

# **Request for Proposal (RFP)**

**For**

**Supply, Installation and Maintenance of Scanners for  
Cheque Truncation System (CTS) on Rate Contract Basis**



**Head Office-2**

**Department of Information Technology**

**7<sup>th</sup> Floor, 3 & 4 DD Block, Sector -1**

**Salt Lake, Kolkata-700 064**

**RFP REF NO: UCO/DIT/1834/2015-16 Date:10/02/2016**

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 its requirement for Supply, Installation and Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis. 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 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.

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## CONTROL SHEET TABLE

1	<b>Tender Reference No.</b>	<b>UCO/DIT/1834/2015-16</b>
2	<b>Cost of Tender Document</b>	<b>₹ 2000/- (Rupees Two Thousand only)</b>
3	<b>Date of issue of RFP</b>	<b>10/02/2016</b>
4	<b>Earnest Money Deposit (EMD)</b>	<b>₹2,00,000/- (Rupees Two Lacs only, in the form of Bank Guarantee favoring UCO Bank )</b>
5	<b>Date of commencement of sale of tender document</b>	<b>10/02/2016</b>
6	<b>Pre-Bid queries</b>	<b>On or before 17/02/2016</b>
7	<b>Last Date and Time for receipt of tender bids</b>	<b>02/03/2016 at 3:00 pm</b>
8	<b>Opening of Eligibility and Functional and Technical bids</b>	<b>02/03/2016 at 3:30 pm</b>
9	<b>Opening of Commercial Bid</b>	<b>Will be informed subsequently to technically qualified bidders.</b>
10	<b>Address of Communication</b>	<b>UCO BANK, Head Office-2, Department of Information Technology, 7<sup>th</sup> Floor,3 &amp; 4 DD Block, Sector -1, Salt Lake, Kolkata-700 064.</b>
11	<b>Email- ID</b>	<b>hocbs.calcutta@ucobank.co.in</b>
12	<b>Contact Telephone / Fax Numbers</b>	<b>Tel : 033-44559758 / 36 Fax : 033-23345013</b>
13	<b>Bids to be submitted</b>	<b>Tender box placed at: UCO BANK, Head Office-2, Department of Information Technology, 5<sup>th</sup> Floor, 3 &amp; 4, DD Block, Sector -1, Salt Lake, Kolkata-700 064.</b>

**Note:** Bids will be opened in presence of the bidders' representatives (maximum two representatives per bidder) who choose to attend. In case the specified date of submission & opening of Bids is declared a holiday in West Bengal under the NI act, the bids will be received till the specified time on next working day and will be opened as per schedule mentioned above. UCO Bank is not responsible for non-receipt of responses to RFP within the specified date and time due to any reason including postal holidays or delays

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

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

## 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 3000+ Domestic Branches, four Overseas Branches two each at Singapore & Hong Kong Centres and 2300+ 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.

## 2.OBJECTIVE

RBI has initiated CTS implementation in the country with NCR-Delhi in 2006-2007. Subsequently the city based CTS clearing was replaced by Grid CTS as proposed by NPCI/ RBI. As on date three Grids are operational in country i.e Southern Grid, Northern Grid & Western Grid. Bank is participating in all three Grids and presently 88 scanning centres (70 MICR centres, 06 Non MICR centre & 12 spoke centres) are live in CTS clearing across the country.

In Grid environment, the processing of inward clearing takes place centrally for each Grid whereas the processing of outward clearing takes place at individual centre. The CTS cheque scanners are required to facilitate outward clearing at these scanning centres.

## 3.ELIGIBILITY CRITERIA FOR THE BIDDER

Only those Bidders who fulfill the following criteria are eligible to respond to the RFP. Offers received from the bidders who do not fulfill any of the following eligibility criteria are liable to be rejected.

Sl. No.	Eligibility Criteria	Document to be submitted
1.	The bidder must be a Limited Company, registered in India under the companies Act 1956.	Copy of Letter of Incorporation to be submitted.
2.	The bidder should be an OEM or their authorized representative.	In case of authorized representative Letter of authorization from original equipment manufacturer (OEM) must be furnished.
3.	The bidder should be profit making company/firm OR should have posted	Copy of the audited balance sheets of the company showing profit/loss &

	net profit for last three financial years i.e 2012-13,2013-14 and 2014-15	networth of the company should be submitted
4.	The bidder submitting the offer should have a minimum annual turnover of Rs. 5 Crores per year during the last 3 financial years i.e 2012-13, 2013-14 and 2014-15.	Copy of the audited balance sheets of the company showing turnover of the company should be submitted
5	The scanners proposed to be supplied as per this RFP should be compatible with the bank's existing CTS application in the respective CTS Grid i.e. <b>Type-I &amp; Type-II</b> respectively. The selected bidder is responsible to ensure that the proposed make and model scanner is compatible with the bank's CTS application.	Certificate from any Bank where the CTS scanners are working with the said software to be submitted.
6.	The bidder should have presence across the country with own/ authorized channel partner Support Center. The bidder should have technical manpower with good technical experience to provide service and support at various branches across the country under this Contract.	An Undertaking to this effect to be submitted along with the details of support center.
7.	Any bidder, who is debarred / blacklisted by the Bank as on date of publication of this RFP for non-performance or any other reason, is not eligible to participate.	An undertaking to this effect in the letterhead of the company to be submitted.

**Note:** In this tender process, authorized representative / distributor / dealer in India on behalf of Principal OEM (Original Equipment Manufacturer) or Principal OEM itself can bid but both cannot bid simultaneously. In such case OEM bid will only be accepted.

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 UCO BANK in this regard shall be final, conclusive and binding upon the bidder.

#### 4. BROAD SCOPE OF THE WORK

As on date, scanners of only the following makes are being used by the Bank.

##### 1. CTS Electronics

##### 2. Digital Check Corporation

##### 3. Panini

##### 4. Burrough

To cater the increasing volume of instruments being scanned, Bank vide this RFP is in the process of purchasing CTS Cheque scanners on rate contract basis. Only authorized dealers/resellers of CTS Cheque scanners are eligible to participate in this bidding process. Bank is currently using the application AiDPS from M/s Aperta at Southern & Northern Grids and CTS Application from M/s Forbes Technosys Ltd. at Western Grid.

The Bank is pleased to invite proposal for Supply, Installation and Maintenance of CTS Scanners with detailed specifications mentioned in **Annexure – II for the following types:**

SI	Description	Estimated Quantity
1	<b>Type-I:</b> CTS Cheque Scanners—Bidder has to quote any of the following scanners for <b>CTS Western Grid:</b> <b>1. CTS Electronics</b> <b>2. Digital Check Corporation</b> Minimum 100 DPM with Ultra Violet ( <b>UV</b> ) scanning-- Single pocket with device suite standard along with driver software and associated peripheral items, if any. Technical Specification narrated in Annexure II.	50
2	<b>Type-II:</b> CTS Cheque Scanners— Bidder has to quote any of the following scanners for <b>CTS Southern &amp; Northern Grid:</b> <b>1. CTS Electronics</b> <b>2. Digital Check Corporation</b> <b>3. Panini</b> <b>4. Burrough</b> Minimum 100 DPM – with Ultra Violet ( <b>UV</b> ) scanning-- Single pocket with device suite standard along with driver software and associated peripheral items, if any. Technical Specification narrated in Annexure II.	50

**Note:** The quantity mentioned above is indicative and may vary based on the requirement of the bank. Bank reserves the right to change the quantity before placing the Purchase Order to selected bidder. Bank may place purchase order in phases within the contract period and Bank will not provide any minimum/maximum quantity commitment. Bank does not guarantee any minimum quantity of order. Bank may place order for additional 20% of the total indicative requirement mentioned as above for respective Type-I and Type II categories.



- a. Supply installation and maintenance of Scanners compatible with Banks CTS application at respective locations across the country.
- b. Scanners should be installed with dedicated Desktops by loading the related drivers and tested for successful creation of files. Bidder has to demonstrate the working of scanner by scanning few cheques.
- c. Selected Bidder for Scanner shall co-ordinate with Bank's existing CTS vendor for configuration/ integration of Scanners to implement CTS project. The selected bidder has to assist the Banks CTS Application provider during the integration with the existing CTS Application.
- d. The selected bidder shall deliver the above scanners within **four (04) weeks** from the date of acceptance of Purchase Order, failing which the Bank reserves its right to levy liquidated damages.
- e. Any problem, if occurs in course of Installation / Integration has to be settled by the selected bidder in coordination with the Bank/ CTS Application vendor.
- f. The selected bidder should maintain the scanners during warranty period of three years. During the warranty, the selected bidder is bound to do all hardware spares replacement for any reason without extra cost to Bank covering all parts & labour from the date of installation of the systems by UCO Bank at the respective locations i.e. on-site comprehensive warranty.
- g. No visit/service charges will be borne by the Bank for replacement/ repairing of the hardware.
- h. In case of States having Road Permit/entry tax, the bidder will have to liaison with local tax authorities and branch officials at each of the locations to obtain the necessary permissions from the respective authorities. Obtaining the necessary permission will be the responsibility of the bidder. UCO Bank will not provide any Form C or Way Bill etc. Clearance of the equipment from Tax Authorities would be the responsibility of the bidder.
- i. The selected bidder should provide adequate training and operational guidelines to designated bank personnel.
- j. The bidder will be single point contact to provide the solution to the Bank.

## **5.SCHEDULE OF IMPLEMENTATION**

- I. The Selected Bidder must undertake to deliver the items ordered **within 04 weeks** from the date of the Purchase Order. The selected bidder shall deliver the above scanners within **six (06) weeks** for the North-East region.
- II. Installation should be completed within 7 working days of delivery, in case the site is ready. If sites are not ready, installation should be completed within three days of request from the concerned site upon confirmation by the bank for site readiness.
- III. Any problem, if occurs in course of Installation / Integration/configuration has to be settled amongst the concerned vendors on mutual co-operation.

- IV. The bank reserves the right to shift the ordered items to any location where bank has presence, anywhere in India, either during the warranty period or AMC period.
- V. The Scanners being procured will be installed at various branches under the Bank's Zonal Offices across the country.

## **6.PAYMENT TERMS**

- I. **90% of the order value** along with VAT / Service Tax and Octroi on actual basis will be paid on delivery, installation and acceptance of ordered items, after realizing penalty charges for late delivery and / or late installation, if any. The claim for payment should contain proof of delivery, installation note & User Acceptance Report signed with date by an authorized official of UCO Bank at the respective sites, original octroi, receipt, waybill etc.
- II. In case, the item is delivered but the installation is delayed on account of site not ready, 70% payment may be released on production of site not ready (SNR) certificate from the concerned Site and rest 20% of the order value after completion of the installation as mentioned above.
- III. Remaining 10% of the cost along with applicable taxes would be paid after 30 days of satisfactory working of the Scanners or against Bank Guarantee of equivalent amount.

## **7.PAYING AUTHORITY**

Purchase orders will be placed by respective zonal offices. The billing shall be done locally on the respective Zonal offices for which the Scanner is being purchased and payment will be done by them. Sales Tax/VAT will be paid extra by the respective Zonal offices as per applicable rates of sales tax / VAT in the respective states. Octroi / Entry tax, if any, will be reimbursed as per actual on production of original receipt.

The following documents are to be submitted for Payment:

- Invoice in Triplicate
- Duly receipted Delivery Challans
- Original Octroi Receipts, if any
- Installation Report, counter signed by an authorized official from the delivery site.
- Site not ready (SNR) Certificate from concerned branch/regional office (in case site is not ready)

## **8.WARRANTY AND MAINTENANCE**

- I. The vendor must provide 3 years' on-site comprehensive warranty for Scanners supplied under this RFP covering all parts & labour from the date of acceptance of the systems by UCO Bank at the respective locations i.e. on-site comprehensive warranty.

- II. Bank may ask the Vendor to undertake to maintain the hardware/peripherals supplied under this RFP after the expiry of the above warranty period, for a **further period of 2 years** on mutually agreed terms and conditions.
- III. Under Annual Maintenance Contract all parts & labour should be covered for onsite support. UCO Bank, however, reserves the right to enter into Annual Maintenance Contract (AMC) agreement either location-wise / Zone-wise or from a single centralised location. Bank also reserves the right to enter into AMC either with the vendor or any other Service Provider at its sole discretion.
- IV. During the warranty period, the vendor will have to undertake comprehensive maintenance of the entire hardware, hardware components, systems software and accessories supplied by the vendor. This service is to be provided on all the working days of the Bank between 9 a.m. to 9 p.m. notwithstanding the fact whether on such days the selected vendor's office remains closed or not. A minimum **uptime of 99.00%** during the working hours per equipment has to be guaranteed on quarterly basis. The request for support shall have to be attended by the vendor even if the request is made over telephone/ SMS or by e-mail/fax by the respective sites, within 2 hours within City limits, within 6 hours in the Suburb (25 Km radius) and within **12 hours** at all other places (**Response time**). All the **Items** supplied should be repaired within **24 hours** (**Resolution time**). In case of vendor failing above standards, a standby arrangement should be provided till the machine is repaired.
- V. The Vendor shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Vendor or any defect that may develop under normal use of supplied equipment during the warranty period.
- VI. Warranty shall not become void even if UCO Bank buys any other supplemental hardware from a third party and installs it with these machines. However, the warranty will not apply to such hardware installed. Besides the above, the vendor will have to enter into Service Level Agreement with the Bank.

## 9.TENDER DOCUMENT AND FEE

A complete set of tender document can be obtained from the following address during office hours on all working days on submission of a written application along with a non-refundable fee of ₹ 2000/- (Rupees Two Thousand Only) in the form of Demand Draft or Banker's Cheque in favor of UCO BANK, payable at Kolkata .

The tender document may also be downloaded from the bank's official website [www.ucobank.com](http://www.ucobank.com). The bidder downloading the tender document from the website is required to submit a non-refundable fee of Rs. 2,000/- (Rupees Two Thousand Only) in the form of Demand Draft or Banker's Cheque in favor of UCO BANK, payable at Kolkata, at the time of submission of the technical bid, failing which the bid of the concerned bidder will be rejected.

UCO BANK reserves the right to accept or reject in part or full any or all offers without assigning any reason thereof. Any decision of UCO Bank in this regard shall be final, conclusive and binding upon the bidders. The Bank reserves the right to accept or reject any Bid in part or in full, and to cancel the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Bank's action. During the evaluation process at any stage if it is found that the bidder does not meet the eligibility criteria or has submitted false /incorrect information the bid will be rejected summarily by The Bank.

## **10. EARNEST MONEY DEPOSIT**

The Bidder(s) must submit Earnest Money Deposit in the form of Demand Draft/Pay Order/Bank Guarantee in favor of UCO Bank payable at Kolkata for an amount mentioned hereunder:

<b>Particulars of Job to be undertaken</b>	<b>EMD</b>
Supply, Installation & Maintenance of Scanners for Cheque Truncation System(CTS) on Rate Contract Basis	₹ 2,00,000/-

Non-submission of Earnest Money Deposit will lead to outright rejection of the Offer. The EMD of unsuccessful bidders will be returned to them on completion of the procurement process. The EMD of successful bidder(s) will be returned on submission of Performance Bank Guarantee.

The Earnest Money Deposit may be forfeited under the following circumstances:

- a. If the bidder withdraws its bid during the period of bid validity (180 days from the date of opening of bid).
- b. If the bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; and / or
- c. In case of the successful bidder, if the bidder fails:
  - To sign the contract in the form and manner to the satisfaction of UCO BANK
  - To furnish performance Bank Guarantee in the form and manner to the satisfaction of UCO BANK within the stipulated time period.

### **Note:**

**Bank will provide exemption on the submission of the EMD for bidders who are Micro, Small & Medium Enterprise (MSME) and are registered with National Small Scale Industrial Corporation Ltd. (NSIC) under its "Single point Registration Scheme". The bidder has to submit the valid NSIC Certificate issued by NSIC valid till last date for bid submission to avail exemption. MSME firms who are in the process of obtaining NSIC registration will not be considered for EMD Exemption.**

**Bank will follow & abide by the extant guidelines issued by Govt. of India for MSME units registered with NSIC in India.**

**As per Government of India guidelines, there is a special provision for Micro & Small Enterprises owned by Scheduled Castes & Schedule Tribes. Out of 20% target of annual procurement from Micro & Small Enterprises, a sub-target of 20% (i.e., 4% out of above 20%) shall be earmarked for procurement from Micro & Small Enterprises owned by Scheduled Castes & Schedule Tribe entrepreneurs. Provided that, in the event of failure of such Micro & Small Enterprises to participate in the tender process or meet tender requirements and L1 price, 4% sub-target for procurement earmarked for procurement from Micro & Small Enterprises owned by Scheduled Castes & Schedule Tribe entrepreneurs shall be met from other Micro & Small Enterprises.**

**(It is clarified that necessary & valid documents should be submitted by the Micro & Small Enterprises and SC/ST Micro & Small Enterprises owners to avail the preference).**

**Further, participating Micro & Small Enterprises bidders quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement if they agree to bring down their price to L1 price in a situation where L1 price is from some firm other than a Micro & Small Enterprise and such Micro & Small Enterprise shall be allowed to supply upto 20% of total tendered value. In case of more than one such Micro & Small Enterprises, the supply shall be shared proportionately.**

## **11. CLARIFICATIONS ON AND AMENDMENTS TO RFP DOCUMENT**

It is bidders responsibility to conduct any necessary investigation and analysis regarding any information contained in the RFP document and the meaning and impact of that information. Prospective bidders may seek clarification on the RFP document by letter/fax/e-mail till the date mentioned in the bid control sheet. Further, at least 7 days time prior to the last date for bid-submission, the Bank may, for any reason, whether at its own initiative or in response to clarification(s) sought from prospective bidders, modify the RFP contents by amendment. Clarification /Amendment, if any, will be notified on Bank's website.

## **12. PRE –BID MEETING**

No pre-tender meeting of the intending bidders will be held. Hence prospective bidders are requested to seek their pre-bid clarifications or any point/doubt raised by them in respect of this RFP through letter/e-mail/fax. The prebid responses along with the queries will be uploaded in the Bank's website only and no individual correspondence shall be made. No individual consultation shall be entertained. Any queries received by the Bank post over of the last date of prebid queries submission will not be considered by the Bank.

## **13. SUBMISSION OF OFFER –TWO BID SYSTEM**

Separate Technical and Commercial Bids duly sealed and superscribed as "Technical bid" and "Commercial bid" respectively should be put in a single sealed outer cover duly sealed and superscribed "Bid for Supply, Installation & Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis – ( Technical Bid with soft copy)" and "Bid for Supply, Installation & Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis- (Commercial Bid with soft

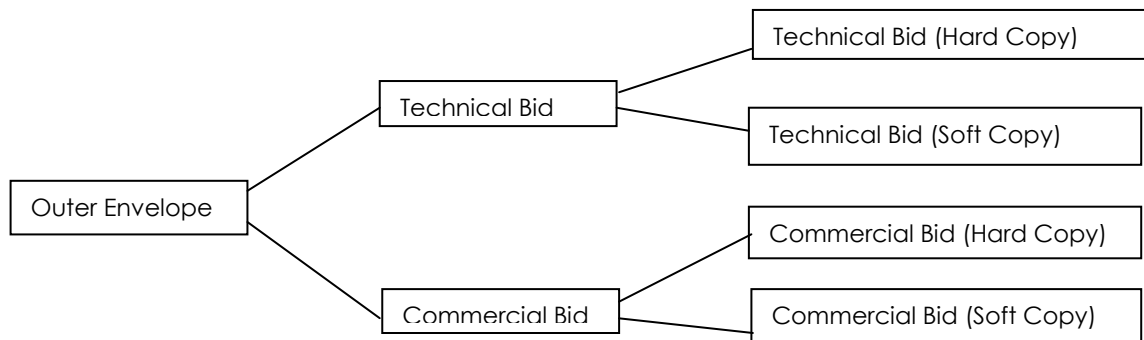
copy) as per bid details given in the RFP.

Sealed separate envelopes carrying Technical Bid and Commercial Bid along with the soft copies should be kept in a single sealed outer cover duly sealed and superscribed "Bid for Supply, Installation & Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis " as per the below mentioned diagram and as per bid details given in the RFP.

The bids (Main copy with respective soft copies) shall be dropped/submitted at UCO Bank's address given in Bid Detail- Control Sheet Table, on or before the date specified therein. Any Bid received by the Bank after deadline for submission of Bids prescribed, will be rejected and returned unopened to the System Integrator or Bidder.

All envelopes must be superscribed with the following information:

- Name of Bidder
- Offer Reference
- Type of Offer (Technical or Commercial)



The Technical Offer should be completed in all respects and contain all information asked for in the exact format of technical specifications given in the RFP, **except prices**. The Technical Offer must not contain any price information. UCO BANK, at its sole discretion, may not evaluate a Technical Offer in case of non-submission or partial submission of technical details. Any decision of UCO BANK in this regard shall be final, conclusive and binding upon the bidder.

The Commercial Offer should contain all relevant price information and should not contradict the Technical Offer in any manner.

**Note:**

- If the outer cover/envelop are not sealed & superscribed as required, the Bank will assume no responsibility for bid's misplacement or premature opening.
- If any inner cover/envelop of a bid is found to contain both technical & commercial bids then that bid will be rejected summarily.
- If any outer envelope is found to contain only the technical bid or commercial bid, it will be treated as incomplete and that bid will be liable for rejection.
- If financial bid is not submitted in a separate sealed envelope duly marked as mentioned above, this will constitute grounds for declaring the bid non-responsive.

- The Bid documents should be properly indexed and pages be marked under the head contents in the bid document.
- The Bid document should be properly binded and all papers should be intact.

#### **14. BID OPENING AND EVALUATION CRITERIA**

The Bank will open the technical bids, in presence of bidders representative(s) who choose to attend, at the time and date mentioned in Bid document on the date and venue mentioned in page 2. The bidder's representatives who are present shall sign the register evidencing their presence / attendance.

#### **TECHNICAL EVALUATION**

- a) The proposals will be evaluated in two stages. In the first stage, i.e. Technical Evaluation, the bidders will be shortlisted, based on bidder's responses. In the second stage, the commercial bids would be evaluated.
- b) The Bank will evaluate the technical response to the RFP of bidder who are found eligible as per the eligibility criteria mentioned in the RFP. There will be no scoring involved in the eligibility evaluation of the bidders.
- c) During the period of evaluation, bidders may be asked to provide more details and explanations about information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/fax/e-mail seeking explanation.
- d) Technical bid evaluation methodology that UCO Bank would adopt is given below:

The Product offered should meet all the technical and functional specifications.

**Non-compliance to any of the technical and functional specification may attract rejection of the proposal.**

#### **COMMERCIAL EVALUATION**

Commercial Bids of bidders, who qualified in the technical evaluation stage, will be considered for participation in commercial Bidding. After opening Commercial Offers of the short-listed Bidders, if any discrepancy is noticed between words and figures, the amount indicated in words shall prevail. Detailed Criteria for evaluation of Commercial Bid is furnished in **Annexure V**.

#### **15.NORMALISATION OF BIDS**

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.

## **16. AWARD CRITERIA**

After evaluation, the Bidder, whose commercial offer has been determined as the lowest will be named as 'L1'. The L1 bidder will be selected in each type of scanner i.e. **L1 in Type-I and L1 in Type-II** based on the price quoted in commercial bid (i.e. point (A) & (B) of Annexure-V)

## **17. CONTRACT PERIOD**

Period of the contract is **three (03) years (36 months)** from the date of acceptance of the first Purchase Order/LOI. The commercials quoted by the bidders should be valid for a period of **12 (twelve) months** from the date of acceptance of the first Purchase Order/LOI.

Bank may place purchase order in phases within the price validity period and Bank will not provide any minimum/maximum quantity commitment.

The performance of the selected bidder shall be reviewed every quarter and the Bank reserves the right to terminate the contract at its sole discretion by giving One month notice without assigning any reasons. Any offer falling short of the contract validity period is liable for rejection.

The selected vendor need to execute a comprehensive, definitive Service Level Agreement (SLA) with the Bank for three years contract period covering all terms & conditions mentioned in this RFP document. In case of the extension of the rate contract, the selected vendor has to execute the Supplementary Service Level Agreement with the Bank at mutually agreed terms & conditions. Bank at its own discretion may extend the contract with the selected bidders at mutually agreed terms & conditions.

## **18. AUTHORIZED SIGNATORY**

The selected bidder shall indicate the authorized signatories who can discuss and correspond with UCO BANK, with regard to the obligations under the contract. The selected bidder shall submit at the time of signing the contract a certified copy of



the resolution of their board, authenticated by the company secretary, authorizing an official or officials of the bidder to discuss, sign agreements/contracts with UCO BANK, raise invoice and accept payments and also to correspond. The bidder shall provide proof of signature identification for the above purposes as required by UCO BANK.

## **19.PERIOD OF VALIDITY OF BID**

Bids shall remain valid for 180 (One Hundred eighty) days after the date of bid opening prescribed by UCO BANK. UCO BANK holds the rights to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence. In exceptional circumstances, UCO BANK may solicit the Bidder's consent to an extension of the validity period. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The Bid Security provided shall also be suitably extended. A bidder acceding to the request will neither be required nor be permitted to modify its bid. A bidder may refuse the request without forfeiting its bid security. In any case the bid security of the bidders will be returned after completion of the process.

## **20.NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER/BID**

UCO BANK shall be under no obligation to accept the lowest or any other offer received in response to this offer notice and shall be entitled to reject any or all offers without assigning any reason whatsoever. UCO BANK has the right to re-issue tender/bid. UCO BANK reserves the right to make any changes in the terms and conditions of purchase that will be informed to all bidders. UCO BANK will not be obliged to meet and have discussions with any bidder, and/or to listen to any representations once their offer/bid is rejected. Any decision of UCO BANK in this regard shall be final, conclusive and binding upon the bidder.

## **21.FORMAT FOR TECHNICAL OFFER/TECHNICAL BID**

The Technical offer/Technical bid must be made in an organized and structured manner in the following form:

- i. Index
- ii. Tender Offer Forwarding Letter (Annexure –I)
- iii. Undertaking to be submitted by authorized signatory in Bidder's letter head stating that the user requirements as per scope of work mentioned in RFP is clearly understood by the bidder.
- iv. Technical Offer/Technical bid with Specifications (Annexure –II)
- v. General Details of the bidder (Annexure –III)
- vi. Copy of Manufacturer's Authorization letter (if applicable) (Annexure –IV)
- vii. Letter Confirming bid is signed by Authorized Signatory.
- viii. Letter for acceptance and compliance of all the Terms and Conditions of RFP.
- ix. Valid Bank Guarantee as EMD.

- x. Valid Bank Draft as Bid price if tender document is downloaded from Bank's website
- xi. Bidder's Financial Details (audited balance sheets etc.) and other supporting documents, as asked in the RFP.
- xii. Copy of this RFP duly signed by the authorized signatory.

All Claims made by the bidder will have to be backed by documentary evidence.

## **22. FORMAT FOR COMMERCIAL OFFER**

The commercial offer should be quoted in Indian Rupees as per the format given in **Annexure –V**. The short listed bidder has to keep the finalized price valid for a period of one year from the date of the purchase order. There should not be any escalation due to fluctuation in foreign currency or change in duty structure or for any other reasons. However, impact of fall in prices, taxes, duties or any other external factors would be passed on to the Bank suo moto.

## **23. RIGHT TO ALTER QUANTITIES**

The Bank reserves the right to alter the number of hardware equipments specified in the tender in the event of changes in plans of the Bank. Any decision of UCO BANK in this regard shall be final, conclusive and binding on the bidder. The bank reserves the right to place order for additional hardware equipments at the agreed price during the contract period with the same terms and conditions.

## **24. OWNERSHIP AND RETENTION OF DOCUMENTS**

- UCO BANK shall own the documents, prepared by or for the selected bidder arising out of or in connection with the Contract.
- Forthwith upon expiry or earlier termination of the Contract and at any other time on demand by UCO BANK, the Vendor shall deliver to UCO BANK all documents provided by or originating from UCO BANK/ Purchaser and all documents produced by or from or for the Vendor in the course of performing the Service(s), unless otherwise directed in writing by UCO BANK at no additional cost.
- The selected bidder shall not, without the prior written consent of UCO BANK/ Purchaser store, copy, distribute or retain any such Documents.

The selected bidder shall preserve all documents provided by or originating from UCO BANK/ Purchaser and all documents produced by or from or for the Vendor in the course of performing the Service(s) in accordance with the legal, statutory, regulatory obligations of UCO BANK/Purchaser in this regard.

## **25. ACCEPTANCE TESTS**

The selected bidder in presence of the Bank authorized officials will conduct acceptance test at the site. The test will involve installation and commissioning and successful operation of the hardware, software, communication equipment etc. No additional charges shall be payable by the Bank for carrying out these acceptance

tests.

## **26.NOTICES**

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

## **27.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 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 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.

## **28.CONFIDENTIALITY**

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

- To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by UCO BANK;
- To only make copies as specifically authorized by the prior written consent of UCO Bank and with the same confidential or proprietary notices as may be printed or displayed on the original;
- To restrict access and disclosure of Information to such of their employees, agents, strictly on a "need to know" basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- To treat all Information as Confidential Information.

- Conflict of interest: The Vendor shall disclose to UCO BANK in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Vendor or the Bidder's team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

## 29.UPTIME

The bidder shall guarantee an uptime of 99.00% for the hardware equipments which shall be calculated on quarterly basis. The 'Uptime' is equal to total contracted hours in a quarter less Downtime. The 'Downtime' is the time between the time of report by the Bank and time of restoration of service within the contracted hours. 'Restoration' is the condition when the selected bidder demonstrates that the solution is in working order and the Bank acknowledges the same. For SLA purpose a quarter will be treated as 90 days. If the bidder fails to maintain guaranteed uptime on quarterly basis, Bank shall impose penalty. If the uptime is below 95%, the Bank shall have full right to terminate the contract under this RFP.

## 30.PENALTY FOR DOWNTIME

As per Warranty/AMC terms, hardware/peripherals should be repaired within 24 hours. In case of vendor failing above standards, a standby arrangement should be provided till the hardware is repaired. Down time will be calculated from the time of break-down message over telephone/SMS or by e-mail/fax till the system becomes functional or standby is provided. Public Holidays as declared at the respective centers are excluded for the above downtime calculation. The Vendor will provide onsite service of the equipment (except spares) once every 3 months during the warranty period. In case vendor fails to meet the above standards of maintenance, there will be a **1 % of the total cost of the affected Scanner as per contract for each day of delay**. The maximum of the penalty may go up to 10% of the order value. These penalty charges will be deducted from the Bank guarantee offered as security deposit or from any Bill payable to the Vendor.

- The Bidder shall perform its obligations under the agreement entered into with the Bank, in a professional manner.
- If any act or failure by the bidder under the agreement results in failure or inoperability of systems and if the Bank has to take corrective actions to ensure functionality of its property, the Bank reserves the right to impose penalty, which may be equal to the cost it incurs or the loss it suffers for such failures.
- Bank may impose penalty to the extent of damage to its any equipment, if the damage was due to the actions directly attributable to the staff of Bidder.
- The Bank shall implement all penalty clauses after giving due notice to the bidder.
- If the Bidder fails to complete the due performance of the contract in accordance with the specification and conditions of the offer document, the Bank reserves the right either to cancel the order or to recover a suitable amount as deemed reasonable as Penalty / Liquidated Damage for non-performance.

### 31. LIQUIDATED DAMAGES

Notwithstanding UCO Bank's right to cancel the order, liquidated damages for late delivery at 1% (One percent) of the undelivered portion of the order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 5% of the value of the order value.

Liquidated damages for late commissioning at 1% (One percent) of the order value per week will be charged for every week's delay in commissioning to a maximum of 5% of the value of the order value.

Please note that the above LD for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case may be.

UCO BANK reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by UCO BANK to the bidder. Liquidated damages will be calculated on per week basis.

### 32. REPEATED FAILURE

If, during the warranty or maintenance period, any system as a whole or any subsystem has any failure on two or more occasions in a period of 3 months, it shall be replaced by equivalent or higher new equipment by the Vendor at no cost to UCO Bank.

### 33. PERFORMANCE GUARANTEE

The Bank will require the selected bidder to provide a Performance Bank Guarantee, within 15 days from the date of acceptance of the order or signing of the contract whichever is earlier, for a value equivalent to **10% of the total order value in respective categories i.e Type-I & Type-II**. The Performance Guarantee should be valid for a period of **39 months (36+3 months claim period)**. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity.

The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the bank at its discretion may cancel the order placed on the selected bidder without giving any notice. Bank shall invoke the performance guarantee in case the selected Bidder fails to discharge their contractual obligations during the period or Bank incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

### 34. ORDER CANCELLATION (TERMINATION)

UCO BANK reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by UCO BANK under the following circumstances:-

- a) The selected bidder commits a breach of any of the terms and conditions of the bid.
- b) The bidder goes into liquidation, voluntarily or otherwise.
- c) An attachment is levied or continues to be levied for a period of seven days upon effects of the bid.
- d) If the selected bidder fails to complete the assignment as per the time lines prescribed in the RFP and the extension if any allowed, it will be a breach of contract. The Bank reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
- e) If deductions of account of liquidated damages exceeds more than 10% of the total contract price.
- f) In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, UCO BANK reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder.
- g) After award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, UCO BANK reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which UCO BANK may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.
- h) UCO BANK reserves the right to recover any dues payable by the selected
- i) Bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking the bank guarantee under this contract.

In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], UCO BANK shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.

In the event that the termination of the Contract is due to the expiry of the term of the Contract, a decision not to grant any (further) extension by UCO BANK, the Vendor herein shall be obliged to provide all such assistance to the next successor Bidder or any other person as may be required and as UCO BANK may specify including training, where the successor(s) is a representative/personnel of UCO BANK to enable the successor to adequately provide the Service(s) hereunder, even where such assistance is required to be rendered for a reasonable period that may extend beyond the term/earlier termination hereof.

Nothing herein shall restrict the right of UCO BANK to invoke the Performance Bank Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/or remedies that may be available to UCO BANK under law or otherwise.

The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

### **35.DISPUTE RESOLUTION MECHANISM**

The Bidder and the Bank shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

- a. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- b. The matter will be referred for negotiation between General Manager (IT) of UCO BANK/Purchaser and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Kolkata and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

The arbitrators shall hold their sittings at Kolkata. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at Kolkata alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.

The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render

the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

### **36.SIGNING OF THE BID:**

The bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the bid shall be signed by the duly authorized officers and supported by internal corporate authorizations.

### **37.COST OF PREPARATION AND SUBMISSION OF BID DOCUMENT:**

The bidder shall bear all costs for the preparation and submission of the bid. UCO BANK shall not be responsible or liable for reimbursing/compensating these costs, regardless of the conduct or outcome of the bidding process.

### **38.ERASURES OR ALTERATIONS:**

The Bid should contain no alterations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case corrections should be duly stamped and initialed / authenticated by the person/(s) signing the Bid. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the bid.

### **39.LANGUAGE OF BID:**

The bid as well as all correspondence and documents relating to the bid exchanged by the bidder and the Bank shall be in English language only.

### **40.PRELIMINARY SCRUTINY:**

UCO BANK will scrutinize the offers/bids to determine whether they are complete, whether any errors have been made in the offer/bid, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.

UCO BANK may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer/bid. This shall be final, conclusive and binding on all bidders and UCO BANK reserves the right for such waivers.

### **41.CLARIFICATION OF OFFERS:**

To assist in the scrutiny, evaluation and comparison of offers/bids, UCO BANK may, at its sole discretion, ask some or all bidders for clarification of their offer/bid. The request for such clarifications and the response will necessarily be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.



Any decision of UCO BANK in this regard shall be final, conclusive and binding on the bidder.

**42. JURISDICTION:**

The jurisdiction of the courts shall be Kolkata.

**43. PUBLICITY:**

Any publicity by the bidder in which the name of UCO Bank is to be used should be done only with the explicit written permission of UCO Bank. The Vendor shall not make or allow making a public announcement or media release about any aspect of the Contract unless UCO BANK first gives the Vendor its prior written consent.

**44. NON-TRANSFERABLE OFFER:**

This Request for Proposal (RFP) is not transferable. Only the bidder who has purchased this document in its name or submitted the necessary RFP price (for downloaded RFP) will be eligible for participation in the evaluation process.

**45. ADDRESS OF COMMUNICATION:**

Offers/bid should be addressed to the address given in Page no: 2 (Bid Details-control sheet table)

**46. CONFIDENTIALITY OF THE BID DOCUMENT:**

1. The bidder, irrespective of his/her participation in the bidding process, shall treat the details of the documents as secret and confidential.
2. "In a tender either the Indian Agent on behalf of the Principal/ OEM or Principal/ OEM itself can bid but cannot bid simultaneously for the same item/ product in the same tender.
3. If an agent bid on behalf of the Principal/ OEM, the same agent shall not submit a bid on behalf of another Principal/ OEM in the same tender for the same item/ product."

(Tender offer forwarding letter)

Tender Reference No.: UCO/DIT/1834/2015-16 Dated 10/02/2016

Date: XX. XX. 2016

The Deputy General Manager  
IT, BPR & BTB(eBanking & mBanking)  
UCO Bank,  
Department of Information Technology (DIT),  
Head Office II, 5<sup>th</sup> Floor 3 & 4 DD Block,  
Sector -1, Salt Lake City, Kolkata -700064

Dear Sir,

**Sub: Your RFP for “Supply, Installation and Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis.”**

With reference to the above RFP, having examined and understood the instructions including all annexure, terms and conditions forming part of the Bid, we hereby enclose our offer for *Supply, Installation and Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis* mentioned in the RFP document forming Technical as well as Commercial Bids being parts of the above referred Bid.

In the event of acceptance of our Technical as well as Commercial Bids by the bank we undertake to *Supply, Installation and Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract Basis* as per your purchase orders.

We agree to abide by the terms and conditions of this tender offer till 180 days from the date of commercial bid opening and our offer shall remain binding upon us which may be accepted by the Bank any time before expiry of 180 days.

Until a formal contract is executed, this tender offer, together with the Bank's written acceptance thereof and Bank's notification of award, shall constitute a binding contract between us.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

We enclose the following Demand Drafts:

1. DD No.....dated for ₹ 2,000/- (**Rupees Two Thousand only**) as Cost of RFP Document &
2. BG. No..... dated ..... for ₹ 2,00,000/- (**Rupees Two Lacs only**) as EMD .

Both DD & Bank Guarantee are issued in favour of UCO Bank by.....Bank ..... Branch payable at Kolkata.

Dated this \_\_\_day of \_\_\_\_2016

Signature: \_\_\_\_\_

(In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

**Technical Specification/Compliance for CTS scanners (minimum 100 DPM)**

SI	Parameter	Required Specification	Offered Specification
1.	Make	<please specify>	
2.	Model	<please specify>	
3.	Document Processing Throughput (Documents per Min. DPM)	<please specify>	
4.	Certification	RoHS, CE, CSA, UL/TUV, FCC class A	
5.	Compatibility	The scanners proposed should be compatible with the bank's existing CTS application. The proposed scanner should be with <b>UV</b> support – Single pocket with device suite standard.	
6.	Document Size	Height(min/max)-5.08 to 10.80 cm Length(min/max)-7.37 to 23.5 cm	
7.	Communication Interface	USB 2.0 high speed/ USB 3.0	
9.	Operator Interface	Power Switch - with/ without Power Switch – Operator Interface with/without Combined Feeder start/stop and Smart Clear Button, LED-Three status lights	
10.	API	CAPI ,Device Suite Professional PC version, Emulation Middleware	
11.	Document Feeder	Automatic document feeder, Double document feeder	
12.	MICR format supported	E138 and CMC7 read with auto-detect	
13.	Image capture	Bi-tonal(black/white),Gray level (256 gray shades)	
14.	OCR format supported	Two(2) 0.50 inch OCR scan band provided	
15.	Endorsement	As per RBI / NPCI standard, Rear endorsing (at the back of the	

		instrument), controlled programmatically.	
16.	Output Pockets	Single pocket configuration, 100 item pocket capacity, pocket selection under application control, based on MICR, OCR, and/or image quality results	

We confirm that the proposed scanner comply all the required specifications as mentioned above.

**Signature of Bidder:** \_\_\_\_\_

**Place:**

**Name:** \_\_\_\_\_

**Date:**

**Business Address:** \_\_\_\_\_

**General Details of the Bidder****A. Profile of Bidder**

Name of bidder:

## 1. Location

Regd. Office:

Controlling Office:

## 2. Constitution

## 3. Date of Incorporation &amp; Date of Commencement of Business:

## 4. Major change in Management in last three years

## 5. Names of Banker/s

**B. Financial Position of Bidder for the last three financial years**

Financial Years	2012-13	2013-14	2014-15
Turn over			
Net Profit			

**N.B. Enclose copies of Audited Balance Sheets along with enclosures**

Place:

Date:

Signature of Bidder: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**MANUFACTURER AUTHORIZATION FORM**

To,

The Deputy General Manager  
IT, BRP & BTB (eBanking & mBanking) ,  
Head Office-2  
Department of Information Technology  
5th Floor, 3 & 4 DD Block, Sector -1  
Salt Lake Kolkata-700 064

Dear Sir,

We \_\_\_\_\_(Name of the Manufacturer) who are established and reputable manufacturers of \_\_\_\_\_having factories at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_(who is the bidder submitting its bid pursuant to the Request for Proposal issued by UCO Bank on behalf, to submit a Bid and negotiate and conclude a contract with you for supply of equipments manufactured by us against the Request for Proposal received from your bank by the Bidder and we have duly authorised the Bidder for this purpose.

We hereby extend our guarantee/ warranty and AMC/ATS as per terms and conditions of the RFP Ref. No. \_\_\_\_\_and the contract for the equipment and services offered for supply against this RFP Ref. No. \_\_\_\_\_by the above mentioned Bidder, and hereby undertake to perform the obligations as set out in the RFP Ref. No. \_\_\_\_\_in respect of such equipments and services.

Yours Faithfully

Authorised Signatory (Name:

Phone No. Fax E\_mail )

(This letter should be on the letterhead of the Manufacturer duly signed by an authorized signatory)

**Commercial Bid Format**

(Include in Price Bid Only – Not to be included in Technical Bid)

**Type-I CTS Western Grid (Minimum- 100 DPM Scanners)**

SL	Item Detail	Quantity (A)	Unit Price with 3 yr. warranty (B)	Type & Percentage (%) of Tax (C)	Applicable Taxes per unit (INR) (D)	Total Price $E=A*(B+D)$
1	CTS Scanner (minimum 100 DPM)	50				
<b>Total Price in Words</b>		<b>Rupees</b>				

**Type-II CTS Southern & Northern Grid (Minimum- 100 DPM Scanners)**

SL	Item Detail	Quantity (A)	Unit Price with 3 yr. warranty (B)	Type & Percentage (%) of Tax (C)	Applicable Taxes per unit (INR) (D)	Total Price $E=A*(B+D)$
1	CTS Scanner (minimum 100 DPM)	50				
<b>Total Price in Words</b>		<b>Rupees</b>				

Signature of Bidder: \_\_\_\_\_

Place:

Name: \_\_\_\_\_

Date:

Business Address: \_\_\_\_\_

**Note:**

1. In case of discrepancy between figures and words, the amount in words shall prevail.
2. VAT/CST and service Tax would be paid extra at actual on submission of relevant invoice and proof.
3. No increase in costs, duties, levies, taxes, charges, etc., irrespective of reasons (including exchange rate fluctuations, etc.) whatsoever, shall be admissible during the currency of the contract.
4. Bidders should strictly quote in the format and for periods as mentioned above.
5. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid
6. The actual cost of Octroi will be reimbursed as applicable.

**Format for Bid Security (EMD)**

**The Deputy General Manager,  
IT, BPR & BTB (eBanking & mBanking)  
UCO Bank  
Department of Information Technology  
Head Office II, 3 & 4 DD Block, Sector -1  
Salt Lake City, Kolkata -700064**

Dear Sir,

In response to your invitation to respond to your RFP for Supply, Installation & Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract basis. M/s \_\_\_\_\_ having their registered office at \_\_\_\_\_ hereinafter called the 'Bidder') wish to respond to the said Request for Proposal (RFP) and submit the proposal for Supply, Installation & Maintenance of Scanners for Cheque Truncation System (CTS) on Rate Contract basis and to provide related services as listed in the RFP document.

Whereas the 'Bidder' has submitted the proposal in response to RFP, we, the \_\_\_\_\_ Bank having our Head Office \_\_\_\_\_ hereby irrevocably guarantee an amount of **₹ 2 Lacs (Rupees Two Lacs Only)** as bid security as required to be submitted by the 'Bidder' as a condition for participation in the said process of RFP.

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

1. If the Bidder withdraws his proposal during the period of the proposal validity; or
2. 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 and Conditions of the RFP or the terms and conditions mutually agreed subsequently.

We undertake to pay immediately on demand to UCO BANK the said amount of Rupees Two Lacs 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 Lacs** (Rupees Two Lacs Only).
2. This Bank guarantee will be valid upto \_\_\_\_\_; and



3. We are liable to pay the guarantee amount or any part thereof under this Bank guarantee only upon service of a written claim or demand by you on or before\_\_\_\_\_.

In witness whereof the Bank, through the authorized officer has sets its hand and stamp on this \_\_\_\_\_day of\_\_\_\_\_at \_\_\_\_\_.

Yours faithfully,

For and on behalf of

\_\_\_\_\_ Bank

Authorised Official

**Note:** This guarantee will require stamp duty as applicable and shall be signed by the official whose signature and authority shall be verified. The signatory shall affix his signature, name and designation

**Checklist of documents for Eligibility Criteria**

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Document to be submitted</b>	<b>Bidders Compliance (Yes/No)</b>
1.	The bidder must be a Limited Company, registered in India under the companies Act 1956.	Copy of Letter of Incorporation to be submitted.	
2.	The bidder should be an OEM or their authorized representative.	In case of authorized representative Letter of authorization from original equipment manufacturer (OEM) must be furnished.	
3.	The bidder should be profit making company/firm OR should have posted net profit for last three financial years i.e 2012-13,2013-14 and 2014-15	Copy of the audited balance sheets of the company showing profit/loss & networth of the company should be submitted	
4.	The bidder submitting the offer should have a minimum annual turnover of Rs. 5 Crores per year during the last 3 financial years i.e 2012-13,2013-14 and 2014-15.	Copy of the audited balance sheets of the company showing turnover of the company should be submitted	
5	The scanners proposed to be supplied as per this RFP should be compatible with the bank's existing CTS application in the respective CTS Grid i.e. Type I & II respectively. The selected bidder is responsible to ensure that the proposed make and model scanner is compatible with the bank's CTS application.	Certificate from any Bank where the CTS scanners are working with the said software to be submitted.	
6.	The bidder should have presence across the country with own/ authorized channel partner Support Center. The bidder should have technical manpower with good technical experience to provide service and support at various branches across the	An Undertaking to this effect to be submitted along with the details of support center.	

	country under this Contract.		
7.	Any bidder, who is debarred / blacklisted by the Bank as on date of publication of this RFP for non-performance or any other reason, is not eligible to participate.	An undertaking to this effect in the letterhead of the company to be submitted.	

**Place:**

**Date:**

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

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

1. In consideration of UCO BANK, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertaking) Act, 1970, having its head office at 10 BIPLABI TRILOKYA MAHARAJ SARANI (BRABOURNE ROAD), Kolkata-700001 (hereinafter called "UCO BANK") having agreed to exempt M/s (Name of the vendor Company) a Company incorporated under the Companies Act, 1956 having its registered office at (Address of the vendor company) (hereinafter called "the said VENDOR") from the demand, under the terms and conditions of UCO BANK's purchase order/ Letter of Intent bearing no. ....dated..... issued to the Vendor and an Agreement to be made between UCO BANK and the Vendor for a period of \_\_\_\_\_. In pursuance of Request For Proposal No \_\_\_\_\_ dated \_\_\_\_\_, as modified, (hereinafter called "the said Agreement"), of security deposit for the due fulfillment by the said VENDOR of the Terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).

We, \_\_\_\_\_ [indicate the name of the bank ISSUING THE BANK GUARANTEE] (hereinafter referred to as "the Bank") at the request of \_\_\_\_\_ [VENDOR] do hereby undertake to pay to UCO BANK an amount not exceeding Rs. .... against any loss or damage caused to or suffered or would be caused to or suffered by UCO BANK by reason of any breach by the said VENDOR of any of the terms or conditions contained in the said Agreement.

2. We \_\_\_\_\_ [indicate the name of the bank ISSUING THE BANK GUARANTEE] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from UCO BANK stating that the amount claimed is due by way of loss or damage caused to or breach by the said VENDOR of any of the terms or conditions contained in the said Agreement or by reason of the VENDOR'S failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs \_\_\_\_\_.

3. We undertake to pay to UCO BANK any money so demanded notwithstanding any dispute or disputes raised by the VENDOR in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment as made by us under this bond shall be a valid discharge of our liability for payment there under and the VENDOR for payment there under and the VENDOR shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ [indicate the name of the bank ISSUING THE GUARANTEE] further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of BANK under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till UCO BANK certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said VENDOR and

accordingly discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_ (Expiry of claim period), we shall be discharged from all liabilities under this guarantee thereafter.

5. We \_\_\_\_\_ [indicate the name of bank ISSUING THE GUARANTEE ] further agree with UCO BANK that UCO BANK shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said VENDOR from time or to postpone for any time, or from time to time any of the powers exercisable by UCO BANK against the said VENDOR and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said VENDOR or for any forbearance, act or omission on the part of UCO BANK of any indulgence by UCO BANK to the said VENDOR or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the VENDOR.

7. We, \_\_\_\_\_ [indicate the name of Bank ISSUING THE GUARANTEE] lastly undertake not to revoke this guarantee during its currency except with the previous consent of UCO BANK in writing.

Notwithstanding anything contained herein:

i) Our liability under this Bank Guarantee shall not exceed Rs\_\_\_\_\_. (Rupees\_\_\_\_\_) only.

ii) This Bank Guarantee shall be valid upto \_\_\_\_\_ and

iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee including claim period).

8. Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_ [indicate the name of Bank]

Yours' faithfully,

For and on behalf of

\_\_\_\_\_  
Bank Authorised Official

**Note:**

1. Selected bidder should ensure that the seal and Code No. of the signatory is put by the bankers, before submission of the bank guarantee.
2. Bidder guarantee issued by banks located in India shall be on a Non-Judicial Stamp Paper of requisite value as applicable to the place of execution.