuance of RFP) or at the time of bid submission. Bidder shall be liable for rejection in case of non-submission of the same.		Integrity Pact as per Annexure J is to be submitted.
2	The bidder should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership (LLP) company under the Limited Liability Partnership Act 2008 in India and should have been in existence for 3 years as on the date of issuance of RFP.		Certificate of incorporation/certificate for commencement of business/other relevant documentary proof is to be submitted.
3	The bidder should have minimum average turnover of Rs.100.00 Crore of previous three financial years i.e. 2019-20, 2020-21 and 2021-22 as per the audited balance sheet available at the time of submission of tender. In case the audited financials for the year 2021-22 is not available, CA Certificate with UDIN number for turnover of 2021-22 / audited financials of 2018-19 should be submitted. Bidder should also provide self declaration that statutory audit for the FY 2021-22 is not completed. This must be the individual company turnover and not that of any group of companies. Copies of the audited balance sheet and P&L Statement of the company showing the same is to be submitted.		Balance Sheet and Profit Loss Statement is to be submitted.
4	Bidder should have operating Profit (as EBITDA i.e. Earnings Before Interest, Tax, Depreciation & Amortization) in the last three financial years i.e. 2019-20, 2020-21 and 2021-22. In case the audited financials for the year 2021-22 is not available, CA Certificate with UDIN number for EBITDA of 2021-22 / audited financials of 2018-19 should be submitted. Bidder should also provide self declaration that statutory audit for the FY 2021-22 is not completed. Copies of the audited balance		

	sheet and Profit/Loss statement of the company is to be submitted.		
5	Bidder should be either an Original Equipment Manufacturer (OEM) of printers/scanners or authorized partner of OEM. In case the bidder is an Authorized partner of the OEM, Bidder needs to provide Manufacturer Authorization Form (MAF) from OEM stating that bidder is authorized partner of OEM and authorized to participate in this tender and in case the bidder is not able to perform obligations as per contract during the contract period, contracted services will be provided by OEM or through its authorized partners. OEM can quote directly or through authorized partners. However, both i.e. OEM & their authorized partner cannot participate in the RFP. In case, both (OEM & his authorized partner) participate, only bid of the OEM will be considered		MAF is to be submitted.
6	The bidder/proposed OEM of printers/scanners should have minimum 150 service/support centers across the country (spread across all the major Indian cities) for after sale support and maintenance of offered hardware / software items. Details of service/support network (addresses, names of contact persons, phone numbers, e-mail etc.) must be furnished as part of the bid. The bidder/proposed OEM should be able to provide efficient and effective support at other centers also, so as to attend calls at all the branches and offices of the bank within stipulated time frame as mentioned in this RFP. The addresses of all the branches/ Offices of the Bank are available on Bank's website.		Details of service/support network (addresses, names of contact persons, phone numbers, e-mail etc.) must be furnished as part of the bid.
7	Bidder must have supplied minimum 500 UV Scanners for CTS solution, 500 ADF scanners and 100 flatbed scanners to BFSI/Government organizations/PSUs in India during last 3 financial Years. Purchase Order along with satisfactory performance certificate or any other document proof for substantiating supply of scanners.		

8	Bidder must have supplied minimum 2000 printers (out of which 500 printers must be passbook printers) to BFSI/Government organizations/PSUs in India during last 3 financial Years. Purchase Order along with satisfactory performance certificate or any other document proof for substantiating supply of printers		
9	Bidders, who have not satisfactorily completed any of the earlier contracts or Purchase Order issued by Union Bank of India, will not be eligible for participation in this tender. The bidder shall give an undertaking (on their letter head) that they have satisfactorily completed all the earlier contracts/Purchase Order with Union Bank of India.		The bidder shall give an undertaking (on their letter head) that they have satisfactorily completed all the earlier contracts/ Purchase Order with Union Bank of India
10	The companies or firms, bidding for this tender, should have not been black listed by any of Government Authority or Public Sector Undertaking (PSUs) due to lack of support/services, poor hardware quality and malpractices. The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs as on date of submission of the tender, otherwise their bid will not be considered		Undertaking on Company's letterhead as per Annexure R to be submitted by the bidder.
11	The bidder should provide undertaking mentioning DIN of Directors that any of its subsidiary or associate or holding company or companies having common director/s or companies in the same group of promoters/management or partnership firms/LLPs having common partners has not participated in the bid process.		The bidder should provide undertaking mentioning DIN of Directors

Place:

Date:

Authorized Signatory: _

Name & Designation: _

Business Address & email id:

56. Annexure D - Compliance to RFP Terms & Conditions

S. No.	Clause Details	Bidder's Compliance (Yes/No)
1	Introduction	
2	Integrity Pact (IP)	
3	Objectives of the RFP	
4	Definitions	
5	Invitation of Tender Bids	
6	Eligibility Criteria of Bidder	
7	Broad Scope of Work	
8	Terms of execution of work	
9	Splitting of Orders	
10	Language of Bid	
11	Rate Validity	
12	Instructions for Bid Submission	
13	Road Permit	
14	Taxes and Duties	
15	Availability of Spares	
16	Rejection of Bid	
17	Modification And Withdrawals Of Bid	
18	RFP Response	
19	Patent Rights	
20	Price Validity	
21	Payment Terms	
22	Order Cancellation	
23	Liquidated Damages (LD)	
24	Warranty	
25	Support	
26	Annual Maintenance Contract	
27	OEM Authorization	
28	Undertaking to use new components	
29	Service Level Agreement	
30	Insurance	
31	Factory Testing	
32	Buy Back of Old Hardware and Peripherals	
33	Adherence of Cyber Security Policy	
34	Authorized Signatory	
35	Minimum Wages	
36	Paying Authority	
37	Contract Period	

S. No.	Clause Details	Bidder's Compliance (Yes/No)
38	Confidentiality	
39	Indemnity and Limitation of Liability	
40	Intellectual Property Rights	
41	Non-Transferable Offer	
42	Normalization of Bids	
43	Responsibility for Completeness	
44	Audit	
45	Force Majeure	
46	Exit Clause	
47	Termination of Contract	
48	Online Prebid Meeting	
49	Conflict of Interests	
50	Arbitration	
51	Dispute Resolution & Jurisdiction	
52	Submission of Bids	

Place:

Date:

Authorized Signatory: _

Name & Designation: _

Business Address & email id: _____

57. Annexure E - Technical Specification

UV Cheque Scanner for CTS

Sl. No.	Parameter	Existing Specifications	Specify your offer/ Compliance (Yes/No)
	Specify Make and Model		
1	API	CAPI, Device Suite Professional PC version, Emulation Middleware	
2	Certification	RoHS, CE, CSA, UL/TUV, FCC class A	
3	Communication Interface	USB 2.0 / USB 3.0	
4	Compatibility	The scanners proposed should be compatible with the bank's CTS application.	
5	Document Feeder	Automatic document feeder - Minimum 50 cheques, Double document feeder	
6	Document Processing Throughput (Documents per Min. DPM)	50 DPM and above	
7	Document Size	Height (min/max)- 5.08 to 10.80 cm or Height (min/max)- 6 to 10.80 cm	
8	Endorsement	As per RBI / NPCI standard, Rear endorsing (at the back of the instrument), controlled programmatically.	
9	Image capture	Bi-tonal (black/white), Gray level (256 gray shades)	
10	Make & Model	Should compatible with Bank CTS application	
11	MICR format supported	E13B and CMC7 read with auto-detect	
12	OS compatibility	Should compatible with Windows 8 and above	
13	OCR format supported	One or more 0.50 inch OCR scan band provided	
14	Type of Image	Scanner should support JFIF image format with JPEG compression Technology and TIFF image format with CCITT G4 compression Technology	

15	Resolution	Between 100 dpi to 200 dpi Front and back grey scale image should be saved in 100 dpi resolution.	
16	Ranger Software	Scanner must support Ranger Software integration, developed by M/s Silver Bullet in case of Canon scanner.	
17	Product life	03 years warranty and 02 years AMC after warranty	
18	Ultraviolet (UV support)	Scanner should be UV enabled	
19	Operator Interface	User Friendly operator interface preferably with Power Switch/Clear, Start, Stop Buttons & Status Lights.	
20	Output Pockets	Single pocket configuration, 50 item pocket capacity, pocket selection under application control, based on MICR, OCR, and/or image quality results	

ADF Scanner

Sr No	Component	Existing specifications	Specify your offer/ Compliance (Y/N)
1.	Model & Make	Any ADF (Automatic Document Feeder) with A4 compliance	
2.	Compatibility	Scanner should be compatible to scan documents pasted with photographs without affecting any of its technical features. It should support single & multi page PDF & TIFF with searchable option. Scanner should be compatible with Document Management Systems Software (Omniscan) currently deployed by the Bank in its regular operations from Bank's Service provider M/s Newgen Software Technologies Ltd.	
3.	Speed	30 or above Pages Per Minute	
4.	Daily Duty Cycle	Approx. 3500 Pages Per Day without affecting the optical resolution for both simplex and duplex.	
5.	ADF Capacity	50 or above Pages	
6.	Scanning Mode	Duplex	
7.	Scanning Technology	CIS or CCD scanning technology.	
8.	Document Size	A4	
9.	Minimum Document Size	80 mm x 52 mm (3.2 in. x 2.1 in.)	
10.	Interface	Twain and ISIS	
11.	Optical Resolution	600 DPI or above	
12.	Imaging Features	Auto color detection, Automatic page size detection, 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.	
13.	Connectivity	USB compatible (USB 2.0 or higher)	
14.	Color Scanning	Feature for Black & White, Grey and Color scanning	
15.	File format output	PDF, single and multiple - page Tiff, JPEG, JPG, BMP	
16.	Paper Path	Straight	
17.	Bundle software	OEM provided software and Drivers	

