

**Request for proposal (RFP)
For
Supply, Installation & Maintenance of Independent Solar Power
systems for Kiosk/Fixed Customer Service Points (CSPs)**



Head Office-2
Department of Information Technology
5th Floor, 3 & 4 DD Block, Sector -1
Salt Lake
Kolkata-700 064

RFP REF NO: UCO/DIT/SOLAR/628/2016-17
Due Date: 13/07/2016

Cost of the RFP document: - Rs. 5, 000/- (Rupees Five Thousand only)

The information provided by the bidders in response to this RFP Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.

This document is prepared by UCO Bank for Solar Power system for Banks FI Project . It should not be reused or copied or used either partially or fully in any form.

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While the document has been prepared in good faith, no representation or warranty , express or implied, is or will be made, and no responsibility or liability will be accepted by UCO Bank or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The RFP is not an offer by UCO Bank, but an invitation for service provider's responses. No contractual obligation on behalf of UCO Bank, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of UCO Bank and the Bidder.



OBJECTIVES

In order to meet the connectivity requirements for Business Correspondents /Customer Service Points (CSPs) of UCO Bank and its sponsored RRBs (i.e Paschim Banga Gramin Bank and Bihar Gramin Bank), the Bank proposes to invite tenders to undertake Supply, Installation & Maintenance Of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs) as per details listed out in this document with 1 (One) Year Warranty and comprehensive on-site AMC for a period of 4 (four) years. Only those bidders, who satisfy the eligibility criteria mentioned in this RFP document need to respond.



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PART –I

1.1 Introduction

UCO Bank, a body corporate, established under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head Office at 10, B.T.M. Sarani, Kolkata-700001, India, and its Department of Information Technology at 3 & 4, DD Block, Sector-1, Salt Lake, Kolkata – 700064, hereinafter called "the Bank", is one of the leading public sector Banks in India having more than 3100+ Domestic Branches, four Overseas Branches two each at Singapore & Hong Kong Centres and 2700+ ATMs (including Biometric enabled ATMs), spread all over the country. All the branches of the Bank are CBS enabled through Finacle (Ver. 7.0.25) as a Core Banking Solution. Bank is having tie up with VISA & NPCI and distributes VISA and RuPay enabled debit cards to the customers. Bank has also installed machines for Cash Deposit, Cheque Deposit and Passbook Printing in e-Lobbies across the country. The existing Cash Deposit kiosks, Cheque Deposit Machines and Self-Service Passbook Printing Kiosks are directly integrated with Bank's Core Banking System.

1.2 Invitation for tender Bids

UCO Bank invites sealed tenders comprising of Technical bid and Commercial bid from experienced system integrators having proven capabilities in Solar Powered system for Banks FI Project.

The copy of tender document may be obtained from UCO BANK, Department of Information Technology, 5th Floor, 3 & 4 DD Block, Sector -1, Salt Lake, Kolkata – 700064 on working days in person. Also the tender document may be downloaded from our website www.ucobank.com. The bidders downloading the tender document from Bank's website must pay the cost of the tender document, in a separate cover, at the time of submission of the bids.

The details are given below:

<i>Tender Reference</i>	
<i>Cost of Tender documents</i>	<i>₹ 5,000 /- (Five Thousand only)</i>
<i>Date of issue of RFP</i>	<i>13.07.2016</i>
<i>Earnest Money Deposit (EMD)</i>	<i>₹ 2,00,000/- (In the form of Bank Guarantee)</i>
<i>Date of commencement of sale of tender document</i>	<i>13.07.2016</i>
<i>Last date of Submission of Pre bid query</i>	<i>20.07.2016</i>
<i>Date of Pre-Bid meeting</i>	<i>21.07.2016</i>

Venue	Conference Room , Head Office – 2 , DIT , 5th Floor, 3 & 4 DD Block , Sector – 1, Salt Lake , Kolkata - 64
Last Date and Time for receipts of tender bids	16.08.2016 at 1500 Hrs
Opening of technical bids	16.08.2016 at 1530 Hrs
Opening of Commercial Bid	Will be advised subsequently
Address of Communication	Head Office-2 Department of Information Technology 5th Floor, 3 & 4 DD Block, Sector -1 Salt Lake Kolkata-700 064
Email address	hodit.calcutta@ucobank.co.in/hofi.calcutta@ucobank.co.in
Contact Telephone/Fax Numbers	Tel :033-44557534/44557879/44559758 Fax :033-44559063
Bids to be submitted	Tender box placed at below address Head Office – 2 , DIT , 5th Floor, 3 & 4 DD Block , Sector – 1, Salt Lake , Kolkata - 64

Any bid received after target date and time of the receipt of bids prescribed as mentioned above, will not be accepted by the Bank.



The bid documents should be strictly as per the following terms and conditions:

The Bid document shall be in two parts viz. Technical Bid & Commercial Bid. Both the bids must be submitted in separate sealed envelopes super scribing “**Technical Bid for Supply, Installation & Maintenance Of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs)**” on top of the envelope containing Technical Bid & “**Commercial Bid for Supply, Installation & Maintenance Of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs)**” on top of the envelope containing Commercial Bid. These two separate sealed envelopes should be put together in another sealed envelope super scribing “**Technical and Commercial Bids for Supply, Installation & Maintenance Of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs)**” mentioning reference number and date given hereinabove. If the outer cover/envelop are not sealed & super scribed as required, the Bank will assume no responsibility for bid's misplacement or premature opening.

The bidders should take care of submitting the bids properly filed so that the papers are not loose. The bid documents should be properly numbered and submitted in a file in proper manner so that the papers do not bulge out and tear during scrutiny.

Bidders are requested to participate in the tender process strictly according to the time schedule.

The Technical Bid will be evaluated first for compliance with the prescribed Technical Specification of the qualified bidder, who qualified as per the eligibility criteria mentioned in the RFP. Commercial Bid of only those bidders, who have qualified in Technical evaluation, will be opened by the Bank. A maximum of two authorized representative of the bidder will be allowed at the opening of the bids.

The Bids should be addressed to:

Deputy General Manager (IT, BPR & BTD)
UCO Bank
Head Office-2
Department of Information Technology
5th Floor, 3 & 4 DD Block, Sector -1
Salt Lake
Kolkata - 700 064

UCO Bank is not responsible for non-receipt of response to RFP within the specified date and time due to any reason including postal holidays or delays. In case the specified date of submission & opening of Bids is declared a holiday in West Bengal, the bids will be received till the specified time on next working day and Technical Bid will be opened at specified time on that day.

