



***Central Bank of India***  
***Department of Information Technology,***  
***1<sup>st</sup> Floor, Plot no-26,***  
***Sector-11 CBD Belapur,***  
***Navi Mumbai-400614***

Tender No. CO:DIT:PUR:2021-22:346

## **Request for Proposal (Bid) Document**

***For***

AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

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## List of abbreviations

|      |                                   |
|------|-----------------------------------|
| AMC  | Annual Maintenance Contract       |
| ATS  | Annual Technical Support          |
| BOM  | Bill of Material                  |
| CBS  | Core Banking Solution             |
| CGST | Central Goods AND Services Tax    |
| CO   | Central Office                    |
| CSP  | Cloud Solution Provider           |
| DC   | Data Centre                       |
| DRC  | Disaster Recovery Centre          |
| EMD  | Earnest Money Deposit             |
| FY   | Financial Year                    |
| GST  | Goods and Services Tax            |
| GSTR | Goods and Services Tax Return     |
| IGST | Interstate Goods and Services Tax |
| ITR  | Input Tax Credit                  |
| JV   | Joint Venture                     |
| LOI  | Letter of Intent                  |
| OEM  | Original Equipment Manufacturer   |
| PBG  | Performance Bank Guarantee        |
| PO   | Purchase Order                    |
| RFP  | Request for Proposal              |
| RO   | Regional Office                   |
| SGST | State Goods and Services Tax      |
| SLA  | Service Level Agreement           |
| SI   | System Integrator                 |
| TCO  | Total Cost of Ownership           |
| ZO   | Zonal Office                      |

## 1. Invitation for tender offers

Central Bank of India, The Bank, a body corporate constituted under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Central Office at Chandermukhi, Nariman Point, Mumbai-400021 hereinafter called "Bank" and having 90 Regional Offices (RO), 10 Zonal Offices (ZO) and 4617 plus branches spread across India, intends for Renewal of DMS (Document Management Solutions) project- for AMC/ATS related support for next 3 years (with a condition to extend for 2 years on satisfactory support of the vendor) for Hardware infrastructure including OS&DB, DMS solution, middleware/other licensed software & Subscriptions etc., including on-site support services..Bidder must have Back-to-back support agreement with OEM for supporting existing DMS solution modules.

Bank invites online tender offers (Technical offer and Commercial offer) from eligible, reputed manufacturers and/or their authorized dealers for AMC/ATS related support for next 3 years (with a condition to extend for 2 year on satisfactory support of the vendor) for Hardware infrastructure including OS&DB, DMS solution, middleware/other licensed software & Subscriptions etc., including on-site support services under DMS Solution Project as specifications mentioned in Annexure-1A

A complete set of tender documents may be purchased by eligible bidders on payment of non-refundable ₹5,000/-(Rupees Five thousand only) including taxes by demand draft/ banker's cheque /RTGS/NEFT in the account no.-3287810289 of Central Bank of India (IFSC Code – CBIN0283154) with narration Tender ref no CO:DIT:PUR:2021-22:346 in favor of “**Central Bank Of India**” and payable at **Mumbai/Navi Mumbai**. The proof of cost paid of Tender Document to be uploaded with the Technical Bid, by those who want to download the RFP from Website.

The details are given below:

|                                                                                       |                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender Reference Number                                                               | CO:DIT:PUR:2021-22: 346                                                                                                                                                                                                                                           |
| Cost of RFP – Non Refundable                                                          | ₹12,000/- (Rs.Twelve thousand only) including taxes                                                                                                                                                                                                               |
| Date of Issue of RFP                                                                  | 09/12/2021                                                                                                                                                                                                                                                        |
| Bid Security (EMD)                                                                    | Self-declaration of bid security to be submitted in firm's letter head (Annexure-13).                                                                                                                                                                             |
| e-mail IDs for sending queries and Last Date for submission of queries                | smitpurchase@centralbank.co.in, cmdit@centralbank.co.in, smitdms@centralbank.co.in latest by 16/12/2021 up to 15:00 hrs.                                                                                                                                          |
| Date and time for Con call/web based Pre-Bid Meeting,                                 | 20/12/2021 at 15:30hrs.<br>Conference Number or link shall be shared                                                                                                                                                                                              |
| Last Date and Time submission of Bids<br>Mode of bid submission & online portal's URL | 06/01/2022 up to 15:00 hrs.<br>Mode-Online<br>URL: <a href="https://centralbank.abcprocure.com/EPROC">https://centralbank.abcprocure.com/EPROC</a>                                                                                                                |
| Time & Date of Opening of technical bids                                              | 06/01/2022 at 15:30 hrs.                                                                                                                                                                                                                                          |
| Response Types                                                                        | 1.Document Cost plus Bid Security (Annexure 13)<br>2.Commercial Bid                                                                                                                                                                                               |
| Address for Communication                                                             | Asst. General Manager-IT<br>Central Bank Of India<br>Department Of IT ( DIT), 1 <sup>st</sup> Floor, Plot no-26, Sector-11, CBD Belapur, Navi Mumbai-400614<br>Mail address: <a href="mailto:smitpurchase@centralbank.co.in">smitpurchase@centralbank.co.in</a> , |

|                           |                                  |
|---------------------------|----------------------------------|
| Contact Telephone Numbers | 022- 67123679, 67123665,67123669 |
|---------------------------|----------------------------------|

The pre bid meeting will be held in person or through Video Conference/con call with the bidders who have submitted proof of remittance of document cost or exemption certificate of MSME by email to the Bank on or before the stipulated time.

For any clarification with respect to this RFP, the bidder may send their queries/suggestions, valuable inputs and proof of remittance of document cost or exemption certificate of MSME by email to the Bank. It may be noted that all queries, clarifications, questions etc., relating to this RFP, technical or otherwise, must be in writing only and should be sent to designated e-mail ID within stipulated time as mentioned.

In accordance with Government of India guidelines, Micro and Small Enterprises are eligible to get tender documents free of cost and also exempted from payment of earnest money deposit upon submission of valid MSME certificate copy

Self-declaration of Bid Security mentioned above must accompany all tender offers (technical bid) as specified in this tender document.

Tender offers will normally be opened half an hour after the closing time. Any tender received without Document Cost, will be disqualified.

Technical Specifications, Terms and Conditions and various format and Performa for submitting the tender offer are described in the tender document and its Annexures.

**Assistant General Manager-IT**  
**Central Bank of India,DIT,**  
**CBD Belapur, Navi Mumbai-400614**

**DISCLAIMER** The information contained in this Request for Proposal (RFP) document or information conveyed subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Central Bank of India (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

## 2. Eligibility Criteria

The Bidder must fulfill following eligibility criteria:

| Sr. | Eligibility of the bidder                                                                                                                                                                                                                                                                                 | Documents to be submitted                                                                                                                             | Bidders Remarks<br>Y/N |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1.  | Bidder should be a Registered company under Indian Companies Act. 1956/2013 or LLP/Partnership firm and should have been in existence for a minimum period of 5 years in India, as on date. Bidder should be registered under G.S.T and/or tax registration in state where bidder has a registered office | Copy of the Certificate of Incorporation issued by Registrar of Companies/Registrar of firms and full address of the registered office of the bidder. |                        |
| 2   | Bidder should be registered under G.S.T and/or tax registration in state where bidder has a registered office                                                                                                                                                                                             | Proof of registration with GSTIN                                                                                                                      |                        |
| 3.  | The bidder must have average turnover of minimum ₹20 crores in IT business in the last three financial years (i.e. 2018-19, 2019-20, 2020-21) as per the audited balance sheet available at the time of submission of tender, of individual company and not as group of companies.                        | Copy of audited Balance Sheet and Certificate of the Chartered Accountant for preceding three FY.                                                     |                        |
| 4.  | The bidder should have made operating profits in at least two financial years out of last three financial years (i.e. 2018-19, 2019-20, 2020-21).                                                                                                                                                         | Copy of audited balance sheet and Certificate of the Chartered Accountant for preceding three FY                                                      |                        |
| 5.  | The bidder should have a positive net worth in last three financial (i.e. 2018-19, 2019-20, 2020-21).                                                                                                                                                                                                     | Certificate of the Chartered Accountant for three preceding FY                                                                                        |                        |
| 6   | The S.I should be an Authorized Vendor/Partner of M/s Newgen.                                                                                                                                                                                                                                             | Copy of MAF from OEM as per format (annexure-9) to be submitted,                                                                                      |                        |
| 7.  | Bidder should have implemented similar type of DMS services with minimum 1000 number of user licenses with M/s Newgen as an Authorized Vendor/Partner in last five years with at least one PSU/Bank/Govt/Private organization.                                                                            | Certificate of proof should be submitted by the bidder                                                                                                |                        |
| 8.  | Bidder should not have filed for bankruptcy in any country including India.                                                                                                                                                                                                                               | Self-declaration on Company's letter by the Authorized Signatory in original                                                                          |                        |

|     |                                                                                                                                                                                                                                                                                                                                         |                                                                                       |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--|
| 9.  | At the time of bidding, the Bidder/OEM should not have been blacklisted/debarred/ by any Govt. / IBA/RBI/PSU /PSE/ or Banks, Financial institutes for any reason or non-implementation/ delivery of the order. Self-declaration to that effect should be submitted along with the technical bid.                                        | Submit the undertaking on Company's letter head as per Annexure- IC                   |  |
| 10. | At the time of bidding, there should not have been any pending litigation or any legal dispute in the last five years, before any court of law between the Bidder or OEM and the Bank regarding supply of goods/services                                                                                                                | Submit the undertaking self-declaration on Company's letter head as per Annexure – IC |  |
| 11. | Bidder/OEM should not have <ul style="list-style-type: none"> <li>• NPA with any Bank in India/financial institutions.</li> <li>• Any case pending or otherwise, with any organization across the globe which affects the credibility of the Bidder in the opinion of Central Bank of India to service the needs of the Bank</li> </ul> | Submit the undertaking self-declaration on Company's letter head as per Annexure - IC |  |
| 12. | Bidder must have their Registered offices or their Branches in the location of Mumbai as well as in Hyderabad.                                                                                                                                                                                                                          | Submit self-declaration on Company's letter head.                                     |  |
| 13  | Bidder should also submit the Check list for submission as per point No: 61                                                                                                                                                                                                                                                             | Submit "Check list for submission "as per point No: 61 on Company's letter head.      |  |
| 14  | If the bidder is from a country which shares a land border with India, the bidder should be registered with the Competent Authority                                                                                                                                                                                                     | Certified copy of the registration certificate(as per point 15)                       |  |

The bidder must submit only such document as evidence of any fact as required herein. The Bank, if required, may call for additional documents during the evaluation process and the bidder will be bound to provide the same.

### 3. Bid Security

Prospective bidders are required to submit self-declaration of bid security in firm's letter head (Annexure-13).

### 4. Performance Bank Guarantee

- i. As mentioned above, the Successful Bidder will furnish an unconditional and irrevocable Performance Bank Guarantee (PBG) from scheduled commercial Bank other than Central Bank of India, in the format given by the Bank in Annexure-12, for 3% of the total project cost valid for 48 months, (3 years for total project period plus one year for claim period) validity of PBG starting from its date of issuance. The PBG shall be submitted within 21 days of the PO acceptance by the Bidder.
- ii. The PBG so applicable must be duly accompanied by a forwarding letter issued by the issuing bank on the letterhead of the issuing bank. Such forwarding letter shall state that the PBG has been signed by the lawfully constituted authority legally competent to sign and execute such legal instruments. The executor (BG issuing Bank Authorities) is required to mention the Power of Attorney number and date of execution in his / her favor with authorization to sign the documents.
- iii. Each page of the PBG must bear the signature and seal of the BG issuing Bank and PBG number.
- iv. In the event of the Successful Bidder being unable to service the contract for whatever reason, Bank may provide a cure period of 30 days and thereafter invoke the PBG, if the bidder is unable to service the contract for whatever reason.
- v. In the event of delays by Successful Bidder in AMC support, service beyond the schedules given in the RFP, the Bank may provide a cure period of 30 days and thereafter invoke the PBG, if required.
- vi. Notwithstanding and without prejudice to any rights whatsoever of the Bank under the contract in the matter, the proceeds of the PBG shall be payable to Bank as compensation by the Successful Bidder for its failure to complete its obligations under the contract, indicating the contractual obligation(s) for which the Successful Bidder is in default.
- vii. The Bank shall also be entitled to make recoveries from the Successful Bidder's bills or any other amount due to him, the equivalent value of any payment made to him by the bank due to inadvertence, error, collusion, misconstruction or misstatement.
- viii. The PBG may be discharged / returned by Bank upon being satisfied that there has been due performance of the obligations of the Successful Bidder under the contract. However, no interest shall be payable on the PBG

### 5. Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

### 6. Manufacturer's Authorization form

Bidders must submit a letter of authority from their manufacturers in Annexure-11 that they have been authorized to quote OEM Product.

## 7. Scope of Work

The objective of this RFP is for AMC/ATS related support for next 3 years (with a condition to extend for further 2 years on satisfactory support of the vendor) for DMS Project which includes:

- i) Hardware infrastructure installed at DC, Mumbai and DRC, Hyderabad, DMS solution, system SW-OS, DB, middleware/other licensed software/ Subscriptions etc. The list of Hardware and Software is given in Annexure 1A.
- ii) On-Site support services
- iii) Development/Implementation of new Archival Module.
- iv) Digitization of various departments of Bank including Archival and development of workflow/Application as per Bank's requirement.

### A. AMC for DMS Application:

1. AMC and on-site support services for DMS solution including existing Modules and New application to be implemented -as per Bank's requirements under RFP and Change Requests.
2. SI to utilize the existing Document Management System application (OmniDocs) available with Bank.
3. SI to make use of the existing hardware/Software infrastructure available with Bank.
4. SI to maintain and support the existing DMS Modules already implemented and also to make changes if required by Bank.
5. It is responsibility of the bidder to design, develop and implement the module desired by the Bank in coordination with the OEM.
6. A maker-checker functionality will be configured for New Archival or any other module implemented.
7. The new Archival solution or any other functionalities implemented should have a framework to configure custom screens for Search Interface, Archive interface through Custom Tabs capability of OmniDocs. SI to ensure that the Archival solution or any new module implementation is back to back aligned with OEM.
8. The solution should also have the capability where the custom Archival Interface can be embedded as part of the product interface to allow the user to browse to the desired folder and/or sub folder using Drop Downs (dropdown can be for various departments or as per the Folder Structure envisaged by the Bank.
9. SI to upgrade existing DMS solution to the latest version of OmniDocs 11 and the up-gradation services should be aligned back to back with OEM.
10. The solution should also enable the Scanning using the native scanning application drivers available at bank's locations and document would also be unloadable manually to the existing Document Management System application.
11. SI must have Back-to-back support agreement with OEM for supporting existing DMS solution along with all existing modules implemented at Bank for expected level of support mentioned in this RFP for the contract period
12. For the issues related to existing DMS solution RCA (Root Cause Analysis) to be provided by the respective OEM. SI to ensure timely rectification of the identified issues.
13. The SI shall facilitate discussions between OEMs and Bank's business team for new business requirement and up gradation of any existing modules of the solution.

14. Any upgrades, modification and new solution/module development in addition to existing DMS solution needs to be back-to-back support with OEM.
15. Training- a) Train the Bank team for development and making changes in application/workflow.  
b) Training to user team for usage of application.
16. Efforts required in Making the new module are to be calculated through Functional Point Analysis [FPA] method of effort estimation in man-days (as per Annexure-14)
17. Implementation of the Archival module should be as per the prescribed timelines.
18. SI also to ensure development and implementation of any other work flow module required by Bank.
19. Post implementation of any new modules/functionalities, the cost of maintenance and support of this new module will be within the existing maintenance and support cost that is provided in PO.

**B. AMC/ATS for Hardware/Software Infrastructure (Annexure 1 A) :**

AMC/ATS Support services to be provided for existing Hardware/Software infrastructure installed at DC Mumbai and DRC Hyderabad. It includes onsite support for Operating Systems, Database, Middleware, Application, Other Software and Subscriptions.

**C. IMPLEMENTATION OF NEW ARCHIVAL MODULE**

New Archival Module should be developed/designed for digitisation and Archival of various departments of Bank as per their requirement. A few examples of department wise Data Input Templates for creation of Archival Module department wise along with folder structure and search criteria method are given in Annexure-16. However, the exact template will be provided at the time of implementation of Module.

**C-I. INTEGRATION WITH BANK'S OTHER APPLICATIONS:** Integration of Archival module with Video KYC solution of the Bank and also with any other existing applications of the Bank like CBS, SDR, ,TRADE FINANCE, EFRMS, , LLMS, HRMS, VPM [Vendor Payment Module] etc as per need is to be facilitated by SI. Any such integration should be without any additional cost.

**C-II.**

- i. There may be **ADDITION OR DELETION** of zonal offices/regional offices/ departments/sections.
- ii. Bank should have the option to create an additional document type for archiving.
- iii. System should have the facility to trigger an alert if concerned department section requires for any expiry date etc.
- iv. There should be maker checker mechanism for uploading the document in DMS system.

**C-III. THE SEARCH CRITERIA** should be based on INPUT data of respective document archival. Full Text Search [FTS] search should also have criteria for filtering based on document type. i.e., Purchase order/ Bank guarantee/ lease deed etc.

- Search interface should be user friendly and easy to operate.
- Department / Section should have the option to include water mark when document is viewed/ printed.
- While retrieving the archived files, a facility should be available to view multiple documents at a time.
- The application should have facility to define access control of the documents to various Users/Sections/Departments as per defined access criteria.
- Folder/subfolder wise search should also be available in the application.
- Autospell correct option should be available while giving the text for search.

**C-IV. DIGITIZATION OF VARIOUS DEPARTMENTS OF BANK** including Archival and development of workflow/Application as per Bank's requirement.

**D. Onsite Support Role & Responsibility:-**

Infrastructure Support

- Hardware that runs Document management solution(11 Unit)
- Tape-library (2 Unit)
- Storage system (2 Unit)
- Network switches (4 Unit)
- SAN switches (4 Unit)

| Area                                                             | Activity                                                                                                                                      | Responsibility |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Support and Maintenance for Hardware and Software Infrastructure | Hardware/Software/Middleware/other licensed SW and subscriptions for DMS solution                                                             | Vendor         |
|                                                                  | Operating system                                                                                                                              | Vendor         |
|                                                                  | Maintenance of the backups (Mention Name of backups software)                                                                                 | Vendor         |
|                                                                  | SAN switches/storage/Tape Library                                                                                                             | Vendor         |
|                                                                  | DMS Application Support including existing modules that are used by the Bank and newly implemented Modules under RFP and under Change Request | Vendor         |
|                                                                  | ALL HW/SW infrastructure listed in Annexure A                                                                                                 |                |

The onsite support from SI should be senior person with minimum 3-4 years' experience and well conversant with DMS application. The on-site support should extend services like helpdesk, data backup, user management, DMS application support , OS management/ Database management/ maintenance, Patch updates, updating of data, maintaining integrity of data, loading application upgrades, conducting periodic DR

Drills, technical support for adhoc queries, Co-ordinating with internal/external auditors, Audit compliance, archival of data etc.

The OEM onsite support should be senior person and also be capable of development/modifications of existing and new workflows and also train the Banks team for development of workflows.

Bank has discretion to add/discontinue the services of onsite support if Bank wishes the same. Any new/existing change up to 10 days, effort should be taken care under onsite support scope and beyond 10 days only will be done through CR.

**E.** The hardware equipment stated in the schedule shall be placed under AMC in “AS IS WHERE IT IS BASIS”.

**F.** The replacement of all the spares is included under the AMC Replacement of defective parts will be at the vendor's cost with original spares of the brand/make of the computer and peripherals as far as possible. In the event of non – availability of the original spare parts, then equivalent or higher configuration components should be substituted with the consent of the brand company/make of the part.

**G.** The complaints received shall be attended by S.I. in following manner.

- i. Major faults which require visit to Site within 24 hrs.
- ii. The replacement of components shall be as per OEM's consent and as per bank's acceptance.
- iii. The vendor should provide Escalation matrix for support clearly mentioning escalation levels with corresponding contact details.
- iv. If the machines covered under this agreement are not attended for repair or problems are not rectified within the time frame mentioned in Annual Maintenance Agreement, such defective machines would be repaired by some third party and the amount spent for such repairs would be billed to the AMC vendor and the same shall be in addition to the penalty imposed.
- v. A separate logbook should be maintained to record the maintenance carried out on each equipment. The AMC Vendor has to submit the maintenance report to DIT Department, Central Office.

**H. Hours of Service:**

- The scope of work covers comprehensive on call maintenance of IT hardware.
- The vendor has to do a detailed inventory of all equipment in both offices
- The provision, by the vendor, of maintenance / support services will be confined to the Banks normal working hours on all normal working days.
- The normal working hours of the Bank are from 09.00 a.m. to 6.30 p.m. on all weekdays, as well as first Saturday and Third Saturday. No additional charges / cost will be paid if the maintenance / support services are required beyond normal working hours in case of exigencies. However, the timing and schedule can be changed as per requirement in future.

## I. Project Completion Time

Implementation of New Archival Module. The schedule of activities towards completion of the project is given below:

- Three (3) weeks for preparation of System Requirement Specification (SRS) from the date of purchase order.
- Two (2) weeks for customization / parameterization from SRS sign off
- Two (2) weeks for UAT and going live after customization (on receipt of live sign off document from Minimum two CO departments
- One (1) week for training.

Up gradation of DMS solution:

- Four (4) weeks from the date of acceptance of PO.

## J. Payment terms:

1. Up gradation of DMS solution -

- 100% after up gradation

2. New Archival Module

- 100% after live sign off including training

3. Payment of AMC/ATS Charges.

AMC/ATS amount will be paid at the end of each quarter. It can be paid yearly in advance on submission of PBG for equivalent amount valid for one year.

4. Payment of Support (FM)

FM charges will be paid on quarterly basis at the end of each quarter. It can be paid yearly in Advance on submission of PBG for equivalent amount valid for one year.

AMC /will start after expiry of warranty of one year and warranty will start from date of full go live.

The Successful bidder must accept the payment terms proposed by the Bank. The financial bid submitted by the bidder must be in conformity with the payment terms proposed by the bank. Any deviation from the proposed payment terms would not be accepted. The bank shall have the right to withhold any payment due, in case of delays or defaults on the part of the successful bidder. Such withholding of payment shall not amount to a default on the part of the bank.

## 8. Delivery Schedule

The AMC of the Hardware will be commenced from date of acceptance of purchase order and the licenses purchased if any should be procured in the name of the "Central Bank of India" through their OEM and should be delivered within two weeks from date of acceptance of purchase order.

## 9. Maintenance Support

The Bidder must provide uninterrupted availability of the system and ensure that the problem is resolved within the time schedule as prescribed in the Service Level Agreement (SLA). For any major break down such as crash, the Bidder must arrange for immediate on-site support for recovery and resumption of operations. The re-installation of the software and RDBMS if required is the sole responsibility of the Bidder, which should be treated as service provided under Warranty/AMC. Maintenance support will also include installation of system updates and upgrades, providing corresponding updated manuals, and follow-up user training. During the AMC period, all upgrades should be free. All regulatory / statutory changes should be done without any additional cost to the Bank.

## 10. On-site support

S.I. has to provide support of technical experts capable of maintaining DMS infrastructure and DMS Solution. Out of which, minimum one technical expert should be provided from OEM (M/s Newgen) during contract period for onsite support. The onsite support should be senior person with minimum 3-4 years' experience and well conversant with DMS application.

The on-site support should extend services like helpdesk, data backup, user management, DMS application support, OS management, database management/ maintenance, updation of data, patch updates, maintaining integrity of data, loading application upgrades, technical support for adhoc queries, archival of data etc. In addition to the above, facility management services should be provided at application user locations depending on Bank's requirements. The scope of facility management include scanning of documents, uploading of documents to DMS, support to Bank personnel in DMS related activities etc. The OEM onsite support should also be capable of development/modifications of existing and new workflows and also train the Banks team for development of workflows. Bank has discretion to add/discontinue the services of onsite support if Bank wishes the same.

Resources should be available at bank's site during normal working hours on all bank working days. However, in case of business requirements, vendor may be asked to depute the resources beyond the above stipulated time. The timing may be changed at bank's discretion. However, during the implementation phase, testing, planned activity

and emergency period, DR Drill resources may have to work 24x7 depending upon the Bank requirement.

## 11. Customization of the Software

For customisation of the new archival Module the successful bidder should discuss with core users of the Bank for understanding the functioning of the existing system and gap analysis. He shall prepare a customization document based on the gap analysis and other requirements of the RFP. The successful bidder shall undertake to obtain Bank's approval of the customization documentation and associated project plans before software customization work commences. The customization document should provide the plan in detail based on the criticality of the requirements.

## 12. User Acceptance Test of software

The Bank will conduct "User Acceptance Test" (UAT) for the New Archival Module under DMS solution to ensure that all the requirements are available & functioning as per RFP. It will be the successful bidder's responsibility to create the testing environment, test plan and share possible test cases for the Bank's users for testing the product features and the successful bidder will be required to assist the Bank in the entire testing phase. The BANK will accept the developed/ customized software only after implementation of the software with successful conduct of acceptance testing by users. Software will be considered to be accepted only after the BANK issues an acceptance letter to the successful bidder. New Software may be audited for risk analysis and security features by Bank's IS Audit team or a third party appointed by the BANK, if so desired by the BANK.

## 13. Penalty Clause

The successful bidder must strictly adhere to the schedules for completing the assignments. Failure to meet these Implementation schedule, unless it is due to reasons entirely attributable to the bank, may constitute a material breach of the successful bidder's performance. In the event that the Bank is forced to cancel an awarded contract (relative to this RFP) due to the successful bidder's inability to meet the established delivery dates, the bank may take suitable penal actions as deemed fit

**Penalty:** The successful bidder shall agree to a penalties structure in accordance with the following:

The Bidder shall be liable to forfeit up to 0.5% of the project cost if the project is delayed beyond the implementation schedule every Week subject to maximum of 10% and the delay was solely the Bidder fault and reasons not attributable to Bank. In case delay is attributable to Bank, proper evidence should be produced by S.I.

## 14. Guarantees on Response Time to Errors

The Bank will classify errors in to three categories:

- a. Critical errors defined as the Errors that require/cause the Bank to shut down the production server or stop all services through the server and the application working is stopped immediately.
- b. Medium Level Errors defined as those errors that are not the Critical Errors as defined above but cause great inconvenience or operational difficulties to the Bank.
- c. Low Level Errors defined as those other errors that are not the Critical errors or the Medium Level Errors as defined above.

The Successful bidder undertakes and guarantees that all the Critical Errors will be resolved in the production environment within two hours of the Bank intimating the same through writing, telephone, mail or fax.

(i) In case the Critical Errors are not resolved within the stipulated time as above, there shall be a penalty of Rs.10,000/- (Rupees Ten thousands only) per hour exceeding above said 2 hours resolution time apart from replacement of the respective hardware/software at successful bidder's own cost for solving the errors.

(ii) In case the error is not resolved within 4 hours from the time of reporting of the error by the Bank, the successful bidder shall be liable to pay a penalty of 0.25% of the total value of the above said purchase order.

The Successful bidder undertakes and guarantees that all the Medium Level Errors will be resolved in the production environment within one day of the Bank intimating the same through writing, telephone, mail or fax.

(i) In case the Medium Level Errors are not resolved within the stipulated time as above, there will be a penalty of Rs.50,000/= (Rupees Fifty thousand only) per day exceeding the above said one day resolution time apart from replacement of the respective hardware/software at the successful bidder's own cost for solving such errors.

(ii) In case the error is not resolved within 4 days from the time of reporting of the error by the Bank, the successful bidder shall be liable to pay a penalty of 0.25% of the total value of the above said purchase order.

The successful bidder undertakes and guarantees that all the Low Level Errors will be resolved in the production environment within seven days of the Bank intimating the same through writing, telephone, mail or fax. In case the Low Level Errors are not resolved within the stipulated time as above, there shall be a penalty of Rs.1000/- (Rupees One thousands only) per day exceeding the above said seven days' resolution time apart from replacement of the respective hardware/software at the successful bidder's own cost for solving such errors. In case the error is not resolved within 10 days from the time of reporting of the error by the Bank, the successful bidder shall be liable to pay a penalty

of 0.25% of the total value of the above said purchase order. The total penalty imposed in a financial year subject to maximum of 10% of the contract value.

## 15. Land Border Sharing Clause

The Bidder must comply with the requirements contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 Order (Public Procurement No. 1), Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020. Bidder should submit the undertaking in Annexure-1F in this regard and also provide copy of registration certificate issued by competent authority wherever applicable.

Para 1 of Order (Public Procurement No. 1) dated 23-7-2020 and other relevant provisions are as follows:

- i. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with Competent Authority.
- ii. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such persons, participating in a procurement process.
- iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
  - a. An entity incorporated, established, or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- iv. The beneficial owner for the purpose of (iii) above will be as under.
  1. In case of a company or limited liability partnership, the beneficial owner is the natural person(s). who, whether acting alone or together, or though one or more judicial person, has a controlling ownership interest or who exercises control through other means.

### Explanation –

- a. "Controlling ownership interests" means ownership of or entitlement to more than twenty five per-cent of shares or capital or profits of the company.
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their

shareholding or management rights or shareholder's agreements or voting agreements.

2. In case of partnership firm, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more judicial person, has ownership of entitlement to more than fifteen per-cent of capital or profits of the partnership.
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more judicial person, has ownership of or entitlement to more than fifteen per-cent of the property or capital or profits of such association or body of individuals.
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person(s), who hold the position of senior managing official.
  5. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen per-cent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- v. An agent is a person employed to do any act for another, or to represent another in dealings with third persons.

## 16. Guarantees on System Up-Time

The combined Up-Time of the hardware and software provided/supported by the successful bidder relating to the DMS software solution should provide continuous and guaranteed level of service and functionality as defined in this document (except the down-time due to the Bank's network or UPS failure). The successful bidder undertakes and guarantees a system Up-Time of 99.8% during the period of warranty and AMC with the Bank is in force. The successful bidder is liable for a penalty of Rs.100,000/- (Rupees One Lac only) when system availability falls below the expected availability of 99.8% per month, subject to a maximum of 1% of the above said purchase order value. This penalty is applicable per month apart from replacement of the respective hardware/software at successful bidder's own cost for ensuring system availability subject to maximum of 10% of the contract value in total.

## 17. ESCROW

The Bank and the successful bidder shall agree to appoint an escrow agent to provide escrow mechanism for the deposit of the source code for the DMS software product supplied/procured by the successful bidder to the Bank in order to protect its interests in an eventual situation. The Bank and the successful bidder shall enter into a tripartite escrow agreement with the designated escrow agent, which will set out, inter alia, the

events of the release of the source code and the obligations of the escrow agent. Costs for the Escrow will be borne by the successful bidder. As a part of the escrow arrangement, the final selected successful bidder is also expected to provide a detailed code documentation of the DMS solution which has been duly reviewed by an external independent organization/consultant of the bank. The Escrow arrangement suggested by the successful bidder shall not be binding on the Bank. The Bank reserves the right to explore alternate escrow mechanisms based on the Bank's existing practices. The Bank and the successful bidder may enter into such escrow arrangement that is mutually agreed upon by the two parties. The escrow will be released to and become the property of the Bank in the event that the agreement is terminated for either default or insolvency or should the successful bidder cease, or give notice of intention to cease to provide maintenance or technical support service for the software as required by the agreement.

## 18. Disaster Recovery Setup

Successful bidder is required to establish the Disaster Recovery (DR) set up for the proposed solution. DR set up will be mirror image of the Primary setup. The Data replication should happen from Primary site to DR site after every 30 minutes (or less) to keep them in sync. Recovery Time Objective (RTO) – 4 hours

Recovery Point Objective (RPO) - 30 Minutes

Successful bidder is also required to conduct at least one DR drill in a quarter.

## 19. Non-functioning of DR set up

Even though the DC application is functioning and DR application could not make up with the stipulated recovery time objective, the penalty for the non-functioning of DR set will be same as mentioned in the Point No.15 of Guarantee on System uptime.

## 20. MONITORING & AUDIT

Compliance with security best practices may be monitored by periodic computer security audits / Information Security Audits performed by or on behalf of the Bank. The periodicity of these audits will be decided at the discretion of the Bank. These audits may include, but are not limited to, a review of: access and authorization procedures, backup and recovery procedures, network security controls and program change controls. The successful bidder must provide the Bank access to various monitoring and performance measurement systems. The successful bidder has to remedy all discrepancies observed by the auditors at no additional cost to the bank. For service level measurement, as defined in SLA, data recording is to be captured by the industry standard tools implemented by the Successful bidder. These tools should be a part of the proposed solution.

## 21. Bid Submission

- All responses received after the due date/time be considered late and would be liable to be rejected. E-procurement portal will not allow lodgement of RFP response after the deadline. It should be clearly noted that the Bank has no obligation to accept or act on

any reason for a late submitted response to RFP. The Bank has no liability to any Respondent who lodges a late RFP response for any reason whatsoever, including RFP responses taken to be late only because of another condition while responding.

- **“Cost of Tender Document”** may be paid through RTGS (Real Time Gross Settlement) / NEFT favouring CENTRAL BANK OF INDIA, BANK ACCOUNT NO.-3287810289, IFSC CODE - CBIN0283154 or by way of Bankers Cheque/Demand Draft/Pay Order favouring Central Bank of India, payable at Mumbai, which is non-refundable, must be submitted separately along with RFP response. The RFP response without proof of payment of application money or cost of tender document shall not be considered and shall be rejected, except in case of bidder being MSME.
- The details of the transaction viz. scanned copy of the receipt of making transaction is required to be uploaded on e-procurement website at the time of “final online bid submission The RFP response without proof of amount paid towards Application Money / Bid Security(Annexure 13) are liable to be rejected.
- **Bid Security / Earnest Money Deposit:** Self Declaration of bid security to be submitted in Annexure 13.

## 21.1 Instructions to Bidders – e tendering

The Bidders participating through e-Tendering for the first time, for Central Bank of India will have to complete the Online Registration Process on the portal. All the bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having -2- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using the bidder's authorized individual's (Individual certificate is allowed for proprietorship firms) Digital e- Token. If any assistance is required regarding e-Tendering (registration / upload / download/ Bid Preparation / Bid Submission), please contact on the support numbers given in the support details.

## 21.2. Registration Process for Bidders

- Open the URL: <https://centralbank.abcpurchase.com/EPROC/>
- On Right hand side, Click and save the Manual "**Bidder Manual for Bidders to participate on e-tender**"
- Register yourself with all the required details properly.
- TRAINING: Agency appointed by the Bank will provide user manual and demo / training for the prospective bidders
- LOG IN NAME & PASSWORD: Each Vendor / Bidder will be assigned a Unique User Name & Password by the agency appointed by the Bank. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from the agency appointed by the Bank.

**GENERAL TERMS & CONDITIONS:** Bidders are required to read the “Terms and Conditions” section of the portal (of the agency concerned, using the Login IDs and passwords given to them.

|                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Submission Mode.                                                                                                                                                 | <a href="https://centralbank.abcpocure.com/EPROC">https://centralbank.abcpocure.com/EPROC</a> Through e-tendering portal (Class II or Class III Digital Certificate with both Signing & Encryption is required for tender participation)                                                                                                                                         |
| Support person and phone number for e-tender service provider for any help in accessing the website and uploading the tender documents or any other related queries. | e-Procurement Technologies Limited<br><b>Technical Support Team</b><br>Mr. Sujith Nair: 079 68136857 sujith@eptl.in<br>Ms. Geeta : 079 90334460<br>geeta@auctiontiger.net<br>Ms. Khushboo : 09510813528<br>khushboo.mehta@eptl.in<br>Ms. Pooja : 09328931942 pooja.shah@eptl.in<br>Ms. Komal : 07904407997 komal.d@eptl.in<br>Mobile Numbers: <b>+91-9904407997   9081000427</b> |

Note: please note Support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.

- f) All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
- g) BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to sell the material as mentioned above at the price that they bid.

### Preparation & Submission of Bids

The Bids (Eligibility Cum Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ON LINE" shall be summarily rejected. No other form of submission shall be permitted.

### Dos and Dents for Bidder

- Registration process for new Bidder's should be completed at the earliest
- The e-Procurement portal is open for upload of documents with immediate effect Hence Bidders are advised to start the process of upload of bid documents well in advance.
- Bidder has to prepare for submission of their bid documents online well in advance as the upload process of soft copy of the bid documents requires encryption (large files take longer time to encrypt) and upload of these files to e-procurement portal depends upon bidder's infrastructure and connectivity.
- To avoid last minute rush for upload bidder is required to start the upload for all the documents required for online submission of bid one week in advance.
- Bidder to initiate few documents uploads during the start of the RFP submission and help required for uploading the documents / understanding the system should be taken up with e-procurement bidder well in advance.

- Bidder should not raise request for extension of time on the last day of submission due to non-submission of their Bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- Bidder should not raise request for offline submission or late submission since only online e-Procurement submission is accepted.
- Part submission of bids by the Bidder's will not be processed and will be rejected.

### **Terms & Conditions of Online Submission**

1. Bank has decided to determine L1 through bids submitted on Bank's E-Tendering website <https://centralbank.abcpurchase.com/EPROC>. Bidders shall bear the cost of registration on the Bank's e-tendering portal. Rules for web portal access are as follows:
2. Bidder should be in possession of CLASS II or CLASS III-Digital Certificate in the name of company/bidder with capability of signing and encryption for participating in the e-tender. Bidders are advised to verify their digital certificates with the service provider at least two days before due date of submission and confirm back to Bank.
3. Bidders at their own responsibility are advised to conduct a mock drill by coordinating with the e-tender service provider before the submission of the technical bids.
4. E-Tendering will be conducted on a specific web portal as detailed in (schedule of bidding process) of this RFP meant for this purpose with the help of the Service Provider identified by the Bank as detailed in (schedule of bidding process) of this RFP.
5. Bidders will be participating in E-Tendering event from their own office / place of their choice. Internet connectivity /browser settings and other paraphernalia requirements shall have to be ensured by Bidder themselves.
6. In the event of failure of their internet connectivity (due to any reason whatsoever it may be) the service provider or Bank is not responsible.
7. In order to ward-off such contingent situation, Bidders are advised to make all the necessary arrangements / alternatives such as back -up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the E-Tendering Auction successfully.
8. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
9. Failure of power at the premises of bidders during the E-Tendering cannot be the cause for not participating in the E-Tendering.
10. On account of this, the time for the E-Tendering cannot be extended and BANK is not responsible for such eventualities.
11. Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of E-Tendering irrespective of the cause.
12. Bank's e-tendering website will not allow any bids to be submitted after the deadline for submission of bids. In the event of the specified date and time for the submission of bids, being declared a holiday for the Bank, e-tendering website will receive the bids up to the appointed time on the next working day. Extension / advancement of submission date and time will be at the sole discretion of the Bank.
13. During the submission of bid, if any bidder faces technical issues and is unable to submit the bid, in such case the Bank reserves its right at its sole discretion but is not obliged to grant extension for bid submission by verifying the merits of the case and

after checking necessary details from Service provider.

14. Utmost care has been taken to reduce discrepancy between the information contained in e-tendering portal and this tender document. However, in event of any such discrepancy, the terms and conditions contained in this tender document shall take precedence.
15. Bidders are suggested to attach all eligibility criteria documents with the Annexures in the technical bid.

## **21.3 Guidelines to Contractors on the operations of Electronic Tendering System of Central Bank of India**

### **21.3.1 Pre-requisites to participate in the Tenders**

Registration of Bidders on Electronic Tendering System on Portal of CBI: The Bidders Non Registered in Central Bank of India and interested in participating in the e-Tendering process of CBI shall be required to enroll on the Electronic Tendering System. To enroll Bidder has to generate User ID and password on the “<https://centralbank.abcpocure.com/EPROC>”

Registration of New bidders:

<https://centralbank.abcpocure.com/EPROC/bidderregistration>

The Bidders may obtain the necessary information on the process of Enrollment either from Helpdesk Support Team: 079-68136815, 9879996111 or may download User Manual from Electronic Tendering System for CBI. i.e. <https://centralbank.abcpocure.com/EPROC>

### **21.3.2 Preparation of Bid & Guidelines of Digital Certificate**

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III). This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption)

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate.

Certificate which is used to encrypt the data / information and Signing Digital Certificate to sign the hash value during the Online Submission of Tender stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent

to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per Indian Information Technology Act, 2000 and subsequent amendment.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Central Bank of India as per Indian Information Technology Act, 2000 and subsequent amendment. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub

Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encryption.

### **21.3.3 Recommended Hardware and Internet Connectivity**

To operate on the Electronic Tendering System, the Bidder are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

Operating System Requirement: Windows 7 and above Browser Requirement (Compulsory): Internet Explorer Version 9 (32 bit) and above and System Access with Administrator Rights.

### **Toolbar / Add on / Pop up blocker**

Users should ensure that there is no software installed on the computers which are to be used for using the website that might interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

### **21.3.4 Online viewing of Detailed Notice Inviting Tenders**

The Bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by CBI on the home page of CBI e-Tendering Portal on <https://centralbank.abcpurchase.com/EPROC>.

### 21.3.5 Download of Tender Documents:

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must purchase the bidding documents via Demand Draft mode by filling the cost of tender form fee.

### 21.3.6 Online Submission of Tender

Submission of Bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of CBI. The templates may be either form based, extensible tables and / or unloadable documents. In the form based type of templates and extensible table type of templates, the Bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool.

In case Unloadable document type of templates, the Bidders are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

#### Notes:

- The Bidders upload a single documents unloadable option.
- The Bid hash values are digitally signed using valid class – II or Class – III Digital Certificate issued any Certifying Authority. The Bidders are required to obtain Digital Certificate in advance.
- The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- This stage will be applicable during both. Pre-bid / Pre-qualification and Financial Bidding Processes.

The documents submitted by bidders must be encrypted using document encryption tool which available for download under Download section on <https://centralbank.abcpurchase.com/EPROC>

Steps to encrypt and upload a document:

- Select Action: Encryption -> Tender ID: (enter desired tender ID) -> Envelope: (Technical / Price Bid) -> Add File: (Select desired document to be encrypted) -> Save File(s) to: (select desired location for encrypted file to save).
- After successful encryption, format of encrypted file will change to .enc which is required to be uploaded by bidders.
- After encryption bidders are required to upload document as per the mandatory list mentioned in the envelope i.e Technical / Commercial.

Note: Bank and e-Procurement Technologies Limited shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidder can fix a call with support team members in case guidance is required by calling on below mentioned numbers.

Bidders need to take extra care while mentioning tender ID, entering incorrect ID will not

allow Bank to decrypt document.

#### **21.3.7Close for Bidding:**

After the expiry of the cut- off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

#### **21.3.8Online Final Confirmation:**

After submitting all the documents bidders need to click on “Final Submission” tab. System will give pop up ”You have successfully completed your submission” that assures submission completion

#### **21.3.9Short listing of Bidders for Financial Bidding Process:**

The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding Process. The short listed Bidders will be intimated by email.

#### **21.3.10Opening of the Financial Bids:**

The Bidders may join online for tender Opening at the time of opening of Financial Bids. However, the results of the Financial Bids of all Bidders shall be available on the e-Tendering Portal after the completion of opening process.

#### **21.3.11Tender Schedule (Key Dates):**

9. The Bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

## **22. Integrity Pact**

Each Participating bidder/s shall submit Integrity Pact as per attached Annexure-10 duly stamped for ₹600. Integrity pact should be submitted by all participating bidders at the time of submission of bid documents or as per satisfaction of the Bank. The Non submission of Integrity Pact as per time schedule prescribed by Bank may be relevant ground of disqualification for participating in Bid process.

Bank has appointed Independent External Monitor (hereinafter referred to as IEM) for this pact, whose name and e-mail ID are as follows:

Sri Trivikram Nath Tiwari [mail: trivikramnt@yahoo.co.in]

Sri Jagdip Narayan Singh [mail: jagadipsingh@yahoo.com]

- IEM’s task shall be to review – independently and objectively, whether and to what extent the parties comply with the obligations under this pact

- IEM shall not be subjected to instructions by the representatives of the parties and perform his functions neutrally and independently
- Both the parties accept that the IEM has the right to access all the documents relating to the project/procurement, including minutes of meetings.

## 23. Commercial Offer

Commercial Bid of only technically qualified Bidders shall be opened on the basis of technical proposal. Technically qualified Bidders will participate in Reverse Auction process to be conducted by Bank. Bank will notify the date and time for participating in the online reverse auction process to the technically qualified Bidders. Contract will be awarded to L1 bidder identified in reverse auction process.

If a Bidder quoting higher prices, higher by more than 20% as compared to the average quoted prices (of all technically qualified bidders) for all items in aggregate, the same Bidder may not be called for reverse auction process. If due to such price variation factor, a Bidder is not found eligible to be called for reverse auction and only one bidder is left commercially eligible, in such situation, Bank reserves the right to award contract to the L1 Bidder.

- a) The Commercial Offer (CO) should be complete in all respect. It should contain only the price information as per Annexure-2.
- b) The commercial offer should be in compliance with Technical configuration / specifications as per Annexure-1A.
- c) The price to be quoted for all individual items and it should be unit price in Indian rupees.
- d) In case there is a variation between numbers and words, the value mentioned in words would be considered. The Bidder is expected to quote unit price in Indian Rupees (without decimal places) for all components and services on a fixed price basis, as per the commercial Bid inclusive of all costs. GST (Goods and Services Taxes) shall be payable as per applicable structure laid down under GST Law. The Bank will not pay any other taxes, cost or charges. The price would be inclusive of all applicable taxes under the Indian law like customs duty, freight, forwarding, insurance, delivery, etc. but exclusive of only applicable GST, which shall be paid/ reimbursed on actual basis on production of bills with GSTIN. Any increase in GST will be paid in actuals by the Bank or any new tax introduced by the government will also be paid by the Bank. The entire benefits/ advantages, arising out of fall in prices, taxes, duties or any other reason, must be passed on to Bank. The price quoted by the Bidder should not change due to exchange rate fluctuations, inflation, market conditions, and increase in custom duty. The Bank will not pay any out of pocket expense. The Selected Bidder will be entirely responsible for license fee, road permits, NMMC cess, LBT, Octroi, insurance etc. in connection with the delivery of products at site advised by the Bank including incidental services and commissioning. Payment of Octroi, entry-tax, etc., alone, if applicable, will be made at actuals, on production of suitable evidence of payment by the Bidder.
- e) The price is exclusive of taxes like Goods and Services Tax, which shall be paid as per actuals.

## 24. Evaluation and acceptance

1. Technical offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms & conditions stipulated in the RFP. Only those bidders who qualify in the technical evaluation would be considered for evaluating the commercial bid. Bank may, at its sole discretion, waive any non-conformity or deviations.
2. In case, any of the successful bidder is unable to honor in full or part of the contract awarded, Bank shall, at its sole discretion, distribute this shortfall to the other successful bidder(s) equally or in any ratio decided by the Bank.
3. Bank reserves the right to reject an bid offer under any of the following circumstances:
  - a) If the bid offer is incomplete and / or not accompanied by all stipulated documents.
  - b) If the bid offer is not in conformity with the terms and conditions stipulated in the RFP.
  - c) If there is a deviation in respect to the technical specifications of hardware items.
4. The Bank shall be under no obligation to mandatorily accept the lowest or any other offer received and shall be entitled to reject any or all offers without assigning reasons whatsoever.

## 25. General Terms

### 25.1 Payment Terms

Payment will be released by the Central office from where the purchase order is issued. All the Payment shall be made in INR only. Payment terms are as under:

- a. Bank will make payment quarterly in arrears. Payment may be made in advance subject to submission of Bank Guarantee for the appropriate amount. Payment shall be released within 30 days from submission of all relevant documents complete in all respect found in order by the office.
- b. The payments will be released through NEFT / RTGS/account credit after deducting the applicable LD/Penalty, TDS if any. The Successful Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code, GSTIN, State Code, State Name, HSN Code etc.

### 25.2 Fixed Price and Taxes

- (A) The commercial offer shall be on a fixed price basis, exclusive of all taxes and levies. No price variation relating to increases in applicable taxes customs duty, excise tax, dollar price variation etc. will be permitted. The bidder shall pay any other applicable Taxes being applicable after placement of order, during currency of the project only.
- (B) Taxes:
  - 1- The consolidated fees and charges required to be paid by the Bank against each of the specified components under this RFP shall be all-inclusive amount with currently (prevailing) applicable taxes. The bidder shall provide the details of the taxes applicable in the invoices raised on the Bank. Accordingly, the Bank shall deduct at source, all applicable taxes including TDS from the payments due/ payments to bidder. The applicable tax shall be paid by the bidder to the concerned authorities.

2- In case of any variation (upward or down ward) in Government levies / taxes / etc. up-to the date of providing services , the benefit or burden of the same shall be passed on or adjusted to the Bank. If the service provider makes any conditional or vague offers, without conforming to these guidelines, the Bank will treat the prices quoted as in conformity with these guidelines and proceed accordingly.

### 3- Goods and Services Taxes (GST) and its Compliance

- i. Goods and Services Tax Law in India is a Comprehensive, multi-stage, destination-based tax that will be levied on every value addition. Bidder shall have to follow GST Law as per time being enforced along with certain mandatory feature mentioned hereunder-
- ii. TDS (Tax Deducted on Source) is required to deduct as per applicable under GST Law on the payment made or credited to the supplier of taxable goods and services. It would enhance the tax base and would be compliance and self-maintaining tax law based on processes. The statutory compliances contained in the statutes include obtaining registration under the GST law by the existing assesses as well as new assesses, periodic payments of taxes and furnishing various statement return by all the registered taxable person.
- iii. It is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit (ITR) to the Bank by way of commensurate reduction in the prices under the GST Law.
- iv. If bidder as the case may be, is backlisted in the GST (Goods and Services Tax) portal or rating of a supplier falls below a mandatory level, as decided time to time may be relevant ground of cancellation of Contract.

4- Bank shall deduct tax at source, if any, as per the applicable law of the land time being enforced. The Service provider shall pay any other taxes separately or along with GST if any attributed by the Government Authorities including Municipal and Local bodies or any other authority authorized in this regard.

## 26. Service Level Agreement

SLA with Bank is to be executed within 21 days from date of acceptance of PO for AMC of Document management Solution.

The Bidder will take total responsibility for the fault free operation after assigning the AMC for Document Management Solution during the contract period.

## 27. Order Cancellation

In addition to the cancellation of purchase order, Central Bank of India reserves the right to appropriate the damages from the Bid Security /Performance Bank Guarantee given by the bidder and/or foreclose the bank guarantee given by the bidder against the advance payment and may take appropriate action. Further, in case of failure to adhere to the terms and conditions of the RFP in totality, concealment of facts in the tender documents, failure to fulfill the contractual obligations of the Purchase order etc., Bank may debar/blacklist the successful bidder from participating in future tender processes.

Bank reserve the right to inform IBA/ other banks about blacklisting the Service Provider in case of default in service or delay leading to financial or reputation loss , loss of time of the bank.

## 28. Indemnity

1. The Bidder shall indemnify the Bank, and shall always keep indemnified and hold the Bank, its employees, personnel, officers, directors, harmless from and against any and all losses, liabilities, claims, actions, costs and expenses (including attorney's fees) relating to, resulting directly or indirectly from or in any way arising out of any claim, suit or proceeding brought against the Bank as a result of:

- i. Bank's authorized / bonafide use of the Deliverables and/or the Services provided by Bidder under this RFP or any or all terms and conditions stipulated in the SLA (Service level Agreement) or PO and/or
- ii. An act or omission of the Bidder, employees, agents, sub-contractors in the performance of the obligations of the Bidder under this RFP or, any or all terms and conditions stipulated in the SLA(Service level Agreement) or Purchase Order(PO) and/or
- iii. Claims made by employees or subcontractors or subcontractors' employees, who are deployed by the Bidder, against the Bank and/or
- iv. Breach of any of the term of this RFP or breach of any representation or false representation or inaccurate statement or assurance or covenant or warranty of the Bidder under this RFP or; any or all terms and conditions stipulated in the SLA (Service level Agreement) or PO and/or
- v. Any or all Deliverables or Services infringing any patent, trademarks, copyrights or such other Intellectual Property Rights and/or
- vi. Breach of confidentiality obligations of the Bidder contained in this RFP or; any or all terms and conditions stipulated in the SLA (Service level Agreement) or PO and/or
- vii. Negligence or gross misconduct attributable to the Bidder or its employees, agent or sub- contractors.

2. The Bidder will have to at its own cost and expenses defend or settle any claim against the Bank that the Deliverables and Services delivered or provided under this RFP infringe a patent, utility model, industrial design, copyright, trade secret, mask work or trade mark in the country where the Deliverables and Services are used, sold or received, provided the Bank:

- i. Notifies the Bidder in writing; and
- ii. Cooperates with the Bidder in the defense and settlement of the claims.
- iii. The Bidder shall not enter into any settlement agreement on terms that would diminish the rights provided to the Bank or increase the obligations assumed by the Bank under this Agreement, without the prior written consent of the Bank. If the Bidder elects not to defend any claim, the Bank shall have the right to defend or settle the claim as it may deem appropriate, at the cost and expense of the Bidder, and shall be entitled to deduct from payments to the Bidder such costs and expenses as may be incurred by the Bank provided however should the amount payable to the Bidder be insufficient to recover the expenses incurred by the Bank, the Bidder shall promptly reimburse the Bank for all costs, expenses, settlement amounts and other damages. The Bidder shall indemnify the Bank in case of any mismatch of ITC (Input Tax Credit) in the GSTR2A, where the Bank does not opt for retention of GST component on supplies.

3. The Bidder shall compensate the Bank for direct financial loss suffered by the Bank, if the Bidder fails to fix bugs, provide the Modifications / Enhancements / Customization as required by the Bank as per the terms and conditions of this RFP and to meet the Service Levels as per satisfaction of the Bank.

4. Additionally, the Bidder shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action, suits and other proceedings, suffered by bank due to the following reasons:

- i. that the Deliverables and Services delivered or provided under this Agreement infringe a patent, utility model, industrial design, copyright, trade secret, mask work or trademark in any country where the Deliverables and Services are used, sold or received; and/or The Bidder shall indemnify the Bank in case of any mismatch of ITC (Input Tax Credit) in the GSTR 2A, whether Bank does not opt for retention of GST component on supplies.
- ii. all claims, losses, costs, damages, expenses, action, suits and other proceedings resulting from infringement of any patent, trade-marks, copyrights etc. or
- iii. such other statutory infringements under any laws including the Copyright Act, 1957 or Information Technology Act, 2000 or any Law, rules, regulation, bylaws, notification time being enforced in respect of all the Hardware, Software and network equipment or other systems supplied by them to the Bank from whatsoever source, provided the Bank notifies the Bidder in writing as soon as practicable when the Bank becomes aware of the claim however:
  - a. The Bidder has sole control of the defense and all related settlement negotiations.
  - b. The Bank provides the Bidder with the assistance, information and authority reasonably necessary to perform the above and bidder is aware of the rights to make any statements or comments or representations about the claim by Bank or any regulatory authority. Indemnity would be limited to court or arbitration awarded damages and shall exclude indirect and incidental damages and compensations.

5. Indemnity would be limited to damages awarded in arbitration and shall exclude indirect, and incidental damages. However, indemnity would also cover damages, loss or liabilities, compensation suffered by the Bank arising out of claims made by regulatory authorities.

## 29. Liquidated Damages

1. If the successful Bidder/Vendor fails to perform the Services within the period(s) specified in the Contract / SLA, the Bank shall, without prejudice to its other remedies under the Contract, deduct penalty from the Contract Price, as Liquidated Damages (LD), for every such default in service.
2. The Liquidated Damages (LD) shall be 0.5 % of contract amount for each week or part thereof for delay until actual delivery or performance. However, the total amount of Liquidated Damages deducted will be pegged at 10% of the contract amount. Once the liquidated damages reach 10% of the contract amount, the bank may consider termination of the contract or invocation of Bank guarantee. In this context Bank may exercise both the rights simultaneously or severally. In case the Bank exercises its right to invoke the Bank guarantee and not to terminate the contract, the Bank may instruct to concerned bidder to submit fresh Bank guarantee for the same amount in this regard.

At that point, the contract price will stand reduced to the actual amount payable by the Bank. Proportionately the payment payable to the Successful Bidder will also stand reduced. All the deliverables given to the Bank at that instant will continue to be the property of the bank and the bank plans to use the same for any purpose which it may deem fit.

### **30. Confidentiality & Non – Disclosure**

The bidder is bound by this agreement for not disclosing the Banks data and other information. Resources working in the premises of the Bank are liable to follow the rules and regulations of the Bank and are governed by the outsourcing policy of the Bank.

The document contains information confidential and proprietary to the Bank. Additionally, the bidder will be exposed by virtue of the contracted activities to the internal business and operational information of the Bank, affiliates, and/or business partners, disclosure of receipt of this tender or any part of the aforementioned information to parties not directly involved in providing the requested services could result in the disqualification of the bidders, premature termination of the contract, or legal action against the bidder for breach of trust.

No news release, public announcement or any other reference to the order, relating to the contracted work if allotted with the assignment or any program hereunder shall be made without written consent from the Bank.

As the bidder is providing support services for multiple Banks, the bidder at all times should take care to build strong safeguards so that there is no mixing together of information/ documents, records and assets is happening by any chance.

The bidder should undertake to maintain confidentiality of the Banks information even after the termination / expiry of the contracts.

The Non-Disclosure Agreement (NDA) should be entered in to between the Bank and the successful bidder within a period of 21 days from, the date of acceptance of purchase order.

### **31. Guarantee on software license**

The bidder shall guarantee that the software supplied under this contract to the Bank is licensed and legally obtained. Software supplied should not have any embedded malicious and virus programs.

### **32. Force Majeure**

The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, as a result of force majeure. For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, epidemic/pandemic, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be

attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months due to force majeure situation, the parties shall hold consultations with each other in an endeavor to find a solution to the problem. However, financial constraints by way of increased cost to perform the obligations shall not be treated as a force majeure situation if the obligations can otherwise be performed. Further, mere existence of the force majeure situation, for example a pandemic situation, by itself is not sufficient to excuse the performance unless such situation actually makes it practically impossible to perform the obligations or the performance is not possible due to operation of law/rules or orders of any competent authority

Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

### 33. Resolution of Disputes

The Bank and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Bank and the Bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Bidder.

In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act 1996 shall apply to the arbitration proceedings and the venue of the arbitration shall be Mumbai.

The Language of Arbitration will be English. Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, bidder will continue to perform its contractual obligations and the Bank will continue to pay for all products and services that are accepted by it, provided that all products and services are serving satisfactorily, as per satisfaction of the Bank.

If a notice has to be sent to either of the parties following the signing of the contract, it has to be in writing and shall be first transmitted by facsimile transmission, by postage prepaid registered post with acknowledgement due or by a reputed courier service, in the manner as elected by the Party giving such notice. All notices shall be deemed to have been validly given on (i) the business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile transmission, or (ii) on the date of acknowledgment signed by the receiver or (iii) the business date of receipt, if sent by courier.

This RFP shall be governed and construed in accordance with the laws of India. The courts of Mumbai alone and no other courts shall be entitled to entertain and try any dispute or matter relating to or arising out of this RFP. Notwithstanding the above, The Bank shall have the right to initiate appropriate proceedings before any court of appropriate jurisdiction, should it find it expedient to do so.

#### **34. Format of the Letter of undertaking of Authenticity to be submitted by the Bidder**

The successful bidder has to submit the letter of undertaking of Authenticity and Undertaking at the time of acceptance of the letter of intent. The undertaking from OEMs needs to be provided to the Bank for the activities owned by them in coordination with the bidder as per the details mentioned in the document along with the pricing. The format for the same is as below.

“We undertake that all the components/parts/software used in the supplied devices shall be original, new components/ parts/ software only, from respective OEM/OSDs of the products and that no refurbished/ duplicate/ second hand components/ parts/ software are being used or shall be used.

We also undertake that in respect of licensed operating system, if asked for by you in the Purchase Order, the same shall be supplied along with the authorized license certificate and also that it shall be sourced from the authorized source.

We hereby undertake to produce the certificate from our OEM/OSD supplier in support of above undertaking at the time of implementation. It will be our responsibility to produce such letters from our OEM/OSD suppliers at the time of release of PO or within a reasonable time. In case of default and we are unable to comply with the above at the time of delivery or during installation, for the software items already billed, we agree to take back the software/items without demur, if already supplied and return the money, if any paid to us by you in this regard”.

#### **35. Independent Contractor**

Nothing herein contained will be construed to imply a joint venture, partnership, principal-agent relationship or co-employment or joint employment between the Bank and Bidder. Bidder, in furnishing services to the Bank hereunder, is acting only as an independent contractor. Bidder does not undertake by this Agreement or otherwise to perform any obligation of the Bank, whether regulatory or contractual, or to assume any responsibility for the Bank's business or operations. The parties agree that, to the fullest extent permitted by applicable law; Bidder has not, and is not, assuming any duty or obligation that the Bank may owe to its customers or any other person. The bidder shall follow all the rules, regulations statutes and local laws and shall not commit breach of any such applicable laws, regulations etc. In respect of sub-contracts, as applicable – If required by the Bidders, should provide complete details of any subcontractor/s used for the purpose of this engagement. It is clarified that notwithstanding the use of sub-contractors by the Bidder, the Bidder shall be solely responsible for performance of all obligations under the SLA/NDA (Non-Disclosure Agreement) irrespective of the failure or inability of the subcontractor chosen by the Bidder to perform its obligations. The Bidder shall also have the responsibility for payment of all dues and contributions, as applicable, towards statutory benefits including labour laws for its employees and sub-contractors or as the case may be. Bidder should take bank's prior written permission before subcontracting/ resource outsourcing of any work related to the performance of this RFP or as the case may be. The bidder should ensure that the due diligence and verification of antecedents of employees/personnel deployed by him for this project are completed and is available for scrutiny by the Bank.

### 36. Assignment

Bank may assign the Project and the solution and services provided therein by Bidder in whole or as part of a corporate reorganization, consolidation, merger, or sale of substantially all of its assets. The Bank shall have the right to assign such portion of the facilities management services to any of the Contractor/sub-contractor, at its sole option, upon the occurrence of the following: (i) Bidder refuses to perform; (ii) Bidder is unable to perform; (iii) termination of the contract with Bidder for any reason whatsoever; (iv) expiry of the contract. Such right shall be without prejudice to the rights and remedies, which the Bank may have against Bidder. Bidder shall ensure that the said sub-contractors shall agree to provide such services to the Bank at no less favorable terms than that provided by Bidder and shall include appropriate wordings to this effect in the agreement entered into by Bidder with such sub-contractors. The assignment envisaged in this scenario is only in certain extreme events such as refusal or inability of Bidder to perform or termination/expiry of the contract/project.

### 37. Execution of Contract, SLA and NDA

The bidder and Bank should execute

- i. Contract, which would include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed by the Bank and
- ii. Non-disclosure Agreement.
- iii. The bidder should execute the contract, SLA and NDA within 21 days from the date of acceptance of the Purchase Order.

### 38. Bidder's liability

The Bidders aggregate liability in connection with obligations undertaken as a part of the project regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise), shall be at actuals and limited to the value of the contract. The Bidders liability in case of claims against the Bank resulting from misconduct or gross negligence of the Bidder, its employees and subcontractors or from infringement of patents, trademarks, copyrights (if any) or breach of confidentiality obligations shall be unlimited. In no event shall the Bank be liable for any indirect, incidental or consequential damages or liability, under or in connection with or arising out of this tender and subsequent agreement or services provided. The bidder should ensure that the due diligence and verification of antecedents of employees/personnel deployed by him for execution of this contract are completed and is available for scrutiny by the Bank.

### 39. Information Ownership

All information transmitted by successful Bidder belongs to the Bank. The Bidder does not acquire implicit access rights to the information or rights to redistribute the information unless and until written approval sought in this regard. The Bidder understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately, which is proved to have caused due to reasons solely attributable to bidder. Any information considered sensitive by the bank must be protected by the successful Bidder from unauthorized disclosure, modification or access. The bank's decision will be final if any unauthorized disclosure have encountered. Types of sensitive information that will be found on Bank system's which the Bidder plans to support or have access to include, but are not

limited to: Information subject to special statutory protection, legal actions, disciplinary actions, complaints, IT security, pending cases, civil and criminal investigations, etc. The successful Bidder shall not publish or disclose in any manner, without the Bank's prior written consent, the details of any security safeguards designed, developed, or implemented by the Bidder or existing at any of the Bank location. The Bidder will have to also ensure that all sub-contractors who are involved in providing such security safeguards or part of it shall not publish or disclose in any manner, without the Bank's prior written consent, the details of any security safeguards designed, developed, or implemented by the Bidder or existing at any Bank location.

#### **40. Inspection, Audit, Review, Monitoring& Visitations**

All OEM/Bidder records with respect to any matters / issues covered under the scope of this RFP/project shall be made available to the Bank at any time during normal business hours, as often as the Bank deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Such records are subject to examination. The cost of such audit will be borne by the Bank. Bidder shall permit audit by internal/external auditors of the Bank or RBI to assess the adequacy of risk management practices adopted in overseeing and managing the outsourced activity/arrangement made by the Bank. Bank shall undertake a periodic review of service provider/BIDDER outsourced process to identify new outsourcing risks as they arise. The BIDDER shall be subject to risk management and security and privacy policies that meet the Bank's standard. In case the BIDDER outsourced to third party, there must be proper Agreement / purchase order with concerned third party. The Bank shall have right to intervene with appropriate measure to meet the Bank's legal and regulatory obligations. Access to books and records/Audit and Inspection would include:-

- a) Ensure that the Bank has the ability to access all books, records and information relevant to the outsourced activity available with the BIDDER. For technology outsourcing, requisite audit trails and logs for administrative activities should be retained and accessible to the Bank based on approved request.
- b) Provide the Bank with right to conduct audits on the BIDDER whether by its internal or external auditors, or by external specialist appointed to act on its behalf and to obtain copies of any audit or review reports and finding made on the service provider in conjunction with the services performed for the bank.
- c) Include clause to allow the reserve bank of India or persons authorized by it to access the bank's documents: records of transactions, and other necessary information given to you, stored or processed by the BIDDER within a reasonable time. This includes information maintained in paper and electronic formats.
- d) Recognized the right of the reserve bank to cause an inspection to be made of a service provider of the bank and its books and account by one or more of its officers or employees or other persons.

Banks shall at least on an annual basis, review the financial and operational condition of the BIDDER. Bank shall also periodically commission independent audit and expert assessment on the security and controlled environment of the BIDDER. Such assessment and reports on the BIDDER may be performed and prepared by Bank's internal or external auditors, or by agents appointed by the Bank.

#### **Monitoring**

Compliance with Information security best practices may be monitored by periodic Information security audits performed by or on behalf of the Bank and by the RBI. The

periodicity of these audits will be decided at the discretion of the Bank. These audits may include, but are not limited to, a review of: access and authorization procedures, physical security controls, backup and recovery procedures, network security controls and program change controls. To the extent that the Bank deems it necessary to carry out a program of inspection and audit to safeguard against threats and hazards to the confidentiality, integrity, and availability of data, the Service Provider shall afford the Bank's representatives access to the Bidder's facilities, installations, technical resources, operations, documentation, records, databases and personnel. The Bidder must provide the Bank access to various monitoring and performance measurement systems (both manual and automated). The Bank has the right to get the monitoring and performance measurement systems (both manual and automated) audited without prior approval /notice to the Bidder.

### Visitations

The Bank shall be entitled to, either by itself or its authorized representative, visit any of the Bidder's premises without prior notice to ensure that data provided by the Bank is not misused. The Bidder shall cooperate with the authorized representative(s) of the Bank and shall provide all information/ documents\required by the Bank.

## 41. Information Security

System should have standard input, communication, processing and output validations and controls. System hardening should be done by vendor. Access controls at DB, OS, and Application levels should be ensured. Vendor should comply with the Information Security Policy of the Bank. The Product offered should comply with regulator's guidelines. The vendor shall disclose security breaches if any to the Bank, without any delay.

## 42. Intellectual Property Rights

The Bidder claims and represents that it has obtained appropriate rights to provide the Deliverables upon the terms and conditions contained in this RFP. The Bank agrees and acknowledges that same as expressly provided in this RFP, all Intellectual Property Rights in relation to the Hardware, Software and Documentation and any adaptations, translations and derivative works thereof whether protectable as a copyright, trade mark, patent, trade secret design or otherwise, provided by the Bidder during, in connection with or in relation to fulfilling its obligations under this RFP belong to and shall remain a property of the Bidder or its licensor. During the Term of this Project and, if applicable, during the Reverse Transition Period, Bank grants Bidder a right to use at no cost or charge the Hardware and Software licensed to the Bank, solely for the purpose of providing the Services. The Bidder shall be responsible for obtaining all necessary authorizations and consents from third party licensors of Hardware and Software used by Bidder in performing its obligations under this Project. If a third party's claim endangers or disrupts the Bank's use of the Hardware and Software, the Bidder shall at no further expense, charge, fees or costs to the Bank, (i) obtain a license so that the Bank may continue use of the Software in accordance with the terms of this tender and subsequent Agreement and the license agreement; or (ii) modify the Software without affecting the functionality of the Software in any manner so as to avoid the infringement; or (iii) replace the Software with a compatible, functionally equivalent and non-infringing product. All third party Hardware/software / service/s provided by the bidder in the scope of the RFP will be the responsibility of the bidder if any discrepancy or infringement is encountered. The Bank shall not be held liable for and is absolved of any responsibility or

claim/Litigation or penal liability arising out of the use of any third party software or modules supplied by the Bidder as part of this Project.

## 43. Termination

**1. Termination for Default:** The Bank, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Successful Bidder, may terminate this Contract in whole or in part:

- (a) If the Successful Bidder fails to deliver any or all of the deliverables / milestones within the period(s) specified in the Contract, or within any extension thereof granted by the Bank; or;
- (b) If the Successful Bidder fails to perform any other obligation(s) under the contract.
- (c) If the Successful Bidder, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. Corrupt practice means the offering, giving, receiving or soliciting of anything of value or influence the action of a public official in the procurement process or in contract execution; and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank, and includes collusive practice among Bidders ( prior or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Bank of the benefits of free and open competition.

**2.** In the event, the Bank terminates the Contract in whole or in part, the Bank may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Successful Bidder shall be liable to the Bank for any excess costs for such similar Goods or Services. However, the Successful Bidder shall continue performance of the Contract to the extent not terminated when the value of the liquidated damages exceed 10% of the contract value.

**3.** In case the contract is terminated then all undisputed payment will be given to bidder, but disputed payment shall be adjusted by way of penalty from invoices or PBG.

**4. Termination for Insolvency:** If the Bidder becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, if the Bidder is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Bidder takes or suffers any other analogous action in consequence of debt; then the Bank plans to, at any time, terminate the contract by giving written notice to the Bidder. If the contract is terminated by the Bank in terms of this Clause, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank. In case, the termination occurs before implementation in all the locations in terms of this clause, the Bank is entitled to make its claim to the extent of the amount already paid by the Bank to the Bidder.

**5. Termination – Key Terms & Conditions:** The Bank reserves the right to terminate the agreement with the Bidder / bidder at any time by giving ninety (90) days prior written notice

to the Bidder. The Bank shall be entitled to terminate the agreement at any time by giving notice if the Bidder.

- (a) has a winding up order made against it; or
- (b) has a receiver appointed over all or substantial assets; or
- (c) is or becomes unable to pay its debts as they become due; or
- (d) enters into any arrangement or composition with or for the benefit of its creditors; or
- (e) Passes a resolution for its voluntary winding up or dissolution or if it is dissolved.

The Bidder shall have right to terminate only in the event of winding up of the Bank.

#### **6. Exit Option and Contract Re-Negotiation:**

- (a) The Bank reserves the right to cancel the contract in the event of happening one or more of the following Conditions:
  - i. Failure of the successful bidder to accept the contract and furnish the Performance Guarantee within 10 days of receipt of purchase contract
  - ii. Delay in delivery, performance or implementation of the solution beyond the specified period;
  - iii. Serious discrepancy in functionality to be provided or the performance levels agreed upon, which have an impact on the functioning of The Bank. Inability of the Bidder to remedy the situation within 60 days from the date of pointing out the defects by The Bank. (60 days will be construed as the notice period)
- (b) In addition to the cancellation of purchase contract, Bank reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- (c) Notwithstanding the existence of a dispute, and/or the commencement of arbitration proceedings, the Bidder will be expected to continue the facilities management services and the Bank will continue to pay for all products and services that are accepted by it provided that all products and services as serving satisfactory, as per satisfaction of the Bank. The Bank shall have the sole and absolute discretion to decide whether proper reverse transition mechanism over a period of 6 to 12 months, has been complied with. In the event of the conflict not being resolved, the conflict will be resolved through Arbitration. The Bank and the Bidder shall together prepare the Reverse Transition Plan. However, The Bank shall have the sole decision to ascertain whether such Plan has been complied with. Reverse Transition mechanism would typically include service and tasks that are required to be performed / rendered by the Bidder to The Bank or its designee to ensure smooth handover and transitioning of Bank's deliverables, maintenance and facility management.

#### **44. Privacy and security safeguards**

- i. The Bidder shall not publish or disclose in any manner, without the Bank's prior written consent, the details of any security safeguards designed, developed, or implemented by the Bidder or existing at any Bank location. The Bidder will have to develop procedures and implementation plans to ensure that IT resources leaving the control of the assigned user (such as being reassigned, removed for repair, replaced, or upgraded) are cleared of all Bank data and sensitive application software. The Bidder will have to also ensure that all subcontractors who are involved in providing such security safeguards or part of it shall not publish or disclose in any manner, without the Bank's prior written consent, the details of any security safeguards designed, developed, or implemented by the Bidder or existing at any Bank location.

- ii. The Bidder hereby agrees and confirms that they will disclose, forthwith, instances of security breaches.
- iii. The Bidder hereby agrees that they will preserve the documents.

## 45. Governing Law and Jurisdiction

The provisions of this RFP and subsequent Agreement shall be governed by the laws of India. The disputes, if any, arising out of this RFP/Agreement shall be submitted to the jurisdiction of the courts/tribunals in Mumbai.

### Statutory and Regulatory Requirements

The solution must comply with all applicable requirements defined by any regulatory, statutory or legal body which shall include but not be limited to RBI or other Regulatory Authority, judicial courts in India and as of the date of execution of Agreement. This requirement shall supersede the responses provided by the Bidder in the technical response. During the period of warranty / AMC, Bidder / Bidder should comply with all requirements including any or all reports without any additional cost, defined by any regulatory authority time to time and which fall under the scope of this RFP / Agreement. All mandatory requirements by regulatory / statutory bodies will be provided by the bidder under change management at no extra cost to the bank during the tenure of the contract.

## 46. Compliance with Laws

1. Compliance with all applicable laws: Successful bidder shall undertake to observe, adhere to, abide by, comply with the Bank about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this scope of work and shall indemnify, keep indemnified, hold harmless, defend and protect the Bank and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
2. Compliance in obtaining approvals/permissions/licenses: Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Bank and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Bank will give notice of any such claim or demand of liability within reasonable time to Company.
3. This indemnification is only a remedy for the Bank. Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above.

## 47. Violation of terms

The Bank clarifies that the Bank shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Bidder from committing any violation or enforce the performance of the covenants, obligations and representations contained under the RFP/Agreement. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Bank may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

## 48. Corrupt and Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that Bidders / Suppliers / Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution AND

“Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of The Bank and includes collusive practice among Bidders (prior to or after offer submission) designed to establish offer prices at artificial non-competitive levels and to deprive The Bank of the benefits of free and open competition.

The Bank reserves the right to reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The Bank reserves the right to declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

All necessary compliances relating to the transaction such as disclosure in the returns to be filed, Tax Collected at Source (if applicable) etc. shall be duly undertaken by the supplier and in case of any non-compliance or delayed compliance, the Bank shall have right to recover interest and/or penalty that may be levied including liquidated damages @10 % of the value of supplier.

This indemnification is only a remedy for the Bank. Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above.

## 49. Publicity

Any publicity by either party in which the name of the other party is to be used should be done only with the explicit written permission of such other party.

## 50. Entire Agreement; Amendments

This RFP sets forth the entire agreement between the Bank and the Successful bidder and supersedes any other prior proposals, agreements and representations between them related to

its subject matter, whether written or oral. No modifications or amendments to this Agreement shall be binding upon the parties unless made in writing, duly executed by authorized officials of both parties.

## 51. Survival and Severability

Any provision or covenant of the RFP, which expressly, or by its nature, imposes obligations on successful bidder shall so survive beyond the expiration, or termination of this Agreement. The invalidity of one or more provisions contained in this Agreement shall not affect the remaining portions of this Agreement or any part thereof; and in the event that one or more provisions shall be declared void or unenforceable by any court of competent jurisdiction, this Agreement shall be construed as if any such provision had not been inserted herein.

## 52. Bidding Document

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

## 53. Amendments to Bidding Documents

At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Document by amendments at the sole discretion of the bank. All amendments will be **either uploaded in the website** or shall be delivered by hand / post / courier or through e-mail or faxed to all prospective bidders, who have received the bidding document and will be binding on them. For this purpose bidders must provide name of the contact person, mailing address, telephone number and FAX numbers on the covering letter sent along with the bids.

In order to provide, prospective bidders, reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

## 54. Period of Validity

Bids shall remain valid for 60days from the last date of bid submission. A bid valid for shorter period shall be rejected by the bank as non-responsive.

## 55. Last Date and Time for Submission of Bids

Bids must be submitted not later than the specified date and time as specified in the Bid Document. Bank reserves the right to extend the date & time without mentioning any reason.

## 56. Late Bids

Any bid received after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

## 57. Modifications and/or Withdrawal of Bids

- Bids once submitted will be treated as final and no further correspondence will be entertained on this.
- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

## 58. Clarifications of Bids

To assist in the examination, evaluation and comparison of bids the bank may, at its discretion, ask the bidder for clarification and response, which shall be in writing and without change in the price, shall be sought, offered or permitted.

## 59. Bank's Right to Accept or Reject Any Bid or All Bids

The bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the bank's action.

## 60. Signing Of Contract

The successful bidder(s) to be called as bidder, shall be required to enter into an Agreement with the Bank, within 21 days of the award of the work order (when provided) or within such extended period as may be specified by the bank.