18.	Other Accessories	All cables and Output tray	
19.	Supporting Operating system	The scanner should support Windows 8 and higher as Operating Systems (32 and 64 bits)	

Dot Matrix Printer

Sr.	Existing Specification		Specify your offer/ Compliance (Y/N)
1	Make and model must be specified		
2	URL for Verification		
3	Print Head	24 Pin	
4	Print Modes	Draft and LQ	
5	Print Width	136 Column	
6	Print Speed	Minimum 250 CPS @ 10 CPI in Standard Draft Mode	
7	Print Method	Bi-directional, Logic seeking / uni- Directional for Image and Graphics Printing	
8	Paper Feed	Both Friction and Tractor feed with push or pull tractors	
9	Paper Type	Fan-Fold continuous stationary (101-406 mm)	
10	Print head life	200 million characters or more	
11	Ribbon life	Minimum 3 million characters.	
12	Data Buffer	64 KB (Minimum)	
13	Print attributes	Bold, Italic, Underline, wide-font, super and subscribing	
14	Standard Interface	Centronics Parallel /RS232/USB along with cable	
15	MTBF	6,000 POH	
16	Number of copies	1+3 with carbon	
17	OS Compatibility	7/8/10 or higher	
18	Noise level	Less than 64dB	

Fast Dot Matrix Printer

Sr.	Existing Specification	Specify your offer/ Compliance (Y/N)
1	Make and model must be specified	
2	URL for Verification (specify)	
3	Print Head 24 Pin	
4	Print Modes Draft and LQ	
5	Print Width Minimum 136 Column	
6	Print Speed Minimum 480 CPS @ 10 CPI in Standard Draft Mode	
7	Print Method Bi-directional, Logic seeking / Uni- Directional for Image and Graphics Printing	
8	Paper Feed Both Friction and Tractor feed with push or pull tractors	
9	Paper Type Fan-Fold continuous stationary (101-406 mm)	
10	Print head life 400 million characters / strokes or more	
11	Ribbon life Minimum 5 million characters	
12	Data Buffer 128 KB (Minimum)	
13	Print attributes Bold, Italic, Underline, wide-font, super and subscribing	
14	Standard Interface Parallel / Serial / USB along with cable	
15	MTBF Minimum 10,000 POH	
16	Ethernet Interface 10/100 Mbps. Bidder can quote internal or external Network interface card. However, in case of external Network interface card, bidder has to provide all the required software and hardware for printing through Network interface card.	
17	Number of copies 1+5 with carbon	
18	OS Compatibility 7/8/10 or higher	
19	Noise level Less than or equal to 60dB	

Passbook Printer

Sr.	Specification	Specify your offer/ Compliance (Y/N)
1	Make and model must be specified	
2	URL for Verification	
3	Print Head	24 Pin
4	Print Width	94 Column at 10 CPI/ 112 Column at 12 CPI
5	Print Matrix	24 x 12 draft, 24 x 36 NLQ
6	Character pitch	10, 12, 15, 17.1 CPI
7	Line pitch	6, 8 lpi incremental
8	Input Data Buffer (Kbyte)	128 KB Or higher
9	Print Speed	Minimum 360 CPS (draft), 150 CPS (NLQ) at 10 CPI
10	Print Method	Horizontal/Vertical
11	Print Modes	Draft and NLQ Condensed, Double h/w, graphics, bit-image mode
12	Print attributes	Bold, Italic, Underline, wide-font, super and sub scripting
13	Print handling	Automatic front feed for handling average size passbook with Automatic document alignment
14	Interface	RS 232C Serial / Parallel Interface / USB along with cable
15	Optional interface	Centronics Parallel
16	OS Compatibility	7/8/10 or higher
17	Noise level	54dB or less

LaserJet Printer Duplex

Sr. No.	Component	Existing Specifications	Specify your offer/ Compliance (Y/N)
1.	Make	Specify	
2.	Model	Specify	
3.	URL for Verification	Specify	
4.	Print Speed	Minimum 30 ppm or higher	
5.	Resolution	1200 X 1200 DPI	
6.	Monthly duty cycle	60,000 pages and above	
7.	Cartridge yield	Specify (Full yield original cartridge must be supplied along with printer which should print minimum 1500 page- i.e. it should not be a demo cartridge. In case cartridge yield is less than 1500 pages, bidder has to supply additional cartridge to meet the said requirement)	
8.	RAM	Minimum 128 MB RAM	
9.	Processor	Minimum 500 MHz processor or above	
10.	Interface	High Speed USB 2.0 with Ethernet Interface as standard interface - 10/100/1000 Mbps	
11.	OS Compatibility	7/8/10 or higher	
12.	Support	ESC P-R print language / PCL 6/5e/spl with post script support so that the load of PC is transferred to printer	
13.	Duplex	Automatic, Built in	
14.	Warranty	1 year comprehensive onsite warranty	

Cartridge compliance sheet (for above quoted printer make & model)

Sr. No.	Cartridge type	Description / Part Code	Minimum Yield	Unit cost (in Rs.)	Compliance Y/N
1.	Original-I	Specify	Specify	Specify	
2.	Original-II	Specify	Specify	Specify	
3.	Compatible	Specify	Specify	Specify	
4.	Re-filing	Specify	Specify	Specify	



Note:

- i. Per page cost of Original cartridge should not exceed ` 1.50, otherwise Bank may reject the quoted model of printer. The above details will be considered for technical compliance only.
- ii. Bidder and printer OEM have to submit undertaking on company letterhead (signed by authorized official) to provide above mentioned cartridge required by branches / office across pan India basis during contract period (warranty as well as AMC period).
- iii. Price will not be considered for calculation of TCO.

Flatbed Scanner

Component	Existing Specifications	Specify your offer/ Compliance (Y/N)
Make & Model	Must be specified. All the relevant product brochures and manuals must be submitted.	
URL for Verification	Please Specify	
Scan Type	Flatbed, Color and monochrome (One Pass)	
Scan Technology	CIS (Contact Image Sensor)	
Scan Resolution	1200 x 1200 dpi	
Interface	USB Port	
Document Size	Standard A4 size	
File Format supported	BMP, TIFF, JPEG, PDF	
Software	Scanning, Image-Editing	
OS Compatibility	Windows 7/8/10 or higher	
Bit Depth	48 bit colour	
Image Scaling / Enlargement	25 to 400% in 1% increments	
Output resolution	75, 150, 200, 300, 400, 600, 1200	
Control panel	Four front panel button	
Standard Connectivity	Hi-Speed USB 2.0/USB 3.0	

Authorized Signatory:**Place:****Name & Designation & mail id:****Date:****Business Address:**

58. Annexure F - Un-Priced Indicative Commercial Bid**Table A - Capital Cost**

Sl. No	Description	Basic unit price (Rs.) (a)	Qty (b)	Total Exclusive of taxes (Rs.) (a*b)	Submitted (Yes/No)
1	Automatic Document Feeder (ADF) Scanner or DMS Scanner with 3 years warranty period	XX	4000	XX	
2	UV Cheque Scanners for CTS with 3 years warranty period	XX	3000	XX	
3	Fast DMPs with 1 year Warranty Period.	XX	4000	XX	
4	DMPs with 1 year Warranty Period.	XX	6000	XX	
5	LaserJet Printers Duplex with 1 year Warranty Period.	XX	10000	XX	
6	Pass Book Printers with 1 year Warranty Period.	XX	10000	XX	
7	Flatbed Scanners with 1 year Warranty Period.		8000	XX	
8	Total Cost A =(1+2+3+4+5+6+7)	NA	NA	XX	
Buy Back Cost					
9	Automatic Document Feeder (ADF) Scanner. Unit price should be quoted with minimum of Rs.800/-	XX	3000	XX	
10	UV Cheque Scanners. Unit price should be quoted with minimum of Rs.2,750/-	XX	2000	XX	
11	Fast Dot Matrix Printers. Unit price should be quoted with minimum of Rs.1,600/-	XX	3000	XX	
12	Dot Matrix Printer. Unit price should be quoted with minimum of Rs.500/-	XX	5000	XX	
13	LaserJet Printers Duplex. Unit price should be quoted with minimum of Rs.1,100/-	XX	8000	XX	
14	Pass Book Printer. Unit price should be quoted with minimum of Rs.1,100/-	XX	8000	XX	

15	Scanner. Unit price should be quoted with minimum of Rs.250/-	XX	7000	XX	
18	Total Cost B =(9+10+11+12+13+14+15)	NA	NA	XX	
19	Grand Total (C=A-B)	NA	NA	XX	

Table B - AMC Cost

Sl. No.	Description		Basic unit price (Rs.) (a)	Qty (b)	Total (Rs.) (a*b)	Submitted (Yes/No)
20	Maintenance charges for total 2 years between 8% to 10% of hardware cost per year after expiry of Warranty period of 3 years	ADF Scanner	XX	4000	XX	
		UV Cheque Scanners	XX	3000	XX	
21	Maintenance charges for total 2 years between 8% to 10% of hardware cost per year after expiry of Warranty period of 1 year	Fast DMPs	XX	4000	XX	
		DMPs	XX	6000	XX	
		LaserJet Printers Duplex	XX	10000	XX	
		Pass Book Printers	XX	10000	XX	
		Flatbed Scanners	XX	8000	XX	
22	Total Cost D = (20+21)	NA	NA	NA	XX	
23	TCO (Total Cost to Ownership) E=C+D	NA	NA	NA	XX	
24	TCO in Words	XX				

Note

1. Unit price of all items, including optional items as well as TCO must be quoted in WORDS AND FIGURES.
2. The Total cost should be inclusive of all charges but exclusive of GST (CGST/SGST/IGST), which shall be payable by the Bank at actual on date of invoicing.
3. In case of any discrepancy, unit price quoted in words will be considered for computation of TCO.