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

1.3 Submission of Bids

Technical Bid should be duly sealed and super scribed as **“Technical Bid for Supply, Installation & Maintenance of Independent Solar Power Systems for Kiosk/Fixed Customer Service Points (CSPs)”**. Bid should comply with the technical specification of the required item as specified in **Annexure – A**.

The Technical bid should be complete in all respects and contain all information asked for, except prices. The documentary proof in support of all Eligibility Criteria should be submitted along with technical Bid.

Commercial bid duly sealed and super scribed as **“Commercial Bid for Supply, Installation & Maintenance of Independent Solar Power Systems for Kiosk/Fixed Customer Service Points (CSPs)”** should comply as specified in **Annexure – B**.

At any time, prior to deadline for submission of RFP, UCO Bank may modify any of the terms & conditions and technical specifications at its sole discretion and the same will be available in the Bank's website and the amendments shall be binding by the bidder. In case of any amendment, UCO Bank may extend the deadline for submission of response to this RFP in order to provide a reasonable time to the prospective bidders.

UCO Bank reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder need to submit the documentary evidence(s) as required by UCO Bank.

Any Technical Bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

- 1.3.1 The Bank does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of purchase order without assigning any reasons whatsoever.
- 1.3.2 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.
- 1.3.3 The Bank reserves the right to modify any terms, conditions or specifications for submission of bids and to obtain revised Bids from the bidders due to such changes, if any at any time prior to completion of evaluation of technical bids from the participating bidders.
- 1.3.4 Canvassing of any kind will be a disqualification and the bank may decide to cancel the bidder from its empanelment.
- 1.3.5 The Price Bid must include covering warranty period of one year and comprehensive on-site AMC for a period of 4 (four) years. The Price Bid also must include all applicable taxes such as Sales/Service/Octroi/Entry Tax/ Waybill etc. as per **Annexure 'B'**.
- 1.3.6 The bidder is required to guarantee that exchange rate fluctuations, changes in import duty and other taxes will not affect the Rupee value of the commercial bid, over the validity period of the bid.
- 1.3.7 The bidder shall keep the price valid for a period of one year from the date of submission of bid. 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.

- 1.3.8 Prices quoted by the Bidder shall be in Indian Rupees, firm and not subject to any price escalation, if the order is placed within the validity period.
- 1.3.9 Further, subsequent to the orders being placed/agreement executed, the Bidder shall pass on to the Bank all fiscal benefits arising out of reductions in Government levies viz. Sales tax, excise duty, custom duty, etc.
- 1.3.10 The Bank reserves the right to re-negotiate the prices in the event of change in the international market prices of both the hardware and software.
- 1.3.11 Incomplete bids or bids not confirming to the terms and conditions are liable for rejection by the Bank.
- 1.3.12 The Technical bid should have compliance chart as per **Annexure-A, B, C, D, E, F,G** (with masking price) including documentary proof in support of Eligibility Criteria.
- 1.3.13 The Commercial bid should have compliance chart as per **Annexure-A, B, C, D, E, F,G**
- 1.3.14 The Bank shall be under no obligation to accept the technical solution offered or the lowest or any other offer received in response to this tender notice.
- 1.3.15 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. When the Bank makes any such rejection, the Bank will not be bound to give any reason and/or justification in this regard to the bidder. The Bank further reserves the right to reject any or all offers or cancel the whole tendering process due to change in its business requirement.
- 1.3.16 The Bank reserves the right to modify any terms, conditions and specifications of this request for submission of offer and to obtain revised bids from the bidders with regard to such changes. The Bank reserves its right to negotiate with any or all bidders. The Bank reserves the right to accept any bid in whole or in part.
- 1.3.17 The Bank is looking for well proven branded products, which are volumes produced and used by a large number of users in India. Printed literature (for specific product and version numbers) describing configuration and functionality should be provided to the Bank for the products proposed to be supplied for the project. It should be noted that the product proposed will have to be supplied with all the software

updates/fixes, if any, and associated documents. The version of software delivered should be the latest one available. The bidder shall not quote for the products, whose End of sale/ End of Support has been declared by the OEM.

1.3.18 Bids once submitted shall not be returned to the Bidder in future.

1.3.19 Canvassing of any kind or Bid submitted with false information will lead to disqualification.

1.3.20 Bidders must have back to back support relation with the OEM's whose products are followed by the bidder to the Bank, in case the bidder is not Original Equipment Manufacturer(OEM). A commitment letter from the OEM has to be submitted along with the Technical bid in this regard at least for a period of 5 years.

1.3.21 If necessary, the Bidder is required to give presentation on the solution offered as well as arrange site visit, where Bidder has installed and Operationalised similar solution.

1.3.22 The quotations shall be submitted strictly in conformity with the specifications given in **Annexure –A.**

1.3.23 The Bank will not be responsible for non-receipt of quotations within the specified date and time due to any reason including postal delay or holidays.

1.4 Cost of tender Documents

The intending bidders should pay along with bids the Cost of tender Documents of ₹5,000/- (Rupees Five Thousand only). The Cost of tender Documents shall be paid by Demand Draft / Banker's Cheque / Pay Order drawn in favour of 'UCO Bank' payable at Kolkata. The Cost of tender Document is non-refundable. The bidder downloading the tender document from Bank's website www.ucobank.com must pay the cost of the tender document, in a separate cover, at the time of submission of the bids.

1.5 Earnest Money Deposit

The Bidder must submit Earnest Money Deposit (EMD) along with the Technical RFP in the form of Demand Draft/Pay Order/Bank Guarantee in favour of UCO Bank payable at Kolkata having validity period for 180 days from the date of opening of Technical RFP. The EMD amount is ₹ 2.00 Lac (Rupees Two Lac Only) issued by any scheduled commercial bank.

Non-submission of EMD will lead to outright rejection of the RFP of the bidder. The EMD of unsuccessful bidders will be returned to them on completion of the procurement process. The EMD of successful bidder will be returned on submission of Performance Bank Guarantee as specified hereunder.

The EMD made by the bidder will be forfeited if:

- The bidder withdraws his tender before processing of the same.
- In the case of a successful bidder, if the bidder fails to sign the contract in accordance with any Terms and Conditions or any requirement as specified in this document.
- The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

1.6 Rejection of the Bid

The Bid is liable to be rejected if:

- The document doesn't bear signature of authorized person.
- It is received through Telegram/Fax/E-mail.
- It is received after expiry of the due date and time stipulated for Bid submission.
- 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.
- Bidder should comply with all the points mentioned in the Scope of work in the clause no. 1 under part-III. Noncompliance of any point will lead to rejection of the bid.

