



**REQUEST FOR PROPOSAL (RFP)**

**For**

**Supply of Desktops, Laptops, Racks, Switches and other IT Peripherals under  
Rate Contract**

**At**

**Reserve Bank Information Technology Pvt. Ltd.**

**Navi Mumbai**

(16 December 2020)

RFP: ReBIT/2020 / CPO / 012

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## 1 About ReBIT

Reserve Bank Information Technology Private Limited (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 advises, implements and monitors internal or system-wide IT projects (both existing & new) of the Reserve Reserve Bank of India and manages its critical IT systems as mutually decided. It ensures the cyber security of RBI's IT systems through implementation of universal frameworks and best practices to manage cyber risk. ReBIT also assists RBI in the IT Systems examination and cyber resilience assessment of regulated entities, advises on emerging threats in cyber security, supports in cyber security incident analytics and undertakes cyber security risk assessments both for existing regulated entities and new entrants. ReBIT also engages with key stakeholders to promote best practices, engage in technology policy research and promotes innovation in use of technology.

## 2 Disclaimer & Disclosures

ReBIT has prepared this document to give background information to the interested parties for participating in this RFP. 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 respondents will be required to confirm in writing that they have done so and they do 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 to modify the requirements as well as add or delete, as the case may be to meet ReBIT requirements at any point of time. ReBIT reserves the right not to proceed with the RFP, to alter the timetable 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 Bidders having the right to object to such reissue.

The proposal in response to RFP should be signed and submitted by a person duly authorized to bind the Bidder to the details submitted in the proposal. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding. All pages of the bid documents are to be signed by the authorized signatory.

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 own 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 unconditionally 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 under the ambit of the RFP issued by ReBIT.

### 3 Objective of the RFP

The objective of this RFP is to enter into an engagement with a successful Bidder and select a suitable vendor for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract.

This RFP is not an offer by the ReBIT, but an invitation to receive responses from the Bidders. No contractual obligation shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised official(s) of the ReBIT with the selected Bidder.

The ReBIT reserves the right to reject or withdraw this RFP and no correspondence shall be entertained in this regard.

#### 3.1 Schedule

The following is an indicative timeframe for the overall process. ReBIT reserves the right to vary this timeframe at its absolute and sole discretion and without providing any notice/intimation or reasons thereof. Changes to the timeframe will be relayed to the affected respondents during the process.

Activity	Scheduled Dates
Name of Project	Supply of Desktops, Laptops, Racks, Switches and other IT Peripherals under Rate Contract.
Issue of RFP	16- December-2020 through ReBIT's website <a href="https://rebit.org.in/procurement">https://rebit.org.in/procurement</a> and CPP portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
EMD Amount	INR 50,000/- in the form of Demand Draft
Last date and time for receipt of queries through e-mail for clarification from Bidders	Upto 3:00 PM on 23-December-2020. <b><i>All communications regarding points / queries requiring clarifications shall be given in writing or by e-mail as per Annexure - M, Pre-Bid Query Format</i></b>
Date and time of Pre-Bid Meeting	28-December-2020 at 3 PM

Activity	Scheduled Dates
Venue for Pre-Bid Meeting	Through Video conferencing. The video conferencing link will be shared with those bidders who are interested to participate in the meeting. The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>
All Queries to be mailed to	<a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>
Response to queries from bidders	04-January 2021
Date & Time of Submission of Final Technical & Commercials Bids	Upto 15-January 2021; 4 PM IST through CPP Portal (Refer Annexure R - Instructions for Online bid submission)
Date and Time of Technical Bid Opening	18-January 2021; 5 PM IST
Last date for providing sample unit by the bidder for testing by ReBIT	25-January 2021 or on a different date that will be intimated to technically qualified bidders for Laptops i.e. Category 2, Category 3 and Category 4 of Annexure K.
Commercial Bid Opening	03-February 2021; 4 PM IST or on a different date that will be intimated to technically qualified bidders in-time.
Reverse Auction	08-February 2021; or on a different date that will be intimated to technically qualified bidders in-time.
Performance Bank Guarantee	Rs. 2,00,000 valid upto 30-April-2022.

### 3.2 Definition of Terms

Definitions - Throughout this RFP, unless inconsistent with the subject matter or context:

- a. Bidder/ Service Provider - An eligible entity/firm submitting a Proposal/Bid in response to this RFP. The legal entity who signs and submits the bid and the Earnest Money Deposit.
- b. ReBIT/ Purchaser - Reference to "ReBIT", "the ReBIT" and "Purchaser" shall be determined in context of this RFP
- c. Proposal/ Bid - the Bidder's written reply or submission in response to this RFP
- d. RFP - the request for proposal (this document) in its entirety, inclusive of any addenda that may be issued by the ReBIT.
- e. Authorised Signatory -The authorised signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the bid documents and bind the Bidder.

### 3.3 Scope of Work

- a. This RFP is to solicit bids for the Supply of Desktops, Laptops and other IT Peripherals under Rate Contract.
- b. The Bidder may also download the RFP document from ReBIT website: <https://www.rebit.org.in/procurement> or from CPP portal <https://eprocure.gov.in/eprocure/app>.
- c. A Rate Contract will be entered into with the successful bidder for supply of the items mentioned in Annexure-K. The Rate Contract will be valid up to 31-March-2022.
- d. The rate contract panel will consist of maximum two vendors for each item. However, ReBIT reserves the right to review the performance of the panel of vendors and terminate the contract of such vendors whose performance is not found satisfactory. The decision of ReBIT will be final in this regard.
- e. ReBIT will issue Purchase Order(s) (PO) during the period up to 31-March-2022. as per the required quantities and as per the rates and other terms of the Rate Contract.
- f. ReBIT may issue separate Purchase Order(s) PO based on its actual requirements to the Successful Bidder(s) for providing Product(s) and / or Service(s) and there is no minimum or prior commitment for such orders under this RFP.
- g. Each bidder shall offer only one model / one OEM for each category mentioned in Annexure K. Best fit bidder / model for each category will be considered by ReBIT post techno commercial evaluation. If the Bidder offers two OEM brands for same category then the bidder must ensure same prices for both the offered OEM brands. ReBIT's decision will be final in this regard.
- h. Offered products should be latest and should not have End Of Life / End Of Support before warranty expires.
- i. In cases where the offered model is being superseded with new model by OEM due to better technology / specifications etc., the successful bidder is required to offer the new model at no extra cost or charges to ReBIT.
- j. The successful bidder will be expected to provide all the necessary support for delivery of the items, warranty and required support during the warranty period.
- k. Delivery of the IT products specified in this RFP should be within 2 weeks from the PO date.
- l. Three years on-site comprehensive warranty shall be provided covering all parts and labour from the date of acceptance of the material by ReBIT.
- m. Successful bidder will ensure delivery, installation and operationalization of all products /components under the contract before acceptance testing / examination, and the Warranty period will commence only on acceptance of the products under Rate Contract by ReBIT.
- n. If, during the warranty period, any system as a whole or any subsystem has any failure on two or more occasions in a period of 3 months, it shall be replaced by equivalent new equipment by the Vendor at no cost to ReBIT.

- o. In case of failure of HDD of PC/Laptop during warranty, the vendor will help in recovering the data.
- p. The successful bidder shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / vendor or any defect that may develop under normal use of supplied equipment during the warranty period.
- q. All defective items should be repaired by next working day.
- r. In case of any deviations, specific exemption may be sought on case-to-case basis from the respective Departments placing the Service Request.

### 3.4 Deviations from RFP

It is intended that the Bidder should conform to the specifications mentioned in RFP. Any deviation will make the Bid liable for disqualification.

## 4 Earnest Money Deposit (EMD)

The prospective Bidder who plan to respond to this RFP is required to submit the bid earnest money deposit of INR 50,000/- (Indian Rupees Fifty Thousand Only) by way of Demand Draft (DD) in favour of Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd payable at Mumbai along with the technical bid. Scanned copy of DD should be submitted along with technical bid and the original DD shall be couriered to the below address so as to reach us on or before the date of opening of technical bid:

*Address: The Chief Executive Officer, Reserve Bank Information Technology Pvt Ltd (ReBIT502, Building No 1, MindSpace Juinagar, Nerul, Navi Mumbai - 400706)*

The failure or omission to deposit or keep deposited the Earnest Money shall disqualify the Bidder. No interest shall be payable by ReBIT in respect of such deposited Earnest Money. The EMD is refundable after signing of the contract and furnishing Performance Bank Guarantee (PBG) for successful bidders. The EMD of an unsuccessful Bidder shall be refunded within 30 days after the final decision on the Bids or on expiry of the bid validity period whichever is earlier.

Micro & Small Enterprises (MSE) units and Start-ups are exempted from payment of EMD provided the products and/or services they are offering, are manufactured and/or services rendered by them. Exemption as stated above is not applicable for selling products and/or services, manufactured/ rendered by other companies. Bidder should submit supporting documents issued by competent Govt. bodies to become eligible for the above exemption. The Earnest Money Deposit (EMD) may be forfeited:

- If the successful bidder withdraws/revokes offer or modifies/changes the same.
- If the successful bidder fails to submit the Performance Bank Guarantee within the stipulated period. Additionally, ReBIT at its discretion may also cancel the contract awarded to the selected Bidder without giving any notice.
- If the successful bidder makes any statement or encloses any form/document which turns out to be false/incorrect/mis-representation at any time during the RFP / Contract finalization of successful bidder / signing of the contract.

- Where the Bidder, withdraws after opening of Part I / Technical Bid at any time before finalization of successful bidder without any satisfactory / valid reasons. If any technically qualified bidder fails to login into the Reverse Auction portal, then the same will be treated as withdrawal of the Bid.
- If the bidder makes any statement or encloses any form/document which turns out to be false/incorrect/mis-representation at any time during the RFP process.

## 5 Selection Process

Selection of successful bidder would be done based on techno-commercial bidding and evaluation. However, all bidders are first required to meet the minimum eligibility criteria as mentioned under Annexure J. Complying with minimum eligibility criteria is of critical importance and non-compliance to it would lead to disqualification from further bidding process. Those bidders who qualify the “Minimum Eligibility Criteria” will only be eligible to participate in the ‘the Technical Bid’ and ‘the Commercial Bid’ evaluation process.

To qualify in the Technical evaluation process, the Bidders are required to comply with the specifications mentioned in Annexure K. Each bidder shall offer only one model / one OEM for each category mentioned in Annexure K.

Additionally, for Laptops (Category 2, Category 3 and Category 4 as per Annexure K), the Bidders are also required to qualify the test to be conducted on a sample unit of the device being offered by the Bidder for testing purpose. The sample unit of Laptop (Category 2, Category 3 and Category 4 as per Annexure K), will be tested at ReBIT’s premises for proper functioning by loading of the ReBIT’s software image.

Commercial bids of only those bidders who qualify in the technical bid evaluation would be considered for opening and evaluation.

Best fit bidder / model for each category will be considered by ReBIT post technical evaluation and Reverse Auction for items mentioned at Annexure - K.

For finalization of the most advantageous and economic offer, ReBIT will conduct item wise "Reverse auction", amongst the technically qualified bidders for items mentioned at Annexure-K. The start bid price of the Reverse Auction for each item will be the lowest amongst the commercial bids. The detailed procedure and Business rules for the reverse auction shall be as specified at Annexure - S.

The decision of the ReBIT shall be final, in this regard. Any misrepresentation of facts may lead to outright rejection of the Bid.

## 6 Payment Terms

- If purchase order value is more than Rs.2 lakh, 90% payment will be made after successful delivery and acceptance of the product, and balance 10% will be made after expiry of warranty or submission of PBG of equivalent amount issued by a Scheduled Bank, valid till 30 days after the end of the warranty period.
- If purchase order value is less than and up to Rs.2 lakh, 100% payment will be made after successful delivery and acceptance of the product.
- Payment will be released within 30 days of receipt and acceptance of the product and valid invoice, unless valid reasons for withholding are in effect.
- Penalties, if applicable, will be adjusted at the time of releasing payments.

## 6.1 Other Payment terms

- a. Any delay in achievement of milestones/ deliverables/ activities from Bidder shall automatically result in delay of corresponding payment from ReBIT.
- b. The successful Bidder will have to incur the stamp duty for franking of contract documents. The stamp paper and franking needs to be done in Mumbai only.
- c. Any objection/ dispute to the amounts invoiced in the bill shall be raised by REBIT within reasonable time from the date of receipt of the invoice. Upon settlement of disputes with respect to any invoice(s), the ReBIT will make payment within thirty (30) working days from the date of the settlement.
- d. The amount payable by the ReBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), transportation, installation, that may be levied, imposed, charged or incurred and REBIT shall pay the due under this RFP and subsequent agreement after deducting any tax deductible at source ("TDS") and GST-TDS\* as applicable.
- e. \* As per GST Notification No.33/2017 read with Notification No. 50/2018, ReBIT being a 100% subsidiary of Reserve Bank of India would be required to deduct TDS under the GST regime. Therefore, ReBIT would be required to deduct additional TDS as under:

Nature of Supply	Name of GST	Rate of GST - TDS
Location of service provider and place of supply is in Maharashtra	CGST	1%
	SGST	1%
Location of the service provider and place of supply are outside Maharashtra	IGST	2%

ReBIT agrees to file GST TDS returns for the amount deducted as TDS under GST laws.

- f. The Bidder will need to provide the details for the GST deposited with the authorities for the GST component to be paid off by ReBIT.
- g. The Bidder will need to provide the details for the tax rates as considered in the pricing. This will be used for subsequent tax changes. REBIT shall pay each undisputed invoice raised in accordance with this RFP and subsequent agreement, within thirty (30) working days after its receipt unless otherwise mutually agreed in writing, provided that such invoice is dated after such amounts have become due and payable under this RFP and subsequent agreement.
- h. Any variation (upward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price will be borne by the ReBIT. Any variation (downward) in Government levies/ GST (as per the rates applicable) which has been included as part of the price, the benefit will be passed to the ReBIT and adjusted in the payment milestones. If the Bidder makes any conditional or vague offers, without conforming to these guidelines, ReBIT will treat the prices quoted as not in conformity with these guidelines and proceed accordingly.

- i. If ReBIT has to pay taxes for any of the items or supplies made in terms hereof by the Bidder, for any reason including the delay or failure or inability of the Bidder to make payment for the same, the ReBIT has to be reimbursed such amounts paid, on being intimated to the Bidder along with the documentary evidence. If the Bidder fails to reimburse the amount within a fortnight, the ReBIT shall adjust the amount out of the payments due to the Bidder from REBIT along with the interest calculated as per the tax rate prevailing at the time of actual payment.
- j. Terms of payment indicated in the Contract that will be issued by ReBIT to the selected Bidder will be final and binding on the Bidder and no interest will be payable by the ReBIT on outstanding amounts under any circumstances. If there are any clauses in the Invoice contrary to the terms of the Contract, the Bidder should give a declaration on the face of the Invoice or by a separate letter explicitly stating as follows “Clauses, if any contained in the Invoice which are contrary to the terms contained in the Contract will not hold good against the ReBIT and that the Invoice would be governed by the terms contained in the Contract concluded between the ReBIT and the Bidder”. Bidder should ensure that the project should not suffer for this reason.

## 7 Bid Evaluation Criteria

- ReBIT will follow a two-stage evaluation and selection process for Category 1, 4 to 10 of Annexure K and three - stage evaluation and selection process for Laptops (Category 2 and Category 3 of Annexure K).

### *Technical Bid Evaluation*

- In the first stage (Technical Bid Evaluation), only the Technical Bid will be opened and evaluated based on eligibility criteria and other terms and conditions. Only those bidders who have submitted all the required forms and documents and comply with the eligibility criteria will be considered for next stage.
- **The technically qualified bidders for Category 2, Category 3 and Category 4 of Annexure K are required to qualify the test conducted on a sample unit of the device being offered by the Bidder in the Technical Bid.**
- **The sample unit of Laptop (Category 2, Category 3 and Category 4 as per Annexure K), will be tested at ReBIT’s premises for proper functioning by loading of the ReBIT’s software image.**

SR No.	Testing needs to be for New Configured Laptop	Status (Working/Not Working)
1	Bootable to Imaging software	
2	Supportable to current ReBIT Windows Image	

3	Testing of Network Connectivity, Bitlocker and Certificate implementation post implementation of ReBIT Windows Image	
4	Connect to Cisco WebEx Audio and Video	
5	Able to extend the device to Monitor	

### ***Commercial Bid Evaluation***

- **Commercial Bids of only those bidders who are technically qualified for Categories 1, 5 to 10 will be considered for commercial evaluation.**
- **For Laptops (Category 2, Category 3 and Category 4), commercial bids of technically qualified bids will be considered for evaluation only after successful testing of the sample by ReBIT.**
- Bids that do not comply with the eligibility criteria and other terms and conditions in the tender document will not be commercially evaluated.
- **Each bidder shall offer only one model / one OEM for each category mentioned in Annexure K.**
- ReBIT will consider the product (make / model) of a bidder matching RFP specification (or better) / compliance and have quoted the least price in in reverse auction. Other make /model of same specification may be considered if the next highest bidder (L2 or L3 or L4) is ready to match price with the L1 bidder;
- Where make / model are specified in the Technical Specifications, all vendors can quote and the least price would be considered; the next highest (L2) bidder would be asked to match the least price to be included in the panel; The rate contract panel will consist of maximum two vendors for each item.
- **Best fit bidder / model for each category will be considered by ReBIT post technical evaluation and Reverse Auction. ReBIT's decision will be final in this regard.**
- For finalization of the most advantageous and economic offer, ReBIT will conduct item wise "Reverse auction", amongst the technically qualified bidders. The start bid price of the Reverse Auction for each item will be the lowest amongst the commercial bids. The detailed procedure and Business rules for the reverse auction shall be as specified at Annexure - S.
- The Bidders will have to submit the Commercial bid in the attached format - [Annexure L](#). The Bidder is expected to submit the Commercial bid exclusive of the applicable taxes (GST). Taxes and levies as applicable must be indicated in detail

separately. The prices mentioned in Annexure L should be CIF ReBIT office, Navi Mumbai.

- All the prices quoted shall be in Indian Rupees (₹). The quote shall not be subject to any price escalation subsequently. Rate should be quoted against each item separately.
- Commercial bid evaluation shall be considered as below in case of any kind of discrepancy:
  - a. If there is a discrepancy between words and figures, the amount in words shall prevail
  - b. Where there is a discrepancy between the part-wise quoted amounts and the total quoted amount, the part-wise rate will govern.
  - c. If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail
  - d. If there is discrepancy between unit price and total price, the unit price shall prevail
  - e. Where there is a discrepancy between the phase-wise quoted amounts and the total quoted amount, the phase-wise rate will govern unless, in the opinion of REBIT, there is obviously a gross error such as a misplacement of a decimal point, in which case the line item total will govern.
  - f. If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.

The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid price to rise, in which case the ReBIT will be free to accept the Total Bid amount as mentioned in the field "Total Cost of Ownership (TCO)" in relevant Annexure.

## 8 Bidding Process

### 8.1 Instructions for Bid Submission

- a. Bidders shall submit bids through CPP Portal as per the instructions provided at Annexure – R. Manual bids or bids received in any other manner shall not be accepted.
- b. The Technical bid responses should include all the documents mentioned in Annexure - A
- c. Bidder who has downloaded the RFP from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> or <https://eprocure.gov.in/epublish/app> shall not tamper/modify the RFP document including downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, the Bid will be completely rejected and EMD would be forfeited.
- d. Bids submitted after the bid submission timelines are liable for rejection and those

bids will not be considered as Valid bids.

- e. Bidders are permitted to submit only one relevant Commercial Bid. More than one Commercial Bid should not be submitted. All bids should be unconditional.
- f. Bidders are required to provide the relevant documents (proofs) confirming the bidder's response as mentioned in Annexure - A, as part of the technical bid submission.
- g. The commercial bid shall contain duly filled up Commercial Bid as provided at [Annexure L](#). The pages of the commercial proposals should be properly numbered.
- h. Only single submission of response to RFP by each Bidder / respondent will be permitted.
- i. All responses including commercial bids would be deemed to be irrevocable offers/proposals from the Bidder and may, if accepted by ReBIT, form part of the final contract between the ReBIT and the selected Bidder. Bidder is requested to attach a letter from an authorised signatory attesting the veracity of information provided in the responses in the Annexure C, Confirmation to Deliver. Unsigned responses would be treated as incomplete and are liable to be rejected.
- j. The authorised signatories of the Bidder should initial / digitally sign on all pages of the technical and commercial proposals.
- k. The Bidders must ensure that the Non-disclosure agreement (NDA) are signed by the Bidder's Authorised Signatory. The signed NDA needs to be submitted along with the bid. Proposals without a signed NDA will be rejected.
- l. The Bidder must submit the Commercial bid exclusive of GST for each line item in the relevant format in the concerned Annexure.
- m. The cost of bidding and submission of the bids is entirely the responsibility of the Bidders, regardless of the conduct or outcome of the bidding process.
- n. Receipt of the bids shall be closed on date and time as mentioned in the RFP Schedule.
- o. The bids will be opened as mentioned in RFP Schedule.

## **8.2 General Guidelines**

### **8.2 (i) Executive Summary and Corporate Profile**

Bidder to include Executive Summary along with Corporate profile, proposed account management and Support details, Escalation Matrix, response and resolution Turnaround time matrix, MIS and Reports mechanism etc. with RFP response.

### **8.2 (ii) Other guidelines**

- a. The offers should be made strictly as per the formats specified.
- b. The Bid should not contain any erasures, over-writings or corrections using whiteners. Any corrections to be made would be by striking through the content being corrected and duly authenticating the corrections
- c. The Bidder is expected to examine all instructions, forms, terms and conditions

and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not in conformity to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

- d. No rows or columns of the bid should be left blank. Offers with insufficient information and offers which do not strictly comply with the stipulations given above, are liable for rejection.
- e. The ReBIT may at its discretion abandon the process of the selection of Bidder any time before notification of award.
- f. The Bidders may note that no information is to be furnished to the ReBIT through e-mail except when specifically requested for. ReBIT can seek clarification/information from the Bidder if required.
- g. It may be noted that all queries, clarifications, questions, relating to this RFP, technical or otherwise, should be by email only to the designated email id. For this purpose, communication to any other email id or through any other mode will not be entertained.
- h. The bids will be opened in the presence of authorised representatives of the Bidders. However, the representative of the Bidder must produce an authorisation letter from the Bidder to represent them at the time of opening of Commercial bids. A maximum of two representatives will be allowed to represent any Bidder. In case the Bidder's representative is not present at the time of opening of bids, the quotations/bids will still be opened at the scheduled date/time at the sole discretion of ReBIT.

### 8.3 Pre-Bid meeting

- a. ReBIT will schedule a pre-bid meeting after the RFP is issued.
- b. All pre-bid queries shall be sent to the designated email id [procurement@rebit.org.in](mailto:procurement@rebit.org.in) as per the format provided at Annexure M till the date and time mentioned in the RFP timeline will be formally responded to and questions/points of clarification and the responses will be circulated to all participating Bidders, if required. The source (identity) of the Bidder seeking points of clarification will not be revealed. Alternatively, REBIT may at its discretion, answer all such queries in the Pre-bid meeting. It may be noted that all queries, clarifications, questions, relating to this RFP, technical or otherwise, should be sent only to the designated email id as stated earlier. For this purpose, communication to any other email id or through any other mode will not be entertained.
- c. ReBIT reserves the right to pre-pone or post-pone the pre-bid meeting date and/or change its venue. The Bidders will be informed of any changes to the date / venue of pre-bid meeting on REBIT's website and CPP Portal in advance to submit their queries to the ReBIT seeking clarification.
- d. All points discussed during the pre-bid meeting, if need be, may be posted on the REBIT's website and CPP Portal along with their responses.
- e. For the pre-bid meeting, Bidders are required to inform the ReBIT at least a day in

advance via [procurement@rebit.org.in](mailto:procurement@rebit.org.in) with participant details such as name, details of electronic devices if any, company name and mobile number and the authorized representatives shall produce the original authorization letter.

- f. No queries will be entertained after the Pre-Bid meeting.

#### **8.4 Clarification on the Bid Document**

- a. For any clarification with respect to this RFP, the Bidder may send an email to [procurement@ReBIT.org.in](mailto:procurement@ReBIT.org.in). The format to be used for seeking clarification is mentioned in relevant Annexure N.
- b. It may be noted that all queries, clarifications, questions, relating to this RFP, technical or otherwise, should be by email only to the designated email id as stated earlier. For this purpose, communication to any other email id or through any other mode will not be entertained.
- c. Email for clarification may be submitted to the ReBIT as per the date and time mentioned in the RFP timelines and clarifications for such queries shall be provided by the ReBIT or its representative in the pre-bid meeting. Request for clarifications after pre-bid meeting will not be entertained.
- d. Bidders Queries Pro-forma (as given in Annexure M for Bidders queries) should be emailed to the ReBIT only on the designated email ID [procurement@ReBIT.org.in](mailto:procurement@ReBIT.org.in)
- e. Bidders should provide their email address in their queries without fail.

#### **8.5 Amendments to Bid Document**

- a. Amendments to the Bid Document may be issued by ReBIT for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, prior to the deadline for the submission of bids, which will be placed on ReBIT's website and CPP Portal.
- b. The amendments so placed on the ReBIT website and CPP Portal will be binding on all the Bidders. From the date of issue, amendments to Terms and Conditions shall be deemed to form an integral part of the RFP. Further, in order to provide prospective Bidders reasonable time to take the amendment into account in preparing their bid, ReBIT may at its discretion extend the deadline for submission of bids.

#### **8.6 Period of Bid Validity**

The Bids will be treated as valid for a period of 180 days from the closing date for submission of the bid.

#### **8.7 Format and Signing of Bid**

The bid should be signed by the Bidder or any person duly authorised to bind the Bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the bid documents and bind the Bidder. All pages of the bid documents except brochures if any are to be signed by the authorised signatory. All the pages of the bid should be serially numbered.

Forms with respective Power of Attorney should be submitted and signed by the authorised signatory. Unsigned bids would entail rejection of the bid.

### **8.8 Acceptance or Rejection of Bid**

ReBIT reserves the right not to accept any bid, or to accept or reject a bid at its sole discretion without assigning any reason whatsoever.

### **8.9 Condition of Engagement and Duration**

- a. ReBIT shall engage and appoint the successful Bidder for the period as mentioned in this document.
- b. ReBIT will reserve the right to terminate the services of the successful Bidder at any point of the year under consideration without assigning any reasons. In such cases bidder will reimburse all the advance amount, if any, paid on pro-rata basis.
- c. At no point should Bidder use the name of ReBIT without prior written permission as a reference or to advertise itself in anyway.

### **8.10 Cost of Proposal**

The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. REBIT shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process. If selected, the Bidder at his own expense will register the contract agreement by paying the appropriate amount of stamp duty. The first page of the contract agreement shall be on a stamp paper of appropriate value. For the purpose of the Purchase Agreement as well as for the purpose of the Tender Document, the Purchaser is:

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai – 400706.

## **9 General Instructions**

Bidders must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by REBIT. However, whilst fully complying with the RFP requirements, Bidders are encouraged to provide any suggestions and solutions that may achieve a more cost-effective value-for-money approach to fulfilment of requirements.

- i. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Bidder that all obligations stipulated by this RFP will be met and unless specified otherwise, the Bidder has read, understood and agreed to all the instructions provided in this RFP.
- ii. Any Proposal submitted will be regarded as an offer by the Bidder and not as an acceptance of an offer/proposal by REBIT. This RFP does not commit REBIT to award a contract.
- iii. The successful bidder will have to enter into a contract directly with REBIT. The contract will contain various terms and conditions including payment, delivery, installation & operationalization, training, commissioning & acceptance, support

during periods of warranty & maintenance, penalty due to delay in performance as per the RFP. All the literature & information, provided by the Bidder for the solution and agreed to by REBIT, will also form a part of the agreement.

- iv. Bidders are required to complete, sign and submit in the required number of copies the formats given in the Submission Checklist as given in [Annexure A](#).

## 9.1 General Terms and Conditions

- a. Adherence to terms and conditions: The Bidders who wish to submit responses to this RFP should note that they should abide by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the respondents, such Bidders will be disqualified and will not be considered for the selection process.
- b. Execution of SLA: The Bidder should execute a Service Level Agreement, 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 ReBIT
- c. A declaration may be given by the Bidder stating that "No relative of the Bidders is working in ReBIT ". If anyone working in ReBIT is related to the Bidders, the name, designation and the department where the person is posted may be given. Due to any breach of these conditions by the company or firm or any other person the bid will be cancelled and performance Bank guarantee will be invoked. The company or firm or the person will also be debarred for further participation in the concerned unit.
  - The relatives for this purpose are defined as: -
  - Members of a Hindu undivided family (HUF).
  - Husband and Wife.
  - If one is related to the other in the manner as Father (includes step father), Mother (includes step mother), Son(s) (includes step son) & Son's wife (daughter-in-law), Daughter(s) (includes step daughter) and Daughter's husband (son-in-law), Brother(s) (includes step brother) and Brother's wife, Sister(s) (includes step sister) and Sister's husband (brother-in-law).
- d. While deciding the fitment of a vendor, its past performance with RBI / ReBIT will also be considered.
- e. The products offered by the bidders must conform to the highest quality and standard. In case of software, the vendor should guarantee that the software supplied to ReBIT is licensed and legally obtained.
- f. The successful bidder must ensure completeness of supply and installation of products as mentioned in this RFP.

## 9.2 Language and validity of Proposal

The Proposal, as well as all related correspondence exchanged by the Bidder and ReBIT, shall be written in English language only. The Bids will be treated as valid for a period of 180 days from the closing date for submission of the bid.

### 9.3 Indemnification

The Bidder shall, at its own cost and expenses, defend and indemnify REBIT against all third-party claims including those of the infringement of Intellectual Property Rights, including patent, trademark, copyright, trade secret or industrial design rights, arising from use of the Products or any part thereof in India.

If REBIT is required to pay compensation to a third party resulting from such infringement, the Bidder shall be fully responsible therefore, including all expenses and court and legal fees. The Bidder shall also be liable to indemnify REBIT, at its own cost and expenses, against all losses/ damages, which REBIT may suffer on account of violation by the Bidder of any or all national/ international trade laws, norms, standards, procedures, etc.

The Bidder shall indemnify and save harmless ReBIT from and against all actions, suit proceedings losses, costs, damages, charges, claims and demands of every nature and description brought or recovered against ReBIT by reason of any act or omission of the Bidder, his agents or employees, in the execution of the works or in his guarding of the same.

### 9.4 Force Majeure

The Bidder or REBIT shall not be responsible for delays or non-performance of any or all contractual obligations, caused by war, revolution, insurrection, civil commotion, riots, mobilizations, strikes, blockade, acts of God, plague or other epidemics, fire, flood, obstructions of navigation by ice of Port of dispatch, acts of government or public enemy or any other event beyond the control of either party, which directly, materially and adversely affect the performance of any or all such contractual obligations.

If a Force Majeure situation arises, the Bidder shall promptly notify REBIT in writing of such conditions and any change thereof. Unless otherwise directed by the Purchaser in writing, the Bidder shall continue to perform his obligations under the contract as far as possible and shall seek all means for performance of all other obligations, not prevented by the Force Majeure event.

If the duration of delay due to force majeure continues beyond a period of three months, vendor and ReBIT shall hold discussion to find a solution. However, notwithstanding the above, the decision of ReBIT would be final and binding on the vendor.

### 9.5 Confidentiality Undertaking and Non-Disclosure Agreement

The Bidder shall treat all documents, information, data and communication of and with Purchaser as privileged and confidential and shall be bound by the terms and conditions of the Non-Disclosure Agreement. The Bidder shall sign and execute this Non-Disclosure Agreement before the execution of this Contract. The Bidder shall submit the confidentiality undertaking given under section in [Annexure H](#).

### 9.6 ReBIT reserves the right to:

- a. Reject any and all responses received in response to the RFP without assigning any reason whatsoever
- b. Cancel the RFP/Bid at any stage, without assigning any reason whatsoever

- c. Waive or Change any formalities, irregularities or inconsistencies in this proposal (format and delivery). Such a change/waiver would be duly and publicly notified on REBIT's website and CPP Portal before the closure of the bid date.
- d. Extend the time for submission of all proposals and such an extension would be duly notified on REBIT's website and CPP Portal.
- e. Share the information/ clarifications provided in response to any queries made by any Bidder, with all other Bidder(s) /others on REBIT's website and CPP Portal, in the same form as clarified to the Bidder raising the query.
- f. Any clarifications shared as per the date and time mentioned in the RFP timeline will be clarified in the same. All clarification requests must be informed to the email address mentioned above. ReBIT in its absolute discretion deems that the originator of the clarification will gain any advantage by a response to a question, then ReBIT reserves the right to communicate such query and respond to all respondents of the RFP. The successful Bidder cannot participate/ bid for providing any other services/ products under the project unless specifically approved by the ReBIT.
- g. Professionalism: The Bidder should exhibit professional, objective and impartial behavior always and hold ReBIT's interest's paramount and should observe the highest standard of ethics while executing the assignment.
- h. Adherence to Standards: The Bidder should adhere to laws of land and 'rules, regulations and guidelines' prescribed by various regulatory, statutory and Government authorities.
- i. No legal binding relationship: It may be noted that no binding legal relationship will exist between any of the Respondents of this RFP and the ReBIT, until execution of a contractual agreement.
- j. Disqualify any Bidder, who is involved in any form of lobbying/ influencing/ canvassing etc., in the evaluation / selection process.

### **9.7 Evaluation and Comparison of Bids**

Only bids from Bidders meeting the defined requirements and submitting complete and responsive bids will be processed to the stage of being fully evaluated and compared. The evaluation criteria shall be based on the requirements, stated in this document.

### **9.8 Notification of Awards**

The acceptance of a bid, subject to contract, will be communicated in writing at the address supplied by the Bidder in the bid response. Any change of address of the Bidder, should therefore be promptly notified to:

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, Mind Space, Juinagar,  
Nerul, Navi Mumbai - 400706

## 9.9 Authorised Signatory for signing the contract

The selected Bidder shall indicate the authorised signatories who can discuss and correspond with ReBIT, about the obligations under the contract. The authorised signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the bid documents and bind the Bidder. The Bidder shall furnish proof of signature identification for above purposes as required by the ReBIT.

## 9.10 Contract Award, Performance Bank Guarantee and Execution

- a. 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.
- b. The general conditions and specifications of the RFP and the successful Bidder's response, as amended by agreement between ReBIT and the Bidder, will become part of the contract documents. Additionally, ReBIT will verify Bidder representations that appear in the proposal. Failure of the Bidder to meet the mandatory requirements or criteria may result in elimination of the Bidder from competition or in contract cancellation or termination
- c. The successful Bidder shall at his own expense deposit with ReBIT within ten (10) working days of the date of notice of award of the contract, a Performance Bank Guarantee from a scheduled commercial bank, payable on demand in terms of Annexure N, for an amount equivalent to Rs 2,00,000 for the due performance and fulfilment of the contract by the Bidder.
- d. The Performance Bank Guarantee shall be valid for thirty (30) days after the end or completion of the rate contract period.
- e. ReBIT reserves the right to cancel the order and/or initiate the process for invocation of Performance Bank Guarantee (PBG) in the event of one or more of the following circumstances:
  - i) Delay in delivery and installation beyond a period of seven (07) weeks from the date of purchase order;
  - ii) Breach by the tenderers of any of the terms and conditions of the tender;
  - iii) If the Vendor goes into liquidation voluntarily or otherwise.;
  - iv) The failure in executing three consecutive purchase orders.;
  - v) Exceptionally long, delay in supply of products, without any satisfactory reason.
- f. In addition, ReBIT reserves the right to delist the vendor from the existing Rate Contract and debar the vendor to participate in any ReBIT's tenders upto next three years.
- g. Without prejudice to the other rights of ReBIT under the Contract in the matter, the proceeds of the performance bank guarantee shall be payable to ReBIT as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. ReBIT shall notify the Bidder in writing of the invocation of its right to receive such compensation, indicating the contractual

obligation(s) for which the Bidder is in default

- h. The Performance Bank Guarantee may be discharged upon being satisfied that there has been due performance of the obligations of the Bidder under the contract.
- i. Failure of the successful Bidder to comply with the above requirement, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the contract
- j. The Bidder selected as the apparently successful Bidder will be expected to enter into a contract with ReBIT. If the selected Bidder fails to sign and return the contract within ten (10) business days of delivery of the final contract, ReBIT may elect to cancel the award and resort to retendering or award the contract to an eligible participating Bidder due to time constraints.
- k. No cost chargeable to the proposed contract may be incurred before the Bidder has received a fully executed contract.
- l. ReBIT will not reimburse the Bidder for non-business hour work (weekends and evenings), travel, lodging, meals or other business costs. Bidder needs to ensure that these costs are included in their RFP response.

#### **9.11 Assignment**

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 Bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the ReBIT.

#### **9.12 No Employer-Employee Relationship**

- a. The Bidder or any of its holding/subsidiary/joint-venture/ affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives / agents shall not, under any circumstances, / be deemed to have any employer-employee relationship with the ReBIT or any of its employees /officers / staff / representatives / personnel / agents.
- b. A self-declaration is required from the Bidder as part of the technical bid.

#### **9.13 Subcontracting**

The Bidder shall not subcontract or permit anyone other than its personnel and the parties enlisted in the response to perform any of the work, service or other performance required of the Bidder under the contract without the prior written consent of the ReBIT.

#### **9.14 Penalties and Liquidated Damages**

The selected Bidder will need to meet the commitments and requirements as stated in the contract and RFP. Penalties will be levied in the following scenarios:

- a. If the vendor fails to deliver contracted product(s), install/activate, and

operationalize all of the equipment or fails to complete the work or does not perform the service(s) within the time schedule as mentioned in this RFP, ReBIT, without prejudice to its other remedies under the Contract, may deduct from the Purchase order value, as liquidated damages, a sum equivalent to 0.5 percent of the total Purchase Order Value (excluding taxes like GST, Octroi, etc.) for each week of delay subject to maximum 10%, from the bills of the vendor OR from the Security Deposit (PBG/ BG). ReBIT may also consider termination of the Contract with the vendor as per provisions of termination clause mentioned in the contract.

For any Purchase Order containing two or more items, the penalty for delayed supply shall be for the items, which are not delivered as per schedule, and not for the whole Purchase order.

b. Penalty for delayed service:

If the successful bidder is unable to resolve any issue within one day during the warranty period, a standby arrangement of equivalent or higher configuration should be provided till the machine is repaired. Holidays as declared by ReBIT are excluded for the above downtime calculation. In case vendor fails to meet the above standards of maintenance, there will be a penalty of Rs 1,000 per day.

In case the amount is not paid within seven days of such notice, ReBIT reserved the right to invoke the PBG under advice to the vendor.

### 9.15 Dispute Resolution

In the event of any dispute or differences between the parties relating to the “Contract or LOI (Letter of Invitation) whichever is issued later”, ReBIT and the vendor 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, ReBIT and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai, India.

In the event of failure to resolve the differences through arbitration, either of the parties shall be free to undertake necessary further legal course with the Courts of Law in Mumbai who shall have jurisdiction for preventive, interlocutory and other incidental relief applied for by any party under or in relation to Agreement.

### 9.16 Limitation of liability

Neither party shall, in any event, regardless of the form of claim, be liable for any indirect. Special, punitive, exemplary, speculative or consequential damages, including, but not limited to any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages. Subject to the above and notwithstanding anything to the contrary elsewhere contained herein, the maximum liability, of selected Bidder (vendor) and purchaser (ReBIT) shall be,

regardless of the form of claim, restricted to the total of bill of material received by vendor from ReBIT for the event that gave rise to such liability, as of the date such liability arose, during contract period.

Limitation of liability will not be applicable to any legal injuries suffered by ReBIT due to the Service Provider in following scenarios:

- (a) fraud, wilful misconduct or gross negligence;
- (b) breach of intellectual property with respect to third party claims; and
- (c) breach of confidentiality, cybersecurity breach or data losses

#### **9.17 Ownership of Documents and Data**

- a. ReBIT shall own the documents, prepared by or for the Bidder arising out of or in connection with this Contract
- b. 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
- c. The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents.

#### **9.18 Other Terms**

- a. ReBIT may at its discretion abandon the process of the selection of Bidder any time before notification of award without assigning any reason whatsoever.
- b. The bids will be opened in the presence of authorised representatives of the Bidders. However, the representative of the Bidder has to produce an authorisation letter from the Bidder to represent them at the time of opening of Technical/Commercial bids. Only maximum of two representatives will be allowed to represent any Bidder. In case the Bidder's representative is not present at the time of opening of bids, the quotations/bids will still be opened at the scheduled time at the sole discretion of REBIT.
- c. ReBIT reserves the right to retender or select an eligible bidder amongst the participating bidders if the best Bidder evaluated for selection fail to result in an agreement within a specified time frame.
- d. The Bidders, who involve in any form of lobbying/ influencing/ canvassing etc., in selection process will be disqualified.
- e. The selected Bidder shall indicate the authorised signatories who can discuss and correspond with REBIT, regarding the obligations under the contract. The selected Bidder shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the company or a Power of Attorney copy to discuss, sign agreements/contracts with REBIT. The Bidder shall furnish proof of signature identification for above purposes as required by REBIT.

- f. 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 Bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of REBIT.
- g. The Bidder or any of its holding/subsidiary/joint-venture/ affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives/ agents shall not, under any circumstances, be deemed to have any employer-employee relationship with REBIT or any of its employees/officers/ staff/representatives/ personnel/agents.

### **9.19 Proposal Response**

Only one Submission of response to RFP by each Bidder / respondent will be permitted. The bid should contain no interlineations, erasures or over-writings except as necessary to correct errors made by the Bidder. In such cases, the person/s signing the bid should initial such corrections.

The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

The bid should be signed by the Bidder or any person duly authorised to bind the Bidder to the contract. The signatory should give a declaration and through authenticated documentary evidence establish that he/she is empowered to sign the tender documents and bind the Bidder. All pages of the tender documents except brochures, if any, are to be properly numbered, stamped and signed by the authorised signatory. The technical proposal should be bound in such a way that the sections of the proposal could be removed and separated easily.

At no point should Bidder use the name of REBIT without prior written permission to advertise itself.

If the responses contain any extraneous conditions put in by the respondents, such responses will be disqualified and will not be considered for the selection process.

All responses including commercial and technical bids would be deemed to be irrevocable offers/proposals from the Bidder and may, if accepted by REBIT, form part of the final contract between REBIT and the selected Bidder.

### **9.20 Disclaimer**

REBIT and/or its officers, 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 officers, employees.

## 10 Annexures

### 10.1 Annexure A: Submission Checklist

#### Submission Checklist for Technical Bid

The Bidder must ensure that the following have been submitted as a part of the Technical Bid submission process.

Failure to provide any of the documents as detailed below could lead to the disqualification of the Bidder from the bid.

The following documents/items need to be submitted:

Items	Submitted (Bidder)	Verified (REBIT)
Index of all the documents, letters, signed RFP etc. submitted in response to this document along with page numbers.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure B: Proposal Submission Covering Letter	<input type="checkbox"/>	<input type="checkbox"/>
Annexure C: Confirmation to Deliver	<input type="checkbox"/>	<input type="checkbox"/>
Annexure D: Confirmation of Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>
Annexure E: Bidder Undertaking	<input type="checkbox"/>	<input type="checkbox"/>
A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorised to sign the Bid document.	<input type="checkbox"/>	<input type="checkbox"/>
Demand Draft towards the Earnest Money Deposit.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure J: Specific response with supporting documents in respect of Eligibility Criteria.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure K: Compliance to technical specifications. <b>(Bidders to submit all relevant catalogues duly highlighting the relevant specifications)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Annexure G: Bidder's details on Bidder's letter head	<input type="checkbox"/>	<input type="checkbox"/>
Annexure P: Manufacturer's Authorisation Form if the Bidder is not an OEM.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure Q: Undertaking of Authenticity	<input type="checkbox"/>	<input type="checkbox"/>
Escalation matrix for warranty period	<input type="checkbox"/>	<input type="checkbox"/>

Items	Submitted (Bidder)	Verified (REBIT)
Copy of the Bid document along with all clarifications released by ReBIT duly stamped and signed on all the pages of the document for having noted the contents and testifying conformance to the terms and conditions set out therein. The proposal should be prepared in English in MS Word / PDF format.	<input type="checkbox"/>	<input type="checkbox"/>
Annexure F: Confidentiality and Non-Disclosure Agreement Undertaking	<input type="checkbox"/>	<input type="checkbox"/>
Annexure H: Self-Declaration for Relatives in REBIT	<input type="checkbox"/>	<input type="checkbox"/>
Annexure I: Self-Declaration to comply with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Procedure for e-Reverse Auction mentioned at Annexure - S,		
Letter of authority authorising the name/s of official/s to take part in e- Reverse Auction.		

### Submission Checklist for Commercial Bid

The following documents need to be provided by the Bidder for the Commercial

Commercial Bid Documents	Submitted (Bidder)	Verified (ReBIT)
Annexure L: Commercial Bid	<input type="checkbox"/>	<input type="checkbox"/>

## 10.2 Annexure B: Proposal Submission Covering Letter

**[Insert: Location, Date]**

To: [insert: Name and Address of REBIT contact]

Madam/Dear Sir:

We, the undersigned, hereby offer to Supply and Install Desktops and Laptops under Rate Contract in accordance with your Request for Proposal with reference number RFP: ReBIT/2020 / CPO / 012 dated *28 September 2020* and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the stated Terms and Conditions.

We agree to abide by this Proposal as per the bid validity mentioned in this RFP.

We undertake, if our Proposal is accepted, to start the services as mentioned in this RFP.

We fully understand and recognize that ReBIT is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that ReBIT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

*[Please mark this letter with your company seal]*

## Annexure C: Confirmation to Deliver

### (On letterhead of the Bidder)

To,

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai – 400706

Dear Sir,

**Re: RFP for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020.**

- 1 Having examined the Bid Documents including Annexes, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver, implement and commission ALL the items mentioned in the 'Request for Proposal' and the other schedules of requirements and services for your ReBIT in conformity with the said Bid Documents in accordance with the schedule of Prices indicated in the Price Bid and made part of this Bid.
- 2 If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the Bid Document.

We attach hereto the Bid Response as required by the Bid document, which constitutes my/our bid.

We undertake, if our Bid is accepted, to adhere to the implementation plan put forward in our Bid Response or such adjusted plan as may subsequently be mutually agreed between us and the ReBIT or its appointed representatives.

- 3 We agree to abide by this Bid Offer for 180 days from the last day of bid submission and our Offer shall remain binding on us and may be accepted by REBIT any time before expiry of the offer.
- 4 This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We agree that you are not bound to accept the lowest or any Bid Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the goods /products specified in the Bid Response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

- 5 We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- 6 We certify that we have provided all the information requested by ReBIT in the format requested for. We also understand that ReBIT has the exclusive right to reject this offer in case ReBIT is of the opinion that the required information is not provided or is provided in a different format.

Dated this ..... Day of .....2018

.....  
(Signature) (In the capacity of)

Duly authorised to sign the Bid Response for and on behalf of:

.....  
(Name and address of Bidding Company)

Seal/Stamp of Bidder

Witness name:

.....

Witness address:

.....

.....

Witness signature:

.....

### 10.3 Annexure D: Confirmation of Terms and Conditions

#### (On letterhead of the Bidder)

To  
The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai - 400706

Dear Sir,  
Sub: Request for Proposal for Supply of Desktops, Laptops and other IT Peripherals under  
Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September  
2020

Further to our proposal dated \_\_\_\_\_, in response to the Request for  
Proposal for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract.  
(hereinafter referred to as "RFP") issued by ReBIT. 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 and the related addendums, other documents and if required including the  
changes made to the original bid documents issued by ReBIT, provided that the only list  
of deviations has been furnished by us in the relevant Annex. These deviations are  
expressly accepted by REBIT and communicated to us in writing, shall form a valid and  
binding part of the aforesaid RFP document. REBIT 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 REBIT's decision not  
to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorised Signatory  
Designation  
Bidder's corporate name

## 10.4 Annexure E: Bidder Undertaking

**(On letterhead of the Bidder's Organisation)**

Date:

From:

To

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai - 400706

Dear Sir,

We, the undersigned, as Bidder, having examined the complete RFP document (along with its annexes), do hereby Supply of Desktops, Laptops and other IT Peripherals under Rate Contract in full conformity of your requirements as elaborated in above said RFP for the amounts mentioned by us in the Commercial Bid or such other sums as may be agreed to between us.

We hereby agree to all the terms and conditions stipulated in the RFP except for the variations and deviations of requirements as mentioned by us in the Compliance Statement, submitted along with our Technical Proposal.

We agree to abide by our Offer for a period of **6 months** from the date of last day of Bid submission and it shall remain binding on us for acceptance at any time before the expiration of this period.

We understand that you are not bound to accept the lowest or any bid you may receive.

We undertake, if our Bid is accepted, to provide Performance Bank Guarantee as per the prescribed format within the timescales stipulated in the RFP.

We undertake as a part of this contract for successful provision of the Supply of Desktops, Laptops and other IT Peripherals under Rate Contract..

Yours faithfully,

(Authorised Signatory)

In the capacity of \_\_\_\_\_

Duly authorised to sign the Bid for and on behalf of \_\_\_\_\_

## 10.5 Annexure F: Confidentiality and Non-Disclosure Agreement Undertaking

(Letterhead of the Bidder)

### **Strictly Private and Confidential**

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai – 400706  
[Date]

[Salutation]

### **Confidentiality Undertaking**

We acknowledge that during bidding for Request for Proposal (RFP) floated for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020, we shall have access to and be entrusted with Confidential Information. In this letter, the phrase "Confidential Information" shall mean any information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to REBIT and its business that is provided to us at any time before, during or after the purchase.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Agreement) to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of our response to the RFP and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person other than as permitted by item 5 below.
4. We shall not disclose or divulge any of the Confidential Information to any other client of [name of product vendor / implementation partner].
5. This undertaking shall not prohibit disclosure of Confidential Information:
  - To our partners/ directors and employees who need to know such Confidential Information to assist with the bidding for RFP floated for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract, with your prior written consent;
  - To the extent that such disclosure is required by law, in which case we undertake to duly notify you;
  - To the extent that such disclosure is required by any rule or requirement of any regulatory authority with which we are bound to comply, in which case we undertake to duly notify you; and

6. Upon your request we shall arrange delivery to you of all Confidential Information, and copies thereof, that is in documentary or other tangible form, except:
  - For the purpose of a disclosure permitted by item 5 above, subject to your prior written consent; and
  - To the extent that we reasonably require to retain sufficient documentation that is necessary to support any advice, reports, or opinions that we may provide subject to your prior written consent.
7. This undertaking shall not apply to Confidential Information that:
  - Is in the public domain at the time it is acquired by us;
  - Enters the public domain subsequent to our acquisition, otherwise than as a result of unauthorised disclosure by us; and
  - Is independently developed by us.
8. We warrant that we are acting as principal in this matter and not as agent or broker for any person;

Yours sincerely

Signature and Stamp of Company

[Authorised Signatory (same as signing the proposal) – Implementation Partner]

Name:

Position:

Date:

We have read this Agreement fully and confirm our agreement with its terms.

## 10.6 Annexure G: Bidder's Details

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

*Date: [insert date (as day, month and year) of Proposal Submission]*

1. Bidder's Legal Name	<i>[insert Bidder's legal name]</i>
2. Bidder's Country of Registration:	<i>[insert Country of registration]</i>
3. Bidder's Year of Registration:	<i>[insert Bidder's year of registration]</i>
4. Bidder's Legal Address in Country of Registration:	<i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorised Representative Information Name: Designation: Address: Telephone/Fax numbers: Email Address:	
6. Attached are certified copies of original documents of firm/ company named in 1: <ul style="list-style-type: none"> <li>o Document evidencing the person(s) duly authorised to commit the Bidder or a Power of Attorney</li> </ul>	
7. Details for EMD Refund a) Account No. b) Name of account holder c) Name of Bank d) IFSC Code	

*Name and Signature of authorised signatory and Seal of Company*

### 10.7 Annexure H: Self Declaration Relatives in ReBIT

**(On letterhead of the Bidder)**

We certify that below mentioned are the complete details of relatives of our employees working at ReBIT

Sr. No.	Relationship with the employee (Mother/Father/Sister/Brother/Etc.)	Name of Relative	Designation	Department

## 10.8 Annexure I: Self Declaration Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

**(On letterhead of the Bidder)**

**Strictly Private and Confidential**

The Chief Executive Officer  
Reserve Bank Information Technology Pvt Ltd. (ReBIT),  
502, Building No 1, MindSpace Juinagar,  
Nerul, Navi Mumbai – 400706

[Date]

[Salutation]

Sub: Request for Proposal for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020.

Further to our proposal, in response to the Request for Proposal for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020 (hereinafter referred to as “RFP”) issued by Reserve Bank information technology Pvt Ltd (hereinafter referred to as “REBIT”) we hereby covenant, warrant and confirm as follows:

1. Full compliance with the provisions of the “the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against any of our employee within the premises of the ReBIT, the complaint will be filed before the Internal Complaints Committee constituted by the Bidder and the Bidder shall ensure appropriate action under said Act in respect to the complaint.
2. Any complaint of sexual harassment from any aggrieved employee of the Bidder against employee of the ReBIT shall be taken cognizance of by the Regional Complaints Committee constituted by the ReBIT.
3. The Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Bidder, for instance any monetary relief to ReBIT’s employee, if sexual violence by the employee of the Bidder is proved.
4. The Bidder shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
5. The Bidder shall provide a complete and updated list of its employees who are deployed within the ReBIT’s premises.

Yours faithfully,

Authorised Signatory

Designation

Bidder's corporate name

### 10.9 Annexure J: Minimum Eligibility Criteria

(On Bidders Organisation's Letterhead)

The Bidder may note that the below criteria is of critical importance and non-adherence of the Bidders proposed solution to any would lead to disqualification from further bidding process

Sr. NO	REQUIREMENTS	YES / NO	List of Documents to be Submitted
1	1. The Bidder must be an entity registered with the Registrar of Companies under Companies Act, 1956/2013		<ul style="list-style-type: none"> <li>• Copy of the Partnership deed/ Bye Law / Certificate of Incorporation issued by Registrar of Companies along with Memorandum &amp; Articles of Association and full address of the registered office.</li> <li>• GST registration number, as applicable</li> </ul>
2	The Bidder should have a positive net worth and booked net profit in last three (3) financial years, i.e. 2017- 18, 2018 - 19, 2019-2020.		Audited Balance sheets along with profit and loss statement to be submitted. Certificate of the Chartered Accountant for preceding three years for positive net worth to be submitted.
3	Annual Average Turn over from IT Hardware in last three financial years 2017-18, 2018-19 and 2019-20 of INR 5 Crore & above per year.		Audited Balance sheets along with profit and loss statement to be submitted/ or Certificate of the Chartered Accountant for preceding three years.
4	Bidder should have experience of minimum three years in supplying the specified product(s).		Copy of the Purchase Orders for supply of goods for each of the last three financial years to be submitted.
5	The Bidder, if not an OEM, shall have been established as a partner / authorized reseller with at least one OEM during the last three financial years.		Certified Partner Certificate of at least one OEMs shall be submitted for each of the last three financial years.
6	The Bidder should have a fully functional Help Desk and should have demonstrated full support for warranty services during the last 3 financial years in Mumbai / Navi Mumbai region.		<p>a. The process of complaint booking/call logging should be provided.</p> <p>b. At least two client references in Mumbai / Navi Mumbai region shall be provided for the warranty services provided during any of the last three financial years as per Annexure O.</p>

Sr. NO	REQUIREMENTS	YES / NO	List of Documents to be Submitted
7	Bidder should not be currently blacklisted from any of the government, semi government institutions, public/ private companies etc. in India and abroad.		Declaration is required on bidder's letter head.
8	There is no court case <b>or</b> insolvency proceedings pending against the bidder. If such an action exists and the Bidder considers that it does not affect its ability to deliver the requirements as per the Tender, it shall provide details of the case /action(s).		Declaration is required on bidder's letter head.

Authorized Signature

Note: The Bidder should submit relevant documentation supporting the above eligibility/ qualification criteria. In case of non-compliance with any of the eligibility criteria mentioned above, the bidder shall be liable to be disqualified without any notice and the bids of the bidder may not be processed further. Any additional / irrelevant document enclosed with the bid, may lead to disqualification.

**Eligibility criteria mentioned at S. No 2 to 6 in table above are relaxed for Startups subject to their meeting of quality and technical specifications. Bidder to note the following:**

- i. "Start-up" company should enclose the valid Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce & Industry, Govt. of India with the technical bid.
- ii. Bidder who solely on its own, fulfils each eligibility criteria condition as per the RFP terms and conditions and who are having "Start-up" company status, can claim exemption for eligibility criteria as mentioned above.

### 10.10 Annexure K: Technical Specifications

<b>Category -1: Desktop</b>		<b>Compliance (Yes/No)</b>
Make	Reputed makes like Dell / HP or equivalent	<Mention the name of OEM>
Model		<Mention the Model>
Processor	Intel® Core i5-8350 z	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB , 2.4GHz	
Hard Disk	1 TB HDD	
Display	17" Monitor - DELL / equivalent other OEM	
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Form factor	Small form factor	
Warranty	3 years	
Support	3 years Onsite Support	
Keyboard & Mouse	Wireless OEM Keyboard & Wireless OEM optical scroll mouse with mouse pad	
Other	HDMI, Ethernet Port and 2 USB ports	

<b>Category -2: Laptop</b>		<b>Compliance (Yes/No)</b>
Make	Reputed makes like Dell / HP or equivalent	<Mention the name of OEM>
Model		<Mention the Model>
Processor	Intel® Core i5-8365 (or higher)	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB, 2.4GHz; Extendable to 16 GB	
HardDisk	512 GB Solid State Drive	
Display	13" HD (approx.) Anti-Glare, Camera & Mic, WLAN/WWAN Capable, Non-touch	

<b>Category -2: Laptop</b>		<b>Compliance (Yes/No)</b>
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Weight	1.3 to 1.6 kg with battery	
Warranty	3 years for Laptop, 1 year for Battery and Battery Charger	
Support	3 years Onsite Support	
Other	HDMI, Ethernet Port and 4 USB ports (3.0), Wi-fi & Bluetooth (latest versions).	
Bag	OEM Backpack	
Required	Boot from Legacy devices (external USB Hard Disk & Pen Drive) to install ReBIT OS image.	

<b>Category -3: Light Weight Laptop</b>		<b>Compliance (Yes/No)</b>
Make	Reputed makes like Dell / HP or equivalent	<Mention the name of OEM>
Model		<Mention the Model>
Processor	Intel® Core i5-8365 (or higher)	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB, 2.4GHz; Extendable to 16 GB	
HardDisk	512 GB Solid State Drive	
Display	13" HD (approx.) Anti-Glare, Camera & Mic, WLAN/WWAN Capable, Non-touch	
Wireless	Intel® Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2)	
Weight	Less than 1.3 kg with battery	
Warranty	3 years for Laptop, 1 year for Battery and Battery Charger	
Support	3 years Onsite Support	
Other	HDMI, Ethernet Port and 4 USB ports (3.0), Wi-fi & Bluetooth (latest versions).	
Bag	OEM Backpack	

Required	Boot from Legacy devices (external USB Hard Disk & Pen Drive) to install ReBIT OS image.	
----------	--	--

<b>Category -4: Surface Pro Laptop</b>		<b>Compliance (Yes/No)</b>
Make	Microsoft or equivalent	<Mention the name of OEM>
Model	LQ6-00015 Srfc Pro6 or equivalent	<Mention the Model>
Processor	Intel® Core i5-8250U (or higher)	
Graphics	Intel UHD Graphics 620 (i5)	
Operating System	Windows 10 pro (64 bit) English	
Memory	8GB	
HardDisk	512 GB Solid State Drive	
Display	12.3"	
Warranty	3 years	
Support	3 years Onsite Support	
Other	Spro Type Cover-Black	
Pen	Surface pro pen(N) Silver	

<b>Category - 5: Monitor</b>		<b>Compliance (Yes/No)</b>
Make	Dell or equivalent other OEM.	<Mention the name of OEM>
Model		<Mention the Model>
Display Type	LED-backlit LCD monitor	
Panel Type	IPS	
Screen Size	24 inch (60.45 cm) Full HD (1920 X 1080)	
Connectivity Port	1 VGA Port, 1 HDMI Port, 1 Display Port; 1 Audio-Out Port, 1 Headphone Port	
Aspect Ratio	16:9	
Refresh Rate	60 Hz and above	

<b>Category - 5: Monitor</b>		<b>Compliance (Yes/No)</b>
Viewing Angle	178 degree horizontal 178 degree vertical	
Flicker Free Technology	Yes	
Equipped to mount it on extendible arm	Yes	
Accessories	HDMI cable, Power cable	
Warranty	3 years	

<b>Category 6: Keyboard</b>		<b>Compliance</b>
Keyboard - wireless	Wireless keyboard of Logitech or other reputed make and good quality	<Mention the name of OEM and model>

<b>Category 7: Mouse</b>		<b>Compliance</b>
Mouse - wireless with mouse pad	Wireless mouse of Logitech or reputed make and good quality along with mouse pad	<Mention the name of OEM and model>

<b>Category 8: Dell Laptop Charger</b>		<b>Compliance (Yes/No)</b>
Laptop Charger	Dell Laptop Charger: Latitude 7290 service tag 8MHB7Y2 & Latitude 5300 service tag 1GXTJW2	

<b>Category 9: Server Rack</b>			
<b>Sr.No</b>	<b>Technical specifications</b>	<b>Requirement Specification</b>	<b>Compliance (Y/N)</b>
1	Preferred OEM: APW / NETRACK		<Mention the name of OEM>
2	Size: 42U Rack 800mm x 100mm Racks	Must Have	
3	Front Perforated Sigle, Door Rear Perforated Split Door, Castor with Break, Four Fan with Fan Tray, Hardware Pkt. 3 Nos in each rack, Fixed Shelf 2 Nos in	Must have	

**Category 9: Server Rack**

	Each Rack, Keyboard Tray 1 No. 5/15 AMP Pdu with 12 Socket. (preferred OEM: APW / NETRACK)		
4	Dual PDU (power distribution units) With minimum 14 power sockets 15 AMPs and 5 AMPs With half western and Indian power sockets	Must have	
5	Bidder shall also install the Server Rack at ReBIT's premises.		

**Category 10: Layer 2 Network Switch**

Sr.No.	Technical Specification	Requirement Specification	Compliance (Y/N)
	<b>Make and Model</b>		
A	Preferred Make: Cisco		<Mention the name of OEM>
B	Preferred Model: C9200L-48T-4X		<Mention the Model>
	<b>OEM Capabilities</b>		
1	Switches make should be preferably cisco CATALYST SERIES	Must have	
	<b>Switch Hardware features</b>		
2	Minimum 48 10/100/1000 Gigabit Ethernet port each.	Must have	
3	Switch should be 1 RU rack mountable in nature, stackable with dedicated 40Gbps of throughput with minimum of 4 switches in a stack with single IP management.	Must have	
4	Should provide minimum Switching Capacity of 120 Gbps	Must have	
5	Should provide minimum throughput of 90 Mpps	Must have	
	<b>Layer-2 Requirements</b>		
6	The switch should support full Layer-2 services	Must have	
7	The switch should support minimum 500 active VLANs	Must have	

<b>Category 10: Layer 2 Network Switch</b>			
<b>Sr.No.</b>	<b>Technical Specification</b>	<b>Requirement Specification</b>	<b>Compliance (Y/N)</b>
8	The Switch should provide full Multicast capabilities.	Must have	
9	The Switch should provide MAC binding with the ports	Must have	
10	The switch should provide 802.1x based authentication protocol for posture assessment.	Must have	
11	Should support Port Mirroring based on acl, port basis / vlan basis to support intrusion prevention system deployment in different VLANs. Should support port mirroring across the stack switches to remotely monitor ports in a Layer 2 switch network from any other switch in the same network.	Must have	
12	Switch should provide minimum 2 or more mirror sessions	Must have	
13	Switches should be stackable	Must have	
	<b>Management Requirements</b>		
14	Switch can be managed with SSHv2 and SNMPv3	Must have	
15	Switch shall support IPv4 & IPv6	Must have	
16	Should support minimum 2 X 1 GE uplink port & 2 X 10 GE uplink ports	Must have	
17	Bidder should provide 10GB SFP connector qty :4	Must have	
18	Should have stacking capacity up to 3X of minimum switching capacity.	Must have	
19	Switch must support time synchronization via SNTPv4	Must have	
20	Switch must have single console port for Command-Line Interface (CLI) management	Must have	
	<b>Security Requirements</b>		
21	It should support port security to secure the ports against mac floods and unaccounted accesses	Must have	

**Category 10: Layer 2 Network Switch**

Sr.No.	Technical Specification	Requirement Specification	Compliance (Y/N)
22	It should support protected ports to isolate specified ports from all other ports on the switch.	Must have	
23	Switch Should support VLAN Based and Port Based ACLs	Must have	
24	Switch should provide 802.1x support for VLAN assignment, Guest VLAN, MAC-AuthBypass and ACL support	Must have	
25	It should support MAC-based authentication allowing client to be authenticated with the RADIUS server based on client's MAC address.	Must have	
26	Switch must support IEEE 802.1AE	Must have	
27	It should support TACACS+ or RADIUS authentication for secure switch CLI logon.	Must have	
28	It should support management access (CLI, Web,MIB) securely encrypted through SSHv2, SSL, and SNMPv3.	Must have	
29	Per-port storm control for preventing broadcast, multicast, and unicast storms	Must have	
30	The switch should support monitoring, capturing, and recording of flows to provide network traffic statistics for further analysis, accounting, network monitoring and network planning. Flows need to be captured from physical ethernet port or from vlan interface.	Must have	
31	The switch should support feature to prevent malicious attacks on the switch by not relaying invalid ARP requests and responses to other ports in the same VLAN.	Must have	
32	The switch should provide Bidirectional data support on the mirror port to allow Intrusion Detection to take action when an intruder is detected. (Optional)	Good To Have	
	<b>Qos Requirements</b>		
33	It should support IEEE 802.1p traffic prioritization delivering data to devices based on the priority and type of traffic.	Must have	

**Category 10: Layer 2 Network Switch**

Sr.No.	Technical Specification	Requirement Specification	Compliance (Y/N)
34	should have strict priority queuing or high strict priority queue	Must have	
	<b>Troubleshooting Requirements</b>		
35	Switch should support Layer 2 traceroute to identify the physical path that a packet takes from source to destination	Good To Have	
36	Switch should generate hardware failure information in a log file and need to be stored in flash so that support center can access these files and to identify the root cause	Must have	
	<b>Warranty</b>		
37	Warranty - 3 years	Must have	

**10.11 Annexure L: Commercial Bid Format  
(On letterhead of the Bidder)**

**Note:** Commercial Bid / price shouldn't be part of the Technical bid submission and should be submitted in separate pdf file through the e-mail.

The Financial Proposal must provide a cost breakdown. Provide separate figures for each functional grouping or category. The format shown below is suggested for use as a guide in preparing the Financial Proposal.

Sr No	Details	Indicative quantity*	Unit Rate in ₹	Applicable Taxes per unit	Total Price in ₹ (excluding Taxes)
1	Category 1: Desktop	50			
2	Category 2: Laptop	400			
3	Category 3: Light weight Laptop				
4	Category 4: Surface Pro Laptop	10			
5	Category 5: Monitor	50			
6	Category 6: Keyboard	100			
7	Category 7: Mouse	100			
8	Category 8: Dell Laptop Charger	30			
9	Category 9: Server Rack	10			
10	Category 10: Layer 2 Network Switch	15			

\* The quantities mentioned in the above table are only indicative and there is no minimum or prior commitment.

The fees payable by REBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), custom duties, levies, cess, transportation, installation, (collectively referred to as "Taxes") that may be levied, imposed, charged or incurred and REBIT shall pay the fees due under this RFP and subsequent agreement after deducting any tax deductible at source ("TDS"), as applicable and GST-TDS (as mentioned in the payment terms). Any variation in Government levies/ GST/ VAT/ cess/ excise/ custom duty etc. which has been included as part of the price will be borne by the Bidder.

Authorised Signature



### 10.13 Annexure N: Performance Bank Guarantee

#### Strictly Private and Confidential

Chief Executive Officer,

Reserve Bank Information Technology Pvt Ltd (ReBIT),

502, Building No. 1 , Mindspace Juinagar, Nerul, Navi Mumbai - 400706

Dear Sir,

**PERFORMANCE BANK GUARANTEE – Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020.**

WHEREAS

M/s. (name of Bidder), a company registered under the Companies Act, 1956, 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 an Agreement dated ..... (Hereinafter, referred to as “the said Agreement”) with you (ReBIT) for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract as detailed in the scope given in the RFP document, as detailed in the said Agreement.

We are aware of the fact that in terms of sub-para (...), Section (...), Chapter (...) of the said Agreement, our constituent is required to furnish a Bank Guarantee for an amount Rs..... (in words and figures), as per the said Agreement, as security against breach/default of the said Agreement by our Constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said Agreement with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

- 1 In the event of our constituent committing any breach/default of the said Agreement, which breach/default has not been rectified within a period of thirty (30) days after receipt of written notice from you, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of Rs..... (in words and figures) without any demur.
- 2 Notwithstanding anything to the contrary, as contained in the said Agreement, we agree that your decision as to whether our constituent has made any such default/s / breach/es, as afore-said and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said Agreement, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

- 3 This Performance Bank Guarantee shall continue and hold good for thirty (30) days after the completion of the contract period i.e. (date), subject to the terms and conditions in the said Agreement.
- 4 We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Agreement until thirty (30) days after the completion of the contract period for the Total Solution as per said Agreement.
- 5 We further agree that the termination of the said Agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we have an obligation to honor the same without demur.
- 6 In order to give full effect to the guarantee contained herein, we (name and address of the bank), agree that you shall be entitled to act as if we were your principal debtors in respect of your claims against our constituent. We hereby expressly waive all our rights of suretyship and other rights, if any, which are in any way inconsistent with any of the provisions of this Performance Bank Guarantee.
- 7 We confirm that this Performance Bank Guarantee will cover your claim/s against our constituent made in accordance with this Guarantee from time to time, arising out of or in relation to the said Agreement and in respect of which your claim is lodged with us on or before the date of expiry of this Performance Guarantee, irrespective of your entitlement to other claims, charges, rights and reliefs, as provided in the said Agreement.
- 8 Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
- 9 If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you (ReBIT).
- 10 This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to the benefit of you and be available to and be enforceable by you.

11 Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to Rs..... (in words and figures) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the afore-said date of expiry of this guarantee.

12 We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in his/their favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Agreement, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

- Our liability under this Performance Bank Guarantee shall not exceed Rs. .... (in words and figure) ;
- This Performance Bank Guarantee shall be valid only up to ..... (date, i.e., thirty (30) days after completion of the contract period) ; and
- We are liable to pay the guaranteed amount or part thereof under this Performance Bank Guarantee only and only if we receive a written claim or demand on or before .... (date i.e. thirty (30) days after completion of the contract period).
- This Performance Bank Guarantee must be returned to the bank upon its expiry. If the Performance Bank Guarantee is not received by the bank within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

Dated ..... this ..... day ..... 2020.

Yours faithfully,

For and on behalf of the ..... Bank,

(Signature)

Designation

(Address of the Bank)

Note: This guarantee will attract stamp duty as a security bond under Article 54(b) of the Mumbai Stamp Act, 1958. A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence in the matter.

**10.14 Annexure O: Bidder's Experience**  
**(On letterhead of the Bidder)**

S.No	Information Sought	Information
1	Client's name	
2	Assignment/Job name	
3	Name and Contact Details of the Client	
4	Scope of Supply / Services as provided under the contract	
5	Current Status	
6	Duration of Assignment/Job (months )	
7	Approx. value of the contract (in Rupees)	
8	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees)	
9	Start date (month/year)	
10	Completion date (month/year)	
11	Copy of Purchase / Work Order or Client Certificate or Certificate from Company Secretary	
12	Any other Supporting Document	

Signature of Bidder

Date

Place

**10.15 Annexure P: Manufacturer's authorisation form (MAF)**

(To be filled for hardware/ application software / system software/ RDBMS/ any other suites, whatsoever applicable separately)

To

Procurement- In - Charge

Reserve Bank Information Technology Pvt Ltd (ReBIT)

502, Building No 1, MindSpace Juinagar,

Nerul, Navi Mumbai - 400706

Dear Sir,

We \_\_\_\_\_ who are established and reputed manufacturer / developer of \_\_\_\_\_ having organization at \_\_\_\_\_ and \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above RFP with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020.

We hereby extend our full guarantee and warranty for the following software's / products offered by the above firm in response to ReBIT's RFP/ tender and contract for supply, installation, commissioning, services and support for Products & Services as specified in tender / RFP as per the terms and conditions set out in the document for the purpose.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

We duly authorise the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

(Please mention the names of the Software, Desktop, laptop, Servers, System Software, RDBMS, any other suites, whatsoever applicable separately)

**Yours faithfully,**

**(Name)**

**10.16 Annexure Q: Undertaking of Authenticity  
(On letterhead of the Bidder)**

With reference to the Servers being offered to you against the RFP for Supply of Desktops, Laptops and other IT Peripherals under Rate Contract with reference number RFP: ReBIT/2020 / CPO / 012 dated 28 September 2020,

We hereby undertake that all the components/parts/assembly/software used in the Servers under the above like Hard disk, Monitors, Memory etc shall be original new components/parts/ assembly /software only, from respective OEMs of the products and that no refurbished/duplicate/ second hand components/parts/ assembly / 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 authorised license certificate (eg Product Keys on Certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorised source (eg Authorised Microsoft Channel in case of Microsoft Operating System).

Should you require, 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 suppliers at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/Software already billed, we agree to take back the Servers without demur, if already supplied and return the money if any paid to us by you in this regard.

Authorised Signatory

Name:

Designation:

Place:

Date:

## 10.17 Annexure R – Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the

details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## 10.18 Annexure S – Reverse Auction Process

The Bidders who qualify the technical bid evaluation will be invited to participate in the Commercial bidding Process by 'e-Reverse Auction'. The e-Reverse Auction shall be conducted by ReBIT through CPP Portal.

It may be noted that 'Digital Signature' is required for participation in the Reverse Auction process. The cost of Digital Signature shall be borne by the Bidder / Tenderer.

All electronic bids submitted during the reverse auction process shall be legally binding on the bidder. The bid values submitted by the bidder are digitally signed by the bidders before submitting. The bidder, after initial submission of a bid, cannot subsequently increase the bid. Bidder can only reduce the bid amount by the minimum permissible decrement or its multiples. The last bid submitted by the bidder in the Reverse Auction will be considered as the valid price bid offered by that bidder and will be the basis for evaluation / acceptance

In order to reduce the time involved in the procurement process, ReBIT shall be entitled to complete the entire procurement process through a single e-Reverse Auction. ReBIT shall however, be entitled to cancel the procurement or e-Reverse Auction process, if in its view procurement or e-reverse auction process cannot be conducted in a fair manner and/or in ReBIT's interest.

All the Bidders / Tenderers shall be required to provide a break-up of their individual last bid price at the close of auction duly signed and stamped as per Annexure L within 2 working days.

### **Date and Time of Reverse Auction**

The Date and Time of commencement of Reverse Auction shall be communicated separately.

Any force-majeure or other condition leading to postponement of auction shall entitle ReBIT to postponement of auction even after communication, and ReBIT shall take all possible efforts to communicate to all participating bidders the 'postponement' prior to commencement of such 'e-Reverse Auction', to the extent it is feasible under the circumstances resulting in such a force-majeure.

All the technically qualified bidders who are invited for reverse auction are required to login into the Reverse auction portal. EMD of such technically qualified bidders who fail to login into the reverse auction portal will be forfeited.

### **Duration, extension of auction time and completion of auction**

CPP Portal Server time shall be the basis of Start time & Closing time for bidding and shall be binding for all. The reverse auction shall remain for a time of 60 minutes from the auction start time. The auction start time shall extend automatically for a period of 10 minutes in case any bids are received during the last 10 minutes of the auction. The auction will automatically stop in case there is no bid during the last 10 minutes of the auction.

In case of disruption of service at the CPP Portal end during Reverse Auction Process, the Reverse Auction Process will start all over again. In such a situation, the last recorded

lowest price of prematurely ended Reverse Auction Process, will be the 'Start Bid' price for the restarted process. All the stipulations of pre-maturely ended Reverse Auction Process will be applicable to the restarted process.

**Transparency in Bids**

All bidders will be able to view during the e-auction time, the current lowest price in the web - portal. The Bidders shall also be able to view its last bid and auction time at any point of time.

**Masking of Names**

Names of tenderers / bidders shall be masked in the e-Reverse Auction process.

**Start Price**

The start price of the lowest offer of the commercial bids submitted will be the start price in the reverse auction.

**Decremental Bid Value**

The tenderers / bidders shall be able to bid in decrements of Rs 1,000 or in multiples of Rs 1,000

**Other instructions to Tenderer / Bidder/ Vendor**

No tenderer / bidder shall involve itself or any of its representatives in any price manipulation directly or indirectly with other tenderers / bidders. If any such practice comes to the notice, ReBIT shall disqualify the tenderer / bidder/s concerned from the e-reverse auction process and may initiate any further disciplinary/ penal action as deemed fit.

The tenderer / bidder shall not disclose details of its bids or any other details concerning e-Reverse Auction process of ReBIT to any other third party without specific permission in writing from ReBIT.

Neither ReBIT nor CPP Portal shall be held responsible for any faults in bidder's facilities such as power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure, etc. which may affect the reverse auction process of the bidder.

**Compliance/Confirmation from Vendors**

The Bidders participating in e-Reverse Auction shall submit the following documents duly signed by the same Competent Authority who signs the bid documents in response to the Tender;

- a) Acceptance of Procedure for e-Reverse Auction and undertaking,
- b) Letter of authority authorising the name/s of official/s to take part in e- Reverse Auction.