4. Cost comparison will be on the basis of total cost of ownership calculated as explained above.
5. AMC charges/Preventive Maintenance charges will remain valid for 2 years after warranty period of 3 years in case of ADF Scanner and UV Cheque Scanner. The AMC charges will be paid quarterly in arrears as mentioned in the payment terms. AMC should be quoted between 8% to 10% of device cost per annum.
6. AMC charges/Preventive Maintenance charges will remain valid for 2 years after warranty period of 1 years in case of Printers (DMP, FDMP, and LJP) and flatbed Scanners. The AMC charges will be paid quarterly in arrears as mentioned in the payment terms. AMC should be quoted with minimum 8% of device cost per annum.
7. Bank will not pay any Labour charges for transportation, installation of hardware items separately. All such costs, if any, should be absorbed in the above TCO.
8. The numbers of units mentioned above are notional for arriving TCO of this project. The actual numbers of units may vary and purchase order shall be placed in phased manner based on actual requirements of the Bank from time to time during the rate contract period. Bidder has to quote minimum buy back price of each line item as mentioned above.
9. No. of Units actually offered for buy-back will depend on the availability and figures mentioned above are only for calculation of TCO.
10. For buy-back, the units will be offered "as is where is" basis and may not be in working condition.
11. The rates for Computer Hardware & Peripheral offered by bidder/OEM after reverse auction should be in proportion with the price available in Government E-Marketplace (GeM) for each item. Cost of individual item should not also exceed the rates available at GeM site for each item.

Authorized Signatory:

Place:

Name & Designation & mail id :

Date:

Business Address:

59. Annexure G - Indicative Commercial Bid

Table A - Capital Cost

Sl. No.	Description	Basic unit price (Rs.) (a)	Qty (b)	Total Exclusive of taxes (Rs.) (a*b)
1	Automatic Document Feeder (ADF) Scanner or DMS Scanner with 3 years warranty period		4000	
2	UV Cheque Scanners for CTS with 3 years warranty period		3000	
3	Fast DMPs with 1 year Warranty Period.		4000	
4	DMPs with 1 year Warranty Period.		6000	
5	LaserJet Printers Duplex with 1 year Warranty Period.		10000	
6	Pass Book Printers with 1 year Warranty Period.		10000	
7	Flatbed Scanners with 1 year Warranty Period.		8000	
8	Total Cost A =(1+2+3+4+5+6+7)	NA	NA	
Buyback Cost				
9	Automatic Document Feeder (ADF) Scanner. Unit price should be quoted with minimum of Rs.800/-		3000	
10	UV Cheque Scanners. Unit price should be quoted with minimum of Rs.2,750/-		2000	
11	Fast Dot Matrix Printers. Unit price should be quoted with minimum of Rs.1,600/-		3000	
12	Dot Matrix Printer. Unit price should be quoted with minimum of Rs.500/-		5000	
13	LaserJet Printers Duplex. Unit price should be quoted with minimum of Rs.1,100/-		8000	

14	Pass Book Printer. Unit price should be quoted with minimum of Rs.1,100/-		8000	
15	Scanner. Unit price should be quoted with minimum of Rs.250/-		7000	
18	Total Cost B =(9+10+11+12+13+14+15)	NA	NA	
19	Grand Total (C=A-B)	NA	NA	

Table B - AMC Cost

Sl. No.	Description		Basic unit price (Rs.) (a)	Qty (b)	Total (Rs.) (a*b)	Submitted (Yes/No)
20	Maintenance charges for total 2 years between 8% to 10% of hardware cost per year after expiry of Warranty period of 3 years	ADF Scanner		4000		
		UV Cheque Scanners		3000		
21	Maintenance charges for total 2 years between 8% to 10% of hardware cost per year after expiry of Warranty period of 1 year	Fast DMPs		4000		
		DMPs		6000		
		LaserJet Printers Duplex		10000		
		Pass Book Printers		10000		
		Flatbed Scanners		8000		
22	Total Cost D = (20+21)	NA	NA	NA		
23	TCO (Total Cost to Ownership) E=C+D	NA	NA	NA		
24	TCO in Words					

Note

- Unit price of all items, including optional items as well as TCO must be quoted in WORDS AND FIGURES.
- The Total cost should be inclusive of all charges but exclusive of GST (CGST/SGST/IGST), which shall be payable by the Bank at actual on date of invoicing.



3. In case of any discrepancy, unit price quoted in words will be considered for computation of TCO.
4. Cost comparison will be on the basis of total cost of ownership calculated as explained above.
5. AMC charges/Preventive Maintenance charges will remain valid for 2 years after warranty period of 3 years in case of ADF Scanner and UV Cheque Scanner. The AMC charges will be paid quarterly in arrears as mentioned in the payment terms. AMC should be quoted between 8% to 10% of device cost per annum.
6. AMC charges/Preventive Maintenance charges will remain valid for 2 years after warranty period of 1 years in case of Printers (DMP, FDMP, and LJP) and flatbed Scanners. The AMC charges will be paid quarterly in arrears as mentioned in the payment terms. AMC should be quoted between 8% to 10% of device cost per annum.
7. Bank will not pay any Labour charges for transportation, installation of hardware items separately. All such costs, if any, should be absorbed in the above TCO.
8. The numbers of units mentioned above are notional for arriving TCO of this project. The actual numbers of units may vary and purchase order shall be placed in phased manner based on actual requirements of the Bank from time to time during the rate contract period. Bidder has to quote minimum buy back price of each line item as mentioned above.
9. No. of Units actually offered for buy-back will depend on the availability and figures mentioned above are only for calculation of TCO.
10. For buy-back, the units will be offered "as is where is" basis and may not be in working condition.
11. The rates for Computer Hardware & Peripheral offered by bidder/OEM after reverse auction should be in proportion with the price available in Government E-Marketplace (GeM) for each item. Cost of individual item should not also exceed the rates available at GeM site for each item.

Authorized Signatory:

Place:

Name & Designation & mail id :

Date:

Business Address:

60. Annexure H - Reference Site Details

The reference sites submitted must be necessarily of those Banks/Companies where the bidder has been awarded the contract prior to date of issuance of this RFP. For those references where the offered delivery is accepted but installation is not started, the acceptance should be valid as on the last date for submission of bids at Union Bank of India.

Please provide reference details in the format defined below:

Particulars	Response
Name of the Bank/ Financial Institution	
Country of Operation	
Address of the Organization	
Date of commencement of Project	
Date of completion of Project (if completed)	
Status (completed/ in progress)	
Scope of Work for Solution	
Name of the contact person for reference	
Contact details of contact person	
Project Details <ul style="list-style-type: none"> a. Operating System b. Application Software c. Network Topology d. Maintenance & support 	

(Enclose necessary documentary proof)

* Provide Information in respect of at least 1 major customer who fulfills the qualification Criteria. References may be enclosed from the customers from the above.

Place:

Date:

Signature:

Name & Designation:

Business Address:



61. Annexure I - Undertaking of Authenticity for Computer Hardware

To

Date:

Union Bank of India,

**Department of Information Technology,
1/1A, Adi Shankaracharya Marg, JVLR,
Opp. Powai Lake(Andheri East),
Powai (Andheri East), Mumbai 400072.**

Sub: Supply of Computer Hardware

RFP Ref:

Dear Sirs,

With reference to the Computer Hardware being supplied / quoted to you vide our invoice no. / quotation no. / order no. cited above-----

We hereby undertake that all the components/parts/assembly/software used in the Printer/scanner Hardware under the above like, Memory, parts etc. shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / Parts / Assembly / Software are being used or shall be used.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM Supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation for IT Hardware / Software already billed, we agree to take back the Computer Hardware without demur, if already supplied and return the money if any paid to us by you in this regard.

We (system OEM name) also take full responsibility of both Parts & Service SLA as per the content even if there is any defect by our authorized Service Centre / Reseller / SI etc.

Authorized Signatory

Name:

Designation:

62. Annexure J - Pre-Contract Integrity Pact

Tender Ref. No:.....

INTEGRITY PACT

Whereas Union Bank of India having its registered office at Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai, India -400 021 acting through its Department, represented by General Manager / Dy. General Manager hereinafter referred to as the Buyer and the first party, proposes to procure (Name or category of the Equipment, services, etc.) hereinafter referred to as Stores and / or Services.

And

M/s_____ represented by_____ Chief Executive Officer, (which term, unless expressly indicated by the contract, shall be deemed to include its successors and its assignee), hereinafter referred to as the bidder/seller and the second party, is willing to offer/has offered the Stores and / or Services.

2. Whereas the Bidder/Seller is a private company/public company/ /partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Public Sector Undertaking and registered under Companies Act 1956. Buyer and Bidder/Seller shall hereinafter be individually referred to as “Party” or collectively as the “parties”, as the context may require.

3. Preamble

Buyer has called for tenders under laid down organizational procedures intending to enter into contract /s for supply / purchase / etc of _____ and the Bidder /Seller is one amongst several bidders /Proprietary Vendor /Customer Nominated Source/Licenser who has indicated a desire to bid/supply in such tendering process. The Buyer values and takes primary responsibility for values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder (s) and / or Seller(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitor(s) (IEM) in consultation with Central Vigilance Commission, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

4. **Commitments of the Buyer**

4.1 The Buyer commits itself to take all measures necessary to prevent corruption and fraudulent practices and to observe the following principles:-

- (i) No employee of the Buyer, personally or through family members, will in connection with the tender, or the execution of a contract demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (ii) The Buyer will during the tender process treat all Bidder(s) /Seller(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder (s) /Seller(s) the same information and will not provide to any Bidders(s) /Seller(s) confidential /additional information through which the Bidder(s) / Seller(s) could obtain an advantage in relation to the process or the contract execution.

(iii) The Buyer will exclude from the process all known prejudiced persons.