1.7 Pre Bid meeting

For the purpose of clarifications of doubts of the bidders on issues related to the RFP, Bank intends to hold a pre bid meeting on the date & time as indicated in the RFP. The queries for the Pre-bid Meeting should be reached in writing or by email on or before 21.07.2016 on e-mail: **hodit.calcutta@ucobank.co.in/ hofi.calcutta@ucobank.co.in**. It may be noted that no query from any bidder shall be entertained / received after the above mentioned date. Queries raised by the prospective bidder and the Bank's response will be available at Bank's web site.

Only authorized representatives of bidder will be allowed to attend the Pre-bid meeting.

1.8 Modification and Withdrawal of Bids

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 successful bidders, the EMD will not be refunded by the Bank.

1.9 Introduction and Disclaimer

This Request for Proposal document ("RFP") has been prepared solely to enable UCO Bank ("Bank") in defining the requirements for Supply, Installation & Maintenance of Independent Solar Power System for Kiosk/Fixed Customer Service Points (CSPs)

The RFP document is not a recommendation, bid or invitation to enter into a contract, agreement or other arrangement in respect of the services.

1.10 Information Provided

The RFP document contains statements derived from information that is believed to be 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. Neither Bank nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied as to the accuracy or completeness of any information or statement given or made in this RFP document. Neither Bank nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification or due diligence exercise in relation to the contents of any part of the RFP document.

1.11 For Respondent Only

The RFP document is intended solely for the information to the party to whom it is issued ("the Recipient" or "the Respondent") and no other person or organization.

1.12 Confidentiality

The RFP document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party. The RFP document is provided to the Recipient on the basis of the undertaking of confidentiality given by the Recipient to Bank. Bank may update or revise the RFP document or any part of it. The Recipient

acknowledges that any such revised or amended document is received subject to the same terms and conditions as this original and subject to the same confidentiality undertaking.

The Recipient will not disclose or discuss the contents of the RFP document with any officer, employee, consultant, director, agent, or other person associated or affiliated in any way with Bank or any of its customers, suppliers, or agents without the prior written consent of Bank.

1.13 Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information, including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of Bank or any of its officers, employees, contractors, agents, or advisers.

1.14 Costs Borne by Respondents

All costs and expenses incurred by Recipients / Respondents 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 Bank, will be borne entirely and exclusively by the Recipient / Respondent.

1.15 No Legal Relationship

No binding legal relationship will exist between any of the Recipients / Respondents and Bank until execution of a contractual agreement.

1.16 Errors and Omissions

Each Recipient should notify Bank of any error, omission, or discrepancy found in this RFP document.

1.17 Acceptance of Terms

A Recipient will, by responding to Bank RFP, be deemed to have accepted the terms as stated in the RFP.

1.18 RFP response

If the response to this RFP does not include the information required or is incomplete or submission is through Fax mode or through e-mail, the response to the RFP is liable to be rejected.

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.

1.19 RFP response Validity Period

RFPs response will remain valid and open for evaluation according to their terms for a period of at least six (6) months from the time the RFP response submission process closes.

1.20 Notification

Bank will notify the Respondents in writing as soon as practicable about the outcome of the RFP evaluation process, including whether the Respondent's RFP response has been accepted or rejected. Bank is not obliged to provide any reasons for any such acceptance or rejection.

1.21 Disqualification

Any form of canvassing/lobbying/influence/query regarding short listing, status etc. will be a disqualification.

1.22 Language of Bids

The bid, correspondence and supporting documents should be submitted in English.

1.23 Indemnity

The bidder shall indemnify the Bank and be liable for any loss or damage suffered by the Bank due to malfunctioning of the system as supplied and installed by them. The total liability of the selected bidder under the contract shall not exceed the total cost of the project value.

1.24 Authorized Signatory

The selected bidder shall indicate the authorized signatories who can discuss, sign negotiate, correspond and any other required formalities 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 Company Secretary, authorizing an official or officials of the company to discuss, sign agreements/contracts with the Bank, raise invoice and accept payments and also to correspond. **The bidder shall furnish proof of signature identification for above purposes as required by the Bank.**

1.25 Arbitration

1.25.1 All dispute or differences whatsoever arising between the selected bidder and the Bank out of or in relation to the construction, meaning and operation or effect of the Contract, with the selected bidder, or breach thereof shall be settled amicably. If, however, the parties are not able to resolve any dispute or difference aforementioned amicably, the same shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The Arbitrator / Arbitrators shall give a reasoned award.

1.25.2 Work under the Contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise directed in writing by the Bank unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or of the umpire, as the case may be, is obtained and save as those which are otherwise explicitly provided in the Contract, no payment due to payable by the Bank, to the bidder shall be withheld on account of the on-going arbitration proceedings, if any unless it is the subject matter or one of the subject matters thereof.

1.25.3 The venue of the arbitration shall be at KOLKATA, INDIA.

1.26 Applicable law & Jurisdiction of court

The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Kolkata (with the exclusion of all other Courts).

1.27 Termination of the Contract & Compensation

1.27.1 The bank reserves the right to cancel the contract placed on the selected bidder by providing 3 months' notice and recover expenditure incurred by the Bank on the following circumstances :

- Bank reserves the right to make changes (modify/delete) to the sites and the same will be binding on the Company.
- In case of any changes in bank's business plan, bank may terminate any part or entire services to be rendered by the Company giving a notice period of three months.
- The selected bidder commits a breach of any of the terms and conditions of the bid.
- The bidder goes into liquidation voluntarily or otherwise.
- An attachment is levied or continues to be levied for a period of 7 days upon effects of the bid.
- The progress regarding execution of the order accepted, made by the selected bidder is found to be unsatisfactory.
- If deductions on account of liquidated Damages/penalty charges exceeds more than 10% of the total contract price.

1.27.2 In case the selected bidder fails to deliver the Solar equipment as per the order which will be placed to them on time to time, the Bank reserves the right to procure the same or similar materials from alternate sources at the risk, cost and responsibility of the selected bidder.

1.27.3 After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Bank reserves the right to get the balance contract execution by another party of its choice by giving one month notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which the Bank may have to incur in executing the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.

1.27.4 Alternatively at the discretion of the bank, if the Contract is cancelled during Warranty, the bidder shall repay all the payment received from the bank and remove all system supplied and installed by the bidder without any extra cost to the Bank. The Bank shall not be liable for anything, whatsoever, in this regard. If the contract is cancelled during AMC, if contracted, the Bank shall deduct payment on pro-rata basis for the unexpired period of the contract.

1.27.5 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 Bank Guarantee, if any, under this contract or any other contract/order.

1.28 Defect liability

In case, delivered under the Contract are found to be defective as to material and workmanship and / or not in accordance with the requirement, and / or do not achieve the guarantee performance as specified herein, the bidder shall forthwith replace/make good such defective supplies at no extra cost to the Bank without prejudice to the other remedies as may be available to the bank under the contract.

1.29 Notices

1.29.1 Notice or other communications given or required to be given under the contract shall be in writing and shall be hand-delivered with acknowledgement thereof, or transmitted by pre-paid registered post or by recognized courier, or by facsimile, provided that where such notice is sent by facsimile, a confirmation copy shall be sent by pre-paid registered post or by recognized courier within five days of the transmission by facsimile, to the address of the receiving party by the other in writing, provided such change of address has been notified at least ten days prior to the date on which such notice has been given under the terms of the contract.

1.29.2 Any notice or other communications shall be deemed to have validly given on date of delivery if hand delivered, if sent by registered post or by recognized courier, then on the expiration of seven days from the date of posting; and if transmitted by facsimile, then on the next business date after the date of transmission.

1.30 Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or **UCO 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:

1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics.
2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and legal embargos.
3. Terrorist attack, public unrest in work area.

Provided either party shall within 10 days from occurrence of such a cause, notify the other in writing of such causes. The selected bidder or UCO 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. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.



PART -II

2. Eligibility Criteria

The eligibility criteria are mentioned below. Only those bidders, who satisfy all the eligibility criteria as mentioned herein below, may respond. Document in support of all eligibility criteria are required to be submitted

Sl. No.	Pre-Qualifying Criterion	Documents to be submitted
1	The bidder should be in existence from last three years and should be registered as a company in India as per Company Act 1956	Copy of the Certificate of Incorporation issued by Registrar of Companies and full address of the registered office.
2	The bidder should have profit/Positive net worth in any one year during last three financial years. Copies of annual reports and audited balance sheet for the last three years ending on 31.03.2013, 31.03.2014 and 31.03.2015 should be provided.	Copy of the audited Balance Sheets for the preceding three years (i.e. 2012-13, 2013-14 and 2014-15).
3.	Bidder should have a minimum annual turnover of Rs. 50 lacs on account of solar business during last three consecutive financial years (Audited balance sheet for 2012-13, 2013-14 and 2014-2015).	Copies of Audited balance sheet for the FY 2012-13, 2013-14 and 2014-2015.
4	The bidder should be the Original Equipment Manufacturer (OEM) or System Integrator or their authorized representative in India. An authorization letter as per the Annexure- G from manufacturer /system integrator to this effect should be furnished. OEM should certify that full range of technology support in the form of hardware/ software/ spares and maintenance will be available for minimum 5 yrs. This letter should specify that in case authorized representative is not able to perform obligations as per contract	I. Production certificate of the product manufacturing company or system integrator II. Accreditation/ authorization letter from OEM to be submitted

	during contract period, the Original Equipment Manufacturer would provide the same.	
5	The bidder can have a pre-tender association with only one other system Integrator / Technological partner / Technological associate for participation in the tender. However, the Bank will enter into an agreement only with the Bidder who will be solely responsible for the Supply, Installation, Maintenance and monitoring of Independent Solar Power Systems on built, own and operate basis.	Copy of agreement/ association with other system integrators/ technological associates /technological partners
6	The bidder should have successfully implemented minimum 100 nos. SOLAR POWER SYSTEMs with remote monitoring system in at least 1 Scheduled Commercial Banks/Financial institutions/ Central Government organizations, for commercial purpose in the last 3 years. The bidder must have executed the orders of similar nature and magnitude. The certificate to this effect from the organization/s where the bidder has installed the equipment along with a letter of satisfaction should be furnished along with Technical bid.	i. Details of installed sites with full address to be submitted ii. Purchase order from organization regarding number of sites installed iii. Letter of satisfaction from organizations where bidder has installed SPS equipment iv. Sample of Monitoring Report
7	Bidder must be in position to provide total support for complete system including components of Solar PV Module, Inverter & Battery etc. An undertaking to this effect must be submitted along with Technical Bid. The bidder should have support centers for service and spares in at least 100 locations in India.	List of support/service centers with complete addresses and contact numbers to be submitted
8	The bidder should have its module certified to National / International Standards / CPRI. Valid Test certificate effective for at least 18 months from the date of RFP for each capacity should be	i. Copy of valid certification to be submitted ii. Separate technical specifications of each component to be submitted

	furnished as a proof in the technical bid. Detailed technical specifications of each component of Solar Power system must be furnished in the technical bid.	
10	The bidder should not have been blacklisted by any Govt./Govt. Agency/Bank(s)/Financial Institutions in India in the past as on RFP submission date.	The bidder has to submit an undertaking to this effect on their Company's Letter Head.

Bidder must comply with all-above mentioned criteria. Non- compliance of any of the criteria will entail rejection of the offer summarily. **Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.** UCO Bank reserves the right to verify /evaluate the claims made by the vendor independently. Any decision of the UCO BANK in this regard shall be final, conclusive and binding upon the bidder.

PART III

3. Evaluation Criteria

There would be a two (2) stage evaluation process.

The Stages are:

- I) Technical Evaluation
- II) Commercial Evaluation

The Eligibility would be evaluated first for the participating bidders. The bidders who would qualify all Eligibility Criteria as mentioned in clause No 2, will be shortlisted for the Technical bid evaluation. A detailed technical evaluation would be undertaken for eligible bidders and only the technically qualified bidders would be shortlisted for commercial opening.

The bidder with the lowest commercial quote called Total cost of ownership (TCO) will be declared as L1.

3.1. Evaluation Methodology

The objective of evolving this evaluation methodology is to facilitate the selection of the most cost-effective solution (Total Cost of Ownership) over a 5-year period that appropriately meets the requirements of the Bank identified in this RFP.

3.2. Technical evaluation process

In Technical evaluation process, the technical bid of only eligible bidders as per Eligibility Criteria in Part II, would be evaluated. The Technical evaluation will be done on the basis of comply chart provided by bidder as per Scope of work in Part IV. The Bidder should comply all points in scope of work in Part IV and Annexure H.

Non-compliance of any point in scope of work and technical requirements as per Annexure-A will lead to rejection from the further bidding process. After technical evaluation commercial bids of only technically qualified bidders will be opened.

3.3. Commercial evaluation process

The commercial Bids of only technically qualified bidders will be opened and evaluated by the Bank and the evaluation will take into account the following factors:

- 3.3.1 The L1 Bidder will be selected on the basis of the amount quoted for proposed solution as per **Annexure-B**
- 3.3.2 The bidder will be solely responsible for complying with any applicable Export / Import Regulations. The Bank will no way be responsible for any deemed Export benefit that may be available to the bidder.
- 3.3.3 In case there is a variation in value between numbers and words; the value mentioned in words would be considered.
- 3.3.4 The Bidder needs to provide Unit costs for components and services; unit rates with applicable taxes would be considered for the TCO purposes.
- 3.3.5 In the event the vendor has not quoted or mentioned the component or services required, for evaluation purposes the highest value of the submitted bids for that component or service would be used to calculate the TCO. For the purposes of payment and finalization of the contract, the value of the lowest bid would be used.

3.3.6 The 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 price 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.
- 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 conditions of the normalization process.

PART –IV

4. Scope of work

- 4.1 Equipment along with all necessary devices, as per technical specification , should be supplied, installed and commissioned at 300 BC / CSP sites specified by the Bank. However the numbers may vary as per the actual requirement of the Bank within a range of $\pm 25\%$.
- 4.2 To install, test, configure, commission, maintain & monitor the Solar power systems at various locations identified by the Bank. An agreement will be effected at Head Office Level. However, for the purpose of better control & management, a sub-agreement will be executed at our Zonal Offices (ZO) level of the Bank. The payment will be released centrally for the initial period however after stabilizing the system Bank may decentralize the payment at ZO level.
- 4.3 The selected bidder will enter into a monthly rental agreement with the Bank for supply of various equipments approved by the Bank. The monthly rentals will be valid for a period of **1 + 4** years, subject to review . The bidder will pass on to the Bank, the benefit of discounts on taxes & fiscal corrections announced during any period in respect of orders placed during that period. The bidder will also provide the latest model of equipment available, if there is upgradation in the model offered, at no extra cost to the Bank.

- 4.4 Vendor to specify the various infrastructure requirements that need to be provided for commissioning and smooth functioning of the equipment. In case any difficulty in obtaining roof rights, Bank will assist in providing the same.
- 4.5 The Bank reserves the right to shift the equipment to a suitable location depending upon the need. The bidder will arrange to shift the equipment and install and commission the same. The Bank will bear transportation, LBT, octroi & transit insurance cost only, subject to submission of original bills within one month's time of the bidder making the payment.
- 4.6 Bidder should undertake to provide maintenance support to equipment and arrange for spare parts on a continuous basis within the prescribed TAT period. The equipment should be insured for the full period of the project by the bidder.
- 4.7 Obtaining of the Road permits, form 32, other security forms, Octroi, Cess, Toll Trade tax etc. will be the sole responsibility of the bidder. However, Bank will sign the necessary forms as per the requirements.
- 4.8 The bidder should undertake to guarantee a minimum uptime of 98% and should execute service level agreement for the same.
- 4.9 Bidder to provide to the Bank the daily MIS report in the format as designed by the Bank on real time basis.
- 4.10 Bidder to submit the feasibility report before the installation of the equipments and obtain a certificate duly validated by the Bank. In case a site is not feasible, a certificate to that effect will have to be provided by the bidder citing appropriate reasons. The bank will have the right to review the feasibility of such sites after 6/12 months if the need arises.
- 4.11 The system should be capable of providing hybrid power for 24 hours during the day, 365 days a year irrespective of rains and weather conditions.
- 4.12 The Centralized Monitoring systems should be capable of monitoring the uptime to ensure that power is available for 24 Hrs (duration as specified by the Bank) during the day, 365 days a year. The vendor must submit uptime reports to the Bank daily. Online access of the central monitoring system is to be given to the Bank or it's Representative. Remote monitoring system report must contain the following parameters: -
- Output Voltage.
 - Grid Power availability.
 - Solar Power / Current Generation.
 - Solar Power / Current usage.
 - Uptime
- 4.13 The vendor will be fully responsible for doing the required civil and structural works for making the system fully operational. Vendor will be obliged to install solar panel at such place indicated by the Bank at the Branch / ATM site.

- 4.14 Vendor should have their service center/district office at the circle head quarter or place where the solar power system is to be installed. If the vendor does not have an existing service center at any particular head quarter then an undertaking to establish the same within one month of signing the contract is to be furnished by the bidder.
- 4.15 If the successful bidder fails to fulfill its obligations under this arrangement within the stipulated time of four weeks, the Banks shall have the right to-Terminate the contract after giving two month notice.
- 4.16 Penalties will be imposed on the vendor for delays as elaborated under point 9 of section on Terms & Conditions.
- 4.17 Insurance cover will be obtained for all risks, including delivery period and installation of the system. The insurance should be valid for the contract period & in the name of the Bank. The cost of the insurance cover will be borne by the vendor.
- 4.18 **Bank has two Sponsored Regional Rural Banks (i) Paschim Banga Gramin Bank (PBGB) and (ii) Bihar Gramin Bank (BGB) having area of operation in West Bengal State and Bihar. Our Sponsored RRBs may issue Purchase Order separately for locations under their area on the similar terms and conditions as per UCO Bank.**
- 4.19 Bidder has to provide a detailed document containing the site readiness requirements to the Bank. Bidder shall provide Platform/Monkey cage/Snow Shield wherever necessary. The cost of the line items may be quoted separately.
- 4.20 Fencing for Solar Panel and Monkey Cage to be considered wherever is required.

PART-V

5.1 Order details

The purchase order will be placed by the Head Office, Financial Inclusion Deptt. in the name of selected bidder as per requirement. The payment will be made by Head Office, Financial Inclusion Department and the Performance Bank Guarantee for order will be required to be submitted in the same office.

5.2 Performance Bank Guarantee

The selected bidder, within 15 days from the date of purchase order will have to furnish a Performance Bank Guarantee, format as Annexure C, issued by any scheduled commercial bank equal to 10% of the order value valid for 63 months from the date of purchase order. Upon furnishing the Performance Bank Guarantee, the EMD of the selected bidder shall be returned.

The Performance Bank Guarantee shall act as a security deposit and either in case the selected vendor is unable to start the project within the stipulated time or start of the project is delayed inordinately beyond the acceptable levels, the Bank reserves the right to forfeit the same.

Further, the Bank reserves the right to invoke the Performance Bank Guarantee in case the selected vendor is not able to fulfill any or all conditions specified in the document or is unable to complete the project within the stipulated time. This is independent of the LD on Delivery and installation.

5.3 Delivery and Installation

- 5.3.1 Deliveries of the equipments, installation and operationalization should be made within 8 weeks from the date of purchase order.
- 5.3.2 Pre-shipment Quality Inspection certificates for all equipments are to be submitted along with the invoices to the Bank.
- 5.3.3 The installation will be deemed to complete when all the products specified in Annexure-A have been supplied, implemented and made operationalize as per the technical specifications and satisfactory acceptance given by the Bank. The Bidder has to resolve any problems during successful installation and operationalization.

- 5.3.4 All the equipment supplied by the Bidder shall be legal and Bidder shall give indemnity to that effect.
- 5.3.5 Any license, if required, need to be provided by the bidder. The bidder is solely responsible for any legal obligation related to licenses during warranty period of five years for solution proposed as implemented by the bidder.
- 5.3.6 The equipments are considered accepted (Commissioned and Operationalised) after signing the Acceptance Test Plan (ATP) document jointly by the representative from the Bank and engineer from the bidder. The component level checking for individual item may be included during the acceptance test.
- 5.3.7 The bidder is required to transport the Goods to a specified place of destination within India, defined as the Project Site, transport to such place of destination in India, including insurance and storage, shall be arranged by the bidder, and the related costs shall be included in the Contract Price. Obtaining necessary road permits and other related permits will be the responsibility of the bidder.

5.4 Liquidated Damage

- 5.4.1 In case the delivery & installation is delayed beyond the scheduled time from the effective date, '**Liquidated Damage for Late Delivery & Installation;** of one half of one percent (0.5%) of the order value for each calendar week of delay or part thereof subject to maximum of 10% will be imposed and will be deducted from the bill amount.
- 5.4.2 If the selected Bidder fails to complete the due performance of the contract in accordance to the specification and conditions of the bid document, the Bank reverses the right either to cancel the entire order placed on the selected bidder or to accept performance already made by the bidder. The Bank reserves the right to invoke the Performance Bank Guarantee submitted by the bidder.
- 5.4.3 LD is not applicable for reasons attributable to the Bank and Force Majeure. However, it is the responsibility / onus of the bidder to prove that the delay is attributed to the Bank and Force Majeure. The bidder shall submit the proof authenticated by the bidder and bank's official that the delay is attributed to the Bank and Force Majeure along with the bills requesting payment.

5.5 Warranty

- 5.5.1 The selected bidder shall provide warranty for all the equipment, which will be delivered & installed in sites. The period of warranty will be in accordance with Performance Bank Guarantee period as per the clause 5.2 of this RFP document. During the warranty period, the bidder will have to undertake comprehensive maintenance of the Solar equipment supplied by the bidder.
- 5.5.2 During the warranty period the bidder should maintain the acceptance criteria and shall be responsible for all costs relating to labors, maintenance (preventive and corrective) and transport charges from and to the sites in connection with the maintenance of the solution or any components/ parts there under, which, under normal and proper use and maintenance thereof, proves defective in design, material or workmanship or fails to confirm to the specifications, as specified. The bidder should inform the bank about the end of life of the product proposed
- 5.5.3 The bidder should inform the product life cycle of all the products supplied by the bidder and should specify the product road map in the technical bid.

5.6 Bidder's comprehensive maintenance during warranty period

- 5.6.1 The selected bidder shall ensure that services of professionally qualified persons are available for providing comprehensive on-site maintenance of the Solar Network System during warranty period.
- 5.6.2 The selected bidder shall provide preventive maintenance schedules per month, which shall be specified in advance.
- 5.6.3 Bank reserves the right to enter into AMC agreement for the Systems or reject any proposal after expiry of warranty period without assigning any reason. Entering into or renewal of AMC will be done only after submission of the Satisfactory Service Report signed by the concerned authority. Payment of AMC will be made on quarterly arrears on rendering satisfactory services, against Bank Guarantee for equivalent amount with additional claim period of three months after expiry of warrantee.

5.7 Price

- 5.7.1 The Price Bid must include all hardware equipments along with system configuration, Model No, Part No and Price Tag covering warranty period of one year and comprehensive on-site AMC for a period of 4 (four) years. The Price Bid also must include all applicable taxes such as Sales/Service/Entry Tax/ Waybill etc. the cost of

the octroi will be reimbursed by the Bank wherever applicable on the production of the invoice and the relevant documents.

- 5.7.2 The bidder is required to guarantee that exchange rate fluctuations, changes in import duty and other taxes will not affect the Rupee value of the commercial bid, over the validity period of the bid.
- 5.7.3 The bidder shall keep the price valid for a period of **one year** from the date of submission of bid. 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.
- 5.7.4 Prices quoted by the Bidder shall be in Indian Rupees, firm and not subject to any price escalation, if the order is placed within the validity period.
- 5.7.5 Further, subsequent to the orders being placed/agreement executed, the Bidder shall pass on to the Bank all fiscal benefits arising out of reductions in Government levies viz. Sales tax, excise duty, custom duty, etc.

5.8 Payment Terms

- 5.8.1 50% of the order value (excluding AMC Value) along with Sales Tax, Service Tax, Waybill etc., if required, will be paid after submission of the acceptance certificate duly signed by Bank's authorized official & satisfactory service report from the Bank where the equipment have been installed after realizing penalty charges for late delivery & installation, if any as per clause no 5.4.
- 5.8.2 Remaining order value (excluding AMC Value) will be paid after three months of commissioning & successful running of the Solar system.
- 5.8.3 Annual Maintenance charges, if any, will be paid quarterly in arrears after realizing the penalty charges, if applicable.

5.9 Paying Authority

The payments as per the payment schedule covered herein shall be paid by Financial Inclusion Department, UCO Bank, Head office, Kolkata. However, payment of the bills would be released on receipt of advice/confirmation for satisfactory delivery and commissioning, live running and service reports etc.

5.10 Acceptance by the Bank

- 5.10.1 The Bank will accept the Solar Equipment on successful completion of acceptance test after the equipment is installed at the site. Unsatisfactory performance of equipment may result in the Bank's rejection of entire order.
- 5.10.2 The Acceptance Test shall be as per the comprehensive "Acceptance Test Plan" document to be prepared jointly by the bidder and the Bank which shall contain various tests to be performed for acceptance of the solution offered by the bidder.
- 5.10.3 On the evaluation of the Acceptance Test results and if required in view of the performance of the solution, as observed during the Acceptance Test, the Bidder shall take remedial measures including upgradation of the solution or of any component there under, including replacement thereof, at no additional cost to the Bank, to ensure that the solution meets the requirements of the Bank as envisaged in the Tender Document.

5.11 Insurance

The successful bidder will get the Insurance cover, for all risks, up to date of installation of the system. The cost of the same will be borne by the bidder. The bidder has to submit a copy of the insurance document so that the Bank may get a new insurance cover after the delivery and installation of the system.

5.12 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:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes, epidemics,
- Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes,
- 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.

5.13 Training

The Bidder shall have to train officers/designated officials of the Bank at installation site by the certified and trained engineers/personnel of the Bidder on the hardware products supplied.



Solar Power System**Specification for Solar System**

Sl no	Parameter	Minimum Specification Required
1	Working Hours	8AM to 8PM
2	Autonomy	1 DAY
3	Geographical Area	All over India

Technical Specification of Solar Photovoltaic (SPV)

Sl. No	Item	Description
1	SPV Module	<p>1. The PV Modules should be poly crystalline silicon with a total array capacity of minimum 1200 Wp</p> <p>2. The PV modules must be qualified as per IEC 61215 /IS 14286 standards and in addition, the modules must conform to IEC 61730-1 requirement for construction & part -2 requirement for testing, for safety qualification</p> <p>3. IEC 61701</p> <p>4. The PV modules must be type tested and approved from any of the MNRE approved testing laboratories (UL, TUV, and NISE)</p> <p>5. The efficiency of the PV modules should be minimum 16%</p> <p>6. Only indigenously manufactured crystalline PV modules of min 300 Wp should be used</p>
2	Battery Bank	<p>1. The battery bank comprising of batteries should be low maintenance, Stationary at C/10 rate should be supplied.</p> <p>2. Battery type should be VRLA Tubular GEL or equivalent with valid type certificate</p> <p>3. Battery Capacity should take care of 1 day autonomy of the total system load with specified working hrs and should not be less than 7200 Wh.</p>
3	Power Conditioning Unit with- in built charge controller unit	<p>1. Inverter/ Power Conditioning Unit should be sufficient for 350 KVA AC load and should not be less than 600 VA</p> <p>2. The charge controller and MPPT should confirm to applicable standards for requisite AC/DC Inputs</p> <p>3. Solid State MPPT based series pulse width modulation</p>

		<p>charger with three stages (bulk, absorb and float).</p> <p>4. Electronic protection with alarm indication</p> <p>a. Short circuit (Circuit breaker & electronics protection against sustained fault)</p> <p>b. Overload i.e. 80% of load</p> <p>c. Over temperature</p> <p>d. Battery, PV reverse polarity</p> <p>e. Over Voltage (automatic shut -down)</p> <p>f. Under Voltage (automatic shut down)</p> <p>5. Indications:</p> <p>a. Array on</p> <p>b. MPPT/PWM charge on</p> <p>c. Battery connected, charging</p> <p>d. Inverter ON</p> <p>e. Load on Solar & battery</p> <p>f. Grid charger on</p> <p>g. Grid on/off</p> <p>NOTE:-</p> <p>1. Inverter should be capable of battery charging through solar as well as from grid.</p> <p>2. Inverter should be capable of working without grid or non-availability of grid at the site.</p> <p>3. Inverter should be capable of doing Auto change over between solar, battery and grid.</p>
4	Electrical Safety earthing and protection	<p>1. The inverter shall include ground lugs for equipment and PV array grounding. Inverter and PV array grounding shall be as per BIS standards.</p> <p>2. Lightning Arrestor and appropriate earthing should be provided at the site.</p>
5	Junction Boxes	<p>1. Switches/ Circuits Breakers/ Connectors should be of reputed make and should meet weather proofing and safety requirements for AC/DC.</p> <p>2. Outdoor array junction box with bus bars, cable glands, surge protection device (MoV) and weather proof type of ABS with poly carbonate cover</p>
6	Cables and Connectors	<p>1. TUV cables with current rating suitable for AC and DC</p> <p>2. All cables supplied should have proper current carrying capacity.</p> <p>3. All cables shall be adequately supported.</p> <p>4. Outside of terminal/ panels/ enclosures shall be protected</p>

		<p>by conduits.</p> <p>5. Cables shall be provided with dry type compression glands wherever they enter junction boxes, panels, enclosures.</p> <p>6. The layout of the wires should be clean with proper cable ties, ferrules, copper lugs & with proper routing</p>
7	Mechanical Component	<p>1. Structural material shall be corrosion resistant and electrolytic ally compatible with the materials used in the module frame, its fasteners, and nuts bolts. The material should be hot dipped galvanized.</p> <p>2. Each structure shall have its angle of inclination to the horizontal as per the site conditions with suitable ground clearance from the bottom of module</p> <p>3. Each panel frame structure shall be so fabricated as to be fixed on the rooftop column/ ground mount / wall structures.</p>
8	Warranty	5 years warranty for the entire system should be provided by the supplier
9	Installation Detail, Diagram & Layout	The supplier shall agree to provide installation details of the PV modules and the support structures with appropriate diagrams and drawings including Complete Bill of Material, Bill of Quantity
10	Operation and Maintenance Manual	<p>1. An Operation, Instruction and Maintenance Manual in English, should be provided with the system.</p> <p>2. The following minimum details must be provided in the manual:</p> <p>a. DO"s and DON"T"s</p> <p>b. Clear instructions on regular maintenance of solar power plant including cleaning of panels and battery maintenance</p> <p>c. Name and address of the contact person in case of non-functionality of the solar power plant.</p>

Commercial Format**Solar Equipment**

SI No	Solar Equipment	Make / Model/Part No./ Version	Qty	Unit Price (in `)	Taxes * (in `)	Total Price including taxes (in `)
1	Solar Equipment with one time Installation charges		300			
2	Monkey cage		150			
3	Snow Shield		100			
4	Other equipment, if any					
Sub Total A						

Annual Maintenance cost:

SI No.	Description	Taxes * (in `)	Total Price including taxes (in `)
1	One time implementation charges, if any		
2	AMC for 2 nd year per Solar System		
3	AMC for 3 rd year per Solar System		
4	AMC for 4 th year per Solar System		
5	AMC for 5 th year per Solar System		
Sub Total B			

Grand Total (A+B) in Rupees =

*Sales tax/VAT/Service tax, if applicable, should be quoted in respective columns. The Bank will pay the sales tax/VAT/Service tax ruling at the time of actual delivery of service/implementation and resultant billing.

TOTAL COST OF OWNERSHIP (TCO)

Particulars	Amount
Total Cost of Ownership (A+B)	

L1 will be decide based upon Total cost of Ownership (TCO)

PROFORMA FOR PERFORMANCE GUARANTEE
(To be stamped in accordance with the stamp act)

To: _____(Name of Purchaser) WHEREAS
_____ (Name of Selected Bidder) (hereinafter called "the
Selected Bidder") has undertaken, in pursuance of Contract No..... dated,.....20__
to supply.....(Description of Products and Services)
(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Selected Bidder
shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein,
as security for compliance with the Selected Bidder's performance obligations in
accordance with the Contract.

AND WHEREAS we have agreed to give the Selected Bidder a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of
the Selected Bidder, up to a total of..... (Amount of
the Guarantee in Words and Figures) and we undertake to pay you, upon your first written
demand declaring the Selected Bidder to be in default under the Contract and without
cavil or argument, any sum or sums within the limit of (Amount of
Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for
your demand or the sum specified therein.

This guarantee is valid upto theday of.....

Signature and Seal of Guarantors

(Selected Bidder's Bank).....

Date.....

Compliance Chart

Compliance chart for submitting Request for Proposal (RFP) For Supply, Installation & Maintenance Of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs)

Sl No.	Particulars	Compliance Status (Yes / No)
1.	Are Technical & Commercial bid submitted under separate sealed envelopes?	
2	Is the Technical bid made in conformity with technical specification as per Annexure –A?	
3.	Is the Commercial bid made in conformity with technical specification as per Annexure –B?	
4.	Whether Commercial format is mentioned in Technical offer document?	
5.	Whether Model No. is mentioned in Commercial Bid document?	
6.	Are the Technical & Commercial Bids organized properly?	
7.	Are all the pages numbered properly and signed?	
8.	Can delivery of Solar Panel be made within 4 weeks from the date of purchase order and install the system within 3 days after delivery?	
10.	Annexure –E is enclosed with duly signed	
11.	Is the softcopies of the response of Technical Commercial RFP submitted in separate CDs?	
12.	Are document in support of all eligibility criteria submitted	

The Deputy General Manager (IT, BPR & BTD)
UCO Bank,
Head Office
Department of Information Technology
5th Floor, 3&4, DD Block, Sector-I
Salt Lake, Kolkata -700064

Sir,

Reg.: Our bid for Implementation of Supply, Installation & Maintenance of Independent Solar Power Systems for Kiosk/Fixed Customer Service Points (CSPs)
We submit our Bid Document herewith.

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 UCO bank 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 there-of, shall constitute a binding contract between us.

If our bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

Bidder means the bidder who is decided and declared so after examination of commercial bids.

The names of shortlisted bidders after the completion of the bidding process (Technical Bid), and the name of successful bidder to whom the contract is finally awarded after the completion of Commercial Bid, shall be displayed on the Notice Board of the purchaser at UCO Bank, Head Office, Department of Information Technology, DD Block, sector-I, Salt Lake Kolkata – 700064.

Yours faithfully

For.....

(Signature and seal of authorized person)

Place:

Date:

SECURITY BID
(To be stamped in accordance with the stamp act)

WHEREAS UCO BANK a body corporate constituted under The Banking companies (Acquisition & Transfer of Undertakings Act of 1970), having its Head Office at 10, B.T.M. Sarani, KOLKATA – 700 001, (hereinafter called "**UCO BANK**") which expression unless expressly excluded or repugnant to the context shall also include its successor, assigns, attorneys, agents, representatives, authorized officer and all and any such officer having the power and authority to represent the Bank) has released a Request For Proposal (RFP) dated..... For Supply, Installation & Maintenance of Independent Solar Power Systems For Kiosk/Fixed Customer Service Points (CSPs)

AND

WHEREAS (Herein after called the **Bidder**) has responded to the request for proposal given by **UCO BANK** and has submitted a proposal for the Supply, Installation & Maintenance of Independent Solar Power Systems for Kiosk/Fixed Customer Service Points (CSPs)

vide its. Response Document dated

AND WHEREAS **UCO BANK** has agreed to accept from the **Bidder** the said proposal For Supply, Installation & Maintenance of Independent Solar Power Systems for Kiosk/Fixed Customer Service Points (CSPs) same for the purpose of determining the suitability of the same for implementation.

AND WHEREAS the **Bidder** has requestedBank having its head office at.....(herein after called the **Guaranteeing Bank**) to irrevocably guarantee an amount of ₹ 2.00 Lac (Two Lac only) to **UCO BANK** as required to be submitted the '**Bidder**' as a condition for participation in the RFP evaluation process.

AND WHEREAS.....the **Guaranteeing Bank** has agreed to irrevocably guarantee an amount of ₹ 2.00 Lac (Two Lac only) to **UCO BANK** as Bid Security as required to be submitted the '**Bidder**' as a condition for participation in the RFP evaluation process

NOW THIS DEED OF GUARANTEE WITNESSETH AS UNDER:

Whereas the '**Bidder**' has submitted a proposal in response to the RFP released by **UCO BANK**, we, _____ Bank (the **Guaranteeing Bank**) having our head office at _____ here by irrevocably guarantee an amount of ₹ 2.00 Lac (Two

Lac only) to **UCO BANK** 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:

If the **Bidder** withdraws his proposal during the period of the proposal validity; or

If the **Bidder**, having been notified of the acceptance of its proposal by the Bank during the period of the validity of the proposal fails or refuses to enter into the contract in accordance with the Terms & Conditions mentioned in the RFP.

We, the **Guaranteeing Bank**, undertake to pay immediately on demand to **UCO BANK** the said amount of ₹ 2.00 Lac (Two 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 **UCO BANK** 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 ₹ **2.00** Lac (Two Lac only).
2. This Bank guarantee will be valid up to / / 20.....; and

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

**(Letter to be submitted by the Manufacturer on firm's letter head)
MANUFACTURERS' AUTHORIZATION FORM(MAF)**

To
The Deputy General Manager (IT, BPR & BTD)
UCO Bank,
Head Office
Department of Information Technology
5th Floor, 3&4, DD Block, Sector-I
Salt Lake, Kolkata -700064

Dear Sir

Ref: Your RFP for solar power systems dated XX/07/2016

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

We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation for a period of 7 years from the date of contract. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a) Such Products as the Bank may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b) In the event of termination of production of such Products:
 - i. Advance notification to the Bank of the pending termination, in sufficient time to permit the Bank to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the Bank, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

We hereby extend our full comprehensive guarantee and warranty as per Conditions of Contract for the goods and services offered for supply by the above firm against this RFP, and will provide the contracted services if

M/s_____ is not able to perform the obligations as per the contract.

Yours faithfully (Name)

(Name of manufacturers)