## 61. Check list for submission

| Sr | Particulars                                                                                                                          | Bidders<br>Remark Yes/No |
|----|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1  | Certificate of incorporation                                                                                                         |                          |
| 2  | Audited Balance sheets of last three years 2018-19, 2019-20, 2020-21                                                                 |                          |
| 3  | CA certificate for three years average turnover for financial years 2018-19, 2019-20, 2020-21                                        |                          |
| 4  | CA certificate for operating profit for last three financial years 2018-19, 2019-20, 2020-21                                         |                          |
| 5  | CA certificate for net worth for last three financial years i.e. 2018-19, 2019-20, 2020-21                                           |                          |
| 6  | Self-declaration by the Authorized Signatory for not have filed for bankruptcy in any country including India on company letter head |                          |
| 8  | Self-declaration on Company's letter head should not have been blacklisted/debarred/                                                 |                          |
| 9  | Self-declaration on Company's letter head Bidder/OEM should not have any pending litigation or any dispute arises                    |                          |
| 10 | Self-declaration on Company's letter head • NPA • Any case pending                                                                   |                          |
| 11 | Document Cost                                                                                                                        |                          |
| 12 | Annexure-1A AMC for Hardware of Document Management                                                                                  |                          |

|    | Solution                                                                                           |  |
|----|----------------------------------------------------------------------------------------------------|--|
| 13 | Annexure-1B Conformity Letter                                                                      |  |
| 14 | Annexure-1C Undertaking letter                                                                     |  |
| 15 | Annexure-1F Undertaking letter                                                                     |  |
| 16 | Annexure-2 Masked Commercial Bid along with technical bid                                          |  |
| 17 | Annexure-3 Reverse auction Process on company letter head                                          |  |
| 18 | Annexure-4 Bidder's Information on company letter head                                             |  |
| 19 | Annexure-5 Letter for Conformity of Product as per RFP                                             |  |
| 20 | Annexure-6 Scope of Work for Annual Maintenance Contract for hardware                              |  |
| 21 | Annexure-7 Undertaking of Authenticity for <i>AMC for Hardware of Document Management Solution</i> |  |
| 22 | Annexure-8 Undertaking for acceptance of terms of RFP                                              |  |
| 23 | Annexure-9 MAF on OEM letter head                                                                  |  |
| 24 | Annexure-10 Integrity Pact                                                                         |  |
| 25 | Annexure-11 Non-Disclosure Agreement                                                               |  |
| 26 | Annexure-12 Format for Performance Bank Guarantee                                                  |  |
| 27 | Annexure-13 Self Declaration Bid Security                                                          |  |
| 28 | Annexure-14 Guidelines on banning of business dealing                                              |  |

### Annexure-1A-AMC for Hardware & Software of Document Management Solution

| Make                                                                        | Model                                     | Type Of Hardware & software | Qty | SERIAL NUM  | Equipment Location |
|-----------------------------------------------------------------------------|-------------------------------------------|-----------------------------|-----|-------------|--------------------|
| <b>HARDWARE ITEMS</b>                                                       |                                           |                             |     |             |                    |
| DELL                                                                        | Dell PowerEdge R730Server (154MXH2)       | Servers                     | 1   | 154MXH2     | DC                 |
| DELL                                                                        | Dell PowerEdge R730Server (155LXH2)       | servers                     | 1   | 155LXH2     | DC                 |
| DELL                                                                        | Dell PowerEdge R530 Server (HQ76N62)      | servers                     | 1   | HQ76N62     | DC                 |
| DELL                                                                        | Dell PowerEdge R530 Server (HQ779F2)      | servers                     | 1   | HQ779F2     | DC                 |
| DELL                                                                        | Dell PowerEdge R730Server (HLC1RG2)       | servers                     | 1   | HLC1RG2     | DC                 |
| CISCO                                                                       | M4 c200 CISCO Server (FCH2049V1GS)        | servers                     | 1   | FCH2049V1GS | DC                 |
| DELL                                                                        | Dell Networking S5000 Switch (5JZRG02)    | Switch                      | 1   | 5JZRG02     | DC                 |
| DELL                                                                        | Dell Networking S5000 Switch (5DWSG02)    | Switch                      | 1   | 5DWSG02     | DC                 |
| Brocade                                                                     | Brocade 300 FC SAN Switch (8XSZS72)       | SAN Switch                  | 1   | 8XSZS72     | DC                 |
| Brocade                                                                     | Brocade 300 FC SAN Switch(G1TZS72)        | SAN Switch                  | 1   | G1TZS72     | DC                 |
| DELL                                                                        | Dell SC4020 Storage controller (95182Y1)  | Storage                     | 1   | 95182Y1     | DC                 |
| DELL                                                                        | Dell SC4020 Storage controller (95182Y1)  | Storage                     | 1   | 95182Y1     | DC                 |
| Power Vault                                                                 | Power Vault TL4000 tape Library (F19PDB2) | Tape Library                | 1   | F19PDB2     | DC                 |
| DELL                                                                        | Dell PowerEdge R730Server (157LXH2)       | Servers                     | 1   | 157LXH2     | DR                 |
| DELL                                                                        | Dell PowerEdge R730Server (156LXH2)       | servers                     | 1   | 156LXH2     | DR                 |
| DELL                                                                        | Dell PowerEdge R530 Server(HQ77N62)       | servers                     | 1   | HQ77N62     | DR                 |
| DELL                                                                        | Dell PowerEdge R530 Server (HQ789F2)      | servers                     | 1   | HQ789F2     | DR                 |
| DELL                                                                        | M4 c200 CISCO Server (FCH2049V1HL)        | servers                     | 1   | FCH2049V1HL | DR                 |
| DELL                                                                        | Dell Networking S5000 Switch (5K1SG02)    | Switch                      | 1   | 5K1SG02     | DR                 |
| DELL                                                                        | Dell Networking S5000 Switch (5JZSG02)    | Switch                      | 1   | 5JZSG02     | DR                 |
| Brocade                                                                     | Brocade 300 FC SAN Switch (H0TZS72)       | SAN Switch                  | 1   | H0TZS72     | DR                 |
| Brocade                                                                     | Brocade 300 FC SAN Switch (10TZS72)       | SAN Switch                  | 1   | 10TZS72     | DR                 |
| DELL                                                                        | Dell SC4020 Storage controller (6KLVH82)  | Storage                     | 1   | 6KLVH82     | DR                 |
| DELL                                                                        | Dell SC4020 Storage controller (6KLVH82)  | Storage                     | 1   | 6KLVH82     | DR                 |
| Power Vault                                                                 | Power Vault TL4000 tape Library (B19PDB2) | Tape Library                | 1   | B19PDB2     | DR                 |
| <b>SOFTWARE ITEMS</b>                                                       |                                           |                             |     |             |                    |
| AMC-Netvault backup server enterprise edition (DC & DRC) Perpetual Lic 2.00 |                                           |                             | 2   |             | DC & DRC           |
| Subscription Lic-Red Hat Enterprise Linux for Virtual Datacentres Premium   |                                           |                             | 2   |             | DC & DRC           |
| Subscription Lic-Red Hat Enterprise Linux for Virtual Datacentres Standard  |                                           |                             | 3   |             | DC & DRC           |
| Subscription Lic-Red Hat Enterprise Linux Server, Premium                   |                                           |                             | 2   |             | DC & DRC           |
| Subscription Lic-RHEL HA & LB                                               |                                           |                             | 4   |             | DC & DRC           |
| Subscription Lic-Red Hat Jboss Enterprise Application 16-Core Premium       |                                           |                             | 4   |             | DC & DRC           |
| Subscription Lic-Red Hat Enterprise Linux Server. Standard                  |                                           |                             | 2   |             | DC & DRC           |
| DMS Solution ATS                                                            |                                           |                             |     |             |                    |

## Annexure-1B Conformity Letter

Proforma of letter to be given by all the vendors participating in the RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution, on their official letter-head

To

Date:

General Manager (IT),  
Central Bank of India, DIT,  
Sector 11,  
CBD Belapur,  
Navi Mumbai – 400614

Sir,

**Sub:Tender No CO:DIT:PUR:2021-22:346** - AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

Further to our proposal dated XXXXXXXX, in response to the RFP document (hereinafter referred to as “**RFP DOCUMENT**”) issued by Central Bank of India (“**Bank**”) we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP document and the related addendums and other documents including the changes made to the original tender documents issued by the Bank.

The Bank is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and the Bank’s decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorized Signatory  
Designation  
Company name

## Annexure-1C Undertaking letter

Proforma of letter to be given by all the vendors participating in the process of RFP of *AMC for Hardware of Document Management Solution* on their official letter-head

To  
General Manager –IT,  
Central Bank of India, Central Office,  
Sector 11,  
CBD Belapur,  
Navi Mumbai – 400614

Date:

Sir,

**Sub Tender No CO:DIT:PUR:2021-22:346** AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

We \_\_\_\_\_ (bidder name), hereby undertake that-

- We have not filed for bankruptcy in any country including India
- We have not been blacklisted/debarred by any Government Authority/Govt/IBA/RBI/PSU/PSE/ or Banks, Financial Institutes for any reason or non-implementation/delivery of the order at the time of bidding...
- We also undertake that, at the time of bidding, not have been any pending litigation or any legal dispute in the last five years, before any court of law between the Bidder or OEM and the Bank regarding supply of goods/services.
- legal case is pending against firm that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.
- We also confirm that we are not a NPA holder in any Bank/Financial Institution in India
- WE confirm that no case is pending or otherwise, with any organization across the globe which affect the credibility of the Bidder in the opinion of Central Bank of India to services the needs of the Bank.

Yours faithfully,

Authorized Signatory  
Designation  
Bidder corporate name

## Annexure-1D Undertaking letter

Pro forma of letter to be given by all the vendors participating in the RFP of AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution. on their official letter-head

To  
General Manager –IT,  
Central Bank of India, Central Office,  
Sector 11,  
CBD Belapur,  
Navi Mumbai – 400614

Date:

Sir,

**Sub Tender No CO:DIT:PUR:2021-22:346** AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

We \_\_\_\_\_(bidder name), hereby undertake that-

- We have not been blacklisted by the Government Authority or Public Sector Undertaking (PSUs) in India or any Financial Institution in India as on date of submission of response.
- We have not filed for bankruptcy in any country including India
- We also undertake that, as on date of submission of response no legal case is pending against firm that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.
- We also confirm that we are not a NPA holder in any Bank/Financial Institution.
- We hereby certify that we have read the clauses contained in O.M. No. 6/18/2019-PPD, dated 23.07.2020 order (Public Procurement No. 1), order (Public Procurement No. 2) dated 23.07.2020 and order (Public Procurement No. 3) dated 24.07.2020, regarding restrictions on procurement from a bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from a country, has been registered with competent authority. We certify that we and our OEM fulfil all the requirements in this regard and are eligible to participate in this RFP.

Yours faithfully,

Authorized Signatory  
Designation  
Bidder corporate name

## Annexure-2 Commercial Bid

### SCHEDULE - A Amount in Indian Rupee Excluding Taxes

| SN                                 | Item                                                                                 | Unit Price | No of Units | Cost per Year | Total cost for 3 years | Total cost for further 2 years | Grand Total for total 5 years |
|------------------------------------|--------------------------------------------------------------------------------------|------------|-------------|---------------|------------------------|--------------------------------|-------------------------------|
|                                    |                                                                                      | A          | B           | C=A*B         | D=C*3                  | E=C*2                          | F=D+E                         |
| <b>PART-I AMC - HARDWARE ITEMS</b> |                                                                                      |            |             |               |                        |                                |                               |
| 1                                  | AMC-Dell Power Edge R730 Server+ 32 Core Processor+ 196 GB RAM(DC & DRC)             | xxxx       | 4           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 2                                  | AMC-Dell Power Edge R530 Server+ 18 Core Processor+ 96 GB RAM(DC)                    | xxxx       | 1           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 3                                  | AMC-Dell Power Edge R530 Server+ 8 Core Processor+ 32 GB RAM(DC & DRC)               | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 4                                  | AMC-Dell Power Edge R530 Server+ 4 Core Processor+ 8GB RAM(DC & DRC)                 | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 5                                  | AMC-Cisco Servers- Intel( R ) Xeon( R ) CPU E5-2623 v4, 2.6 GHZ, 4 core, 8GB RAM     | xxxx       | 2           | xxxx          | xxxx                   | xxxx<br>xxxx                   | xxxx<br>xxxx                  |
| 6                                  | AMC-PowerVault TL4000 Tape Library+ 4U+ 48 Slot+ 1 to 4 Drives                       | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 7                                  | AMC-Dell Networking S5000 Converged LAN/SAN Switch                                   | xxxx       | 4           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 8                                  | AMC-Dell Storage SC4020+                                                             | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 9                                  | AMC-SAN Switches: Brocade 300 Ports-On-Demand 8Gb FC Switch for Storage Connectivity | xxxx       | 4           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
|                                    | Sub Total for PART-I                                                                 |            |             |               | xxxx                   | xxxx                           | xxxx                          |
| <b>PART-II AMC- SOFTWARE ITEMS</b> |                                                                                      |            |             |               |                        |                                |                               |
| 1                                  | AMC-Netvault backup server enterprise edition (DC & DRC)                             | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 2                                  | AMC-Subscription-Red Hat Enterprise Linux for Virtual Datacentres Premium            | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 3                                  | AMC-Subscription-Red Hat Enterprise Linux for Virtual Datacentres Standard           | xxxx       | 3           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 4                                  | AMC-Subscription-Red Hat Enterprise Linux Server, Premium                            | xxxx       | 2           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 5                                  | AMC-Subscription-RHEL HA & LB                                                        | xxxx       | 4           | xxxx          | xxxx                   | xxxx                           | xxxx                          |
| 6                                  | AMC-Subscription-Red Hat Jboss Enterprise Application 16-Core Premium 2              | xxxx       | 4           | xxxx          | xxxx                   | xxxx                           | xxxx                          |

|                                                                                                              |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------|------|------|------|------|
| 7                                                                                                            | AMC-Subscription-Red Hat Enterprise Linux Server. Standard                                                                                                                           | xxxx                        | 2                               | xxxx | xxxx | xxxx | xxxx |
|                                                                                                              | Sub Total for PART-II                                                                                                                                                                |                             |                                 |      | xxxx | xxxx | xxxx |
| PART-III DMS SOLUTION                                                                                        |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| 1                                                                                                            | AMC for DMS solution (For all existing Modules and new Archival Module)                                                                                                              | xxxx                        | 1                               | xxxx | xxxx | xxxx | xxxx |
|                                                                                                              | Sub Total for PART-III                                                                                                                                                               |                             |                                 |      | xxxx | xxxx | xxxx |
| PART-IV Unit Rate for FM/onsite support resource                                                             |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| 1                                                                                                            | On-site support for application, software development, training and basic troubleshooting of Hardware infrastructure, OS, DB, Middleware/3 <sup>rd</sup> party software, Backup etc. | xxxx                        | 1                               | xxxx | xxxx | xxxx | xxxx |
| 2                                                                                                            | On-site support for DMS Application from OEM                                                                                                                                         | xxxx                        | 1                               | xxxx | xxxx | xxxx | xxxx |
|                                                                                                              | Sub Total for PART-IV (1+2)                                                                                                                                                          |                             |                                 |      | xxxx | xxxx | xxxx |
| Total cost as per Schedule -A (I+II+III+IV)                                                                  |                                                                                                                                                                                      |                             |                                 |      | xxxx | xxxx | Xxxx |
| SCHEDULE- B                                                                                                  |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| PART-V DMS SOLUTION VERSION UP GRADATION AND UP GRADATION OF OPERATING SYSTEM FOR ALL WINDOWS/LINUX SERVERS. |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| SN                                                                                                           | Item                                                                                                                                                                                 | Cost                        |                                 |      |      |      |      |
| 1                                                                                                            | Cost of version up gradations for DMS Solution version and OS of * all Windows/Linux servers                                                                                         | xxxx                        |                                 |      |      |      |      |
|                                                                                                              | Sub Total for PART-V                                                                                                                                                                 | xxxx                        |                                 |      |      |      |      |
| PART- VI New Archival Module development and implementation                                                  |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| 1                                                                                                            | New Archival Module implementation along with Trainings at User Departments (including implementation of upgraded version and integration with Bank's various applications)          | xxxx                        |                                 |      |      |      |      |
|                                                                                                              | Sub Total for PART-VI                                                                                                                                                                | xxxx                        |                                 |      |      |      |      |
| PART- VII Cost of additional Licenses for DMS Application (Valid for 5 Years)                                |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| 1                                                                                                            | Cost of additional Licenses in lots of 200 each (The rate will be valid through the project period)                                                                                  | 1 lot (200 Licenses)        | xxxx                            |      |      |      |      |
| 2                                                                                                            | Cost of additional OMNISCAN license (The rate will be valid through the project period)                                                                                              |                             |                                 |      |      |      |      |
|                                                                                                              | a. 1 lot (50 licenses)                                                                                                                                                               | 1 lot (50 licenses)         | xxxx                            |      |      |      |      |
|                                                                                                              | b. 1 lot (5 licenses)                                                                                                                                                                | 1 lot (5 licenses)          | xxxx                            |      |      |      |      |
|                                                                                                              | Sub Total for PART-VII (1+2)                                                                                                                                                         |                             | xxxx                            |      |      |      |      |
| PART- VIII Other items (Valid for 5 Years)                                                                   |                                                                                                                                                                                      |                             |                                 |      |      |      |      |
| 1                                                                                                            | ** Change Request/Application Development Mandays (cost for 1000 mandays) Rate will be valid for the entire project period.                                                          | Rs. xxxx rate per Manday    | (1000 x per manday rate) = xxxx |      |      |      |      |
| 2                                                                                                            | Per page scan cost which will be valid for the entire project period                                                                                                                 | up to 10 lakh pages         | xxxx                            |      |      |      |      |
| 3                                                                                                            | Per page scan cost which will be valid for the entire project period                                                                                                                 | above 10 lakh up to 25 lakh | xxxx                            |      |      |      |      |
| 4                                                                                                            | Per page scan cost which will be valid for the entire project period                                                                                                                 | above 25 lakh               | xxxx                            |      |      |      |      |
|                                                                                                              | Sub Total for PART-VIII (1+2+3+4)                                                                                                                                                    |                             |                                 |      | xxxx |      |      |

|                                                      |                                                                                                      |        |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------|
| <b>Total cost as per Schedule -B (V+VI+VII+VIII)</b> |                                                                                                      | XXXX   |
|                                                      | <b>Total</b>                                                                                         |        |
| <b>X</b>                                             | Total cost for 3 years =Total of Schedule 'A (under column 'D) + Total of Schedule 'B                | XXXX   |
| <b>Y</b>                                             | Total cost for further 2 years = Total of Schedule 'A (under column 'E)                              | XXXX   |
| <b>Z=X+Y</b>                                         | <b>Total cost of TCO for 5 years</b> = Total of Schedule 'A (under column 'F) + Total of Schedule 'B | XXXXXX |

\* To upgrade existing Windows 2012 Licenses (DC and DRC) and Linux to higher versions.

\*\* For Calculation purpose Manday's rate for 1000 is taken. The same rate should be maintained for the entire contract period. Any Change Request up to 10 Mandays effort should be covered under onsite support scope itself and Change Request beyond 10 Mandays only will be considered through CR.

-Bank will have discretion to procure items mentioned in Part VII and VIII based on need in future. The rate asked is for the purpose of deriving TCO amount.

-Any other HW/SW for successful running of this project will be the responsibility of the bidder and to be provided by bidder with in overall TCO cost

**Signature of the bidder with Seal**

## Annexure-3 Guidelines, Terms & Conditions and Process Flow for Reverse Auction

### Business Rules for Reverse Auction

1. For the purpose of arriving at Start Bid price, the Bank will take into cognizance the indicative rates offered by the Technically Qualified Bidders in which process the Bidder will not be involved. There would, however, be no compulsion on the part of the Bank to accept the indicative prices as Bench Mark for determining the Start Bid price and the Bank may, at its discretion, use any other process / methodology to determine the Start Bid Price without having to disclose the basis to the Bidders.
2. A reverse auction event will be carried out by an agency appointed by the Bank, among the Technically Qualified Bidders, for providing opportunities to the Bidders to bid dynamically. At the end of reverse auction process, the lowest bidder (L1) in reverse auction process will be identified.
3. In case the lowest bidder fails to honour their commitment given during reverse auction event, action as deemed fit shall be taken.

### **Reverse Auction Event Information**

The short listed Bidders after the technical evaluation stage will participate in the reverse auction conducted by an agency appointed by the Bank.

**Date for Reverse Auction training:** Will be informed after Technical Evaluation of bids.

**Date and time of reverse auction:** Will be informed after Technical Evaluation of bids.

### **Terms & Conditions of Reverse Auction**

1. **TRAINING:** An agency appointed by the Bank will conduct adequate training to the technically qualified Bidders on the bidding process. The Bidder has to participate in the training at their own cost.
2. **LOG IN NAME & PASSWORD:** Each technically qualified Bidder will be assigned a Unique User Name & Password by the agency appointed by the Bank. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from the agency appointed by the Bank. All bids made from the Login ID given to the Bidder will be deemed to have been made by the Bidder.
3. **BIDS PLACED BY BIDDER:** The bid of the Bidder will be taken to be an offer to sell. Bids once made by the Bidder cannot be cancelled. The Bidder is bound to sell the material as mentioned above at the price that they bid.
4. **LOWEST BID OF BIDDER:** In case the Bidder submits more than one bid, the lowest bid will be considered as the Bidder's final offer to sell.
5. **AUCTION TYPE:** The Bidders will not be able to view the rank of different Bidders. The Bidder will be able to view the current lowest price on the portal.

6. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields:
  - Leading Bid in the Auction
  - Bid placed by You
  - Auction Opening price and bid decremental value
  - Your rank in the auction
7. **MASKED NAMES:** The original names of the Bidders shall be masked in the Reverse Auction and they shall be given dummy names. After the completion of the Reverse Auction event, the agency appointed by the Bank shall submit the Report to Central Bank of India with the original names displayed.
8. **GENERAL TERMS & CONDITIONS:** Bidders are required to read the “Terms and Conditions” section of the auctions site of the agency concerned, using the Login IDs and passwords given to them.
9. **OTHER TERMS & CONDITIONS:**
  - The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other Bidders
  - The Bidder shall not divulge either his Bids or any other exclusive details of Central Bank of India to any other party.
  - Central Bank of India decision on award of Contract shall be final and binding on all the Bidders.
  - Central Bank of India may, at its discretion and without assigning any reason extend, reschedule or cancel any Auction. Any changes made by Central Bank of India after the first posting will have to be accepted if the Bidder continues to access the site after that time.
  - Central Bank of India and the agency shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
  - Central Bank of India and the agency are not responsible for any damages, including damages that result from, but are not limited to negligence. The agency will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
  - All the Bidders are required to submit the Reverse auction process compliance Form after the training program duly signed to Central Bank of India. After the receipt of the Agreement Form, Log in ID & Password shall be allotted to the Technically Qualified Bidders.

|                                     |                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Auction Format</b>               | <b>ENGLISH REVERSE NO TIES AUCTION</b><br>There is only 1 Bidder at a particular position / rank, which means 1 L1, 1 L2 & so on. The criteria followed here is of Price only. So, the Bidder who quotes the lowest Price is declared as the winner of the Auction. A Bidder here can revise his bids. The revised price should be lower than the L1 price at that point of time. |
| <b>Bidding Process and Timeline</b> | You should complete the following steps:<br>Participate in the training Program for bidding by the agency appointed by the Bank on the dates mentioned in this document. You should be prepared with competitive price quotes on the day of the                                                                                                                                   |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         | bidding event. Participate in the online bidding event.                                                                                                                                                                                                                                                                                                                                                              |
| <b>Start bid price</b>                                  | Start bid price is the upper/ ceiling price of the contract value fixed by Central Bank of India for the reverse auction event. Bidders can bid only lower than the start bid price. Start bid price shall be available to the Bidders during the start of the auction on the auction site.                                                                                                                          |
| <b>Bid Decrement</b>                                    | Bid Decrement is the fixed amount by which, or by multiples of which, the next bid value can be decreased. Bid Decrement shall be available to the Bidders during the start of the auction on the auction site.                                                                                                                                                                                                      |
| <b>Bid Price in reverse auction</b>                     | Kindly mention the bid price basis i.e. the price quoted in the reverse Auction shall be lump sum exclusive of all taxes.                                                                                                                                                                                                                                                                                            |
| <b>Auto Bids</b>                                        | Auto Bid function shall be disabled during the e- procurement auction                                                                                                                                                                                                                                                                                                                                                |
| <b>Auction Duration</b>                                 | The auction will be of half an hour duration. In case there is a bid by any Bidder within 5 minutes of closing of the auction, the auction will be extended by another 5 minutes. Such unlimited extension will be allowed to continue till no quote is placed within 5 minutes of the last quote. Auto-bid feature will be disabled from the start time of bidding. This feature will be explained during training. |
| <b>Price Bid evaluation and award of purchase order</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><i>At the end of reverse auction process, L1 of Reverse Auction will be identified.</i></b></li> <li><input type="checkbox"/> Central Bank of India reserves the right to reject any or all the bids without assigning any reason whatsoever.</li> </ul>                                                                                          |

The above terms and conditions are acceptable to us.

Seal of the Bidder

Signature of the Bidder

Name

Designation

## **(REVERSE AUCTION PROCESS)**

To

The General Manager –IT,  
Central Bank of India, DIT,  
Sector 11,CBD Belapur,  
Mumbai – 400614

Sub: Agreement to the Online Bidding Process related Terms and Conditions

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the E-procurement Auction Annexure enclosed with the RFP document of Central Bank of India for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

This letter is to confirm that:

The undersigned is authorized representative of the company.

We confirm that we have changed our password after first login.

We have studied the Commercial Terms and the Business rules governing the Reverse Auction as mentioned in RFP of CBI and confirm our agreement to them.

We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.

We confirm that CBI and the agency India shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC etc. before or during the auction event.

We understand that in the event we are not able to access the auction site, we may authorize the agency to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either Central Bank of India or the agency appointed by The Bank regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.

I/we do understand that the agency may bid on behalf of other bidders as well in case of above-mentioned exigencies.

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –Sign this document and Fax it to the agency.

### **DECLARATION by the BIDDER**

We hereby undertake and agree to abide by all the terms and conditions stipulated by The Bank in the RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.

Seal of the Bidder

Signature of Bidder

## (REVERSE AUCTION PROCESS)

### LETTER OF INDEMNITY TO BE GIVEN IN THE COMPANY LETTER HEAD

To  
The General Manager –IT,  
Central Bank of India, DIT  
Sector 11, CBD Belapur.  
Navi Mumbai-400614

Sir,

We refer to our bid for your RFP No. **CO:DIT:PUR:2021-22:xxx** dated xxxxxxxx **for RFP** for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.. We, \_\_\_\_\_

(Company) hereby undertake to indemnify central Bank of India and agree to protect and hold The Bank harmless against all claims, losses, costs, damages, expenses, action suits and other proceedings resulting from infringement of any patent, trademark, copyrights etc.

The Bank undertakes to: (i) give prompt notice to the Bidder concerning the existence of the indemnifiable event; (ii) grant authority to the Bidder to defend or settle any related action or claim; and, (iii) provide, at the Bidder's expense, such information, cooperation and assistance to the Bidder as may be reasonably necessary for the Bidder to defend or settle the claim or action. Bank's failure to give prompt notice shall not constitute a waiver of The Bank's right to indemnification and shall affect the Bidder's indemnification obligations only to the extent that the Bidder's rights are materially prejudiced by such failure or delay. Notwithstanding anything to the contrary set forth herein, (i) The Bank may participate, at its own expense, in any defense and settlement directly or through counsel of its choice, and (ii) the Bidder shall not enter into any settlement agreement on terms that would diminish the rights provided to The Bank or increase the obligations assumed by The Bank under this Agreement, without the prior written consent of The Bank. If the Bidder elects not to defend any claim, The Bank shall have the right to defend or settle the claim as it may deem appropriate, at the cost and expense of the Bidder, and shall be entitled to deduct from payments to the Bidder such costs and expenses as may be incurred by The Bank provided however should the amount payable to the Bidder be insufficient to recover the expenses incurred by The Bank, the Bidder shall promptly reimburse The Bank for all costs, expenses, settlement amounts and other damages.

In the event of any loss or damage on account of error in reconciliation, any reason whatsoever, Bidder shall liable to The Bank for each such event and in respect of each occasion at which such event occurs. If The Bank is in a position to recover a part of or the entire amount of loss suffered by The Bank from its insurance claims and provided that the Bidder has reimbursed The Bank of the entire loss, the amount recovered by The Bank from the insurer shall be refunded to the Bidder.

Bidder is also liable to bear any losses for failure on part of the bidder that bank or customer suffers owing to lapses in reconciliation or due to occurrence of any fraudulent transactions going unnoticed on account of reconciliation failure, security procedures or standards. The Bidder shall adequately compensate the bank for any loss occurred to the bank due to the any system/Procedure/Service lacuna of the outsourced agency.

Yours faithfully,

(Authorized signatory and company stamp)

Date: \_\_\_\_\_

Full name and Designation of authorized signatory

## Annexure-4 Bidder's Information

| Sr. | Particulars                                                                                   | Details |
|-----|-----------------------------------------------------------------------------------------------|---------|
| 1.  | Name of bidder                                                                                |         |
| 2.  | Constitution                                                                                  |         |
| 3.  | Address                                                                                       |         |
| 4.  | Authorized Person for bid                                                                     |         |
| 5.  | Contact Details                                                                               |         |
| 6.  | Years of Incorporation                                                                        |         |
| 7.  | Number of years of experience in IT hardware items                                            |         |
| 8.  | Turnover ( In Rs)<br>2018-19:<br>2019-20:<br>2020-21<br>(submit audited B/S for last 3 years) |         |
| 9.  | Profit ( In Rs)<br>2018-19:<br>2019-20:<br>2020-21<br>(submit audited P/L for last 3 years)   |         |
| 10. | Whether OEM or authorized distributor                                                         |         |
| 11. | Number of service outlets across India                                                        |         |
| 12. | Good and Service Tax Number                                                                   |         |
| 13. | Income Tax Number                                                                             |         |
| 14. | Whether direct manufacturer or authorized dealers                                             |         |
| 15. | Name and Address of OEM                                                                       |         |
| 16. | Brief Description of after sales service facilities available with the bidder.                |         |
| 17. | Whether all RFP terms & conditions complied with.                                             |         |

**Signature:**

**Name:-**

**Designation:-**

**Seal of company:**

**Date:**

## Annexure-5 Letter for Conformity of Product as per RFP

To  
The General Manager-IT  
Department of Information Technology  
Central Bank of India  
1<sup>st</sup> Floor, Plot No -26, Sector-11  
CBD Belapur-400614  
Navi Mumbai

Sir,

**Reg: Our bid for** AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution **by the bank.**

We submit our Bid Document herewith. If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the bank to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. We also agree that the Bank reserves its right to reject the bid, if the bid is not submitted in proper format as per subject RFP.

We undertake that product supplied shall be as per the:-

| Compliance                                              | Compliance (Yes / No) | Remarks / Deviations |
|---------------------------------------------------------|-----------------------|----------------------|
| Terms and Conditions                                    |                       |                      |
| <i>AMC for Hardware of Document Management Solution</i> |                       |                      |
| Scope of Work as Per Annexure-6                         |                       |                      |

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

Dated at \_\_\_\_\_ / \_\_\_\_\_ day of \_\_\_\_\_ 2020

Date

Signature with seal  
Name  
Designation

## Annexure-6 Scope of Work for Annual Maintenance Contract for hardware comes under DMS Solution Project

| Sr | Broad Scope of Work                                                                                                                                                                                                                                                                                                                             | Compliance (Yes/No) |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1  | AMC/ATS related support for next 3 years (with a condition to extend for further 2 years on satisfactory support of the vendor) for DMS application including Hardware infrastructure, DMS solution, system SW-OS, DB, middleware/other licensed software/ Subscriptions etc., on-site support services & implementation of new Archival Module |                     |

### K. Infrastructure Support

- Hardware that runs Document management solution(11 Unit)
- Tape-library (2 Unit)
- Storage system (2 Unit)
- Network switches (4 Unit)
- SAN switches (4 Unit)

### L. Onsite Support Role & Responsibility:-

| Area                                   | Activity                                                      | Responsibility |
|----------------------------------------|---------------------------------------------------------------|----------------|
| Infrastructure Support and Maintenance | Hardware for DMS solution                                     | Vendor         |
|                                        | Red hat Linux servers                                         | Vendor         |
|                                        | Maintenance of the backups (Mention Name of backups software) | Vendor         |
|                                        | SAN switches                                                  | Vendor         |
|                                        | ALL Servers listed in Annexure A                              | Vendor         |

Date

Signature with seal

Name/Designation

**Annexure-7 Undertaking of Authenticity for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.**

SUB: RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document *Management Solution*.

.

Ref: **Tender No CO:DIT:PUR:2021-22:346** AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document *Management Solution*.

With reference to the AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document *Management Solution*. **being** supplied/quoted to your RFP CO:DIT:PUR:2021-22:346.

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

In case of default and we are unable to comply with the above at any time , we agree to take back the Licenses without demur, if already supplied and return the money if any paid to us by you in this regard.

Date

Signature with seal  
Name  
Designation

## Annexure-8 Undertaking for acceptance of terms of RFP

SUB: RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document *Management Solution*.

Ref: **Tender No CO:DIT:PUR:2021-22:346** RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document *Management Solution*..

We understand that Bank shall be placing Order to the Successful Bidder exclusive of taxes only.

1. We confirm that in case of invocation of any Bank Guarantees submitted to the Bank, we will pay applicable GST on Bank Guarantee amount.
2. We are agreeable to the payment schedule as per "Payment Terms" of the RFP.
3. We hereby confirm to undertake the ownership of the subject RFP.
4. We hereby undertake to provide latest product/ software with latest version. The charges for the above have been factored in Bill of Material (BOM), otherwise the Bid is liable for rejection. We also confirm that we have not changed the format of BOM.

Date

Signature with seal  
Name  
Designation

## Annexure-9 Manufacturer Authorization Form [MAF]

**[This letter should be on the letterhead of the OEM/ Manufacturer (On Newgen's Letter Head) duly signed by an authorized signatory]**

Date: X X X X X X

To  
The General Manager- IT  
Central Bank Of India  
DIT, Plot no 26, Sector-11  
CBD Belapur, Navi Mumbai 400 614

Dear Sir

Ref: RFP No \_\_\_\_\_

We, Newgen Software Technologies Ltd having registered office at A-6 Satsang Vihar Marg Qutab Institutional Area New Delhi 110067 are established and reputable producers of Business process management (BPM) and Enterprise content Management (ECM) having development facilities at D-152, Okhla Phase I, Okhla Industrial Area, New Delhi 110020,. We do hereby authorize \_\_\_\_\_ (name and address of the SI) to submit a Bid, and sign the contract with you against the above Bid Invitation with our products namely.

OmniDocs, Omniflow....

We here by extend our full guarantee and warranty for the Software Products and services offered by us to the above mentioned organization against this Bid Invitation.

Yours faithfully,

For and on behalf of Newgen Software Technologies Ltd  
(Authorized Signatory)

## Annexure-10 Integrity Pact

Between

**Central Bank of India** hereinafter referred to as “**The Principal**”,

And

..... hereinafter referred to as “**The Bidder/ Contractor**”

### Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

### Section 1 – Commitments of the Principal

(1.) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

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

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

### Section 2 – Commitments of the Bidder(s)/ contractor(s)

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

- a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the

Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at (page nos. 3 to 7)

e. The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

### **Section 3- Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is attached as Annexure-18.

### **Section 4 – Compensation for Damages**

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Bank in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

## **Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors**

- (1) The Bidder(s)/ Contractor(s) undertake(s) to demand from his subcontractors a commitment in conformity with this Integrity Pact.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

## **Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## **Section 8 – Independent External Monitor / Monitors**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidders/Contractors as confidential. He reports to the Chairman & Managing Director, CENTRAL BANK OF INDIA.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Subcontractor(s) with confidentiality. In case of sub-contracting, the Principal Contractor shall take all responsibility of the adoption of Integrity Pact by the sub-contractor.
- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. Parties to this agreement agree that they shall not approach the courts while representing the matter to IEM and will await IEM's decision in the matter.
- (6) The Monitor will submit a written report to the Chairman & Managing Director, CENTRAL BANK OF INDIA within 8 to 10 weeks from the date of reference or intimation to him by the *Principal* and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the Chairman & Managing Director CENTRAL BANK OF INDIA, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the

Chairman & Managing Director CENTRAL BANK OF INDIA has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(8) The word „**Monitor**“ would include both singular and plural.

### Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman & Managing Director of CENTRAL BANK OF INDIA.

### Section 10 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Mumbai.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(5) In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.”

(For & On behalf of the Principal)

(For & On behalf of Bidder/ Contractor)

(Office Seal)

(Office Seal)

Place -----

Date -----

Witness 1:

Witness 1:

(Name & Address)

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness 2:

Witness 2:

(Name & Address)

(Name & Address)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Annexure-11 Non-Disclosure Agreement

**This Agreement** made at \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

### BETWEEN

\_\_\_\_\_ a company incorporated under the Companies Act, 1956/2013 having its registered office at \_\_\_\_\_ (hereinafter referred to as "-----" which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **ONE PART**;

### AND

**CENTRAL BANK OF INDIA**, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 and having its head Office at Central Office, Chander Mukhi, Nariman Point, Mumbai – 400 021 (hereinafter referred to as "**BANK**" which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **OTHER PART**

The .....bidder and **BANK** are hereinafter individually referred to as party and collectively referred to as "the Parties". Either of the parties which discloses or receives the confidential information is respectively referred to herein as Disclosing Party and Receiving Party.

### WHEREAS:

The Parties intend to engage in discussions and negotiations concerning the establishment of a business relationship between them. In the course of such discussions and negotiations, it is anticipated that both the parties may disclose or deliver to either of the Parties certain or some of its trade secrets or confidential or proprietary information, for the purpose of enabling the other party to evaluate the feasibility of such business relationship (hereinafter referred to as "**the Purpose**").

### NOW, THEREFORE, THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

- 1. Confidential Information:** "Confidential Information" means all information disclosed/ furnished by either of the parties to another Party in connection with the business transacted/to be transacted between the Parties and/or in the course of discussions and negotiations between them in connection with the Purpose. Confidential Information shall include customer data, any copy, abstract, extract, sample, note or module thereof.

Either of the Parties may use the Confidential Information solely for and in connection with the Purpose.

Notwithstanding the foregoing, "Confidential Information" shall not include any information which the Receiving Party can show: (a) is now or subsequently becomes legally and publicly available without breach of this Agreement by the Receiving Party, (b) was rightfully in the possession of the Receiving Party without any obligation of confidentiality prior to receiving it from the Disclosing Party, (c) was rightfully obtained by the Receiving Party from a source other than the Disclosing Party without any obligation of confidentiality, or (d) was developed by or for the Receiving Party independently and without reference to any Confidential Information and such

independent development can be shown by documentary evidence.

1. **Non-disclosure:** The Receiving Party shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Receiving Party who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Receiving Party may disclose Confidential Information to consultants only if the consultant has executed a Non-disclosure Agreement with the Receiving Party that contains terms and conditions that are no less restrictive than these. The Receiving Party shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to assure against unauthorized use or disclosure. The Receiving Party agrees to notify the Disclosing Party immediately if it learns of any use or disclosure of the Disclosing Party's Confidential Information in violation of the terms of this Agreement. Further, any breach of non-disclosure obligations by such employees or consultants shall be deemed to be a breach of this Agreement by the Receiving Party and the Receiving Party shall be accordingly liable therefor.  
Provided that the Receiving Party may disclose Confidential information to a court or governmental agency pursuant to an order of such court or governmental agency as so required by such order, provided that the Receiving Party shall, unless prohibited by law or regulation, promptly notify the Disclosing Party of such order and afford the Disclosing Party the opportunity to seek appropriate protective order relating to such disclosure.
3. **Publications:** Neither Party shall make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents / provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of the other Party.
4. **Term:** This Agreement shall be effective from the date hereof and shall continue till establishment of business relationship between the Parties and execution of definitive agreements thereafter. Upon expiration or termination as contemplated herein the Receiving Party shall immediately cease rights to any and all disclosures or uses of Confidential Information; and at the request of the Disclosing Party, the Receiving Party shall promptly return or destroy all written, graphic or other tangible forms of the Confidential Information and all copies, abstracts, extracts, samples, notes or modules thereof.  
Notwithstanding anything to the contrary contained herein, the confidential information shall continue to remain confidential until it reaches the public domain in the normal course.
5. **Title and Proprietary Rights:** Notwithstanding the disclosure of any Confidential Information by the Disclosing Party to the Receiving Party, the Disclosing Party shall retain title and all intellectual property and proprietary rights in the Confidential Information. No license under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by such Party is either granted or implied by the conveying of Confidential Information. The Receiving Party shall not conceal, alter, obliterate, mutilate, deface or otherwise interfere with any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any other

proprietary right of the Disclosing Party on any copy of the Confidential Information, and shall reproduce any such mark or notice on all copies of such Confidential Information. Likewise, the Receiving Party shall not add or emboss its own or any other any mark, symbol or logo on such Confidential Information.

6. **Return of Confidential Information:** Upon written demand of the Disclosing Party, the Receiving Party shall (i) cease using the Confidential Information, (ii) return the Confidential Information and all copies, abstract, extracts, samples, notes or modules thereof to the Disclosing Party within seven (7) days after receipt of notice, and (iii) upon request of the Disclosing Party, certify in writing that the Receiving Party has complied with the obligations set forth in this paragraph.
7. **Remedies:** The Receiving Party acknowledges that if the Receiving Party fails to comply with any of its obligations hereunder, the Disclosing Party may suffer immediate, irreparable harm for which monetary damages may not be adequate. The Receiving Party agrees that, in addition to all other remedies provided at law or in equity, the Disclosing Party shall be entitled to injunctive relief hereunder.
8. **Entire Agreement, Amendment and Assignment:** This Agreement constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes any and all prior oral discussions and/or written correspondence or agreements between the parties. This Agreement may be amended or modified only with the mutual written consent of the parties. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable.
9. **Governing Law and Jurisdiction:** The provisions of this Agreement shall be governed by the laws of India. The disputes, if any, arising out of this Agreement shall be submitted to the jurisdiction of the courts/tribunals in Mumbai.
10. **General:** The Receiving Party shall not reverse-engineer, decompile, disassemble or otherwise interfere with any software disclosed hereunder. All Confidential Information is provided "as is". In no event shall the Disclosing Party be liable for the inaccuracy or incompleteness of the Confidential Information. None of the Confidential Information disclosed by the parties constitutes any representation, warranty, assurance, guarantee or inducement by either party to the other with respect to the fitness of such Confidential Information for any particular purpose or infringement of trademarks, patents, copyrights or any right of third persons.
11. **Indemnity:** The receiving party should indemnify and keep indemnified, saved, defended, harmless against any loss, damage, costs etc. incurred and / or suffered by the disclosing party arising out of breach of confidentiality obligations under this agreement by the receiving party, its officers, employees, agents or consultants.

**IN WITNESS WHEREOF**, the Parties hereto have executed these presents the day, month and year first hereinabove written.

**For and on behalf**

---

Name of Authorized signatory:  
Designation:

**For and on behalf of**

**CENTRAL BANK OF INDIA**

Name of Authorized signatory:  
Designation:

## Annexure-12 Performance Bank Guarantee

TO,

CENTRAL BANK OF INDIA  
MUMBAI

-----  
In consideration of Central Bank of India having Registered Office at Chandermukhi Building, Nariman Point, Mumbai 400 021 (hereinafter referred to as "Purchaser") having agreed to purchase computer hardware (hereinafter referred to as "Goods") from M/s ----- (hereinafter referred to as "Contractor") on the terms and conditions contained in their agreement/purchase order No----- dt.----- (hereinafter referred to as the "Contract") subject to the contractor furnishing a Bank Guarantee to the purchaser as to the due performance of the computer hardware, as per the terms and conditions of the said contract, to be supplied by the contractor and also guaranteeing the maintenance, by the contractor, of the computer hardware and systems as per the terms and conditions of the said contract;

1) We, ----- (Bank) (hereinafter called "the Bank"), in consideration of the premises and at the request of the contractor, do hereby guarantee and undertake to pay to the purchaser, forthwith on mere demand and without any demur, at any time up to ----- any money or moneys not exceeding a total sum of Rs------(Rupees-----only) as may be claimed by the purchaser to be due from the contractor by way of loss or damage caused to or that would be caused to or suffered by the purchaser by reason of failure of computer hardware to perform as per the said contract, and also failure of the contractor to maintain the computer hardware and systems as per the terms and conditions of the said contract.

2) Notwithstanding anything to the contrary, the decision of the purchaser as to whether computer hardware has failed to perform as per the said contract, and also as to whether the contractor has failed to maintain the computer hardware and systems as per the terms and conditions of the said contract will be final and binding on the Bank and the Bank shall not be entitled to ask the purchaser to establish its claim or claims under this Guarantee but shall pay the same to the purchaser forthwith on mere demand without any demur, reservation, recourse, contest or protest and/or without any reference to the contractor. Any such demand made by the purchaser on the Bank shall be conclusive and binding notwithstanding any difference between the purchaser and the contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

3) This Guarantee shall expire on -----; without prejudice to the purchaser's claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date i.e. ----- (this date should be date of expiry of Guarantee).

4) The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of the purchaser in writing and this Guarantee shall continue to be enforceable till the aforesaid date of expiry or the last date of the extended period of expiry of Guarantee agreed upon by all the parties to this Guarantee, as the case may be, unless during the currency of this Guarantee all the dues of the purchaser under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or the purchaser certifies that the terms and conditions of the said contract have been fully carried out by the contractor and accordingly discharges the Guarantee.

5) In order to give full effect to the Guarantee herein contained, you shall be entitled to act as if we are your principal debtors in respect of all your claims against the contractor hereby Guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights if any which

are in any way inconsistent with the above or any other provisions of this Guarantee.

6) The Bank agrees with the purchaser that the purchaser shall have the fullest liberty without affecting in any manner the Bank's obligations under this Guarantee to extend the time of performance by the contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by the purchaser against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract, and the Bank shall not be released from its liability for the reasons of any such extensions being granted to the contractor for any forbearance, act or omission on the part of the purchaser or any other indulgence shown by the purchaser or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so relieving the Bank.

7) The Guarantee shall not be affected by any change in the constitution of the contractor or the Bank nor shall it be affected by any change in the constitution of the purchaser by any amalgamation or absorption or with the contractor, Bank or the purchaser, but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.

8) This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation or in substitution of any other guarantee or guarantees heretofore issued by us (whether singly or jointly with other banks) on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and also for the same purpose for which this guarantee is issued, and now existing un-cancelled and we further mention that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees heretofore issued by us on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and for the same purpose for which this guarantee is issued.

9) Any notice by way of demand or otherwise under this guarantee may be sent by special courier, telex, fax or registered post to our local address as mentioned in this guarantee.

10) Notwithstanding anything contained herein:-

- i) Our liability under this Bank Guarantee shall not exceed Rs------(Rupees----- only);
- ii) This Bank Guarantee shall be valid up to -----; 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).

11) The Bank has power to issue this Guarantee under the statute/constitution and the undersigned has full power to sign this Guarantee on behalf of the Bank.

Date this ----- day of ----- 2020 at -----

For and on behalf of ----- Bank.

sd/- -----

## Annexure-13 Self Declaration of Bid Security

### SELF-DECLARATION OF BID SECURITY TO BE SUBMITTED IN THE FIRM'S LETTER HEAD

To: General Manager (IT)  
Central Bank of India, DIT,  
Sector 11, Plot no: 26,  
CBD Belapur Navi Mumbai – 400614

Dear Sir,

Sub: TENDER NO: ..... for **Renewal of DMS project- Floating of RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution**

In response to your invitation to respond to your RFP for subscription renewal of **Renewal of DMS project- Floating of RFP for AMC/ATS/ON-SITE related support for Hardware infra/ Software and implementation of additional modules in Document Management Solution.**, we, M/s \_\_\_\_\_ having our Registered Office at \_\_\_\_\_ (hereinafter called the Bidder") wish to respond to the said Request for Proposal (RFP). In this connection,

1. We declare that if we withdraw or modify our Bid during the period of validity, or
2. If we, having been notified of the acceptance of our proposal by the Bank during the period of the validity of the proposal, fail or refuse to enter into the contract in accordance with the Terms and Conditions of the RFP or the terms and conditions mutually agreed subsequently, or
3. If we fail to submit a performance security in term of RFP,

We note that we will be suspended from being eligible to submit bids, or enter into contracts with Central Bank of India for a period of three years.

Yours faithfully,

For and on behalf of \_\_\_\_\_

Firm's Authorised Official

Place: [Signature of Authorized Signatory]

Date: Name:  
Designation:

Seal:

## Annexure-14 The FPA is explained below

As per the FPA standard, the **Function Points (FP)** are calculated based on 5 standard functions, divided into 2 groups.

### 1. Transaction Functions

- 1.1 External Inputs
- 1.2 External Outputs
- 1.3 External Inquiries

### 2. Data Functions

- 2.1 Internal Logical Files
- 2.2 External Interface Files

## Important terms and definitions used in describing the five functions

### User identifiable

This term refers to defined requirements for processes and/or groups of data that are agreed upon, and understood by, both the users and software developers.

### Control information

This is data that influences and elementary process of the application being counted. It specifies what, when, or how data is to be processed.

### Elementary process

An elementary process is the smallest unit of activity that is meaningful to the user. An elementary process must be self-contained and leave the business of the application being counted in a consistent state.

### Data Element Type, or DET

A data element type is a unique, user recognizable, non-repeated field. This definition applies to both analyses of data functions and transactional functions.

### Record Element Type, or RET

A record element type is a user recognizable subgroup of data elements within an Internal Logical File or External Interface File.

The five functions are explained below.

### 1. Transaction Functions

#### 1.1 External Inputs (EI)

**Def.:** An external input (EI) is an elementary process that processes data or control information that comes from outside the application boundary. The primary intent of an EI is to maintain one or more ILFs and/or to alter the behavior of the system.

Allocating FPs to EIs is performed using following lookup tables, after determining the number of **"Data Element Type" (DETs)** and **"File Type Referenced (FTRs)"**.

| FTR's     | Data Element Types (DET's) |      |     |
|-----------|----------------------------|------|-----|
|           | 1-4                        | 5-15 | 16+ |
| 0-1       | L                          | L    | A   |
| 2         | L                          | A    | H   |
| 3 or more | A                          | H    | H   |

**Table 1: EI complexity matrix**

| Complexity  | Points/Weight |
|-------------|---------------|
| Low (L)     | 3             |
| Average (A) | 4             |
| High (H)    | 6             |

**Table 2: EI weights**

## 1.2 External Outputs (EO's)

**Def:** An external output (EO) is an elementary process that sends data or control information outside the application boundary. The primary intent of an external output is to present information to a user through processing logic other than, or in addition to, the retrieval of data or control information. The processing logic must contain at least one mathematical formula or calculation, create derived data maintain one or more ILFs or alter the behavior of the system.

Allocating FPs to EOs is performed using following lookup tables, after determining the number of **"Data Element Type" (DETs)** and **"File Type Referenced (FTRs)"**.

| FTR       | Data Element Types (DET) |      |     |
|-----------|--------------------------|------|-----|
|           | 1-5                      | 6-19 | 20+ |
| 0-1       | L                        | L    | A   |
| 2-3       | L                        | A    | H   |
| 4 or more | A                        | H    | H   |

**Table 3: EO complexity matrix Weights**

| Complexity  | Points/Weight |
|-------------|---------------|
| Low (L)     | 4             |
| Average (A) | 5             |
| High (H)    | 7             |

**Table 4: EO weights**

## 1.3 External Inquiries (EQ's)

**Def:** An external inquiry (EQ) is an elementary process that sends data or control information outside the application boundary. The primary intent of an external inquiry is to present information to a user through the retrieval of data or control information from an ILF of EIF. The processing logic contains no mathematical formulas or calculations, and creates no derived data. No ILF is maintained during the processing, nor is the behavior of the system altered.

Allocating FPs to EQs is performed using following lookup tables, after determining the number of **"Data Element Type" (DETs)** and **"File Type Referenced (FTRs)"**.

| FTRs      | Data Element Types (DETs) |      |     |
|-----------|---------------------------|------|-----|
|           | 1-5                       | 6-19 | 20+ |
| 0-1       | L                         | L    | A   |
| 2-3       | L                         | A    | H   |
| 4 or more | A                         | H    | H   |

Table 5: EQ complexity matrix Weights

| Complexity  | Points/Weight |
|-------------|---------------|
| Low (L)     | 3             |
| Average (A) | 4             |
| High (H)    | 6             |

Table 6: EQ weights

## 2. Data Functions

### 2.1 Internal Logical Files (ILFs)

Def.: "An ILF is a user-identifiable group of logically related data or control information maintained within the boundary of the application. The primary intent of an ILF is to hold data maintained through one or more elementary processes of the application being counted."

Allocating FPs to ILFs is performed using following lookup tables, after determining the number of "Data Element Type" (DETs) and "Record Element Type" (RETs).

| RETS      | Data Element Types (DETs) |       |     |
|-----------|---------------------------|-------|-----|
|           | 1-19                      | 20-50 | 51+ |
| 1         | L                         | L     | A   |
| 2 to 5    | L                         | A     | H   |
| 6 or more | A                         | H     | H   |

Table 7: The ILF complexity matrix

| Complexity  | Points |
|-------------|--------|
| Low (L)     | 7      |
| Average (A) | 10     |
| High (H)    | 15     |

Table 8: ILF weights

### 2.2 External Interface Files (EIFs)

Def.: An external interface file (EIF) is a user identifiable group of logically related data or control information referenced by the application, but maintained within the boundary of another application. The primary intent of an EIF is to hold data referenced through one or more elementary processes within the boundary of the application counted. This means an EIF counted for an application must be in an ILF in another application.

Allocating FPs to ILFs is performed using following lookup tables after determining the number of "Data Element Type" (DETs) and "Record Element Type" (RETs).

|           | Data Element Types (DETs) |       |     |
|-----------|---------------------------|-------|-----|
| RETS      | 1-19                      | 20-50 | 51+ |
| 1         | L                         | L     | A   |
| 2 to 5    | L                         | A     | H   |
| 6 or more | A                         | H     | H   |

| Value       | No. or Function Points |
|-------------|------------------------|
| Low (L)     | 5                      |
| Average (A) | 7                      |
| High (H)    | 10                     |

**Table 9: EIF complexity matrix**

**Table 10: EIF weights**

**C) Unadjusted Function Points (UFPs):**

The Unadjusted Function Points are arrived at by adding the FPs arrived for each of the five functions above.

$$\text{Total UFP} = \text{EI} + \text{EO} + \text{EQ} + \text{ILF} + \text{EIF}$$

**D) Value Adjustment Factor**

Def.: The **Value Adjustment Factor (VAF)** is based on 14 **General System Characteristics (GSC's)** that rate the general functionality of the application being counted. Each characteristic has associated descriptions to determine the degrees of influence.

The degrees of influence range on a scale of zero to five, from no influence to strong influence. Each characteristic is assigned the rating based upon detail descriptions provided below:

**0 Not present, or no influence**

**1 Incidental influence**

**2 Moderate influence**

**3 Average influence**

**4 Significant influence**

**5 Strong influence throughout**

| SN | General System Characteristic | Brief Description                                                                                                                 |
|----|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1  | Data communications           | How many communication facilities are there to aid in the transfer or exchange of information with the application or system?     |
| 2  | Distributed data processing   | How are distributed data and processing functions handled?                                                                        |
| 3  | Performance                   | Did the user require response time or throughput?                                                                                 |
| 4  | Heavily used configuration    | How heavily used is the current hardware platform where the application will be executed?                                         |
| 5  | Transaction rate              | How frequently are transactions executed daily, weekly, monthly, etc.?                                                            |
| 6  | On-Line data entry            | What percentage of the information is entered On-Line?                                                                            |
| 7  | End-user efficiency           | Was the application designed for end-user efficiency?                                                                             |
| 8  | On-Line update                | How many ILF's are updated by On-Line transaction?                                                                                |
| 9  | Complex processing            | Does the application have extensive logical or mathematical processing?                                                           |
| 10 | Reusability                   | Was the application developed to meet one or many user's needs?                                                                   |
| 11 | Installation ease             | How difficult is conversion and installation?                                                                                     |
| 12 | Operational ease              | How effective and/or automated are start-up, back up, and recovery procedures?                                                    |
| 13 | Multiple sites                | Was the application specifically designed, developed, and supported to be installed at multiple sites for multiple organizations? |

|    |                   |                                                                                           |
|----|-------------------|-------------------------------------------------------------------------------------------|
| 14 | Facilitate change | Was the application specifically designed, developed, and supported to facilitate change? |
|----|-------------------|-------------------------------------------------------------------------------------------|

**E) Sum of Degree of Influence = Total of the rating for GSCs 1 to 14 listed above**

**F) Final Function Points**

**Final Function Points = Total Unadjusted Function Points [C] x  
(0.65 + (0.01 x Sum of Degree of Influence [E]))**

**G) The number of Person Days required for the Change = Final Function Points (F)**

## Annexure-15 Guidelines on banning of business dealing

- Sr. Contents
1. Introduction
  2. Scope
  3. Definitions
  4. Initiation of banning / suspension
  5. Suspension of business dealing
  6. Ground on which banning of business dealings can be initiated
  7. Banning of business dealings
  8. Removal from list of approved agencies –suppliers/contractors
  9. Show-cause notice
  10. Appeal against the competent authority
  11. Review of the decision by the competent authority
  12. Circulation of names of agencies with whom business dealings have been banned

### 1. Introduction

1.1 Central Bank of India, being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. CENTRAL BANK OF INDIA has also to safeguard its commercial interests. CENTRAL BANK OF INDIA deals with Agencies, who have a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of CENTRAL BANK OF INDIA to deal with Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on CENTRAL BANK OF INDIA to observe principles of natural justice before banning the business dealings with any Agency.

1.2 Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

### 2. Scope

2.1 The General Conditions of Contract (GCC) of CENTRAL BANK OF INDIA generally provide that CENTRAL BANK OF INDIA reserves its rights to remove from list of approved suppliers / contractors or to ban business dealings if any Agency has been found to have committed misconduct and also to suspend business dealings pending investigation. If such provision does not exist in any GCC, the same may be incorporated.

2.2 Similarly, in case of sale of material there is a clause to deal with the Agencies / customers / buyers, who indulge in lifting of material in unauthorized manner. If such a stipulation does not exist in any Sale Order, the same may be incorporated.

2.3 However, absence of such a clause does not in any way restrict the right of Bank (CENTRAL BANK OF INDIA) to take action / decision under these guidelines in appropriate cases.

2.4 The procedure of (i) Removal of Agency from the List of approved suppliers /

contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.

2.5 These guidelines apply to all the Units and subsidiaries of CENTRAL BANK OF INDIA.

2.6 It is clarified that these guidelines do not deal with the decision of the Management not to entertain any particular Agency due to its poor / inadequate performance or for any other reason.

2.7 The banning shall be with prospective effect, i.e., future business dealings.

### 3. Definitions

In these Guidelines, unless the context otherwise requires:

i) 'Party / Contractor / Supplier / Purchaser / Customer/Bidder/Tenderer' shall mean and include a public limited Bank or a private limited Bank, a firm whether registered or not, an individual, a cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. 'Party / Contractor / Supplier / Purchaser / Customer/ Bidder / Tenderer' in the context of these guidelines is indicated as 'Agency'.

ii) 'Inter-connected Agency' shall mean two or more companies having any of the following features:

a) If one is a subsidiary of the other.

b) If the Director(s), Partner(s), Manager(s) or Representative(s) are common;

c) If management is common;

d) If one owns or controls the other in any manner;

iii) 'Competent Authority' and 'Appellate Authority' shall mean the following:

a) For Bank (entire CENTRAL BANK OF INDIA) wide Banning Executive Director (GAD) shall be the "Competent Authority" for the purpose of these guidelines. Chairman & Managing Director, CENTRAL BANK OF INDIA shall be the "Appellate Authority" in respect of such cases except banning of business dealings with Foreign Suppliers of imported coal/coke.

b) For banning of business dealings with Foreign Suppliers of imported goods, CENTRAL BANK OF INDIA Executive Directors" Committee (EDC) shall be the "Competent Authority". The Appeal against the Order passed by EDC, shall lie with Chairman & Managing Director, as First Appellate Authority.

c) In case the foreign supplier is not satisfied by the decision of the First Appellate Authority, it may approach CENTRAL BANK OF INDIA Board as Second Appellate Authority.

d) For Zonal Offices only

Any officer not below the rank of Deputy General Manager appointed or nominated by the Head of Zonal Office shall be the "Competent Authority" for the purpose of these guidelines. The Head of the concerned Zonal Office shall be the "Appellate Authority" in all such cases.

e) For Corporate Office only

For procurement of items / award of contracts, to meet the requirement of Corporate Office only, Head of GAD shall be the "Competent Authority" and concerned Executive Director (GAD) shall be the "Appellate Authority".

e) Chairman & Managing Director, CENTRAL BANK OF INDIA shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these guidelines.

iv) 'Investigating Department' shall mean any Department or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.

v) 'List of approved Agencies - Parties / Contractors / Suppliers / Purchasers / Customers / Bidders / Tenderers shall mean and include list of approved / registered Agencies - Parties/ Contractors / Suppliers / Purchasers / Customers / Bidders / Tenderers, etc.

#### **4. Initiation of Banning / Suspension**

Action for banning / suspension business dealings with any Agency should be initiated by the department having business dealings with them after noticing the irregularities or misconduct on their part. Besides the concerned department, Vigilance Department of each Unit /Corporate Vigilance may also be competent to advise such action.

#### **5. Suspension of Business Dealings**

5.1 If the conduct of any Agency dealing with CENTRAL BANK OF INDIA is under investigation by any department (except Foreign Suppliers of imported goods), the Competent Authority may consider whether the allegations under investigation are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. If it is decided that inter-connected Agencies would also come within the ambit of the order of suspension, the same should be specifically stated in the order. The order of suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Department. The Investigating Department may ensure that their investigation is completed and whole process of final order is over within such period.

5.2 The order of suspension shall be communicated to all Departmental Heads within the Plants / Units. During the period of suspension, no business dealing may be held with the Agency.

5.3 As far as possible, the existing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.

5.4 If the gravity of the misconduct under investigation is very serious and it would not be in the interest of CENTRAL BANK OF INDIA, as a whole, to deal with such an Agency pending investigation, the Competent Authority may send his recommendation to ED (GAD), CENTRAL BANK OF INDIA Corporate Office along with the material available. If Corporate Office considers that depending upon the gravity of the misconduct, it would not be desirable for all the Units and Subsidiaries of CENTRAL BANK OF INDIA to have any dealings with the Agency concerned, an order suspending business dealings may be issued to all the Units by the Competent Authority of the Corporate Office, copy of which may be endorsed to the Agency concerned. Such an order would operate for a period of six months from the date of issue.

5.5 For suspension of business dealings with Foreign Suppliers of imported goods, following shall be the procedure:-

- i) Suspension of the foreign suppliers shall apply throughout the Bank including Subsidiaries.
- ii) Based on the complaint forwarded by ED (GAD) or received directly by Corporate Vigilance, if gravity of the misconduct under investigation is found serious and it is felt that it would not be in the interest of CENTRAL BANK OF INDIA to continue to deal with such agency, pending investigation, Corporate Vigilance may send such recommendation on the matter to Executive Director, GAD to place it before Executive Directors Committee (EDC) with ED (GAD) as Convener of the Committee. The committee shall expeditiously examine

the report, give its comments/recommendations within twenty one days of receipt of the reference by ED, GAD.

iii) If EDC opines that it is a fit case for suspension, EDC may pass necessary orders which shall be communicated to the foreign supplier by ED, GAD.

5.6 If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.

5.7 It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months' time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

## **6. Ground on which Banning of Business Dealings can be initiated**

6.1 If the security consideration, including questions of loyalty of the Agency to the State, so warrants;

6.2 If the Director / Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or CENTRAL BANK OF INDIA, during the last five years;

6.3 If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc.;

6.4 If the Agency continuously refuses to return / refund the dues of CENTRAL BANK OF INDIA without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law;

6.5 If the Agency employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence;

6.6 If business dealings with the Agency have been banned by the Govt. or any other public sector enterprise;

6.7 If the Agency has resorted to Corrupt, fraudulent practices including misrepresentation of facts and / or fudging /forging /tampering of documents;

6.8 If the Agency uses intimidation / threatening or brings undue outside pressure on the Bank (CENTRAL BANK OF INDIA) or its official in acceptance / performances of the job under the contract;

6.9 If the Agency indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;

6.10 Wilful indulgence by the Agency in supplying sub-standard material irrespective of whether pre-dispatch inspection was carried out by Bank (CENTRAL BANK OF INDIA) or not;

6.11 Based on the findings of the investigation report of CBI / Police against the Agency for malafide / unlawful acts or improper conduct on his part in matters relating to the Bank (CENTRAL BANK OF INDIA) or even otherwise;

6.12 Established litigant nature of the Agency to derive undue benefit;

6.13 Continued poor performance of the Agency in several contracts;

6.14 If the Agency misuses the premises or facilities of the Bank (CENTRAL BANK OF INDIA), forcefully occupies, tampers or damages the Bank's properties including land, water resources, forests / trees, etc.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

## 7 Banning of Business Dealings

7.1 A decision to ban business dealings with any Agency should apply throughout the Bank including Subsidiaries.

7.2 There will be a Standing Committee in each Zone to be appointed by Head of Zonal Office for processing the cases of "Banning of Business Dealings" except for banning of business dealings with foreign suppliers of goods. However, for procurement of items / award of contracts, to meet the requirement of Corporate Office only, the committee shall be consisting of General Manager / Dy. General Manager each from Operations, Law & GAD. Member from GAD shall be the convener of the committee. The functions of the committee shall, inter-alia include:

- i) To study the report of the Investigating Agency and decide if a prima-facie case for Bank-wide / Local unit wise banning exists, if not, send back the case to the Competent Authority.
- ii) To recommend for issue of show-cause notice to the Agency by the concerned department.
- iii) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
- iv) To submit final recommendation to the Competent Authority for banning or otherwise.

7.3 If Bank wide banning is contemplated by the banning Committee of any Zone, the proposal should be sent by the committee to ED (GAD) through the Head of the Zonal Office setting out the facts of the case and the justification of the action proposed along with all the relevant papers and documents. GAD shall get feedback about that agency from all other Zones and based on this feedback, a prima-facie decision for banning / or otherwise shall be taken by the Competent Authority. At this stage if it is felt by the Competent Authority that there is no sufficient ground for Bank wide banning, then the case shall be sent back to the Head of Zonal Office for further action at the Zone level. If the prima-facie decision for Bank-wide banning has been taken, ED (GAD) shall issue a show-cause notice to the agency conveying why it should not be banned throughout CENTRAL BANK OF INDIA.

After considering the reply of the Agency and other circumstances and facts of the case, ED (GAD) will submit the case to the Competent Authority to take a final decision for Bank-wide banning or otherwise.

7.4 If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 9.1 and an enquiry held accordingly.

7.5 Procedure for Banning of Business Dealings with Foreign Suppliers of imported goods.

- Banning of the agencies shall apply throughout the Bank including Subsidiaries.
- Based on the complaint forwarded by ED (GAD) or received directly by Corporate Vigilance, if gravity of the misconduct under investigation is found serious and it is felt that it would not be in the interest of CENTRAL BANK OF INDIA to continue to deal with such agency, pending investigation, Corporate Vigilance may send such recommendation on the matter to Executive Director, GAD to place it before Executive Directors' Committee (EDC) with ED (GAD) as Convener of the Committee.
- The committee shall expeditiously examine the report, give its comments/recommendations within twenty one days of receipt of the reference by ED, GAD.
- If EDC opines that it is a fit case for initiating banning action, it will direct ED (GAD) to issue show-cause notice to the agency for replying within a reasonable period.
- On receipt of the reply or on expiry of the stipulated period, the case shall be submitted by ED (GAD) to EDC for consideration & decision.
- The decision of the EDC shall be communicated to the agency by ED (GAD).

## **8 Removal from List of Approved Agencies - Suppliers / Contractors, etc.**

8.1 If the Competent Authority decides that the charge against the Agency is of a minor nature, it may issue a show-cause notice as to why the name of the Agency should not be removed from the list of approved Agencies - Suppliers / Contractors, etc.

8.2 The effect of such an order would be that the Agency would not be disqualified from competing in Open Tender Enquiries but Limited Tender Enquiry (LTE) may not be given to the Agency concerned.

8.3 Past performance of the Agency may be taken into account while processing for approval of the Competent Authority for awarding the contract.

## **9 Show-cause Notice**

9.1 In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or misbehavior may be appended to the show-cause notice and the Agency should be asked to submit within 15 days a written statement in its defense.

9.2 If the Agency requests for inspection of any relevant document in possession of CENTRAL BANK OF INDIA, necessary facility for inspection of documents may be provided.

9.3 The Competent Authority may consider and pass an appropriate speaking order:

- a) For exonerating the Agency if the charges are not established;
- b) For removing the Agency from the list of approved Suppliers / Contractors, etc.
- c) For banning the business dealing with the Agency.

9.4 If it decides to ban business dealings, the period for which the ban would be operative may be mentioned. The order may also mention that the ban would extend to the interconnected Agencies of the Agency.

## **10 Appeal against the Decision of the Competent Authority**

10.1 The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. The appeal shall lie to Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning business dealing, etc.

10.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the Agency as well as the Competent Authority.

## **11 Review of the Decision by the Competent Authority**

Any petition / application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Competent Authority upon disclosure of new facts / circumstances or subsequent development necessitating such review. The Competent Authority may refer the same petition to the Standing Committee/EDC as the case may be for examination and recommendation.

## **12 Circulation of the names of Agencies with whom Business Dealings have been banned**

12.1 Depending upon the gravity of misconduct established, the Competent Authority of the Corporate Office may circulate the names of Agency with whom business dealings have been banned, to the Government Departments, other Public Sector Enterprises, etc. for such action as they deem appropriate.

12.2 If Government Departments or a Public Sector Enterprise request for more information about the Agency with whom business dealings have been banned, a copy of the report of

Inquiring Authority together with a copy of the order of the Competent Authority / Appellate Authority may be supplied.

12.3 If business dealings with any Agency has been banned by the Central or State Government or any other Public Sector Enterprise, CENTRAL BANK OF INDIA may, without any further enquiry or investigation, issue an order banning business dealing with the Agency and its inter-connected Agencies.

12.4 Based on the above, Zonal Offices may formulate their own procedure for implementation of the Guidelines and same be made a part of the tender documents.

#### **Annexure-16** A few Examples of Docs for Archival Module –Data Input

| <b>1. PO (PURCHASE ORDERS)</b> |                      |                                         |
|--------------------------------|----------------------|-----------------------------------------|
| <b>PARTICULARS</b>             | <b>DATA ENTRY</b>    | <b>SEARCH CRITERIA</b>                  |
| LOCATION                       | Dropdown             | Dropdown                                |
| DEPARTMENT                     | Dropdown             | Dropdown                                |
| SECTION                        | Dropdown             | Dropdown                                |
| YEAR                           | 2018-19, 2019-20 etc | Year Range (Search Base)                |
| PO NUMBER                      | Char                 | Equals/contains (Search Base)           |
| PO DATE                        | Date calendar        | Date Range (Search Base)                |
| SUBJECT/TITLE                  | text                 | Equals/contains                         |
| PO AMOUNT                      | Numeric              | Equals/greater than/lesser than/between |
| VENDOR NAME                    | text                 | Equals/contains                         |
| PO Acceptance date             | Date calendar        | Date Range (Search Base)                |
| TENDER REF NUMBER              | text                 | Equals/contains                         |
| EMD REF NUMBER                 | text                 | Equals/contains                         |
| EMD AMOUNT                     | Numeric              | Equals/greater than/lesser than/between |
| BG REF NUMBER                  | text                 | Equals/contains                         |
| BG AMOUNT                      | Numeric              | Equals/greater than/lesser than/between |
| OTHER DETAILS OF BG            | text                 | Equals/contains                         |
| PENALTY APPLICABILITY          | text                 | Equals/contains                         |
| BRIEF DESCRIPTION              | text                 | Equals/contains                         |

## 2. TENDERS

|                   |                      |                                                  |
|-------------------|----------------------|--------------------------------------------------|
| LOCATION          | Dropdown             | Dropdown                                         |
| DEPARTMENT        | Dropdown             | Dropdown                                         |
| SECTION           | Dropdown             | Dropdown                                         |
| YEAR              | 2018-19, 2019-20 etc | Year Range (Search Base)                         |
| TENDER NUMBER     | Numeric              | equals/contains (Search Base)                    |
| CORRIGENDUM       | Dropdown -1 to 6     | Dropdown -1 to 6                                 |
| DATE              | Date calendar        | Date Range (Search Base)                         |
| SUBJECT/TITLE     | text                 | Equals/contains                                  |
| EMD               | Drop down            | Drop down option for [Amount or BG or Exemption] |
| BRIEF DESCRIPTION | text                 | Equals/contains                                  |

## 3. BANK GUARANTEES

|                             |               |                                                                                                            |
|-----------------------------|---------------|------------------------------------------------------------------------------------------------------------|
| LOCATION                    | Dropdown      | Dropdown                                                                                                   |
| DEPARTMENT                  | Dropdown      | Dropdown                                                                                                   |
| SECTION                     | Dropdown      | Dropdown                                                                                                   |
| BG pertains to (PO etc Ref) | TEXT          | equals/contains (Search Base)                                                                              |
| BG Amount                   | Numeric       | Equals/greater than/lesser than/between                                                                    |
| BG Number                   | Alpha Numeric | equals/contains (Search Base)                                                                              |
| BG date                     | Calendar      | Date Range (Search Base)                                                                                   |
| Bank Name                   | TEXT          | equals/contains (Search Base)                                                                              |
| Validity Date               | Calendar      | Date Range (Search Base) - Alert 3 months, 2 months, 1 month before (alert should include claim date also) |
| Claim Date                  | Calendar      | Date Range (Search Base)                                                                                   |
| BRIEF DESCRIPTION           | Text          | Equals/contains                                                                                            |

## 4. BOARD AGENDA

|                          |                           |                                          |
|--------------------------|---------------------------|------------------------------------------|
| Meeting type             | Drop down                 | Drop down (BM,MC,ITS,ACB,HR,VIG,SRC etc) |
| Date of Meeting          | Date calendar             | Date Range (Search Base)                 |
| Meeting Number -Part-I   | Drop down (Auto populate) | Drop down (BM,MC,ITS,ACB,HR,VIG,SRC etc) |
| Part-II                  | Manual (Meeting Number)   | equals/contains (Search Base)            |
| Part-III                 | Year Range                | Eg: 2020-21                              |
| Part-IV                  | Manual Agenda SL No       | equals/contains (Search Base)            |
| (Ex: MC/470/2018-19/01)  |                           |                                          |
| Department               | Drop down                 | Drop down DIT,HRD,TXN BANKING,OPER       |
| SUBJECT/TITLE            | Manual Text               | equals/contains (Search Base)            |
| Section                  | Drop down                 | (Drop down) change according to Dept     |
| Date of Minutes approved | Date calendar             | Date Range (Search Base)                 |
| BRIEF DESCRIPTION        | Text                      | Equals/contains                          |

| 5. MINUTES OF MEETINGS   |               |                                          |
|--------------------------|---------------|------------------------------------------|
| Meeting type             | Drop down     | Drop down (BM,MC,ITS,ACB,HR,VIG,SRC etc) |
| Date of Meeting          | Date calendar | Date Range (Search Base)                 |
| Meeting Number Part-I    | Drop down     | Drop down (BM,MC,ITS,ACB,HR,VIG,SRC etc) |
| Part-II                  | Manual        | equals/contains (Search Base)            |
| Part-III                 | Year Range    | Eg: 2020-21                              |
| Part-IV                  | Manual        | equals/contains (Search Base)            |
| Department               | Drop down     | Drop down DIT,HRD,TXN<br>BANKING,OPER    |
| Date of Minutes approved | Date calendar | Date Range (Search Base)                 |
| BRIEF DESCRIPTION        | Text          | Equals/contains                          |

| 6. OFFICE MEMORANDUM Archival |                      |                          |
|-------------------------------|----------------------|--------------------------|
| LOCATION                      | Dropdown             | Dropdown                 |
| DEPARTMENT                    | Dropdown             | Dropdown                 |
| SECTION                       | Dropdown             | Dropdown                 |
| YEAR                          | 2018-19, 2019-20 etc | Year Range to select     |
| OM NUMBER                     | Numeric              | equals/contains          |
| DATE                          | Date calendar        | Date Range (Search Base) |
| CATEGORY                      | Approval/Information | Drop down                |
| SUBJECT/TITLE                 | TEXT                 | Equals/contains          |
| OM Initiator                  | user id/name         | Equals/contains          |
| BRIEF DESCRIPTION             | TEXT                 | Equals/contains          |

| 7. LEASE DEED Archival    |               |                                                                                                            |
|---------------------------|---------------|------------------------------------------------------------------------------------------------------------|
| LOCATION                  | Dropdown      | Dropdown                                                                                                   |
| DEPARTMENT                | Dropdown      | Dropdown                                                                                                   |
| SECTION                   | Dropdown      | Dropdown                                                                                                   |
| LEASE DEED REF NUMBER     | TEXT          | Equals/contains                                                                                            |
| BRANCH NAME OF LEASE DEED | Dropdown      | Dropdown                                                                                                   |
| BRANCH CODE               | Dropdown      | Dropdown                                                                                                   |
| START DATE                | Date calendar | Date Range (Search Base)                                                                                   |
| EXPIRY DATE               | Date calendar | Date Range (Search Base) - Alert 3 months, 2 months, 1 month before (alert should include claim date also) |
| AMOUNT OF INITIAL RENT    | Numeric       | Equals/greater than/lesser than/between                                                                    |
| TERMS OF LEASE            | TEXT          | Equals/contains                                                                                            |
| PROPERTY OWNER NAME       | TEXT          | Equals/contains                                                                                            |
| PROPERTY OWNER ADDRESS    | TEXT          | Equals/contains                                                                                            |

|                                |         |                 |
|--------------------------------|---------|-----------------|
| PROPERTY OWNER PH/MOB NUMBER-1 | Numeric | Equals/contains |
| PROPERTY OWNER PH/MOB NUMBER-2 | Numeric | Equals/contains |
| PROPERTY OWNER Email Id        | TEXT    | Equals/contains |
| PROPERTY OWNER PAN             | TEXT    | Equals/contains |
| PROPERTY OWNER ID/AADHAR etc   | Numeric | Equals/contains |
| BRIEF DESCRIPTION              | TEXT    | Equals/contains |

#### 8. TITLE DEED OF BANK PROPERTY Archival

|                                           |          |                 |
|-------------------------------------------|----------|-----------------|
| LOCATION                                  | Dropdown | Dropdown        |
| DEPARTMENT                                | Dropdown | Dropdown        |
| SECTION                                   | Dropdown | Dropdown        |
| TITLE DEED REF NUMBER                     | TEXT     | Equals/contains |
| NAME OF BRANCH/OFFICE LOCATED IN PROPERTY | Dropdown | Dropdown        |
| BRANCH/OFFICE CODE                        | Dropdown | Dropdown        |
| CONTACT PH/MOB NUMBER-1                   | Numeric  | Equals/contains |
| CONTACT PH/MOB NUMBER-2                   | Numeric  | Equals/contains |
| CONTACT Email Id                          | TEXT     | Equals/contains |
| PROPERTY TAX REF NUMBER                   | TEXT     | Equals/contains |
| ELECTRICITY REF NUMBER                    | TEXT     | Equals/contains |
| OTHER DETAILS IF ANY                      | TEXT     | Equals/contains |
| BRIEF DESCRIPTION                         | TEXT     | Equals/contains |

#### 9. BILLS RECEIVED FOR PAYMENT Archival

|                                  |               |                            |
|----------------------------------|---------------|----------------------------|
| LOCATION                         | Dropdown      | Dropdown                   |
| DEPARTMENT                       | Dropdown      | Dropdown                   |
| SECTION                          | Dropdown      | Dropdown                   |
| BILL/INV REF NUMBER              | TEXT          | Equals/contains            |
| BILL/INV DATE                    | Date calendar | Date Range (Search Base)   |
| AMOUNT OF BILL                   | NUMERIC       | Equals/contains            |
| PURPOSE OF PAYMENT               | TEXT          | Equals/contains            |
| TYPE OF PAYMENT                  | Dropdown      | Dropdown (CAPITAL/REVENUE) |
| ACCOUNT CREDITED                 | NUMERIC       | Equals/contains            |
| BANK DETAILS                     | TEXT          | Equals/contains            |
| VENDOR NAME                      | TEXT          | Equals/contains            |
| VENDOR ADDRESS                   | TEXT          | Equals/contains            |
| VENDOR PHONE                     | NUMERIC       | Equals/contains            |
| VENDOR EMAIL ID                  | TEXT          | Equals/contains            |
| OFFICIAL RECOMMENDED FOR PAYMENT | TEXT          | Equals/contains            |

|                               |      |                 |
|-------------------------------|------|-----------------|
| OFFICIAL APPROVED FOR PAYMENT | TEXT | Equals/contains |
| BRIEF DESCRIPTION             | TEXT | Equals/contains |

**SCOPE OF "DOCUMENT SEARCH CRITERIA IN ARCHIVAL MODULE" IN DMS**

| SN | PARTICULARS                     |                          |
|----|---------------------------------|--------------------------|
| 1  | Document Number                 |                          |
| 2  | Date Of Issue                   |                          |
| 3  | Department                      |                          |
| 4  | Subject                         |                          |
| 5  | Meant For                       |                          |
| 6  | Archives                        | Year wise                |
|    |                                 | month wise               |
| 7  | Keyword to search               |                          |
| 8  | Search by Keyword               | Exact word               |
|    |                                 | All of the words         |
|    |                                 | Atleast one of the words |
| 9  | Search                          | by Date                  |
|    |                                 | Frequently viewed        |
| 10 | search title/content of the doc |                          |
| 11 | Function                        | like dept/section        |
| 12 | Year-wise Search :              | any year                 |
|    |                                 | past 1 year              |
|    |                                 | past 2 year              |
|    |                                 | past 3 year              |
| 13 | Date range (From - To)          |                          |

| Archival Module and it's folder structure |                                                                            |                                                |                                                                            |                                                                      |                                                                     |
|-------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------|
| I                                         | Central office                                                             |                                                |                                                                            |                                                                      |                                                                     |
| II                                        | Under "Central Office" there should subfolders as follows (with Drop Down) |                                                |                                                                            |                                                                      |                                                                     |
|                                           | 1. Central office Departments                                              | i. (Dropdown for)departments: Ex:DIT, GAD etc. | i.a. (Dropdown for)subverticals/ sections. Ex: Admin, Adhoc, DC, etc       | i.b. (Dropdown for type of document) ex:PO, Tender, Lease deed etc   |                                                                     |
|                                           | 2. 10 (Ten) Zonal offices                                                  | i. (Dropdown for 90 (Ninety)Regional Offices   | i.a. (Dropdown for) departments under each Regional Office Ex:DIT, GAD etc | i.b. (Dropdown for)subverticals/ sections. Ex: Admin, Adhoc, DC, etc | i.c. (Dropdown for type of document )ex:PO, Tender, Lease deed etc. |

**---End of the Document---**