4.2 If the Buyer obtains information on the conduct of any of its employees which is a criminal offence under the Indian Legislation Prevention of Corruption Act 1988 as amended from time to time or if there be a substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer and in addition can initiate disciplinary action.

5 **Commitments of the Bidder(s) /Seller(s):**

5.1 The Bidder(s)/ Seller(s) commit itself to take necessary measures to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

- (i) The Bidder(s) /Seller(s) will not directly or through any other persons or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage during the tendering or qualification process or during the execution of the contract.
- (ii) The Bidder(s) /Seller(s) will not enter with other Bidders / Sellers into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- (iii) The bidder(s) /Seller(s) will not commit any offence under the Indian legislation, Prevention of Corruption Act, 1988 as amended from time to time. Further, the Bidder(s) /Seller(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information constrained or transmitted electronically.
- (iv) The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation/breach of the provisions by its sub-supplier(s) /Sub-contractor(s).

5.2 The Bidder(s) /Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s) / sub-contractor(s), if any, Further, the Bidder /Seller shall be held responsible for any violation /breach of the provisions by its sub-supplier(s) /sub-contractor(s).

5.3 The Bidder(s) /Seller(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

5.4 Agents / Agency Commission

The Bidder /Seller confirms and declares to the Buyer that the bidder/Seller is the original manufacturer/authorized distributor / stockiest of original manufacturer or Govt. Sponsored /Designated Export Agencies (applicable in case of countries where domestic laws do not permit direct export by OEMS of the stores and /or Services referred to in this tender / Offer / contract / Purchase Order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender / contract / Purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller / Bidder agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in anyway incorrect or if at a later stage it is discovered by the Buyer that the Seller incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such individual /firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract /Purchase order, the Seller /Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFP / Tender for new projects / program with Buyer for a minimum period of five years. The

Buyer will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement of compensation to the Seller / Bidder who shall in such event be liable to refund agents / agency commission payments to the buyer made by the Seller / Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The Buyer will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with Buyer.

6. Previous Transgression

6.1 The Bidder /Seller declares that no previous transgressions have occurred in the last three years from the date of signing of this Integrity Pact with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify Bidder's /Seller's exclusion from the tender process.

6.2 If the Bidder /Seller makes incorrect statement on this subject, Bidder /Seller can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason without any liability whatsoever on the Buyer.

7. Company Code of Conduct

Bidders /Sellers are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

8. Sanctions for Violation

8.1 If the Bidder(s) /Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s) /Seller (s) from the tender process or take action as per the procedure mentioned herein below:

- (i) To disqualify the Bidder /Seller with the tender process and exclusion from future contracts.
- (ii) To debar the Bidder /Seller from entering into any bid from Buyer for a period of two years.
- (iii) To immediately cancel the contract, if already signed /awarded without any liability on the Buyer to compensate the Bidder /Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder/Seller for supplies effected till date of termination would be made in normal course.

- (iv) To encash EMD /Advance Bank Guarantees / Performance Bonds / Warranty Bonds, etc. which may have been furnished by the Bidder /Seller to the extent of the undelivered Stores and / or Services.

8.2 If the Buyer obtains Knowledge of conduct of Bidder /Seller or of an employee or representative or an associate of Bidder /Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

9. Compensation for Damages

9.1 If the Buyer has disqualified the Bidder(s) /Seller(s) from the tender process prior to the award according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

9.2 If the Buyer has terminated the contract according to Clause 8, or if the Buyer is entitled to terminate the contract according to Clause 8, the Buyer shall be entitled to encash the advance bank guarantee and performance bond / warranty bond, if furnished by the Bidder / Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

10. Price Fall Clause

The Bidder undertakes that it has not supplied /is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry /Department of the Government of India or PSU or Coal India Ltd and its subsidiaries during the currency of the contract and if it is found at any stage that same or similar product /Systems or Subsystems was supplied by the Bidder to any other Ministry /Department of the Government of India or a PSU or any Public Sector Bank at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded”.

11. Independent External Monitor(s)

11.1 The Buyer has appointed independent External Monitors for this Integrity Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors to be given in RFP).

11.2 As soon as the integrity Pact is signed, the Buyer shall provide a copy thereof, along with a brief background of the case to the independent External Monitors.

11.3 The Bidder(s) / Seller(s) if they deem it necessary, May furnish any information as relevant to their bid to the Independent External Monitors.

11.4 If any complaint with regard to violation of the IP is received by the buyer in a procurement case, the buyer shall refer the complaint to the Independent External Monitors for their comments / enquiry.

11.5 If the Independent External Monitors need to peruse the records of the buyer in connection with the complaint sent to them by the buyer, the buyer shall make arrangement for such perusal of records by the independent External Monitors.

11.6 The report of enquiry, if any, made by the Independent External Monitors shall be submitted to MD & CEO, Union Bank Of India, Union Bank Bhavan, Vidhan Bhavan Marg, Nariman Point, Mumbai -21 within 2 weeks, for a final and appropriate decision in the matter keeping in view the provision of this Integrity Pact.

12. Law and Place of Jurisdiction

This Integrity Pact is subject to Indian Laws, and exclusive Jurisdiction of Courts at Mumbai, India.

13. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provision of the extant law in force relating to any civil or criminal proceedings.

14. Integrity Pact Duration.

14.1 This Integrity Pact begins when both parties have legally signed it. It expires for the successful Bidder / Seller 10 months after the last payment under the contract, and for all other Bidders / Sellers within 6 months form date of placement of order / finalization of contract.

14.2 If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by MD & CEO, Union Bank of India.

14.3 Should one or several provisions of this Integrity Pact turn out to be invalid, the reminder of this Integrity Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.



15 Other Provisions

15.1 Changes and supplements need to be made in writing. Side agreements have not been made.

15.2 The Bidders (s)/ Sellers (s) signing this IP shall not initiate any Legal action or approach any court of law during the examination of any allegations/complaint by IEM and until the IEM delivers its report.

15.3 In view of nature of this Integrity Pact, this Integrity Pact shall not be terminated by any party and will subsist throughout its stated period.

15.4 Nothing contained in this Integrity Pact shall be deemed to assure the bidder / Seller of any success or otherwise in the tendering process.

16. This Integrity Pact is signed with Union Bank of India exclusively and hence shall not be treated as precedence for signing of IP with MoD or any other Organization.

17. The Parties here by sign this Integrity Pact at _____ on _____
(Seller/Bidder) and _____ on _____ (Buyer)

BUYER

BIDDER * /SELLER*

Signature:

Signature:

General Manager/Dy G M,

Authorized Signatory (*)

Union Bank of India,
.....Division

Date:

Date:

Stamp:

Stamp:

Witness

Witness

1. _____

1. _____

2. _____

2. _____

(*) - Authorized signatory of the company who has also signed and submitted the main bid.

63. Annexure K - Know Your Employee (KYE)

(To be submitted by all bidders on their letter head)

To
The General Manager
Union Bank of India,
Department of Information Technology,
Technology Center,
1/1A, Adi Shankaracharya Marg, (JVLR),
Opp. Powai Lake, Powai, Andheri (East),
Mumbai- 400072

UNDERTAKING

1. We _____ (name of the company) hereby confirm that all the resource (both on-site and off-site) deployed/to be deployed on Bank's project for _____ (Name of the RFP) have undergone KYE (Know Your Employee) process and requisite checks have been performed prior to employment of said employees as per our policy.
2. We further undertake and agree to save defend and keep harmless and indemnified the Bank against all loss, cost, damages, claim penalties expenses, legal liability because of non compliance of KYE and of misconduct of the employee deployed by us to the Bank.
3. We further agree to submit the required supporting documents (Process of screening, Background verification report, police verification report, credit history report, character certificate, ID card copy, Educational document, etc) to Bank before deploying officials in Bank premises for _____ (Name of the RFP)."

Signature of Competent Authority with company seal _____

Name of Competent Authority _____

Company / Organization _____

Designation within Company / Organization _____

Date _____

Name of Authorized Representative _____

Designation of Authorized Representative _____

Signature of Authorized Representative _____

Verified above signature

Signature of Competent Authority _____

Date _____

64. Annexure L - Declaration for Compliance

All Terms and Conditions including scope of work except technical specifications

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Name

Date

Seal of company:

Technical Specification

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations

List of deviations

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Signature:

Name

Date

Seal of company:

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



65. Annexure M - Format of Performance Bank Guarantee (Covering Delivery obligations)

NOTE:

1. This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, other than Union Bank of India, as per the following format.
2. This bank guarantee should be furnished on stamp paper value as per Stamp Act. (not less than ` 500/-).
3. The stamp paper should be purchased either in the Name of the Bank executing the Guarantee or in the name of Union Bank of India.
4. This Bank Guarantee should be furnished within 30 days from the date of purchase order or the delivery period prescribed in the purchase order whichever is earlier.
5. This Bank Guarantee should be directly sent to the Purchaser by the Issuing Bank under Registered Post with Acknowledge Due.

To
Union Bank of India,
5th floor, Technology Centre, Union Bank of India,
Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

Dear Sir,

In consideration of Union Bank of India, 5th floor, Technology Centre, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Andheri (East), Mumbai-400072, placing an order for delivery & installation of _____ & on _____ having registered office at _____ (hereinafter called the vendor) as per the purchase contract entered into by the vendor vide purchase contract no _____ dated _____ (hereinafter called the said contract), we _____ (Name of the Guarantor Bank), a 'schedule bank', issuing this guarantee through its branch at _____ presently located at _____ (hereinafter called the bank), do hereby irrevocably and unconditionally guarantee the due performance of the vendor as to the Supply, Installation & Maintenance of Printers and Scanners under Rate Contract as per the said contract entered into by the vendor with you.

If the said vendor fails to implement or maintain the system or any part thereof as per the contract and on or before the schedule dates mentioned therein, we _____ (Name of the Guarantor Bank), do hereby unconditionally and irrevocably agree to pay the amounts due and payable under this guarantee without any demur and merely on demand in writing from you during the currency stating that the amount claimed is due by way of failure on the part of the vendor or loss or damage caused to or suffered / or would be caused to or suffered by you by reason of any breach by the said vendor of any of the terms and conditions of the said contract, in part or in full. Any such demand made on us shall be conclusive as regards the amount due and payable under this guarantee.

We _____ (Name of the Guarantor Bank), further agree that this guarantee shall



continue to be valid will you unless you certify that the vendor has fully performed all the terms and conditions of the said contract and accordingly discharge this guarantee, or until _____, whichever is earlier. Unless a claim or demand is made on us in writing under this guarantee on or before _____, we shall be discharged from all our obligations under this guarantee. If you extend the schedule dates of performance under the said contract, as per the terms of the said contract, the vendor shall get the validity period of this guarantee extended suitably and we agree to extend the guarantee accordingly at the request of the vendor and at our discretion, provided such request is served on the bank on or before _____.

Failure on part of the vendor in this respect shall be treated as a breach committed by the vendor and accordingly the amount under this guarantee shall at once become payable on the date of receipt of demand made by you for payment during the validity of this guarantee or extension of the validity period.

You will have fullest liberty without affecting this guarantee to postpone for any time or from time to time any of your rights or powers against the vendor and either to enforce or forebear to enforce any or all of the terms and conditions of the said contract. We shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the vendor or any other forbearance act or omission on your part or any indulgence by you to the vendor or by any variation or modification of the said contract or any other act, matter or thing whatsoever which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder.

In order to give full effect to the guarantee herein contained you shall be entitled to act as if we are your principal debtors in respect of all your claims against the vendor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety ship and other rights if any which are in any way inconsistent with the above or any other provision of this guarantee.

The words the vendor, the beneficiary of this guarantees i.e. Yourself, and ourselves i.e. _____ (Name of the Guarantor Bank), unless repugnant to the context or otherwise shall include their assigns, successors, agents, legal representatives. This guarantee shall not be effected by any change in the constitution of any of these parties and will ensure for and be available to and enforceable by any absorbing or amalgamating or reconstituted company or concern, in the event of your undergoing any such absorption, amalgamation or reconstitution.

This guarantee shall not be revocable during its currency except with your prior consent in writing. This guarantee is non-assignable and non-transferrable.

Notwithstanding anything contained herein above:

- I) Our liability under this bank guarantee shall not exceed ` (Rupees Only)



- II) This bank guarantee shall be valid up to _____.
- III) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only if you serve upon us a written claim or demand (and which should be received by us), on or before _____ 12:00 hours (Indian standard time) where after it ceases to be in effect in all respects whether or not the original bank guarantee is returned to us.

This guarantee deed must be returned to us upon expiration of the period of guarantee.

Signature

Name

(In Block letters)

Designation

(Staff Code No.).....

Official address:

(Bank's Common Seal)

Attorney as per power of Attorney No.

Date:

WITNESS:

1..... (Signature with Name, Designation & Address)

2..... (Signature with Name, Designation & Address)

66. Annexure N - Business Rules for Reverse Auction

RFP for Bank's "Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract"

Reverse Auction through E-Procurement

The detailed procedure for Reverse Auction to be followed in the "Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract" Project is given below:

The response to the present tender will be submitted by way of submitting the Technical offer & Indicative Commercial offers in separate sealed covers. The technical details with the relevant information /documents/acceptance of all terms and conditions strictly as described in this tender document will have to be submitted by the Bidders. The Indicative commercial bids submitted by the Bidders who are short listed in the technical bid evaluation process will be opened and those Bidders will be invited to participate in the online Reverse Auction to be conducted by the company selected by the Bank. Bidders who are short listed from Technical evaluation will be trained by the Reverse Auction Company for this purpose, and they will have to abide by the E-business rules framed by the Bank in consultation with Reverse Auction Service provider. The e-business rules are furnished hereunder in this document.

Further, please note that the Bidder(s) who do not qualify in the technical bid processes will not be considered for participation in Reverse Auction. For participating in reverse auction digital signature is a pre-requisite.

BUSINESS RULES FOR REVERSE AUCTION

1. APPLICABILITY

- 1.1. Reverse Auctions are carried out under the framework of rules that are called Business Rules.
- 1.2. All bidders participating in Reverse Auction shall understand/accept and give an undertaking for compliance with the same to the Bank in the prescribed format Exhibit-A.
- 1.3. Any bidder not willing to submit such an undertaking shall be disqualified for further participation respecting the procurement in question.

2. ELIGIBILITY:

- 2.1. Bidders need to sign integrity pact as per Bank's prescribed format & covers under integrity pact in advance or at the time of submission of integrity pact by authorized signatory on or before last date & time of submission of bid with RFP fee & EMD cost. In case bidder fails to submit integrity pact on or before last date & time of submission of bid, bid will be liable for rejection.
- 2.2 Only vendors who have submitted integrity pact and prescribed undertaking to the

Bank and who are technically qualified can participate in Reverse Auction relevant to the procurement for which RFP is floated.

3. COMPLIANCE/CONFIRMATION FROM BIDDERS:

- 3.1. The bidders participating in Reverse Auction shall submit the following duly signed by the same Competent Authority who signs the offer documents in response to the RFP:
- 3.1.1. Acceptance of Business Rules for Reverse Auction and undertaking as per format in Exhibit-A.
 - 3.1.2. Agreement between service provider and bidder. (This format will be given by the service provider prior to announcement of Reverse Auction.)
 - 3.1.3. Letter of authority authorizing the name/s of official/s to take part in Reverse Auction as per format in Exhibit-B.
 - 3.1.4. Undertaking of Process Compliance Statement for RA as per Exhibit C

4. TRAINING

- 4.1. The Bank will facilitate training for participation in Reverse Auction either on its own or through the service provider for the Reverse Auction.
- 4.2. Where necessary, the Bank/service provider may also conduct a 'mock reverse auction' to familiarize the bidders with Reverse Auction process.
- 4.3. Any bidder/bidder not participating in training and/or 'mock reverse auction' shall do so at his own risk and it shall not be open for him to make any complaint/grievance later.

5. TOTAL COST OF OWNERSHIP (TCO)

- 5.1. TCO refers to the aggregate amount payable by the Bank for transfer of ownership.
- 5.2. TCO shall encompass but not be limited to the following:
 - 5.2.1 Cost of the equipment/product or services.
 - 5.2.2 License fee (Corporate or user specific as defined in RFP) including OS/Data Base/Application licenses).
 - 5.2.3 Installation and commissioning charges, if any
 - 5.2.4 The prices should include the comprehensive onsite warranty maintenance of the equipment covering all components, services, and visits to the concerned offices as specified in the RFP.
 - 5.2.5 Annual Maintenance Charges for the period as specified in the RFP.
 - 5.2.6 Transportation and Forwarding charges to respective sites.

5.2.7 Training costs for the product/service/equipment if and as defined in RFP.

5.2.8 Service Level Agreement (SLA) costs as defined in RFP for applicable period.

5.2.9 Facility Management/infrastructure support costs as defined in RFP.

5.2.10 Insurance to cover the equipment for and from transit period till installation.

5.3. The TCO shall be arrived at after deducting 'buy back' costs involved and if/as defined in the RFP.

5.4 TCO, however, shall not include variables of octroi and entry tax. These shall be paid as per actuals and on production of receipts. However, no penalties respecting octroi or entry tax shall be paid by the Bank and the vendor shall bear such expenses.

6. DATE/TIME FOR TRAINING

6.1. The Venue, Date, Time etc. for training in Reverse Auction shall be advised at the appropriate time.

6.2. The Bank shall Endeavour to fix such Date/Time at mutual convenience to the bidder/s, service provider and the Bank.

6.3. No request for postponement/fixing of Training Date/Time shall be entertained which in the sole view and discretion of the Bank might result in any avoidable delay to either the Reverse Auction or the whole process of selection of bidder.

7. DATE/TIME OF REVERSE AUCTION

7.1. The Date and Time of commencement of Reverse Auction as also Duration of 'Reverse Auction Time' shall be communicated at least 3 working Days prior to such auction Date.

7.2. Any force majeure or other condition leading to postponement of auction shall entitle the Bank to postponement of auction even after communication, but, the Bank shall be obliged to communicate to all participating bidders the 'postponement' prior to commencement of such 'Reverse Auction'.

8. CONDUCT OF REVERSE AUCTION

8.1. The Reverse Auction shall be conducted on a specific web portal meant for this purpose.

8.2. The Reverse Auction may be conducted by the Bank itself or through a service provider specifically identified/appointed/empanelled by the Bank.

9. SERVICE PROVIDER'S ROLE & RESPONSIBILITIES

- 9.1. In all Reverse Auctions conducted by the Bank through a Service Provider, the Bank shall enter into a separate agreement clearly detailing the role and responsibilities of the service provider hosting the web portal for the Reverse Auction.
- 9.2. For creating necessary obligations and rights, the service provider will also enter into an agreement with each bidder as per a format designed by him for this purpose. The Bank shall resolve any points/issues concerning such agreement of bidder and service provider.
- 9.3. While a Service Level Agreement (SLA) by the bank with the service provider is an arrangement for smooth and fair conduct of the Reverse Auction, the Bank shall be directly responsible to bidders for fair and transparent conduct of Reverse Auction.
- 9.4. The service provider at the end of each Reverse Auction shall provide the bank with all details of the bids and reports of reverse auction.
- 9.5. The service provider shall also archive the data pertaining to the Reverse Auction for a minimum period of 3 years.
- 9.6. TRAINING AND AUCTION
 - 9.6.1. Service provider / auctioneer are responsible for conduct of adequate training to all technically qualified bidders representing the reverse auction and bidding process.
 - 9.6.2. Each bidder / bidder shall participate in the training at his / their own cost.
 - 9.6.3. Wherever it is considered necessary and asked by the bidders or as decided by the auctioneer or by Bank a mock auction may also be conducted for the benefit of all concerned.
 - 9.6.4. Authorized representatives of the bidders named in the authorization letter given by the bidder (Exhibit-B) shall be given unique user name, password by the service provider / auctioneer.
 - 9.6.5. Each bidder shall change the password and edit the information in the registration page after receipt of initial password.
 - 9.6.6. All the bids made from the login ID given to bidder shall ipso-facto be considered bid made by the bidder / bidder to whom login ID and password were assigned by the service provider / auctioneer.
 - 9.6.7. Any bid once made through registered login ID / password by the bidder / bidder cannot be cancelled. The bidder, in other words, is bound to sell the "Offering" as per the RFP at the bid price of TCO.
 - 9.6.8. Every successive bid by the bidder / bidder being decremented bidding shall replace the earlier bid automatically and the final bid as per the time and log-in ID shall

prevail over the earlier bids.

9.6.9. The Bank shall conduct the reverse auction as per the Standard English reverse auction, that is, no two bids can have identical price from two different bidders. In other words, there shall never be a “Tie” in bids.

10. PROXY BID

10.1. A proxy bid is one where bidder can submit the lowest bid amount by him in strict confidence to the system directly. This obviates the need for him participating in the bidding process until the proxy bid amount is decrementally reached by other bidders.

10.2. When proxy bid amount is reached, the bidder has an option to revise the proxy bid amount or he can prefer to start participating in bidding process.

10.3. Since it is an English auction with no ties, two bidders submitting identical proxy bid amount and succeeding in auction simultaneously does not arise.

10.4. During training, the issue of proxy bidding will be clarified in detail by the service provider.

11. TRANSPARENCY IN BIDS

11.1. All bidders will be able to view during the auction time the current lowest price in portal. Bidder shall be able to view not only the lowest bid but also the last bid made by him at any point of time during the auction time.

12. MASKING OF NAMES

12.1. Names of bidders/ bidders shall be anonymously masked in the Reverse Auction process and bidders will be given suitable dummy names.

12.2. After completion of Reverse Auction, the service provider / auctioneer shall submit a report to the Bank with all details of bid and the original names of the bidders as also the L1 bidder with his / their original names.

13. START PRICE

13.1. Bank shall determine the start price either on its own or through asking for information of price band on TCO from each bidder at appropriate time during or at the conclusion of technical evaluation. Based on the price band so informed by bidders, Bank may determine the start price for reverse auction by considering lowest indicative price or Bank may decide start price based on the similar procurement done in previous purchase, experience, enquiry from peer Bank, etc.

14. DECREMENTAL BID VALUE

- 17.1. In order to reduce the time involved in the procurement process, Bank shall be entitled to complete the entire procurement process through a single Reverse Auction. For this purpose, Bank shall do all it can to award the contract to L1 bidder or in the circumstances where awarding of contract may have to be done to the L2, L3 bidder as provided for in the RFP.

17.2. The Bank shall however, be entitled to cancel the procurement of Reverse Auction, if in its view procurement or reverse auction process cannot be conducted in a fair manner and / or in the interest of the Bank.

17.3. The successful bidder shall be obliged to provide a Bill of Material at the last bid price at the close of auction.

18. EXPENDITURE ON REVERSE AUCTION

18.1. All expenses of reverse auction shall be borne by the Bank.

18.2. Bidders, however, shall attend the training or mock auction at their own cost.

19. CHANGES IN BUSINESS RULES

19.1. Any change in Business Rules as may become emergent and based on the experience gained shall be made only by a Committee of senior / top executives of the Bank.

19.2. Any / all changes made in Business Rules shall be uploaded in the Website immediately.

19.3. If any reverse auction process has commenced and a change is made in Business Rules, it shall be informed immediately to each bidder/ bidder and his concurrence to / acceptance of the change shall be obtained in writing by the Bank.

20. DON'TS APPLICABLE TO THE BIDDER/BIDDER

20.1. No bidder shall involve himself / itself or any of his / its representatives in any price manipulation directly or indirectly with other bidders. If any such practice comes to the notice, Bank shall disqualify the bidder / bidders concerned from the reverse auction process.

20.2. Bidder shall not disclose details of his bids or any other details concerning Reverse Auction process of the Bank to any other third party without specific permission in writing from the Bank.

20.3. Neither Bank nor service provider / auctioneer can be held responsible for consequential damages such as no power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure, etc. (Bank shall, however, entertain any such issues of interruptions, problems with open mind and fair degree of transparency in the process before deciding to stop or extend the auction.)

21. GRIEVANCES REDRESSAL

21.1. Any aggrieved bidder / bidder through Reverse Auction process can make complaint in writing within 48 hours of the Reverse Auction to the Chief Compliance Officer of the Bank.

21.2. The Chief Compliance Officer along with the Chief Law Officer of the bank and Chief of Audit Dept. shall give personal hearing to the aggrieved bidder / bidder and decide

upon the complaint / grievance.

21.3. Decision of the Grievance Redressal Committee shall be binding on the Bank as well as on all bidders participating in the Reverse Auction.

21.4 Any aggrieved vendor / bidder through Reverse Auction process can make representation in writing within 48 hours of the Reverse Auction to the IEM (Independent External Monitor) of the Bank.

22. ERRORS AND OMISSIONS

22.1. On any issue or area of material concern respecting Reverse Auction not specifically dealt with in these Business Rules, the decision of the bank shall be final and binding on all concerned.

Place:

Date:

Signature:

Name & Designation:

Business Address:

67. Annexure N (A) - Compliance Statement - Reverse Auction

(To be submitted by all the bidders participating in Reverse Auction)

Exhibit -A

To,

Union Bank of India

Department of Information Technology

Powai, Mumbai

DECLARATION

- 1 We _____ (name of the company) hereby confirm having submitted our bid for participating in Bank's RFP dated _____ for procurement of _____.
- 2 We also confirm having read the terms of RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
- 3 We hereby undertake and agree to abide by all the terms and conditions stipulated by Union Bank of India in the RFP document including all annexure and the Business Rules for Reverse Auction.
- 4 We shall participate in the on-line auction conducted by _____ Ltd. (Auction Company) and submit our commercial bid. We shall also abide by the procedures prescribed for online auction by the auction company.
- 5 We, hereby confirm that we will honour the Bids placed by us during the auction process, failing which we shall forfeit the EMD. We also understand that the bank may debar us from participating in future tenders.
- 6 We confirm having nominated Mr _____, designated as _____ of our company to participate in the Reverse Auction on behalf of the company. We undertake that the company shall be bound by the bids made by him in Reverse Auction.
- 7 We undertake to submit the confirmation of last bid price by us to the auction company/Bank within 48 working hours of the completion of event. We also undertake to submit the Bill of Materials for the TCO (Total Cost of Ownership) in terms of RFP.

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Date:

Name of Authorised Representative: _____

Signature of Authorized Representative: _____

Verified above signature

Competent Authority Signature: _____

Date: _____

68. Annexure N (B) - Letter of Authority for Participation in Reverse Auction

Exhibit -B

To,
Union Bank of India
Department of Information Technology
Powai, Mumbai

- 1 We _____ (name of the company) have submitted our bid for participating in Bank's RFP dated _____ for procurement of _____.
- 2 We also confirm having read and understood the terms of RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
- 3 As per the terms of RFP and Business rules, we nominate Mr. _____, designated as _____ of our company to participate in the Reverse Auction.
- 4 We accordingly authorize Bank and / or the Auction Company to issue user ID and password to the above named official of the company.
- 5 Both Bank and the auction company shall contact the above named official for any and all matters relating to the Reverse Auction.
- 6 We, hereby confirm that we will honor the Bids placed by Mr. _____ on behalf of the company in the auction process, failing which we will forfeit the EMD. We agree and understand that the bank may debar us from participating in future tenders for any such failure on our part.

Signature with company seal
Name -
Company/ Organisation
Designation within Company / Organisation
Address of Company / Organisation
Date:

Name of Authorized Representative: _____
Signature of Authorized Representative: _____
Verified above signature
Signature of Competent Authority: _____
Date: _____

69. Annexure N (C) - Undertaking of Process Compliance Statement for RA
(This letter should be on the letterhead of the bidder duly signed by an authorized signatory)

Exhibit C

Place:

Date:

To,

The General Manager,
Union Bank of India,
Technology Centre,
1/1A, Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

Sir,

Subject: Agreement to the process related Terms and Conditions for the online Reverse Auction for Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract.

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the Commercial Terms and the Business Rules governing the Reverse Auction as mentioned in the RFP and confirm our agreement to them.
3. We confirm that Union Bank of India and Auction Service Provider shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc before or during the auction event.
4. We also confirm that we have a valid digital signature certificate issued by a valid Certifying Authority.
5. We also confirm that we will mail the price confirmation & break up of fore quoted price as per [Annexure G](#) within 24 hour of the completion of the reverse auction.
6. We, hereby confirm that we will honour the bids placed by us during the auction process.



Signature with company seal

Name -

Company/ Organisation

Designation within Company / Organisation

Address of Company / Organisation

Date:

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Verified above signature

Signature of Competent Authority: _____

Date: _____

70. Annexure O - Bank Guarantee for EMD

Date:

To

Union Bank of India,

**Department of Information Technology,
1/1A, Adi Shankaracharya Marg, JVLR,
Opp. Powai Lake (Andheri East),
Powai (Andheri East), Mumbai 400072.**

Dear Sirs,

M/s _____ having their registered office at _____ (hereinafter called the 'Bidder') wish to respond to the Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract, self and other associated Bidders and submit the proposal for the same as listed in the RFP document.

Whereas the 'Bidder' has submitted the proposal in response to RFP, we, the _____ Bank having our head office _____ hereby irrevocably guarantee an amount of Rs. 1.80 crore (Rupees One crore eighty lac Only) as bid security as required to be submitted by the 'Bidder' as a condition for participation in the said process of RFP.

The Bid security for which this guarantee is given is liable to be enforced/ invoked:

1. Withdraws its bid during bid validity period
2. Refuses to honor indicative commercial bid. Bank reserves the right to place order onto Bidder based on indicative prices quoted by them.
3. Refuses to honor the reverse auction price quoted by them.
4. Declared L-1 Bidder based on Reverse Auction event and fails to submit the cost breakup within reasonable time (say 3 days).
5. Refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein

We undertake to pay immediately on demand, to Union Bank of India, the said amount of Rs. 1.80 crore (Rupees One crore eighty lac only) without any reservation, protest, demur, or recourse. The said guarantee is liable to be invoked/ enforced on the happening of the contingencies as mentioned above and also in the RFP document and we shall pay the amount on any Demand made by Union Bank of India which shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

Notwithstanding anything contained herein:

- 1) Our liability under this Bank guarantee shall not exceed Rs. 1.80 crore (Rupees One crore eighty lac only).
- 2) This Bank guarantee will be valid up to _____; and a claim period of one month thereafter and
- 3) We are liable to pay the guarantee amount or any part thereof under this Bank guarantee only upon service of a written claim or demand by you on or before _____.

In witness whereof the Bank, through the authorized officer has sets its hand and stamp on this _____ day of _____ at _____.



Signature

Name

(In Block letters)

Designation

(Staff Code No.).....

Official address:

(Bank's Common Seal)

Attorney as per power of Attorney No.

Date:

WITNESS:

1..... (Signature with Name, Designation & Address)

2..... (Signature with Name, Designation & Address)

71. Annexure P - Confidentiality / Non Disclosure Agreement

This CONFIDENTIALITY AGREEMENT (the “Agreement”) entered into on this _ day of 2022, and shall be deemed to have become in full force and effect from (the “Effective Date”).

BY and between M/s. _____ a company incorporated under the provisions of the Companies Act, _____ in force in India, having its registered office at _____ (hereinafter referred to as “-----” or “Vendor” which expression shall, unless it be repugnant or contrary to the context or meaning thereof, mean and include its, successors and permitted assigns) of the ONE PART

AND

Union Bank of India, a corresponding new bank constituted under section 3 of Banking Companies (Acquisition & Transfer of Undertakings) Act 1970 having its Head office at Union Bank Bhavan, Vidhan Bhavan Marg, Nariman Point, Mumbai - 400021 (hereinafter referred to as “Union Bank” or “Bank” which expression shall, unless it be repugnant to the context or meaning thereof, mean and include its successors and permitted assigns), of the OTHER PART:

----- and the Bank shall hereinafter jointly be referred to as “Parties” and individually as a “Party”.

In this Agreement, “Affiliate” means any entity which from time to time Controls, is Controlled by or is under common Control with the relevant party or entity, where “Control” means having the ability (including, without limitation, by means of a majority of voting rights or the right to appoint or remove a majority of the board of directors) to control the management and policies of an entity.

WHEREAS:-

- i. Vendor inter-alia is engaged in the business of providing IT related solutions & services to various business entities in India & abroad.
- ii. Union Bank has agreed to disclose, transmit, receive, and/or exchange certain “confidential information” to cover the business transaction between parties for the provision of services related to _____ (“the Purpose”) as more particularly described in Purchase Order no _____, issued by Union Bank in favor of M/s. -----.

NOW THIS AGREEMENT WITNESS:

1. Interpretation

In this Agreement “**Confidential Information**” means all information belonging to a Party that is or has been disclosed to one Party (the “Receiving Party”) by the other Party (the “Disclosing Party”) in connection with the business transacted/ to be transacted between the Parties. Confidential information shall also include any copy, abstract, extract, sample, note or module thereof. The Receiving Party may use the Confidential Information solely for and in connection with the business transacted/ to be transacted between the Parties.

Notwithstanding the foregoing, “Confidential Information” shall not include any information which the Receiving Party can show: (a) is now or subsequently becomes or is in possession of the Receiving Party, legally and publicly available without breach of this Agreement by the Receiving Party, (b) was rightfully in the possession of the Receiving Party without any obligation of confidentiality prior to receiving it from the Disclosing Party, (c) was rightfully obtained by the Receiving Party from a source other than the Disclosing Party without any obligation of confidentiality, (d) was developed by or for the Receiving Party independently and without reference to any Confidential Information and such independent development can be shown by documentary evidence, or (e) is disclosed pursuant to an order of a court or governmental agency as so required by such order, provided that the Receiving Party shall, unless prohibited by law or regulation, promptly notify the Disclosing Party of such order and afford the Disclosing Party the opportunity to seek appropriate protective order relating to such disclosure.

2. Confidentiality:

2.1 Except to the extent as agreed herein, the Receiving Party agrees to regard, preserve and keep as secret and confidential all Confidential Information of the Disclosing Party or its clients or any member of their group disclosed under this Agreement. In maintaining confidentiality hereunder the Receiving Party agrees and accepts that it shall not, either on its own account or jointly with or for any other person, firm, company or any other entity, without obtaining the written consent of the disclosing party.

- I. disclose, transmit, reproduce or make available any such Confidential Information to any person firm, company or any other entity other than its directors, partners, advisers, agents or employees, who need to know the same for the purpose of evaluating, preparing, considering, negotiating, advising in relation to or in furtherance of the purpose aforesaid; or

- II. use the Confidential Information for any purpose other than evaluating, preparing, considering, negotiating, advising in relation to or in furtherance of the purpose for which it is disclosed; or
- III. disclose, announce or otherwise publicize the existence of its association with the Disclosing Party or the existence of the project with the Disclosing Party or any other arrangement (existing or possible) between the disclosing party, its clients or itself in connection with any project/assignment; or
- IV. use any such Confidential Information for its own benefit or the benefit of others or do anything prejudicial to the interests of the Disclosing Party or its clients or any member of their group or their projects.

2.2 The Receiving Party also agrees and accepts that it may endeavor:

- I. use at least the same degree of care in safeguarding such Confidential Information as it uses for its own Confidential information of like importance and such degree of care shall be at least that which is reasonably calculated to prevent such inadvertent disclosure;
- II. keep the Confidential Information and any copies thereof secure and in such a way so as to prevent unauthorized access by any third party;
- III. limit access to such Confidential Information to those of its (including its Affiliates") directors, partners, advisers, agents or employees who are directly involved in the consideration/evaluation of the Confidential Information and bind each of its directors, partners, advisers, agents or employees so involved to protect the Confidential Information in the manner prescribed in this Agreement; and
- IV. upon discovery of any disclosure or suspected disclosure of Confidential Information, to take reasonable effort to as per the circumstances, to inform the Disclosing Party of such disclosure in writing and immediately return to the Disclosing Party all such Information, in whatsoever form, including any and all copies thereof.

3. Return or destruction:

The Receiving Party may, upon completion of the purpose mentioned aforesaid or at any time on receipt of a written demand from the disclosing party: i) immediately return all written Confidential Information and all copies thereof provided to, or produced by, it or its advisers, as the case may be, which is in such party's possession or under its custody and control; ii) to the extent practicable, but without prejudice to the obligations of confidentiality herein, immediately destroy all analyses, compilations, notes, studies, memoranda or other documents prepared by it or its advisers to the extent that the same contain, reflect or derive from Confidential Information relating to the other party; iii) so far as it is practicable to do so (but, in any event, without prejudice to the obligations of confidentiality contained in this Agreement), immediately expunge any Confidential

Information relating to the Disclosing Party or its clients or any member of their group or their projects from any computer, word processor or other device in its possession or under its custody and control.

4. Permitted disclosure:

The provisions of paragraph 2 shall not restrict any disclosure required by law or by any court of competent jurisdiction, the rules and regulations of any recognized stock exchange or any enquiry or investigation by any governmental, official or regulatory body which is lawfully entitled to require any such disclosure provided that, so far as it is lawful and practical to do so prior to such disclosure, the Receiving Party shall promptly notify the other party of such requirement with a view to providing the opportunity for the Provider to contest such disclosure or otherwise to agree the timing and content of such disclosure.

5. Ownership of Information:

Except to the extent as agreed herein, the Confidential Information and copies thereof, in whatsoever form shall at all times remain the property of the Disclosing Party or its clients and its disclosure shall not confer on the Receiving Party any rights (including any intellectual property rights) over the Confidential Information whatsoever beyond those contained in this Agreement.

6. No Representation:

Neither the disclosure, transmission receipt or exchange of Confidential Information nor anything else in this Agreement will constitute an offer by or on behalf of the Disclosing Party or be construed as soliciting any business or organization changes or any assurance of any business commitment or an inducement to incur / undertake any obligations not specified herein and neither party will be under any obligation to accept any offer or proposal which may be made by the other or on behalf of such other party.

7. Remedies and Relief:

The parties hereto acknowledge that remedies at law may be inadequate to protect the Disclosing Party or its clients against any actual breach of this Agreement by the Receiving Party, and, without prejudice to any other right and remedies otherwise available to the Disclosing Party or its clients, the Receiving Party agrees that Disclosing Party has a right to seek injunctive relief in its favor upon proof of actual damage and upon establishment of the fact that such actual damage has taken place due to reasons directly attributable upon the Receiving Party. Such injunctive relief shall be in addition to any other remedies

available hereunder, whether at law or equity. Disclosing Party shall be entitled to recover its cost and fees, including Advocate's fees, incurred in obtaining any such relief. Further, in the event of litigation relating to this Agreement, the prevailing party shall be entitled to recover its cost and expenses including Advocate's fees.

8. No Assignment

This Agreement shall not be assigned by the successful bidder, by operation of law or otherwise, without the prior written consent of Bank. This Agreement shall inure to the benefit of and will be binding upon the parties" respective successors and permitted assigns.

9. Severability

In the event that any of the provisions contained in this Agreement is found to be invalid, illegal or unenforceable in any respect by a Court of competent jurisdiction, the validity, legality, or enforceability of the remaining provisions contained in this agreement will not be in any way affected or impaired by such a finding.

10. Delay or Waiver

No delay or failure of either Party in exercising any right hereunder and no partial or single exercise thereof shall be deemed of itself to constitute a waiver or an expectation of non-enforcement of such right or any other rights hereunder. No waiver of any provision of this Agreement shall be valid unless the same is in writing and signed by the party against whom such waiver is sought to be enforced. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

11. Notices

Notices as required by this Agreement shall be sent to the Parties at the addresses mentioned first herein above or such other addresses as the Parties may designate from time to time, and shall be sent by certified or registered mail with acknowledgement due on receipt.

12. Term

This Agreement shall commence from the Effective Date of this Agreement and shall be valid for 6 months beyond contract period. Confidentiality obligations under this Agreement shall continue to be binding and applicable without limit in point in time except and until such information enters the public domain, without breach of the

agreement. Either Party may terminate this Agreement for breach, if the defaulting Party fails to rectify the breach within the one month notice period issued by the non-defaulting Party. Upon expiration or termination as contemplated herein the Receiving Party shall immediately cease any and all disclosures or uses of Confidential Information; and at the request of Disclosing Party, the Receiving Party shall promptly return or destroy all written, graphic or other tangible forms of the Confidential Information and all copies, abstracts, extracts, samples, notes or modules thereof.

13. Governing Law

The provisions of this Agreement shall be governed by the laws of India and shall be subject to the exclusive jurisdiction of courts in Mumbai.

14. Indemnity

The Receiving Party agree to indemnify and hold harmless the Disclosures against all costs, liability, losses and claims incurred by the Disclosing Party as a result of a breach of this Agreement.

15. Modification

Modification to any of the provisions of this Agreement shall be void unless it is writing and duly executed by Parties.

16. Headings

The headings given herein above are for ease of reference only and shall not attach or have any effect/ meaning whatsoever contrary to what is stated in the agreement.

17. Review of Contract and performance

Bank shall have the right of periodical /yearly review of the performance of the successful bidder with regard to upgradation of processors, memory and storage space and maintenance support under the contract which would be basis of continuation or termination of the same. Bank shall also have the right to review, either itself or through another agency as it may deem fit, the financial and operating performance of the bidder in order to assess the ability of the bidder to continue to meet its outsourcing/contractual obligations.

18. Proprietary Rights:

The entire work product mentioned in this RFP shall be the sole and exclusive property of the Bank. The successful bidder hereby-irrevocably grants, assigns, transfers to the Bank all rights, title and interest of any kind, in and to the work product produced under RFP contract. All information processed, stored, or transmitted by successful Bidder belongs to the Bank. The Bidder does not acquire implicit access rights to the information or rights to redistribute the information. The Bidder understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately. Any information considered sensitive by the bank must be protected by the successful Bidder from unauthorized disclosure, modification or access. The bank's decision will be final.

The successful bidder will ensure strict compliance of all labour laws, insurance, minimum wages to the staff employed /deployed /engaged for the work assigned and the Bank will not be liable for any such persons/personnel of successful bidder and shall not be liable for any levies / penalties etc. that may be imposed by the authorities concerned for their action/inaction. There shall be no employer employee relationship whatsoever between the bank and the successful bidder /their employees and the bidder or his employees, staff, agents will not be entitled to any employment with Bank. In the event of any demand/fines/penalty made by any of the authorities on bank in respect of the conduct/actions taken by the bidder/their employees/labourers, the Bank will be entitled to recover the said amounts from the bills / amount payable or from the performance guarantee and also take appropriate action against said persons of bidder/bidder for their misconduct, if any.

19. Counterparts

This Agreement has been signed in duplicate, each of which shall be deemed to be an original. The exchange of a fully executed Agreement (in counterparts or otherwise) by fax shall be sufficient to bind the parties to the terms and conditions of this Agreement.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR AUTHORIZED REPRESENTATIVES ON THIS _____ DAY OF _____ 2022

Signed and delivered by

M/s _____

Signed by:

Name

Title

in the presence of

Signed and delivered by

Union Bank of India

Signed by:

Name

Title

in the presence of

72. Annexure Q - Bid Query Format

Bidders have to provide their queries on eligibility criteria, scope of work, terms & conditions etc. in excel format as mentioned below. Bidders are requested to categorize their queries under appropriate headings. Bidders are requested to provide a reference of the page number, state the clarification point and the queries/suggestion/deviation that they propose as shown below (all the pre bid queries will be entertained in this Microsoft Excel format by e-mail):

Queries will not be accepted in any other format other than Microsoft Excel.

Sl No	Clause no	Page no	Clause	Query	Bank Response

Place:

Date:

Signature:

Name & Designation:

Business Address:



73. Annexure R - Undertaking by Bidder

Place:

Date:

To:

The General Manager,
Union Bank of India,
5th floor, Technology Centre,
1/1A, Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

Undertaking (To be submitted by all Bidders' on their letter head)

We _____ (bidder name), hereby undertake that-

- As on date of submission of tender, we are not blacklisted by the Central Government / any of the State Governments / PSUs in India or any Financial Institution in India.
- We also undertake that, we are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

Yours faithfully,

Authorized Signatories

(Name, Designation and Seal of the Company)

Date

74. Annexure S - Letter for Refund of EMD

LETTER FOR REFUND OF EMD
(To be submitted by the unsuccessful bidders)

Date :

The General Manager,
Union Bank of India,
Technology Centre,
1/1A, Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

We _____ (Company Name) had participated in the RFP for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract and we are an unsuccessful bidder.

Kindly refund the EMD submitted for participation. Details of EMD submitted are as follows

Sr. No	Bidder Name	BG / DD Number	Drawn on (Bank Name)	Amount(Rs)

Bank details to which the money needs to be credited via NEFT are as follows

1. Name of the Bank with Branch
2. Account Type
3. Account Title
4. Account Number
5. IFSC Code

Sign

Name of the signatory

Designation

Company Seal.

75. Annexure T - Certificate for EMD Waiver for MSME/NSIC Firms

(on Letter head of Chartered Accountant)

Date:

TO WHOMSOEVER IT MAY CONCERN

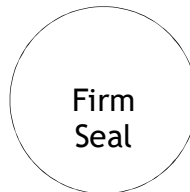
This is to certify that M/s. _____, having registered office at _____ has made an investment of Rs. _____/- in _____, as per Audited Balance Sheet as on 31.03.2022. Further we certify that the Company is classified under SME as per MSME Act 2006.

We have checked the books of the accounts of the company and certify that the above information is true and correct.

Chartered Accountant Firm Name

Signature
Name
Reg. No

VID No.



76. Annexure U - Certificate of Local Content

(Certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content, on their letter head with Registration Number with seal.)

Date:

To,
The General Manager,
Union Bank of India,
5th floor, Technology Centre,
1/1A, Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

Dear Sir,

Ref.: RFP No.: _____ Dated: _____

1. This is to certify that proposed _____ <product details> is having the local content of _____ % as defined in the above-mentioned RFP.
2. This certificate is submitted in reference to the Public Procurement (Preference to Make in India), Order 2017 - Revision vide Order No. P-45021/2/2017-PP (BE-II) dated June 04, 2020.

Signature of Statutory Auditor/
Cost Auditor
Registration Number:
Seal

Counter-signed:

Bidder

OEM

77. Annexure V - Bid Security Declaration

To

Union Bank of India
Department of Information Technology,
1/1A, Technology Centre,
Adi Shankaracharya Marg,
Powai, Andheri (East),
Mumbai-400072

Dear Sir,

Subject: Request for Proposal (RFP) for Supply, Installation & Maintenance of Printers and Scanners under Rate Contract

We _____ (bidder name), hereby undertake that we are liable to be suspended from participation in any future tenders of the Bank for 2 years from the date of submission of Bid in case of any of the following:

1. If the bid submitted by us is withdrawn/modified during the period of bid validity.
2. If any statement or any form enclosed by us as part of this Bid turns out to be false / incorrect at any time during the period of prior to signing of Contract.
3. In case of we becoming successful bidder and if:
 - a) we fail to execute Contract within the stipulated time.
 - b) we fail to furnish Performance Bank Guarantee within the timelines stipulated in this RFP document.

Yours faithfully,

Date:

For _____

Signature _____

Name _____

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

78. Annexure W - Restriction on Procurement due to National Security

(This Certificate should be submitted on the letterhead of the bidder as well as the OEM / Manufacturer duly signed by an authorized signatory)

Date:

To,
The General Manager,
Union Bank of India,
5th floor, Technology Centre,
1/1A, Adi Shankaracharya Marg, Opp. Powai Lake,
Powai, Andheri (East),
Mumbai-400072.

Dear Sir,

Ref.: RFP No.: _____ Dated: _____

1. I have read the clause regarding restrictions on procurement from a bidder/OEM of a country which shares a land border with India; / certify that this bidder is not from such a country or, if from such a country, have been registered with the Competent Authority. I hereby certify that this bidder/OEM fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)
2. I have read the clause regarding restrictions on procurement from a bidder/OEM of a country which shares a land border with India and on subcontracting to contractors from such countries; I certify that this bidder/OEM is not from such a country or, if from such a country, have been registered with the Competent Authority and will not subcontract any work to a contractor from such countries unless such contractor is registered with competent authority. I hereby certify that this bidder/OEM fulfills all requirement in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by competent authority shall be attached)

Yours faithfully,

Authorized Signatory

Name:

Designation:

Vendor's Corporate Name

Address

Email and Phone #