



Request for Proposal -

Professional Services for MS SharePoint, PowerBI and MS SQL Database Administrator

30 August 2019

RESERVE BANK INFORMATION TECHNOLOGY PRIVATE LIMITED

MUMBAI - 400 705

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1. About ReBIT

ReBIT has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for the RBI's IT related functions and initiatives. Given the need for inter-operability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator.

2. Disclaimer & Disclosures

Reserve Bank Information Technology Private Limited (ReBIT), Mumbai, has prepared this document to give background information of RFP - **Professional Services for Microsoft SharePoint, PowerBI and MS SQL Database Administrator** at ReBIT. While ReBIT has taken due care in the preparation of this RFP document and believe it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and not rely only on the information provided by ReBIT in submitting the bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right not to proceed with the project to change the configuration of the project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the tender without the Vendors having the right to object to such reissue.

The proposal in response to RFP should be submitted by a person duly authorized to bind the bidder to the details submitted in the proposal. The submitter should give a declaration that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding.

This RFP is neither an offer from ReBIT nor does it constitute any binding obligation or commitment on ReBIT. This RFP is only a document that invites interested parties to, on a non-exclusive basis, express an interest, with no obligation, commitment or liability of any manner devolving on ReBIT, either on account of the issue of this RFP to the interested parties, or upon receipt of any response from the interested parties thereto, or any meetings or presentations made. All expenses incurred by the interested parties as a result of responding to, or further to this RFP, are to their account and ReBIT will not be liable in this respect whatsoever.

Please note that the information provided in the RFP is strictly confidential and by accepting this RFP, the interested parties undertake, not to, in any manner use any part or the whole of information, directly or indirectly learnt, for any other purpose, other than for conducting work for ReBIT.

3. RFP requirements

The purpose behind issuing this RFP is to invite quotations from the eligible bidders who will provide skilled staff resources in the following 6 categories -

- **Category A - MS SharePoint Software Engineer (3 Associates)**
- **Category B - MS SharePoint Senior Software Engineer (3 Associates)**
- **Category C - MS SharePoint Team Lead (2 Associates)**
- **Category D - MS SharePoint Admin (1 Associate)**
- **Category E - PowerBI Analyst (2 Associate)**
- **Category F - MS SQL Database Administrator (1 Associate)**

Associates from the above mentioned categories will work on **multiple projects (details to be provided during pre-bid meeting) for the duration of 12 months.** An extension may be provided subject to satisfactory performance and project requirement.

This engagement is a fixed price engagement. **The bidder can opt to bid for either of the category or for all the above mentioned categories.**

The process consists of selecting the bidder that is meeting all the requirements specified in this RFP document post evaluation process.

3.1. Details of the Professional Services for Microsoft SharePoint, PowerBI and MS SQL Database Administrator

The scope involves on boarding of resources for the below mentioned categories with following skillsets:

Category A - MS SharePoint Software Engineer (3 Associates)

MS SharePoint Software Engineer should have skill set as stated below-

- The candidate should have minimum 2 to 4 years' experience in MS SharePoint on premise development for MS SharePoint 2013/2016
- Candidate should have experience in MS SharePoint custom development
- Candidate should have sound knowledge of .Net Framework with CSharp
- Candidate should have experience in SharePoint Designer

- Candidate should have sound knowledge of CSS, HTML, JavaScript, JQuery and bootstrap
- Candidate should have sound knowledge of MS SQL Database
- Candidate should have experience in creating APIs to integrate MS SharePoint data
- Candidate should have experience in Nintex Workflow

Category B - MS SharePoint Senior Software Engineer (3 Associates)

MS SharePoint Senior Software Engineer should have skill set as stated below -

- The candidate should have minimum 4 to 6 years' experience in MS SharePoint on premise development for MS SharePoint 2013/2016
- Candidate should have experience in MS SharePoint custom development
- Candidate should have sound knowledge of .Net Framework with CSharp
- Candidate should have experience in MS SharePoint Designer
- Candidate should have sound knowledge of CSS, HTML, JavaScript, JQuery and bootstrap
- Candidate should have sound knowledge of MS SQL Database
- Candidate should have experience in creating APIs to integrate MS SharePoint data
- Candidate should have experience in Nintex Workflow

Category C - MS SharePoint Team Lead (2 Associates)

MS SharePoint Senior Software Engineer should have skill set as stated below-

- The candidate should have minimum 7 years and above experience in MS SharePoint on premise development for MS SharePoint 2013/2016
- Candidate should have experience in MS SharePoint custom development
- Candidate should have sound knowledge of .Net Framework with CSharp
- Experience in SharePoint Designer
- Candidate should have sound knowledge of CSS, HTML, JavaScript, JQuery and bootstrap
- Candidate should have sound knowledge of MS SQL Database
- Candidate should have experience in creating APIs to integrate MS SharePoint data
- Candidate should have experience in Nintex Workflow

Category D – MS SharePoint Admin (1 Associate)

MS SharePoint Admin should have skill set as stated below -

- The candidate should have minimum 6 to 9 years' experience as MS SharePoint Administrator (MS SharePoint 2016/2013)
- Candidate should have hands-on experience in installation, configuration, customization, administering and managing MS SharePoint Server 2013, SharePoint Server 2016
- Candidate should have experience in installation and configuration of active directory and IIS
- Candidate should have experience in creating, configuring web application, team sites including site collection, lists, document libraries, content types and custom lists
- Candidate should have experience in performing backup and restore of SP 2016 and MS SharePoint 2013
- Candidate should have experience in adding/changing/removing users and user group permissions for various sites, updating content & changing navigation
- Candidate should have experience on web part and windows solutions packages deployment
- Candidate should have experience in content deployments, cumulative updates, security patches etc.
- Candidate should have experience in installing the features on the server, and activating the features at the farm, web application, site collection, and Site Scope
- Candidate should have experience in MS SQL Server 2012 database installation and configuration.

Category E – PowerBI Analyst (2 Associates)

PowerBI Analyst should have skill set as stated below -

- The candidate should have minimum 5 years' experience with hands on experience in developing Power BI solutions
- Candidate should have experience in developing visualization reports and dashboards in PowerBI with different sources excel, MS SharePoint and MS SQL
- Candidate should have experience of custom visuals in PowerBI

- Candidate should have experience in transformation of data with respect to dashboard visuals.

Category F – MS SQL Database Administrator (1 Associate)

MS SQL Database Administrator should have skill set as stated below -

- Candidate should have 7 years and above experience in SQL Server Administration
- Candidate should have experience in Database Designing and Architecture
- Candidate should have experience in setting up of the Disaster Recovery - Replication and Logshipping
- Candidate should have experience in setting up of High Availability via Clustering and Mirroring
- Candidate should have experience in Database Performance Optimization

4. RFP Timelines

The key timelines for this RFP are as below.

Milestone	Target End Date
RFP release date	6 Sep 2019
Vendors RFP Questions / Prebid meeting	16 Sep 2019 before 12 AM
ReBIT response to vendor queries	19 Sep 2019 5:00 PM – 5:30 PM
Technical bid submission (for each category in separate envelopes)	3 Oct 2019 before 3:00 PM
Commercial bid submission (for each category in separate envelopes)	3 Oct 2019 before 3:00 PM
EMD submission for the RFP	3 Oct 2019 before 3:00 PM
Technical bid opening	3 Oct 2019 5:00 pm
Technical Interviews Dates	Will be communicated
Commercial bid opening	Will be communicated
Award of Contract	Will be communicated

5. Minimum Eligibility Criteria

- The Bidder has to submit earnest money deposit (EMD) of Rs. Two Lacs Fifty Thousand Rupees (250,000) to participate in RFP bidding process.
- The Bidder should be a Registered Indian entity under the respective Acts of India. The Bidder should not be currently blacklisted by any institution in India or abroad. The bidder has to submit both the documents (Registered Indian Company and self-certified on Blacklisting)

6. Earnest Money Deposit (EMD)

The Bidder has to submit Earnest Money Deposit (EMD) of as demand draft or bank guarantee of Rs. Two lacs fifty thousand rupees (250,000) to participate in RFP bidding process. EMD will be returned to the unsuccessful bidder within 30 days of the award of the contract. The successful bidder will receive the EMD once they submit the Performance Bank Guarantee which is 10% of the contract value including the GST Amount, in the format as mentioned in the Annexure B.

7. Inquiries and questions

Inquiries and questions regarding the proposal document, scope of services, or the terms and conditions shall be submitted via e-mail to procurement@rebit.org.in by the date and time mentioned above. All responses from ReBIT to all inquiries shall be -published on website as per above timelines.

During Pre-Bid Meeting, ReBIT will explain requirements of multiple MS SharePoint projects in details to the interested bidders.

8. Submittal Instructions

- Commercial Bid: The bidder must submit commercial bid for each **category** in **separate** sealed envelopes in the format as specified in Annexure - C “Commercial Bid Format” of this RFP, clearly marked as -
 - “RFP – Category A MS SharePoint Software Engineer – Commercial Proposal”

- “RFP – Category B MS SharePoint Senior Software Engineer – Commercial Proposal”
 - “RFP – Category C MS SharePoint Team Lead – Commercial Proposal”
 - “RFP – Category D MS SharePoint Admin – Commercial Proposal”
 - “RFP – Category E PowerBI Analyst – Commercial Proposal”
 - “RFP – Category F MS SQL Database Administrator – Commercial Proposal”
- Technical Bid: The bidder must submit the technical bid for each category in the **separate** sealed envelopes in the format as defined in Annexure – D “Technical Bid Format” of this RFP, clearly mentioned as –
 - “RFP – Category A MS SharePoint Software Engineer- Technical Bid”
 - “RFP – Category B MS SharePoint Senior Software Engineer - Technical Bid”
 - “RFP – Category C MS SharePoint Team Lead - Technical Bid”
 - “RFP – Category D MS SharePoint Admin - Technical Bid”
 - “RFP – Category E PowerBI Analyst - Technical Bid”
 - “RFP – Category F MS SQL Database Administrator - Technical Bid”
 - EMD for the RFP as mentioned in Section 6 needs to be submitted in a separate sealed envelope duly marked as “EMD – Bid Security”. The outer cover should carry the address of the ReBIT office and the RFP details on the envelope.
 - Technical bid, Commercial Proposal for each category and EMD should be submitted as per the timelines stated in Section 6 “RFP Timelines”.
Postal address for submitting technical, commercial bid and EMD:
**Reserve Bank Information Technology Pvt Ltd (ReBIT),
K Raheja Mindspace, Juinagar, MIDC Industrial Area, Navi Mumbai,
Maharashtra 400706**
 - Any responses received after due date and time are liable to be rejected.
 - ReBIT will not compensate the bidder for any expense incurred during the entire RFP process.
 - Sole responsibility rests with the Offeror to see that their RFP response is received on time. Any responses or bid submission received after due date and time are liable to be rejected.

9. Vendor Evaluation Process

1. The vendor evaluation process will be a 2 stage process –
 - **Technical Evaluation Stage**
 - **Commercial Evaluation Stage**

2. Technical / Commercial evaluation will be done separately for each category of this RFP.
3. The bidder needs to submit at least 3 and maximum up to 20 profiles for category A and B during the technical evaluation stage of this RFP.
4. The bidder needs to submit at least 2 and maximum up to 15 for category C, D, E and F during the technical evaluation stage of this RFP.
5. Bidders need to submit the number of profiles for each category on or before the last date for the submission of profiles. ReBIT will inform the bidders, about the last date for submission of profiles for each category.
6. Technical interview for each category will be conducted only for the number of profiles mentioned during the Technical bid submission.
7. Technical evaluation of the bidder for the categories A, and B will be done separately as mentioned in Section 10.
8. Technical evaluation of the bidder for the category C will be done separately as mentioned in Section 11.
9. Technical evaluation of the bidder for the categories D will be done separately as mentioned in Section 12.
10. Technical evaluation of the bidder for the categories E will be done separately as mentioned in Section 13.
11. Technical evaluation of the bidder for the categories F will be done separately as mentioned in Section 14.
12. ReBIT will inform the bidders, who qualify the cut-off score during the technical evaluation. ReBIT will not send any communication to the disqualified bidders.
13. The bidders having cut-off score during the technical evaluation stage will be eligible for the commercial bid opening.
14. Commercial bid evaluation for each category will be done as mentioned in Section 15.

10. Technical Bid Evaluation for Category A & B

1. The overall score for evaluating the bidder would be 100 marks, out of which 90 marks is for the technical interview and 10 marks is for the deployment time. The breakup for the 100 marks, which is allocated for the Technical Evaluation is given in the table below:

Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
No. of resources clear the technical interview ¹	90%	30 * n (no. of resources clear the interview)	60
Resource Deployment Time ²	10%	10	5
Total	100%	100	65

¹ Maximum no. of resources (n) clearing the technical interview will be 3

² 10 marks if deployment time < 30 days, 5 marks if deployment time < 45 days, 0 marks if deployment time > 45 days

2. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 65 as overall cut-off score of the total 100 marks allocated for the Technical evaluation. If required, ReBIT reserves right to change the cut-off parameter.
3. ReBIT shall disqualify any bidder, who does not achieve the cut-off on any of above mentioned bidding parameters from the bidding process.
4. Technical interview will comprise of one or all of these modes of evaluation - written test, telephonic interview, and face to face discussion.
5. The technical interview will be done as per the parameters given in table below. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 60 as overall cut-off score of the total 100 marks allocated for the Technical interview.

Interview Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
Knowledge of MS SharePoint on premise development	30%	30	20
Knowledge of MS SharePoint custom development using .Net Framework with CSharp	30%	30	20
Knowledge of CSS, HTML, JavaScript, JQuery, bootstrap and	20%	20	10

Knowledge of APIs, integration with MS SharePoint data and Knowledge of Nintex workflow			
Knowledge of MS SQL Database	20%	20	10
Total	100%	100	60

11. Technical Bid Evaluation for Category C

- The overall score for evaluating the bidder would be 100 marks, out of which 90 marks is for the technical interview and 10 marks is for the deployment time. The breakup for the 100 marks, which is allocated for the Technical Evaluation is given in the table below:

Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
No. of resources clear the technical interview ¹	90%	45 * n (no. of resources clear the interview)	45
Resource Deployment Time ²	10%	10	5
Total		100	50

¹ Maximum no. of resources clearing the technical interview will be 2

² 10 marks if deployment time < 30 days, 5 marks if deployment time < 45 days, 0 marks if deployment time > 45 days

- The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 50 as overall cut-off score of the total 100 marks allocated for the Technical evaluation. If required, ReBIT reserves right to change the cut-off parameter.
- ReBIT shall disqualify any bidder, who does not achieve the cut-off on any of above mentioned bidding parameters from the bidding process.
- Technical interview will comprise of one or all of these modes of evaluation - written test, telephonic interview, and face to face discussion.
- The technical interview will be done as per the parameters given in table below.

The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 60 as overall cut-off score of the total 100 marks allocated for the Technical interview.

Interview Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
Knowledge of MS SharePoint on premise development	30%	30	20
Knowledge of MS SharePoint custom development using .Net Framework with CSharp	30%	30	20
Knowledge of CSS, HTML, JavaScript, JQuery, bootstrap and Knowledge of APIs, integration with MS SharePoint data and Knowledge of Nintex workflow	20%	20	10
Knowledge of MS SQL Database	20%	20	10
Total	100%	100	60

12. Technical Bid Evaluation for Category D

1. The overall score for evaluating the bidder would be 100 marks, out of which 90 marks is for the technical interview and 10 marks is for the deployment time. The breakup for the 100 marks, which is allocated for the Technical Evaluation is given in the table below:

Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
No. of resources clear the technical interview ¹	90%	90 * n (no. of resources clear the interview)	90
Resource Deployment Time ²	10	10	5
Total		100	95

- ¹ Number of resources required to clear the technical interview will be 1
 - ² 10 marks if deployment time < 30 days, 5 marks if deployment time < 45 days, 0 marks if deployment time > 45 days
2. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the Scoring Parameters as well as the 95 as overall cut-off score of the total 100 marks allocated for the Technical evaluation. If required, ReBIT reserves right to change the cut-off parameter.
 3. ReBIT shall disqualify any bidder who does not achieve the cut-off on any of above mentioned bidding parameters from the bidding process
 4. Technical interview will comprise of one or all of these modes of evaluation - written test, telephonic interview, or face to face discussion.
 5. The technical interview will be done as per the parameters given in table below. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 60 as overall cut-off score of the total 100 marks allocated for the Technical interview.

Interview Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
Knowledge of installation, configuration, administering and managing MS SharePoint Server 2016 or 2013	30%	30	20
Expertise in creating, configuring Web Application, Team Sites including Site Collection, Lists, Document Libraries, Content Types and Custom Lists	20%	20	15
Knowledge of Web parts and Windows solutions packages Deployment	20%	20	10
Knowledge of Content Deployments, Cumulative Updates, Security Patches	20%	20	10

Knowledge of MS SQL Server 2012 Database Installation and Configuration	10%	10	5
Total	100%	100	60

13. Technical Bid Evaluation for Category E

- The overall score for evaluating the bidder would be 100 marks, out of which 90 marks is for the technical interview and 10 marks is for the deployment time. The breakup for the 100 marks, which is allocated for the Technical Evaluation is given in the table below:

Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
No. of resources clear the technical interview ¹	90%	45 * n (no. of resources clear the interview)	45
Resource Deployment Time ²	10	10	5
Total		100	50

¹ Maximum no. of resources clearing the technical interview will be 2

² 10 marks if deployment time < 30 days, 5 marks if deployment time < 45 days, 0 marks if deployment time > 45 days

- The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the Scoring Parameters as well as the 50 as overall cut-off score of the total 100 marks allocated for the Technical evaluation. If required, ReBIT reserves right to change the cut-off parameter.
- ReBIT shall disqualify any bidder who does not achieve the cut-off on any of above mentioned bidding parameters from the bidding process.
- Technical evaluation will comprise of one or all of these modes of evaluation - written test, telephonic interview, or face to face discussion.
- The technical interview will be done as per the parameters given in table below. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 60 as overall cut-off score of the total 100 marks allocated for the Technical interview.

Interview Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
Expertise in developing visualization reports and dashboards in PowerBI with different sources excel, MS SharePoint and MS SQL	40%	40	25
Knowledge of custom visuals in PowerBI	20%	20	10
Transformation of data with respect to dashboard visuals	40%	40	25
Total	100%	100	60

14. Technical Bid Evaluation for Category F

- The overall score for evaluating the bidder would be 100 marks, out of which 90 marks is for the technical interview and 10 marks is for the deployment time. The breakup for the 100 marks, which is allocated for the Technical Evaluation is given in the table below:

Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
No. of resources clear the technical interview	90%	90 * n (no. of resources clear the interview) ¹	90
Resource Deployment Time ²	10	10	5
Total		100	95

¹ Number of resources required to clear the technical interview will be 1

² 10 marks if deployment time < 30 days, 5 marks if deployment time < 45 days, 0 marks if deployment time > 45 days

- The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the Scoring Parameters as well as the 95 as overall cut-off score of the total 100 marks allocated for the Technical evaluation. If required, ReBIT reserves right to change the cut-off parameter.

3. ReBIT shall disqualify any bidder who does not achieve the cut-off on any of above mentioned bidding parameters from the bidding process.
4. Technical evaluation will comprise of one or all of these modes of evaluation - written test, telephonic interview, or face to face discussion.
5. The technical interview will be done as per the parameters given in table below. The bidder should note that it is mandatory to score a minimum cut-off i.e. as defined in each of the scoring parameters as well as the 60 as overall cut-off score of the total 100 marks allocated for the Technical interview.

Interview Scoring Parameters	Weightage	Total Marks out of 100	Cut-Off Marks
Expertise in SQL Server Administration	40%	40	25
Knowledge of Database Designing, Architecture and Performance Optimization	30%	30	20
Expertise in setting up of the Disaster Recovery - Replication and Logshipping and High Availability via Clustering and Mirroring	30%	30	15
Total	100%	100	60

15. Commercial Bid Evaluation

1. The Technically Qualified Bidder with the lowest Commercial Bid after scrutiny would be termed as successful bidder.
2. The lowest commercial bid will be termed as C_{Low} and the successful bidder will be termed as L1.
3. In case of a tie during commercial evaluation, then bidder with higher technical interview score will be given preference.
4. ReBIT will notify the name of the successful Bidder.
5. Commercial bid valuation shall be considered as below in case of any kind of discrepancy in total cost calculation:

- a. If there is a discrepancy between words and figures, the amount in words shall prevail
 - b. If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail for calculating Total cost
 - c. If there is discrepancy between unit price and total price, the unit price shall prevail
 - d. If there is a discrepancy in the total, the correct arithmetic total shall be arrived at by ReBIT Compensation
6. If the selected bidder is not able to provide the resources as per the deployment time given during the technical bid submission for a category, the EMD will be forfeited of the respective bidder, and ReBIT may go with the L2 bidder who agrees to provide the resources at a C_{Low} Price and if L2 declines to provide resources at C_{Low} then ReBIT may go with L3, L4, L5, L6 and so on.
 7. In case if the selected bidder is not able to pursue the opportunity after the award of contract, the EMD will be forfeited of the respective bidder, and ReBIT may go with the L2 bidder who agrees to provide the resources at a C_{Low} Price and if L2 declines to provide resources at C_{Low} then ReBIT may go with L3, L4, L5, L6 and so on.

16. Terms and Conditions for Request for Proposal

a. Ownership of documents and Data

- ReBIT shall own the documents, prepared by or for the Bidder arising out of or in connection with this Contract.
- Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by ReBIT, the Bidder shall deliver to ReBIT all documents provided by or originating from ReBIT and all documents produced by or from or for the Bidder in the course of performing the Services, unless otherwise directed in writing by ReBIT at no additional cost.

b. Submission Requirements

- Each proposer shall furnish all the information required in the RFP.
- Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the Proposal Documents made in any other manner will not be binding, and

Proposer shall not rely upon such interpretations, corrections and changes. ReBIT will not be responsible for oral clarification.

- ReBIT may, in its absolute discretion, seek additional information or material from any of the Bidders after the RFP closes and all such information and material provided must be taken to form part of that Bidder's response.
- Bidders should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFP could be conveyed promptly.
- If ReBIT, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then ReBIT reserves the right to communicate such response to all bidders.
- ReBIT may be in its absolute discretion, engage in discussion with any Bidder (or simultaneously with more than one bidder) after the RFP closes to improve or clarify any response.
- ReBIT will notify all short-listed bidders in writing or by mail as soon as practicable about the outcome of the RFP. ReBIT is not obliged to provide any reasons for any such acceptance or rejection.
- Bidders are not permitted to submit more than one bid for each category.
- The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
- The bids that are not submitted in the prescribed format or incomplete or after due date in any sense are liable to be rejected. ReBIT reserves the right to accept or reject any bids without assigning any reason and ReBIT's decision in this regard will be treated as final.
- The bid shall be in English Language.
- All prices shall be expressed in Indian Rupees only.
- 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.
- Contacting ReBIT - From the time of bid opening to the time of Contract award, if any bidder wishes to contact ReBIT for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact ReBIT

with a view to canvas for a bid or put any pressure on any official of ReBIT may entail disqualification of the concerned bidder or its bid.

- Subsequent to the orders being placed/agreement executed, the successful bidder shall pass on to ReBIT all fiscal benefits arising out of reductions in Government levies viz. sales tax, excise duty, custom duty, etc.
- The documents submitted in response to the RFP should be self-attested.

c. Terms of Payment

- The bidder can submit the invoice for each resource on monthly basis.
- Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT).
- After ReBIT has received a valid invoice, ReBIT shall remit payment within thirty (30) days from the date the invoice was received and accepted.

d. Taxes and Duties

Prices should be exclusive of all taxes, duties, charges and levies of State or Central Governments as applicable. The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to ReBIT.

e. Other Terms and Conditions

- The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the RFP, will be most advantageous to the ReBIT, price and other factors considered.
- ReBIT reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of ReBIT to do so.
- The successful bidder will have to bear all the legal charges like cost of Stamp duty etc. at the time of signing Purchase Agreement/Service Level Agreement.
- ReBIT reserves the right to accept or reject any bid or scraps the tender without assigning any reason thereof and ReBIT's decision in this regard will be treated as final.
- Ownership of this RFP: The content of this RFP is a copy right material of ReBIT. No part or material of this RFP document should be published in paper or electronic media without prior written permission from ReBIT.

- Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the Vendor without advance written consent of ReBIT and any such sale, lease, assignment or transfer otherwise made by the Vendor shall be void and of no effect.
- ReBIT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favourable terms the bidders can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to ReBIT.
- The bidder selected as the apparently successful bidder will be expected to enter into a contract with ReBIT. Considering the immediacy of the requirement, if the selected bidder fails to sign and return the contract within seven (7) business days of delivery of the final contract, ReBIT may elect to cancel the award and award the contract to the next-highest-ranked bidder at C_{Low} price.
- No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.
- ReBIT will not reimburse the vendor for non-business hour work (weekends and evenings), travel, lodging, meals or other business costs. Ensure these costs are included in your RFP response.
- Per month cost of a resource under each category, quoted by the bidder shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the vendor on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining its applicability with respect to the contract.
- Bidder needs to adhere consistently to all provisions of RFP requirements. In case of non-compliance or continuous failure in implementation of any of the 'RFP provisions, ReBIT may impose stoppage of work and a suitable penalty for non-compliance. The decision of imposing work-stoppage, its extent & monetary penalty shall rest with ReBIT.

f. On boarding

The successful bidder needs to submit the employee ID proof, Identity proof (Aadhaar/PAN/Passport) and photo of the selected resource at the time of resource on-boarding at ReBIT. The bidder also, needs to submit background check report (BGC) of the selected resource within 30 days of joining. In case of any gaps or issues found in the BGC report of the selected resource, the ReBIT reserves the right to off board the resource with immediate effect. Selected bidder needs to ensure the BGC report should have following checks -

- Residential Address Check
- Academic Record Check
- Prior employment Check (Last 5 years of employment subject to maximum of 2 employments)
- Criminal Record Check (Pan India)

g. Replacement

After the resource deployment, ReBIT can ask the successful bidder for the resource replacement, if the deployed resource doesn't comply with the ReBIT's code of conduct policy or has performance issues. The bidder needs to ensure that replacement of the resource happens within the duration agreed upon by both the parties. Any replaced resource has to score minimum cut-off defined for the respective category during the technical interview process. The successful bidder also, needs to ensure the smooth knowledge transition by on boarding of the replacement, at least 10 business days before the off boarding of the replaced resource. In case of any deviation in process a suitable approval will be vital from the ReBIT approval authority.

h. Vicarious Liability

The Bidder shall be the principal employer of all the employees, agents, contractors, subcontractors etc. engaged by the Bidder and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the contract. No right of any employment shall accrue or arise, by virtue of engagement of employees, agents, contractors, subcontractors etc. by the Bidder, for any assignment under the contract. All remuneration, claims, wages dues etc., of such employees, agents, contractors, subcontractors etc. of the Bidder shall be paid by the Bidder alone and the ReBIT shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of the Bidder's employees, agents,

contractors, subcontractors etc. The Bidder shall agree to hold the ReBIT, its successors, assigns and administrators fully indemnified, and harmless against loss or liability, claims, actions or proceedings, if any, that may arise from whatsoever nature caused to the ReBIT through the action of Bidder's employees, agents, contractors, subcontractors etc.

i. Ownership

The ownership of the source codes, PowerBI reports and designs etc., and all related Intellectual Property Right (IPR) developed for multiple projects will lie with the ReBIT only. All Bidders will need to adhere to this.

j. Disclaimer

ReBIT and/or its employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any Bidder/ person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of ReBIT and/or any of its employees.

k. Termination

Notwithstanding anything to the contrary contained herein, either party can terminate the contract at any time by giving Notice to the other Party of Thirty (30) calendar days without assigning any reason therefore.

Notwithstanding anything to the contrary contained herein, in the event of either party breaching any of the terms or provisions of the contract and the breach is not rectified by it to other party's satisfaction within a cure period of Thirty (30) calendar days from the date of receipt of the Notice of the breach from other party, the other party shall be entitled to terminate the Agreement forthwith by issuing a Notice to the vendor.

In the event of termination hereunder, ReBIT shall pay Vendor: (1) all undisputed fees as specified and expenses up to the effective date of the termination, including work in progress, plus fees for the applicable notice period irrespective of whether ReBIT requires vendor's services during such period; and (2) any termination charges agreed by the Parties. If contract is terminated before all SOWs/Purchase Orders (POs) executed hereunder are terminated or completed,

the terms of this Agreement shall remain in full force until the termination or completion of such SOW/PO.

I. Changes to Services

ReBIT may request a change order (“Change Order”) in the event of anticipated increase/decrease in the number of resources, or for revising the duration of the services. ReBIT will notify vendor about any changes in the services, 1 month in advance. Vendor needs to prepare a Change Order (as per Annexure E) reflecting the proposed changes in the respective category. Per month cost of any additional/reduced resource will be the per month cost of the resource provided by the successful bidder during the commercial bid of the respective category. The selection of any additional resource will be through the ReBIT’s technical interview process. For the selection, the resource has to score minimum cut-off defined for the category.

m. Non-Disclosure Agreement

The selected vendor will have to sign a NDA (As per Annexure A) agreement with ReBIT in the prescribed format on a Stamp paper.

17. Annexures

a. Annexure A - ReBIT’s NDA Template

NON - DISCLOSURE AGREEMENT

This NON-DISCLOSURE AGREEMENT (“**Agreement**”) is made at Juinagar, Navi Mumbai on this the 16th day of May, 2019 (the “**Effective Date**”)

BY AND BETWEEN:

(1) Reserve Bank Information Technology Private Limited, a company incorporated under the Companies Act, 2013, having its corporate office at K Raheja Mindspace Juinagar, MIDC Industrial Area, Navi Mumbai, Maharashtra 400706 (hereinafter referred to as “**ReBIT**”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns).

AND

(2)

(hereinafter referred to as “**Counterparty**”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns)

(ReBIT and the Counterparty shall hereinafter be referred to, individually, as the “**Party**” and collectively, as the “**Parties**”)

Background:

i) The Parties are, or will be, evaluating, discussing and negotiating a potential contractual relationship concerning “Professional Services for Microsoft SharePoint, PowerBI and MS SQL Database Administrator” (the “**Project**”).

ii) The Parties may, in these evaluations, discussions and negotiations, disclose to each other information that is technically and /or commercially confidential or proprietary in nature.

iii) The Parties have agreed that disclosure and use of such technical and/or commercial confidential/proprietary information shall be made and on the terms and conditions of this Agreement.

Now it is agreed hereby as follows:

1.0 Definitions:

In this Agreement the following terms shall, unless the context otherwise requires, have the following meanings:

1.1 ‘Disclosing Party’ means the Party disclosing Confidential Information to the other Party under this Agreement.

1.2 ‘Receiving Party’ means the Party receiving Confidential Information from the other Party under this Agreement.

1.3 ‘Confidential Information’ means any information, which shall include but not be limited to, design, fabrication, assembly drawings, know-how, processes, product specifications, raw materials, trade secrets, market opportunities or business or financial affairs of the Parties, their parent companies or their customers, product samples, inventions, concepts, any other technical and/or commercial information and any information which by its very nature is deemed to be confidential and/or proprietary, disclosed directly or indirectly and in any form whatsoever (including, but not limited to, disclosure made in writing, orally or in the form of samples, models, computer programs, drawings or other instruments) furnished by the Disclosing Party to the Receiving Party under this Agreement.

1.3.1 Such Confidential Information shall also include but shall not be limited to:

1.3.1.1 Information disclosed by the Disclosing Party in writing marked as confidential at the time of disclosure;

1.3.1.2 Information disclosed by the Disclosing Party orally which is slated to be confidential at the time of disclosure;

1.3.1.3 Information disclosed in any other manner designated in writing as confidential information at the time of disclosure; or

1.3.1.4 Notwithstanding sub-clauses 1.3.1.1, 1.3.1.2 and 1.3.1.3 of this definition, any information whose nature makes it obvious that it is confidential.

1.3.2 Such Confidential Information shall not include any information which:

1.3.2.1 is, at the time of disclosure, publicly known; or

1.3.2.2 becomes at a later date, publicly available otherwise than by a wrongful act or negligence or breach of this Agreement of or by the Receiving Party; or

1.3.2.3 the Receiving Party can demonstrate by its written records that such information was in its possession, or known to the Receiving Party, before receipt under this Agreement, and which was not previously acquired under an obligation of confidentiality; or

1.3.2.4 is legitimately obtained at any time by the Receiving Party from a third party without restrictions in respect of disclosure or use; or

1.3.2.5 the Receiving Party can demonstrate to the satisfaction of the Disclosing Party, that such information has been developed independently by the Receiving Party and without access/reference to the Confidential Information.

1.4 'Purpose' means the evaluations, discussions, negotiations and execution regarding a contractual relationship between the Parties in respect of the Project defined in paragraph (i) of the Background section.

1.5 'Affiliate' means any legal entity which, at the time of disclosure to/by it, of any Confidential Information, is directly or indirectly controlling, controlled by or under common control with any of the Parties.

1.6 'Contemplated Agreement' means any future legally binding definitive agreement between the Parties in respect of the Project envisaged under this Agreement.

2.0 Non-Disclosure of Confidential Information:

2.1 In consideration of the disclosure of Confidential Information by the Disclosing

Party to the Receiving Party solely for the Purpose, the Receiving Party undertakes by itself and for its successors and heirs, not to disclose Confidential Information to any third party, unless in accordance with Clause 4.

2.2 In addition to the undertaking in Clause 2.1, the Receiving Party shall be liable for:

2.2.1 Any loss, theft or other inadvertent disclosure of Confidential Information, and

2.2.2 any unauthorized disclosure of Confidential Information by persons (including, but not limited to, present and former employees) or entities to whom the Receiving Party under this Agreement has the right to disclose Confidential Information, except where, the Receiving Party has used the same degree of care in safeguarding such Confidential Information as it uses for its own Confidential Information of like importance and in no event less than a reasonable degree of care; and upon becoming aware of such inadvertent or unauthorized disclosure the Receiving Party has promptly notified the Disclosing Party thereof and taken all reasonable measures to mitigate the effects of such disclosure and to prevent further disclosure.

2.3 The Receiving Party understands and agrees that:

2.3.1 Any information known only to a few people to whom it might be of commercial interest and not generally known to the public is not public knowledge;

2.3.2 A combination of two or more parts of the Confidential Information is not public knowledge merely because each part is separately available to the public.

2.4 The Receiving Party acknowledges the technical, commercial and strategic value of the Confidential Information to the Disclosing Party and understands that unauthorized disclosure of such Confidential Information will be injurious to the Disclosing Party.

3.0 Use of Confidential Information:

The Receiving Party is entitled to use the Confidential Information only for the Purpose.

On completion of the Project, the Receiving party will delete all the data and information with written confirmation to the Disclosing Party.

4.0 Permitted Disclosure of Confidential Information:

4.1 The Receiving Party may disclose in confidence Confidential Information to any of its Affiliates and employees strictly on a need-to-know basis, in which event the Affiliate and employee shall be entitled to use the Confidential Information but only to the same extent the Receiving Party is permitted to do so under this Agreement.

The Receiving Party agrees that such Affiliates or employees are subject to confidentiality obligations no less restrictive than those of this Agreement.

4.2 The Receiving Party shall limit the dissemination of Confidential Information to its Affiliates and employees having a need to receive such information to carry out the Purpose.

4.3 The Receiving Party may disclose Confidential Information to its consultants, contractors, sub-contractors, agents or similar persons and entities having a need to receive such information to carry out the Purpose on the prior written consent of the Disclosing Party. In the event that the Disclosing Party gives such consents, the Receiving Party agrees that such individuals are subject to confidentiality obligations no less restrictive than those of this Agreement.

4.4 Notwithstanding Clause 2.1, the Receiving Party shall not be prevented from disclosing Confidential Information, where (i) such disclosure is in response to a valid order of a court or any other governmental body having jurisdiction over this Agreement; or (ii) such disclosure is otherwise required by law, provided that the Receiving Party, to the extent reasonably possible and legally permissible, has first given prior written notice to the Disclosing Party and made reasonable efforts to protect the Confidential Information in connection with such disclosure.

5.0 Copying and Return of Furnished Instruments:

5.1 The Receiving Party shall not be entitled to copy samples, models, computer programs, drawings, documents or other instruments furnished by the Disclosing Party hereunder and containing Confidential Information, unless and to the extent it is necessary for the Purpose.

5.2 All samples, models, computer programs, drawings, documents and other instruments furnished hereunder and containing Confidential Information shall remain the Disclosing Party's property.

5.3 At any time upon request from the Disclosing Party or upon the conclusion of the Purpose or expiry of this Agreement, the Receiving Party, at its own cost, will return or procure the return, promptly and in any event within 14 days of receipt of such request, conclusion or expiry (as applicable), of each and every copy of Confidential Information given by the Disclosing Party, and satisfy the Disclosing Party that it no longer holds any further Confidential Information.

6.0 Non-Disclosure of Negotiations:

Except as provided in Clause 4, each Party agrees that it will not, without the other Party's prior written approval, disclose to any third party the fact that the Parties are discussing the Project. The Parties acknowledge that the provisions of this Agreement

shall apply in respect of the content of any such discussions. The undertaking set forth in this Clause 7 shall survive the termination/expiry of this Agreement.

7.0 Term and Termination:

7.1 This Agreement shall become effective on the Effective Date. The provisions of this Agreement shall however apply retrospectively to any Confidential Information, which may have been disclosed in connection with discussions and negotiations regarding the Project prior to the Effective Date.

7.2 This Agreement shall remain in force for five (5) years from the Effective Date, except to the extent this Agreement is superseded by stipulations of the Contemplated Agreement.

7.3 The rights and obligations of each Party with respect to all Confidential Information of the other Party that is received under this Agreement shall remain in effect for a period of one (1) year from the date of disclosure of Confidential Information.

8.0 Intellectual Property Rights:

All Confidential Information disclosed herein shall remain the sole property of the Disclosing Party and the Receiving Party shall obtain no right thereto of any kind by reason of this Agreement.

9.0 Future Agreements:

Nothing in this Agreement shall obligate either Party to enter into any further agreements.

10.0 Amendments:

Any amendment to this Agreement shall be agreed to in writing by both the Parties and shall refer to this Agreement.

11.0 Severance:

If any term or provision in this Agreement is held to be either illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement, but the validity and enforceability of the remainder of this Agreement shall not be affected.

12.0 Arbitration:

In case of any disagreement, dispute, differences or claims whatsoever between the Parties, the dispute shall be resolved in the manner as outlined hereunder:

12.1 The Parties shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute whatsoever arising between them including any question regarding the Agreement's existence, validity, termination or in regard to the interpretation of the context thereof. If, after thirty days from the date the dispute first arose, the Parties are unable to resolve amicably a dispute, such

differences and disputes shall be referred to and finally resolved by binding arbitration in accordance with the laws relating to arbitration in India.

12.2 Each of the Parties shall appoint one arbitrator each and the two arbitrators so appointed shall appoint the third arbitrator. The seat of arbitration shall be Mumbai.

12.3 The language to be used in the arbitral proceedings shall be English.

13.0 Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of India and subject to clause 12 above, for any dispute arising out of or relating to this Agreement, the Parties submit to the exclusive jurisdiction of the courts situated at Mumbai India.

14.0 General:

14.1 Upon 15 days' prior written notice, ReBIT may audit the use of the Confidential Information by the Counterparty. The Counterparty agrees to co-operate with ReBIT and to provide reasonable assistance and access to information.

14.2 In the event of a breach or threatened breach by the Receiving Party of any provisions of this Agreement, the Disclosing Party, in addition to and not in limitation of any other rights, remedies or damages available to the Disclosing Party at law or in equity, shall be entitled to a temporary restraining order / preliminary injunction in order to prevent or to restrain any such breach by the Receiving Party, or by any or all persons directly or indirectly acting for, on behalf of, or with the Receiving Party. The Counterparty shall not use the intellectual property rights of ReBIT or its' parent company including without limitation to trademarks, Logo, copyright, name, trade name etc. in its promotional or marketing materials or otherwise.

14.3. ReBIT shall not have any liability to the counterparty for any claims made by third parties arising out of the use of information received under this agreement and the counterparty shall indemnify ReBIT for any loss, liability, damages, cost or expense (including attorney's fees) arising out of the use of information received under this agreement.

IN WITNESS WHEREOF, this Agreement was duly executed on behalf of the Parties on the day and year first above written.

For and on behalf of

For and on behalf of

ReBIT

Counterparty

Sign : _____

Sign : _____

Name : Joseph Joshy

Name:

Title : SVP, PM Vertical

Title :

b. Annexure B - Bank Performance Guarantee

To,
Chief Executive Officer
Reserve Bank Information Technology Pvt Ltd (ReBIT),
K Raheja Mindspace,
Jainagar, MIDC, Industrial Area,
Navi Mumbai, Maharashtra 400706 Dear Sir,
Subject: Bank Guarantee for- Professional Services for MS SharePoint, PowerBI and MS SQL Database Administrator, Navi Mumbai.

M/s. _____ (name of Bidder), a company registered under the Companies Act, 1956 / a partnership firm registered under the Partnership Act 1932, having its registered and corporate office at (address of the Bidder), (hereinafter referred to as “our constituent”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assigns), entered into a Contract/ Agreement dated (hereinafter referred to as “the said Agreement”) with you (Reserve Bank Information Technology Ltd. (ReBIT)) for the services, as detailed in the requirements section in the RFP document in the said Agreement.

It is one of the terms of said Request for Proposal that the Bidder shall furnish a Bank Guarantee for a sum of _____ as Earnest Money Deposit.

M/s_____, (hereinafter called as Bidder), who are our constituents intends to submit their tender for the said work and have requested us to furnish guarantee in respect of the said sum of _____

NOW THIS GUARANTEE WITNESSETH THAT

We _____ (Bank) do hereby agree with and undertake to the Reserve Bank Information Technology Pvt. Ltd(ReBIT), their Successors, in the event of the ReBIT coming to the conclusion that the Bidder has not performed their obligations under the said conditions of the RFP or have committed a breach thereof, which conclusion shall be binding on us as well as the said Bidder, we shall on demand by the ReBIT, pay without demur to the ReBIT, a sum of _____or any lower amount that

may be demanded by ReBIT. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Bidder under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of

We also agree to undertake and confirm that the sum not exceeding _____ as aforesaid shall be paid by us without any demur or protest, merely on demand from the ReBIT on receipt of a notice in writing stating the amount is due to them, and we shall not ask for any further proof or evidence, and the notice from the ReBIT shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the ReBIT within a period of one week from the date of receipt of the notice as aforesaid. We confirm that our obligation to the ReBIT under this guarantee shall be independent of the agreement or agreements or other understandings between the ReBIT and the Bidder. This guarantee shall not be revoked by us without prior consent in writing of the ReBIT.

We hereby further agree that -

Any forbearance or commission on the part of the ReBIT in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and/or hereunder or granting of any time or showing of any indulgence by the ReBIT to the Bidder or any other matter in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance of the Bidder of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding

Our liability under these shall not exceed the sum of

Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

This guarantee shall remain in force up to 2 years from the last date of submission bid i.e. ----- provided that if so desired by the ReBIT, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

Our liability under this will terminate on completion of two years unless this BG is renewed or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the ReBIT alone is the conclusive proof, whichever date is later. Unless a claim or suit or action is filed against us within six months from that date or any extended period, all the rights of the ReBIT against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of

Authorised official.

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

c. Annexure C - Commercial Bid Format

The Bidder is required to prepare the Financial Proposal in a separate envelope for each category. The Financial Proposal must provide a cost breakdown. Provide separate figures for each category. The format shown below is suggested for use as a guide in preparing the Financial Proposal.

(On letterhead of the Bidder)

Sr No	Details (Category A)	Amount in INR
1	Project Cost Includes all cost related to:	
	MS SharePoint Software Engineer (per month cost of 1 resource)	
2	Total Cost (3 x resource per month cost x 12 months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Sr No	Details (Category B)	Amount in INR
1	Project Cost Includes all cost related to:	
	MS SharePoint Sr. Software Engineer (per month cost of 1 resource)	

2	Total Cost (3 x resource per month cost x 12 months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Sr No	Details (Category C)	Amount in INR
1	Project Cost Includes all cost related to:	
	MS SharePoint Team Lead (per month cost of 1 resource)	
2	Total Cost (2 x resource per month cost x 12 months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Sr No	Details (Category D)	Amount in INR
1	Project Cost Includes all cost related to:	
	MS SharePoint Admin (resource per month cost)	
2	Total Cost (1 x resource per month cost x 12 months)	

	months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Sr No	Details (Category E)	Amount in INR
1	Project Cost Includes all cost related to:	
	PowerBI Analyst (per month cost of 1 resource)	
2	Total Cost (2 x resource per month cost x 12 months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Sr No	Details (Category F)	Amount in INR
1	Project Cost Includes all cost related to:	
	MS SQL Database Administrator (per month cost of 1 resource)	
2	Total Cost (1x resource per month cost x 12 months)	
3	Taxes	
4	Grand Total (Total Cost + Taxes)	

Total Cost for the Project in Figures & Words (inclusive of Taxes)

(On letterhead of the Bidder)

Note:

1. One resource/person month would be deemed as 22 (twenty-two) working days with a 9 (nine) hour work day. The selected bidder needs to adhere to the afore mentioned ReBIT working days/hours.
2. In case of any shortfall in working days/hrs proportionate amount (1 day cost = per month cost / 30) will be deducted.

Authorized Signatory

d. Annexure D - Technical Bid Format

The Bidder is required to prepare the Technical Bid Proposal in a separate envelope for each category. The Technical Bid Proposal must provide a number of profiles that bidder will submit during the technical evaluation stage. The format shown below is suggested for use as a guide in preparing the Technical Bid Proposal for each category

(On letterhead of the Bidder)

Sr No	Details (Category Name)	
1	Total no. of profiles will be submitted for the technical evaluation stage	
2	Resource Deployment Time (post award of contract)	

Authorized Signatory

e. Annexure E – Change Request Form

Project Name		Date	
Project Number/SOW /Contract Number		Requestor	
Project Manager		Project Owner	

Describe the Requested Change

Describe the Reason for the Request

Revision in Duration of Services			
Category Name	Resources Names	Previous Contract Duration	Revised Contract Duration
1.			
2.			
3.			

Request for Additional/ Reduction of Resources		
Category Name	No. of Resources	Contract Duration
1.		

Decision	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with comments	<input type="checkbox"/> Deferred
Remarks	

For ReBIT

For <Vendor>

(Authorised Signatory)

(Authorised Signatory)