

**Expression of Interest (EOI)
for
Empanelment of Vendors for Supply, Installation and
Maintenance of Batteries for UPS Systems and
Technical Services**



**Head Office-2
Department of Information Technology
7th Floor, 3 & 4 DD Block, Sector -1
Salt Lake
Kolkata-700 064**

**EOI REF NO: UCO/DIT/EOI/470/2015-16
Date: 19/06/2015**

The information provided by the bidders in response to this Expression of Interest (EOI) will become the property of UCO Bank and will not be returned. The Bank reserves the right to amend, cancel, rescind or reissue this EOI and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this EOI without assigning any reason whatsoever.

This document is prepared by UCO Bank for its EOI for Supply, Installation and Maintenance of Batteries for UPS Systems and technical services. It should not be reused or copied or used either partially or fully in any form.

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 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 Bidder.

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Bid Details – Control Sheet Table		
1.	Tender Reference	UCO/DIT/EOI/470/2015-16
2.	Date of issue of EOI	19/06/2015
3.	Cost of Tender Document	Rs.5,000.00
4.	Earnest Money Deposit (EMD)	NIL
5	Pre-Bid queries to be received by fax / email /post on or before	26/06/2015
6	Reply to Pre-Bid queries	Will be published in Bank's website
7.	Last Date and Time for receipt of tender bids	13-07-2015 at 03:00 P.M.
8.	Opening of Eligibility and Functional and Technical bids	13-07-2015 at 03:30 P.M.
9.	Address of Communication	UCO BANK, Head Office-2, Department of Information Technology, 7th Floor, 3 & 4 DD Block, Sector -1, Salt Lake, Kolkata-700 064.
10.	Email address	hocbs.calcutta@ucobank.co.in
11.	Contact Telephone / Fax Numbers	Tel : 033-44559807 / 44559745 Fax : 033-23345013
12.	Bids to be submitted	Tender box placed at: UCO BANK, Head Office-2, Department of Information Technology, 5th Floor , 3 & 4, DD Block, Sector -1, Salt Lake, Kolkata-700 064.

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 at 3:30 p.m.

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, 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 branches and more than 2100+ 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 some machines for cash deposit, cheque deposit and passbook printing. The existing Cash Deposit kiosks, Cheque Deposit Machines and Self-Service Passbook Printing Kiosks are directly integrated with Bank's Core Banking System.

UCO BANK hereby invites "**Expression of Interest**" for **Empanelment of Vendors for Supply, Installation & Maintenance of SMF Batteries for UPS Systems of capacities from 2 KVA to 20 KVA and Technical Services** for its Head Office-I & II, Training Colleges and various offices in Kolkata & surrounding areas. The make of the SMF batteries should be any of **EXIDE, PANASONIC, QUANTA & AMARARAJA**. The items for which EOI is being invited are given below:

Item Description
Batteries (Make: Exide, Panasonic, Quanta, Amararaja) for UPS Systems of various capacities & Backup (2 KVA to 20 KVA) and Technical Services.

Only those vendors, who fulfil / satisfy the eligibility criteria as mentioned herein below with proven capabilities in supply, installation, commissioning and maintenance of UPS Systems & Batteries, need to respond.

2. Eligibility Criteria of the Bidder:

Sl.	Clause	Documents Required
A	The bidder must be a Limited Company (Private / Public), registered in India under the companies Act 1956 (Proof required).	1. Certificate of Incorporation 2. Certificate of commencement of business wherever applicable
B	The bidder should be an OEM or their authorized representative / dealer / re-seller of SMF batteries (Make-Exide, Panasonic, Quanta, Amararaja) of UPS systems. In case of authorized representative, a letter of authorization from original manufacturer (OEM) must be furnished.	MAF or Certificate of Dealership to be submitted by the bidder.

C	<p>The bidder should be a financially sound & profitable company and they must have earned profit at least during any one of the last 3 financial years, i.e., 2011-12, 2012-13 & 2013-14</p> <p style="text-align: center;">OR</p> <p>The bidder should have minimum Net Worth (capital + reserves – accumulated loss if any) of Rs.5 Crores for the last 3 financial years, i.e., 2011-12, 2012-13 & 2013-14</p>	<p>Certificate from Chartered Accountant stating Net Worth, Turnover and Profit/Loss for last 3 financial years.</p>
D	The bidder should have a minimum yearly turnover of Rs. 5 crores per year during last 3 years (2011-12, 2012-13, 2013-14) to apply for empanelment.	Audited Balance Sheets for last 3 years.
E	The bidder should have executed orders for supply, installation & support of UPS Systems and Batteries in last three years aggregating to not less than Rs.50 lacs . Of the above, orders aggregating to Rs.25 lacs should be from Govt./Public Sector Organizations.	Copies of related Purchase Order to be submitted.
F	<p>The bidder should have Offices / Support Centres in Kolkata with adequate technical manpower to provide support services whenever necessary.</p> <p>In case of Authorised Distributor / Dealer / Re-seller, there should be a back to back arrangement with the OEM for deliverables (spares & skill) supported by documentary evidence(s).</p>	<p>Certificate from OEM to be attached.</p> <p>(Escalation matrix upto MD / CEO to be provided)</p>
G	<p>The bidder, if earlier empanelled with the Bank, should have satisfactory record in Delivery / Installation / Support related to items supplied. Bank shall have the right to reject the proposal of such bidders where past performance of the bidder with the Bank is not satisfactory.</p> <p>Any bidder, who is already debarred / blacklisted by the Bank for non-performance or any other reason, is not eligible to participate.</p>	An undertaking to this effect in the company's letterhead.

3. General Terms & Conditions:

- 3.1 Empanelment would be **for a period of three years from the date of issuance of empanelment letter / agreement** subject to satisfactory service and yearly review. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or irregular while applying for the tenders, the Bank shall reserve the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.
- 3.2 Any vendor, empanelled under this empanelment, if fails to participate in more than 3 (three) tenders / Request for Quotes (RFQ) floated by the Bank, would be removed from the list of empanelled vendors.
- 3.3 If called for, the vendor should be ready to participate in Bank's tender process as per the terms and conditions of the respective RFP/ RFQ.
- 3.4 The vendors, currently empanelled by the Bank, are also required to respond to this **"Expression of Interest" for Empanelment of Vendors** and get empanelled for the current period.

3.5 Vendor responding to this EOI should be able to supply all items/services mentioned herein.

3.6 In case of necessity, vendor may have to deploy resident engineer in Bank's office building.

4. Bid Submission & Evaluation:

4.1 The responses to this EOI must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned herein above (List of documents to be submitted are mentioned in Annexure-II).

4.2 Intending applicants are required to submit their full bio-data as per the Format in **Annexure IA** along with the required documents. If necessary, Bank may ask for clarification and/or further information from the bidders.

4.3 Incomplete responses without the required documents are liable to be rejected.

4.4 The Bank reserves the right to accept / reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and Bank's decision will be final in this regard.

4.5 The Bank further reserves the right to issue Request for Proposal (RFP) / Request for Quotes to vendors it deems eligible and qualified based on the evaluation of the responses received.

4.6 All response to the EOI must be sent in a sealed cover superscripting "**EOI for Empanelment of Vendors for Supply, Installation & Maintenance of Batteries for UPS Systems and Technical Services**" to the below mentioned address: -

Deputy General Manager (IT)
UCO Bank, Head Office
Department of Information Technology,
3 & 4, DD Block, Sector- I, Salt Lake
Kolkata -700 064

All responses to this request for EOI must reach the above address latest by 3.00 p.m. on 13.07.2015 (Monday) and should be dropped in the "TENDER BOX" kept in the 5th floor. The responses received will be opened on the same day at 3.30 p.m.

4.7 Open responses received through E-mail / Fax etc. 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 it is not properly superscripted with the words "**EOI for Empanelment of Vendors for Supply, Installation & Maintenance of Batteries for UPS Systems and Technical Services.**"

4.8 All documents should be submitted with the application as in Annexure II.

4.9 In case the specified date of submission of EOI is declared a holiday in West Bengal under N.I. Act, the bids will be received till the specified time on next working day.

4.10 The basis of scoring is mentioned in Annexure-IV. The eligible vendor, to qualify, must secure a minimum of 50% in total score.

Further, the vendors should secure minimum 40% marks allotted in each sub-head of Net Worth or Gross Profit, Total Turnover and Client Base.

4.11 A minimum of 3 and a maximum of 10 vendors will only be empanelled for Supply, Installation & Maintenance of Batteries for UPS Systems and Technical Services.

In case the number of qualified vendors exceeds 10, the number of vendors exceeding 10 will be left out according to descending order of scores as per Annexure-IV. In such cases, the cost of tender documents will be returned to them.

4.12 The bidders who are selected through this tendering process will have to execute an Undertaking as per format given in Annexure-V on a non-judicial stamp paper of Rs.100/=.

Enclosures:

1. **Annexure I & IA** : **Format of Application for Empanelment and Bio-data.**
2. **Annexure II** : **List of documents to be submitted.**
3. **Annexure III** : **Details of Service Centres in Kolkata.**
4. **Annexure IV** : **Scoring Pattern.**
5. **Annexure V** : **Format of Undertaking**

Please Note: This is only for the purpose of empanelment / enlistment and not a Request for proposal (RFP) and commercials are not to be submitted with "Expression of Interest".

Annexure-I

Application for Empanelment of Vendors

Ref. No.:

Date:

Deputy General Manager (IT)
UCO BANK, HEAD OFFICE-2,
Department of Information Technology
7th.Floor, 3&4 DD Block,
Sector I, Salt Lake City,
Kolkata - 700 064

Dear Sir,

Sub : Expression of Interest for Empanelment of Vendors for Supply, Installation & Maintenance of Batteries for UPS Systems and Technical Services

With reference to your EOI No. UCO/DIT/EOI/470/2015-16 dated 18-06-2015 published in your website on 19-06-2015 on the captioned subject, we furnish below the following Information / Papers / Documents for fresh empanelment / renewal of empanelment of our company for the following category:

Item Description
<i>SMF Batteries (Make: Exide, Panasonic, Quanta, Amararaja) for UPS Systems of various capacities & Backup (2 KVA to 20 KVA)and Technical Services.</i>

If empanelled and called for any tender under this empanelment, we agree to participate as per Bank's terms and conditions of the respective RFP / RFQ.

Date:

Seal & Signature

BIO-DATA

1. Name of the Company / Firm

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2. Constitution

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2a. Date of Incorporation

3a. Address with Telephone / Fax nos.
and e-mail
(Registered Office)

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3b. Communication Address:

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Contact Person:

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Contact No. / Fax No.

--

Email ID:

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6. Products dealing with / services
rendered

--

5. Net Worth (Rs. in lakhs)
(for last three financial years
as per audited balance sheets.)

Year	Capital	Reserve
2011-12		
2012-13		
2013-14		

6. Profit & Loss for the Financial year
(Rs. in lakhs)
(for last three financial years
as per audited balance sheets.)

Year	Profit & Loss
2011-12	
2012-13	
2013-14	

7. Total Turnover (for production unit) /
Sales (for trading unit)
(Rs. in lakhs)
(for last three financial years
as per audited balance sheets.)

Year	Turnover
2011-12	
2012-13	
2013-14	

8. Sales Tax / Service Tax / VAT Regn.
No.
(Attach copy of Certificate)

9. PAN Number
(Attach copy of PAN Card)

10. ISO Certification :
(Attach copy of Certificate)

11. Make / Model of Batteries offered
(Please tick whichever applicable)

EXIDE / PANASONIC / QUANTA / AMARAJA

Thanking you,
Yours faithfully,

Date:

Seal & Signature

The following enclosures are furnished in the following order**[Tick (✓) whichever is applicable]**

1. Constitution, Memorandum / Articles of Association, Board Resolution / Partnership Deed, as applicable and Power of Attorney specifying persons to act on behalf of the Firm / Company. ☐
2. Proof of authorized Dealership/Franchisee. ☐
3. Audited Balance Sheets and Statements of Profit & Loss A/cs, for the last three years indicating Net Worth, Turnover & Profit in lakhs of rupees. ☐
4. List of Customers / clients [Govt. Organisation, Govt. Undertakings and Banks (PSU/SBI) from whom orders have been received during the last three years with documentary evidence. ☐
5. Certificates/Purchase Order copies (at least three) on satisfactory Customers Service from the PSU / Govts (State / Central) and reputed Organizations/ Bodies / reputed companies. ☐
6. List of own Service Centres and Service Centres maintained by the business Partners/Associate or Franchisees in Kolkata **as per Annexure III** ☐
7. National and International Quality Certification / Production Facility Certification if any, obtained from ISO / Others. ☐
8. Copy of this EOI duly signed by the authorized person as a token of acceptance of Terms & Conditions ☐
9. Escalation Matrix upto MD/CEO ☐

[illegible]

Seal & Signature of Authorized Representative

Empanelment of Vendors (To be filled by the vendor)

Total Marks - 60	SCORING PATTERN		Self Scoring by the vendor
1. Constitution			
SCORE : MAXIMUM - 10	Category of the Firm	Score	
	Private Limited	8	
	Public Limited	10	

2. Financial (Based on March 2014 or latest audited Balance Sheet)			
SCORE : MAXIMUM - 10	Net Worth of the Firm OR Gross Profit	Score	
Net Worth/ Gross Profit	Mentioned separately in Page 15		
	Total	10	
SCORE : MAXIMUM - 10	Total Turnover	Score	
Turnover	Mentioned separately in Page 15		
	Total	10	

3. Client Base & Experience			
SCORE : MAXIMUM - 20	Client base	Score	
Client Base	Bank as client(1 mark per PO, max. marks 10)	10	
	FI/Govt.Org. as client (1 mark per PO, max. marks 10)	10	
	Total	20	

4. Certification			
SCORE : MAXIMUM - 10	ISO Certification	Score	
Based on the valid certificate submitted	for 9001 only	5	
	for 14000 only	5	
	For both 9001 & 14000	10	
	Total Score	60	

Remarks :

- Minimum 50% marks in total.
- Minimum 40% marks in each sub-head (excepting in sub-head 4-Certification).

Date:

Signature of Authorized Representative

SCORING PATTERN of Net Worth, Turnover & Profit

Supply, Installation & Maintenance of Batteries for UPS Systems and Technical Services					
Net Worth (Cap+Reserve)		Turnover/ Sales		Gross Profit	
Rs. (in Lacs)	Score	Rs. In Lacs	Score	Rs. In Lacs	Score
	Maxm 10		Maxm 10		Maxm 10
>1 & <= 50	1	>1 & <=75	1	>1 & <=5	1
>50 & <= 100	2	>75 & <=150	2	>5 & <=10	2
>100 & <= 200	3	>150 & <=250	3	>10 & <=20	3
>200 & <=300	4	>250 & <= 500	4	>20 & <=50	4
>300 & <= 500	5	>500 & <= 2000	5	>50 & <= 100	5
>500 & <=750	6	>2000 & <= 5000	6	>100 & <= 200	6
>750 & <= 1000	7	>5000 & <= 7500	7	>200 & <= 500	7
>1000 & <=2000	8	>7500 & <=10000	8	>500 & <=800	8
>2000 & <= 5000	9	>10000 & <= 25000	9	>800 & <= 1000	9
> 5000	10	>25000	10	>1000	10

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

Dear Sir,

Sub: EOI for Empanelment of Vendors for supply, installation, maintenance of Batteries for UPS Systems and technical services

Ref No.: UCO/DIT/EOI/470/2015-16 dated 18/06/2015

With reference to the above EOI and your empanelment letter No. (here mention the reference number of empanelment letter), we have to state that

1. We undertake to respond to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by the Bank under limited tendering process.
2. We have examined and understood the instructions, terms and conditions forming part of the abovementioned EOI and agree to abide by the General Terms and Conditions stated therein.
3. We further confirm that any offer in response to Request for Proposal (RFP) or Request for Quote (RFQ) will be in conformity with the terms and conditions as mentioned therein.
4. We also understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.
5. We also understand that our empanelment and performance will be reviewed on a yearly basis and, if found unsatisfactory will be removed from the list of empanelled vendors.

Yours faithfully,

Authorised Signatory
(Signature and Seal of the Company / Firm)

Name & Designation :

Name of Company / firm:

Full Address of the Company / firm:

Date: