

Expression of Interest (EOI)
For
Implementation of
Centralised Software for Official Language (Hindi Rajbhasha)



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

EOI REF NO: UCO/DIT/1161/2016-17 Date: 20/09/2016

The information provided by the bidders in response to this EOI Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this EOI 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 EOI Document without assigning any reason whatsoever.

This document is prepared by UCO Bank for its requirement of Implementation of Centralised Software for Official Language (Hindi Rajbhasha). It should not be reused or copied or used either partially or fully in any form.

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Disclaimer

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 EOI is not an offer by UCO BANK, but an invitation for bidder'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 selected Bidder.

DOCUMENT CONTROL SHEET

Name of the Company	UCO Bank	
EOI Reference No	UCO/DIT/EOI/1161/2016-17 Dated 20/09/2016	
Date of issue of EOI	20.09.2016	
Cost of the Bid Documents	Rs10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/ Banker's Cheque from a Schedule Bank is the favour of 'UCO Bank' payable to Kolkata only to be submitted along with the EOI documents.	
Last date for receipt of Queries	18:00 Hrs on 28.09.2016 [queries should be forwarded to hodit.calcutta@ucobank.co.in	
Pre-Bid Meeting	Date	29.09.2016
	Time	11:30 hours
Last Date and Time for Receipt of EOI	Date	14.10.2016
	Time	15:00 hours
Schedule for Opening of EOI	Date	14.10.2016
	Time	15:30 hours
Date & Venue of Technical Presentation and Site Visit	Will be intimated later on	
Contact Person/Contact No	Mr. Vijay Yadav, Chief Manager, Official Language Department, Head Office-I	
Place of Opening of Bids	UCO Bank, Department of Information Technology, Head Office, 3 & 4 DD Block, 5 th Floor, Sector-1, Salt Lake, Kolkata-700064	
Address for Communication	UCO Bank, Deputy General Manager, UCO Bank, Department of Information Technology, Head Office, 3 & 4 DD Block, 5 th Floor, Sector-1, Salt Lake, Kolkata-700064	
Presentation Venue	UCO Bank, Department of Information Technology, Head Office, 3 & 4 DD Block, 5 th Floor, Sector-1, Salt Lake, Kolkata-700064	

Note:

1. This tender document is the property of Bank and is not transferable.
2. This Bid document has 18 pages.
3. If a holiday is declared on the dates mentioned above, the Bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

Definitions

- **Bidder/ System Integrator:** Bidder/System Integrator is defined as the vendor providing response to this EOI. When two or more vendors join together and form a consortium to offer Products/Services to the Bank as per the intent of this EOI, the leader of the consortium who submits the EOI on behalf of the consortium and its members will be referred as "Bidder".
- **Shortlisted Bidder:** The Prime Bidder/System integrator who qualifies the eligibility criteria and is shortlisted post evaluation by the Bank for the purpose of issuing the detailed RFP
- **Selected Bidder:** Selected Bidder is the finally selected shortlisted bidder to provide the SOLUTION post the detailed RFP evaluation by the bank

1. INTRODUCTION

UCO Bank invites Expression of Interest (EOI) from reputed IT/Consultancy firms for **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)**.

About the Bank

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 2500+ 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. The Wide Area Network (WAN) of the bank are connected to 18 Network Aggregation Points (NAPs) based on geographically separate Data Centres, with online data replication capabilities.

2. OBJECTIVES OF THE EXERCISE

The objective of this EOI is to make experienced Prime vendors with proven capabilities invited for **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)** in atleast one Public Sector Bank in India. The required software will be used to convert the customer specific data or information into Hindi, take passbook statement, display of menu of CBS, and other applications like LAPS, GBM into Hindi. The Prime Vendor, if so required, may form a consortium with other vendors. However, the Prime Vendor will be the single point of contact for the bank and will be entirely responsible for the project including uptime and response time guarantee.

3. SCOPE OF WORK

The scope of the work would cover for **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)** for the Head Offices for the next five years. The scope of the work would cover following areas:

1. In all accounts, there would be a facility of passbook printing in Hindi.
2. There would be a facility of printing DD/FDR/Cheque pay order in Hindi.
3. Welcome letters sent to all customers are in Hindi.
4. Recovery letters would be in Hindi.
5. Account details for customers would be in Hindi.
6. MIS Reports would be in Hindi.
7. ATM receipts would be in Hindi when the option for Hindi is selected if required by the Bank.
8. By default, passbooks in 'क' region would be printed in Hindi.
9. There would be a facility of Hindi in internet banking.
10. The form for online account opening/mobile banking/internet banking would be available in Hindi. And also there would be a facility to fill up the forms in Hindi.
11. In Hindi region, all menus of Uco Online would be completely in Hindi. The same would also be available in Hindi by default also.
12. PAR/APAR would be in Hindi. And there would be a facility to feed in Hindi.
13. In LAPS, all agreements between the bank and the borrower would be available in both languages - Hindi and English.
14. The HRMS Package would be in Hindi.
15. LAPS and GBM would be in Hindi.

Technical Presentation and site visit is mandatory for the Implementation of Centralized Official Language Rajbhasha. The schedule of Technical Presentation will be intimated later on. The document for Implementation of Centralised Software for Official Language (Hindi Rajbhasha) can be obtained from the Bank's website <https://www.ucobank.com>

4. Eligibility Criteria

In order to ensure that, the bank gets the best amongst the solution providers and the successful vendor has a proven track record in the required area of expertise, a list of eligibility criteria for the prospective vendors has been drawn below.

Interested vendors may submit their EOI which should contain information as requested. The bank may insist for additional information and documentary evidences or seek clarifications on the information provided and/ or be provided by the vendors.

Sl. No.	Eligibility Criteria	Support Document Required.
1.	The vendor must be a company incorporated in India and operating for 3 years as on the date of EOI.	Copy of Certificate of Incorporation and Certificate of commencement of Business (in case of Public Ltd Company) issued by the Registrar

		of Companies.
2.	The average annual turnover/ revenue of Vendor could not be less than Rs. 2 Crs. during the past 3 financial years (2013-14,2014-15, 2015-16)	1. Certified/Audited P & L and Balance Sheets for last 3 financial years (2013-14,2014-15,2015-16)
3.	The Vendor must have positive net worth during the last 3 financial years (2013-14,2014-15, 2015-16)	Copy of certified/ audited profit and loss statement and Balance sheet for the last 3 financial years to be submitted as a proof by the vendor indicating the positive net worth of Vendor
4.	The vendor should have the experience of Implementation of Centralised Software for Official Language (Hindi Rajbhasha) in a Scheduled Commercial Banks/ Central Govt. offices/ PSUs in India and presently in running status.	Relevant Credential Letters on organization letterhead from the authorized personnel from client organization confirming that the deliveries of the services are in accordance with contracted terms and Purchase order. Certificate of existing status on client organization letterhead.
5.	The bidder should not have been blacklisted by any Govt. / Govt. agency/PSUs Bank(s)/Financial Institutions in India in the past as on RFP submission date. An affidavit will be submitted by the Bidders that they are not the defaulters of any bank as on 30.09.2016 and their Borrowal account, if any, with any Bank is a Standard Asset	An undertaking to this effect must be submitted on company letter head duly signed & stamp. Affidavit of non-defaulter must be submitted.

Based on the documents submitted with the response to the EOI, UCO Bank will shortlist Prime Vendors on the full match basis of all the points mentioned in eligibility criteria. The bank reserves the right to accept/reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever.

All response to the EOI must be submitted in a sealed cover superscribing **“EOI for Implementation of Centralised Software for Official Language (Hindi Rajbhasha)”** to the above mentioned address.

All responses to this request for EOI must reach the above address latest by 03:00 PM on **28/09/2016**. Open responses received through E-mail/Fax will not be considered. UCO Bank will not be responsible for non-receipt of EOI within the specified date and time due to any reason including postal holidays or delays. UCO Bank will also not be responsible for misplacement of the EOI document in case of it is not properly superscribed with the words **“EOI for Implementation of Centralised Software for Official Language (Hindi Rajbhasha)”**. In case the specified date of submission of EOI is declared a holiday in West

Bengal under N. I. Act, the response to EOI will be received till the specified time on next working day.

Please Note: This is not a Request for Proposal(RFP) and commercials are not to be submitted with "Expression of Interest".

5. DISQUALIFICATION

The Bank, may at its own sole discretion, at any time during the EOI process, disqualify any bidder from the EOI process, if:

1. The response to the EOI was submitted after the deadline.
2. The Bidder has made / attempted to make misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
3. The EOI is not accompanied by required documentation.
4. The Bidder fails to provide information or documentary evidence or clarifications related thereto, when sought.
5. The Bank gets to know that the Bidder has hidden or suppressed the information which would have entitled the Bank to reject or disqualify the Bidder even though the Bidder has been qualified. The Bank reserves the right to reject the bidder at any time whenever such information becomes known.
6. The Bidder is found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.

Since the above set of instances are only illustrative, the Bank may disqualify any of the Bidders for any of the reasons set above or any other omission/deviation and commission of similar or other nature which may deviate from the contract / arrangement.

6. INSTRUCTION TO THE BIDDERS

a. The response should be submitted in a structured format as per the checklist appended and it should be paginated. Each page of the application should be signed by person/s on behalf of the organization having necessary authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. Copy of Power of Attorney or Authorization Letter from the company should be furnished along with the Bid.

b. Bidder shall furnish the information in English as per the format in **ANNEXURE A: COVERING LETTER FORMAT.**

c. The Sealed envelope containing the response to EOI along with the required documents shall be super scribed on the top of the envelope with "**EOI Response for Implementation of Centralised Software for Official Language (Hindi Rajbhasha)**". The EOI response should be deposited at the address and time / date mentioned under the control sheet.

d. The EOI will be opened in the presence of the bidders on the date and time mentioned in Control Sheet. The bidder's authorized representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company. The bidders may note that no further notice in this regard will be given. Further, in case the Bank does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to 03.00 PM on the immediate next working day and EOIs will be opened at 03.30 PM at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**

e. The Expression of Interest is not an offer by UCO Bank but an invitation to get the response from the interested bidders for short listing the bidders for Bank's requirements. No contractual obligations whatsoever shall arise from the Expression of Interest process.

f. No offer can be modified or withdrawn by a bidder after submission of Bid/s.

g. The Bank may modify the EOI by issuing addenda for any reason, at any time prior to final date to submission of response to EOI. Any addendum to EOI shall be part and parcel of original EOI document. The addenda shall be only uploaded in the Bank's website and the same will be binding on the bidders.

h. During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all bidders/any of the bidders on the offer made by them. The request for such clarifications and the bidder's response will necessarily be in writing and it should be submitted within the time stipulated by the Bank. In the event of any of the bidders fails to submit the response for clarification sought within the time stipulated, their bid is liable to be rejected.

i. Bidders have to submit the softcopy of EOI in a CD, which is super scribed as '**EOI Submission for Implementation of Centralised Software for Official Language (Hindi Rajbhasha)**'. In case of any mismatch between the softcopy and hardcopy of the EOI response, the hardcopy of EOI response will be treated as valid response.

j. The Bidder will be the single point of contact/reference to the Bank. The Bank will enter into agreement with the Selected Bidder only. However, the Bidder as well as other Partners/Associates/Consortium members/OEMs must confirm to the Bank that they are willing to enter into back to back agreement that is in conformity with the deliverables with other service/uptime commitments the Bidder makes to the Bank under the contract to be entered into. If requested the Selected Bidder must share a copy of the back to back agreement with Bank and the Bidder should submit an undertaking letter as per **ANNEXURE I: COVERING LETTER FORMAT** supporting the same.

k. The Bidder for this EOI can only submit one bid.

l. The Bidder should submit a detailed summary of the understanding of the Bank's requirements as per this EOI.

m. The Bidder should furnish at least one comprehensive case study of the Implementation

of Centralised Software for Official Language (Hindi Rajbhasha) deployed by them in an organisation giving the details of the complete system architecture (Max.5 Pages)

n. The Bidder should demonstrate /present the proposed the present solution and also arrange for the visits to the sites where their solution has been implemented, if requested by the Bank. In cases where the sites are located abroad the bank may make enquiries based on the references furnished by the Bidder. Bidders should assist in conducting such enquiries.

o. A pre-Bid meeting of the intending bidders will be held at Head Office-II, Kolkata as per the control sheet to clarify any point/doubt raised by them in respect of this EOI. No separate communication will be sent for this meeting. All communications regarding points requiring clarifications and any doubts shall be given in writing to the Bank by the intending bidders as per the control sheet. The queries are to be submitted to the Bank through mail only. No interim enquiries will be entertained.

7. COST OF PROPOSAL

The Bidder shall bear all costs associated with the preparation and submission of its response to EOI or response to RFP document or Proposal, and be responsible or liable for these costs, regardless of the conduct or outcome of the selection process. All bidders will have to submit the Application fees and EMD along with the EOI and only those bids with the application fee and EMD will be considered as eligible and taken up for evaluation.

a. Application Fees:

A bid Security of **₹.10,000/- (Rupees Ten Thousand only)** by way of demand draft or pay order in favour of 'UCO Bank Limited' payable at Kolkata.

8. OTHER CONDITIONS

a. The Bank at its sole discretion, reserves the right whether or not to respond to questions raised by bidders or provide written clarifications. No oral response to a clarification request shall be construed as amending this EOI document. Nothing in this section shall be taken or read as compelling or requiring the Bank to respond to any questions or to provide any clarifications. No extension of any deadline will be granted on the basis or grounds that the Bank has not responded to any question or provided any clarification.

b. The Bidder should take overall responsibility for all the deliverables as part of this EOI response.

c. The Bidder experience gained by doing sub-contracting work and/or by providing manpower will not be considered as valid experience.

d. Only those bids where application fee is paid will be taken up for evaluation

e. By responding to this EOI, the bidder are stating unconditional acceptance to the terms and conditions as laid out by the Bank in the EOI and any addendum if issued later and

agreeing to submit the bid in response to the detailed RFP to be released for the purpose of the SOLUTION.

f. The selected Bidder should ensure due participation, support and physical involvement of the partners /OEMs during the implementation of the solution.

g. End of Sales/End of Support/End of Life: The Bidder has to ensure that any equipment proposed as part of the EOI response will not have reached the End of sales/End of Support/End of life for at least 5 years post the date of the EOI Release. The Bidder has to provide supporting documents for the same as per **ANNEXURE B: BIDDER DETAILS**.

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

i. The time schedule will be strictly followed. Interested parties are expected to adhere to these timelines. However; the bank reserves the right to change the aforementioned timelines.

j. Preliminary Scrutiny -The Bank will scrutinize the EOI response to determine, whether they are complete, whether any errors have been made in the offer, whether required documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The Bank may, at its discretion, waive any minor non-conformity or any minor deficiency in the Bidder's EOI response. This shall be binding on the entire Bidder's and the Bank reserves the right for such waivers and the Bank's decision in the matter will be final.

k. Erasures or Alterations -The Bidder should avoid erasures or alterations in EOI response. However if there are such erasures or alterations in the response, such erasures or alterations should be properly authenticated by authorized person.

l. Presentation -Only shortlisted Bidder shall make presentations, in accordance with the responses given for the identified requirements, any time after the date for submission of the response to the EOI. The Bank will communicate a date and time to the Bidder any time after the last date for submission of response to the EOI.

m. During the process of evaluation the Bank at its discretion will seek clarifications whether necessary. And in all such cases the bidder shall submit its response within the time stipulated by the Bank .If the Bidder fails to submit his response within the time stipulated it will be deemed that Bidder has nothing to submit and the Bank shall proceed with the evaluation as the Bank deems fit as per the original response to the EOI Submitted.

9. DISCLAIMER

All the information contained in this document is stated only for the purpose expressed in the document. It is amply made clear that any indications given by the Bank about the future road-map or expansion plans are only broad indicators and are subject to change without any notice. There is no commitment or obligations, whatsoever on the part of the issuer of this document, or officials associated with it within the Bank, regarding the implementation of this or any future plans. Any assumptions made by Bidders, on the basis of information shared herein, will be at their own risk and responsibility.

10. CHECKLIST

Interested Bidders conforming to the above requirements may respond by furnishing the following.

- a. Covering Letter Format as per ANNEXURE A: COVERING LETTER FORMAT
- b. Bidder's Profile as per ANNEXURE B: BIDDER/OEM DETAILS
- c. Confirmation of compatibility of the product/s proposed by the Partners/ Associates/ Consortium members/OEMs as per ANNEXURE B: BIDDER/OEM DETAILS
- d. Summary of the understanding of the Bank's requirement by the bidder as described in Section 3: Scope of Work
- e. One Case Study by the bidder as mentioned in Section 8: Other Conditions
- f. Soft Copy of EOI response in a CD-R.
- g. All documents required to support the eligibility criteria like audited balance sheet, PL account etc. for both the Bidder as well as Partners/Associates/ Consortium members/OEMs as per Annexure D.
- h. Copy of power of Attorney or Authorization letter from the company for the authorized signatory as per Annexure C.

COVERING LETTER FORMAT

EOI Reference No: UCO/DIT/EOI/1161/2016-17

Dated: 20/09/2016

Date:

To

Deputy General Manager,
IT, BPR & BTD
UCO Bank, Department of Information Technology,
Head Office, 3 & 4 DD Block,
5th Floor, Sector-1,
Salt Lake, Kolkata-700064

Dear Sir,

Having examined the EOI document including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company for **"Implementation of Centralised Software for Official Language (Hindi Rajbhasha)"** for UCO Bank in conformity with the intent of said EOI.

If we are empanelled, we undertake to participate in the detailed RFP process for **"Implementation of Centralised Software for Official Language (Hindi Rajbhasha)"** for UCO Bank within the given period.

-We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI.

-The Partners/OEMs proposed by us are authorized partners/under contract.

-We will ensure due participation, support and physical involvement of our OEMs /Partners during the implementation of the SOLUTION, if applicable.

-We agree that unless expressly overridden by any specific agreement to be entered into in between the Bank and the Bidder, this EOI document shall be the governing document for arrangement between the Bank and the Bidder /OEMs in the interim.

-If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience of the company as specified in the Expression of Interest (EOI) document.

-We understand that you are not bound to accept any or all responses to EOI you receive. We understand and accept that it does not confer any right with regard to participation in any manner whatsoever and Bank will have unfettered right and discretion in its decision at all times and is authorised to suspend our candidature without assigning any reason.

-We declare that we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub-contracting arrangement or collective arrangement with any other person or entity including the other Bidders for the Project, in connection with the preparation and/or submission of our responses

-We undertake that, in competing for and, if we are selected, in executing the Project Agreements, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

-We declare that we have disclosed all material information, facts and circumstances to the Bank

-We acknowledge and understand that in the event that the Bank discovers anything contrary to our above declarations; it is empowered to forthwith disqualify us from further participation in the process.

-We confirm that we have presence in India and will support the **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)** during the contract period. We also confirm that we are not ineligible/ blacklisted on any count including corrupt and fraudulent practices by the Government of India ("GoI")/ State governments/ Regulatory agencies.

We accept all the Instructions and Terms and Conditions of the subject EOI.

Date

Signature

(Signature of the Authorized Signatory with date & seal)

Name:

Designation:

Organization Name:

BIDDER/OEM DETAILS**EOI Reference No: UCO/DIT/EOI/1161/2016-17 Date: 20/09/2016****THE BIDDER/OEMs PROFILE**

Sl. No.	Particulars	Details
1	Name of the Bidder/OEM	
2	Address of Head Office/Registered Office	
	Telephone number	
	Fax number	
	Email Address	
	Website address of the Company	
	Key person (s) with contact details	
3	Address of Registered Office in India	
	Telephone number	
	Fax number	
	Email Address	
	Website address of the Company	
	Key person (s) with contact details	
4	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the EOI	
5	Products/service proposed	
6	Number of years' experience in supply/implementation of the solution /service /product.	
7	Name of Proposed Product	
8	Key Functions/ Module Coverage of the Product	

We hereby confirm our adherence to the terms and conditions of the EOI for the products and services proposed against this EOI by the Bidder, and hereby undertake to meet the obligations as set out in the EOI in respect of such information, documents, equipment's and services proposed .Our products/equipment's proposed will not reach End of sales/end of Support/End of life for at least 5 years post the date of this EOI.

We also confirm that we have the necessary infrastructure and resources to support the **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)** Project from Bank's site.

Signature of Bidder/OEM

AUTHORIZATION LETTER FORMAT

(To be brought at the time of opening of Bids)

Date:

To

Deputy General Manager,
IT, BPR & BTD
UCO Bank, Department of Information Technology,
Head Office, 3 & 4 DD Block,
5th Floor, Sector-1,
Salt Lake, Kolkata-700064

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

EOI Reference No: UCO/DIT/EOI/1161/2016-17

Dated: 20/09/2016

This has reference to your above EOI for **Implementation of Centralised Software for Official Language (Hindi Rajbhasha)** for UCO Bank.

Mr./Miss/Mrs.-----is hereby
authorized to attend the bid opening of the above EOI NO: UCO/DIT/EOI/XXXX/2016-17
dated XX-XX-2016 on _____ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Eligibility Criteria

Sl. No.	Eligibility Criteria	Support Document Required.	Bidder's Compliance (Yes/No)
1.	The vendor must be a company incorporated in India and operating for 3 years as on the date of EOI.	Copy of Certificate of Incorporation and Certificate of commencement of Business (in case of Public Ltd Company) issued by the Registrar of Companies.	
2.	The average annual turnover/ revenue of Vendor could not be less than Rs. 2 Crs. during the past 3 financial years (2013-14,2014-15, 2015-16)	Certified/Audited P & L and Balance Sheets for last 3 financial years (2013-14,2014-15,2015-16)	
3.	The Vendor must have positive net worth during the last 3 financial years (2013-14,2014-15, 2015-16)	Copy of certified/ audited profit and loss statement and Balance sheet for the last 3 financial years to be submitted as a proof by the vendor indicating the positive net worth of Vendor	
4.	The vendor should have the experience of Implementation of Centralised Software for Official Language (Hindi Rajbhasha) in a Scheduled Commercial Banks in India and presently in running status.	Relevant Credential Letters on organization letterhead from the authorized personnel from client organization confirming that the deliveries of the services are in accordance with contracted terms and Purchase order. Certificate of existing status on client organization letterhead.	
5.	The bidder should not have been blacklisted by any Govt. / Govt. agency/PSUs Bank(s)/Financial Institutions in India in the past as on RFP submission date. An affidavit will be submitted by the Bidders that they are not the defaulters of any bank as on 30.09.2016 and their Borrowal account, if any, with any Bank is a Standard Asset	An undertaking to this effect must be submitted on company letter head duly signed & stamp. Affidavit of non-defaulter must be submitted.	

NON-DISCLOSURE AGREEMENT

EOI Ref. No.: UCO/DIT/1161/2016-17 Dated : 20/09/ 2016

Date:

We, _____, having Registered Office at _____, hereinafter referred to as the First party, are agreeable to offering Implementation of Centralized Official Language Rajbhasha Software to UCO Bank , having its head office at 10 BTM Sarani, Kolkata – 700 001, hereinafter referred to as Second party and,

WHEREAS, the First Party understands that the information regarding Second party's Implementation of Centralized Official Language Rajbhasha Software shared by Second party in their Request for Proposal is confidential and/or proprietary to Second party, and

WHEREAS, the First Party understands that in the course of submission of the offer for the said Implementation of Centralized Official Language Rajbhasha Software and/or in the aftermath thereof, it may be necessary that the First Party may perform certain jobs/duties on Second party's properties and/or have access to certain plans, documents, approvals or information of Second party;

NOW THEREFORE, in consideration of the foregoing, the First Party agrees to all of the following conditions, in order to induce Second party to grant the First Party specific access to Second party's property/information

The First Party will not publish or disclose to others, nor, use in any services that the First Party performs for others, any confidential or proprietary information belonging to Second party, unless the First Party has first obtained Second party's written authorisation to do so;

The First Party agrees that notes, specifications, designs, memoranda and other data shared by Second party or, prepared or produced by the First Party for the purpose of submitting the offer to Second party for the said Financial Inclusion Solution and Services, will not be disclosed to during or subsequent to submission of the offer to Second party, to anyone outside Second party

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

Place:

Date: