



**Appointment of an External Member on the Internal Committee (IC) of ReBIT
constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition
and Redressal) Act, 2013**

Request for Proposal (RFP)

(March 18, 2026)

RFP: ReBIT/CPO/2025-26/PR724/704/162

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**Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706**

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The proposal in response to RFP should be signed and submitted by a person duly authorised 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 bid. 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. No reimbursement of the cost of any type will be paid to persons or entities proposing a solution.

Please note that 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, is not authorised. Any clarification sought can be mailed to the email address specified in the RFP included in this document. All clarifications sought should be concluded prior to the last date of submission of queries specified in the RFP.

Abbreviations / Terms

Throughout this RFP, the following terms shall be interpreted as indicated below unless inconsistent with the subject matter or context:

Sr. No	Abbreviations / Terms	Full form of Abbreviations / Definitions
1	AMC	Annual Maintenance Contract
2	AOC	Award of Contract
3	ARC	Annual Rate Contract
4	BCP	Business Continuity Planning
5	BFSI	Banking, Financial Services, and Insurance
6	BG	Bank Guarantee
7	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.
8	BOM	Bill of Material
9	Change Management	Any minor changes required in the services such as addition / deletion / alteration of a row / column / field, additional report, menu items will not be considered as part of Change Management and should be supported by the support engineer.
10	DC	Data Centre
11	DD	Demand Draft
12	DI	Delivery Instructions
13	DIT	Department of Information Technology
14	DLP	Data Leak/Loss Prevention
15	DR Site	Disaster Recovery Site
16	EMD	Earnest Money Deposit
17	EOI	Expression of Interest
18	GST	Goods and Service Tax
19	LD	Liquidated Damages
20	MSE	Micro and Small Enterprises
21	NDA	Non-Disclosure Agreement
22	NEFT	National Electronic Funds Transfer
23	OEM	Original Equipment Manufacturer
24	P&L	Profit and Loss
25	PBG	Performance Bank Guarantee
26	PO	Purchase Order
27	Proposal / Bid	The Bidder's written reply or submission in response to this RFP.
28	PSB	Public Sector Bank
29	PSU	Public Sector Undertaking
30	RBI	Reserve Bank of India
31	RCA	Root Cause Analysis
32	ReBIT / Purchaser	Reference to "ReBIT", "the ReBIT" and "Purchaser" shall be determined in context of this RFP
33	RFP	The Request for Proposal (this document) in its entirety, inclusive of any addenda/corrigendum that may be issued by ReBIT.
34	RFQ	Request For Quotation
35	RTGS	Real Time Gross Settlement
36	SLA	Service Level Agreement

Sr. No	Abbreviations / Terms	Full form of Abbreviations / Definitions
37	Solution/ Services/ Work/ System	“Solution” or “Services” or “Work” or “System” or “IT System” means all services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include services ancillary to the development of the solution, such as installation, commissioning, provision of technical assistance, training, and other obligations of the Supplier covered under the RFP.
38	TCO	Total Cost of Ownership
39	UAT	User Acceptance Testing

Table of Contents

Schedule of Events	7
Section I: Bidding Process	8
1. Bid Submission.....	9
1.1 About ReBIT.....	9
1.2 Invitation of Bids	9
1.3 Locations to be covered.....	9
1.4 Pre-Bid Meeting	9
1.5 Two-part Bid (Technical + Commercial).....	10
1.5.1 Part I: Technical Bid.....	10
1.5.2 Part II: Price Bid	10
1.6 Submission of bids	10
2. Bid Evaluation	12
2.1 Bid Opening and Evaluation Process	12
2.2 Minimum Eligibility Criteria	12
2.3 Technical Bid Evaluation	12
2.3.1 Technical Evaluation Scoring Matrix	13
2.4 Price Bid Evaluation	14
Section II: Scope of work and key deliverables	15
3. Scope of Work and Project Milestone	16
3.1 General scope and terms	16
3.2 Scope of Work	16
4. Contract Period	17
Section III: General Terms and Conditions.....	18
5. Language of Bid	19
6. Cost of Bidding	19
7. Authorization to Bid	19
8. Period of Validity of Bids	19
9. Clarifications and Amendment in RFP Documents	19
10. Modification and Withdrawals of Bid	20
11. Rejection of Bid	20
12. Conflict of interest	20
13. Award of contract	20
14. Payment Terms and Milestone	21
15. Liquidated Damages (LD)	21
16. Taxes and Duties	22
17. Termination	23
18. Sub-Contracting	24
19. Adherence of Cyber Security Policy	24
20. Confidentiality	24
21. Limitation of liability	25
22. Indemnification	25
23. Responsibility for Completeness	26

24.	Vendor Security Risk Assessment.....	26
25.	Force Majeure	27
26.	Vicarious Liability	27
27.	Non-Payment of items/activities fees	27
28.	Assignment.....	27
29.	Non-Solicitation.....	28
30.	No Employer-Employee Relationship	28
31.	Ownership.....	28
32.	Tender/RFP Cancellation	28
33.	Publicity	28
34.	Dispute Resolution	28
35.	Jurisdiction.....	29
	Section IV: Annexures	30
	Annexure A: Submission Checklist.....	31
	Annexure B: Bid Submission Form	32
	Annexure C: Self Declaration Relatives in ReBIT	35
	Annexure D: Self Declaration Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	36
	Annexure E: Bidders Queries Format.....	37
	Annexure F: Bidder's Details	38
	Annexure G: Minimum Eligibility Criteria	39
	Annexure H: Commercial Bid Format	41
	Annexure I: Bidder's Experience	42
	Annexure O: Confidentiality and Non-Disclosure Agreement Undertaking	43
	Annexure P: Customer Feedback Reference	45
	Customer/policy holder References Name	45
	Contact person Name	45
	Email I'd	45
	Mobile No.	45
	Authorised Signature [In full and initials]:	45
	Annexure Q: Escalation Matrix.....	46

Schedule of Events

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

Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFP BID reference number	RFP: ReBIT/CPO/2025-26/PR724/704/162
RFP requirement	Appointment of an External Member on the Internal Committee (IC) of ReBIT constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
Method of selection	Selection will be based on the Least Cost System (LCS). A reverse auction may be considered at ReBIT's discretion (if required).
Availability of RFP documents	March 18, 2026 The RFP document shall be available on ReBIT's website (URL: https://rebit.org.in/procurement).
Last date and time for submission of pre-bid queries	March 23, 2026, up to 15:00 Hrs. Queries should be submitted in the format prescribed in Annexure E of this RFP and sent to procurement@rebit.org.in
Pre-bid meeting	March 24, 2026 - 15:00 Hrs Queries should be submitted in the format prescribed in Annexure E of this RFP and sent to procurement@rebit.org.in Through Video conferencing. The video conferencing link will be shared with those bidders who are interested in participating in the meeting. The bidders who are interested in participating in the pre-bid meeting are requested to send an email request for the same with their details at procurement@rebit.org.in along with their queries, if any, as per the last date and time specified above for submission of the pre-bid queries.
Date of communication of responses to pre-bid queries and corrigendum, if any	March 25 2026 , through ReBIT's website. (URL: https://rebit.org.in/procurement)
Last date and time for bid submission (on or before)	April 06 2026, up to 15:00 hrs through email to procurement@rebiti.org.in
Technical Bid opening	April 06 2026, up to 16:00 Hrs through Procurement mailbox procurement@rebit.org.in
Price Bid opening	To be informed later to the eligible bidders qualifying Technical Evaluation
Proposal validity	Proposals must remain valid up to 180 (One Hundred Eighty) days from the last date of submission.
Name and address for communication	Head, CPO Procurement COE, Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai - 400706 Email: procurement@rebit.org.in , Phone No. 022 50233139/187/141

Section I: Bidding Process

1. Bid Submission

1.1 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 cybersecurity 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 Bank of India and manages its critical IT systems as wholly owned subsidiary of the Reserve Bank.

1.2 Invitation of Bids

Reserve Bank Information Technology Pvt. Ltd. hereinafter also referred to as 'ReBIT', issues this Request for Proposal, hereinafter called 'RFP'. **ReBIT proposes for Appointment of an External Member on Internal Committee (IC) of ReBIT constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** framework administered from its Registered office at Unit # 502, 5th Floor, Building No. 1, Mindspace, Juinagar, Navi Mumbai and issues this Request for Proposal (RFP) for the selection of a vendor for the aforementioned purpose.

This Central-level Internal Committee (IC) shall oversee compliance for both Navi Mumbai and Bangalore offices. In the event the Company expands operations across India, the scope of the Central IC shall automatically extend to cover all such geographies.

This RFP is an invitation for responses from eligible bidders. No contractual obligation on behalf of ReBIT whatsoever shall arise from the RFP process unless and until a formal contract is signed & executed by duly authorized official of ReBIT and the successful Bidder. However, until a formal contract is executed, this RFP together with ReBIT's written acceptance & notification of award shall constitute a binding contract with the successful Bidder.

Bidder(s) are expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish any information required by the RFP document or to submit a bid not substantially responsive to the RFP document in every respect will be at the Bidder's risk and shall result in the rejection of its bid. The procedure and terms & conditions for submission of bid are enumerated in this RFP.

All offers of the Bidders shall be unconditional and, once accepted (with or without modifications) by ReBIT, shall be binding between ReBIT and such Bidder. This document shall not be transferred, reproduced or otherwise used for a purpose other than for which it is specifically issued

1.3 Locations to be covered

The service will be availed from ReBIT's Registered office i.e 5th-floor office in Navi Mumbai for compliance at both Navi Mumbai and Bangalore offices. However, ReBIT reserves the right to change locations/add new locations (with mutual agreement if required) as per ReBIT's requirement within India. Cost for travel of Bidder's personnel from other locations in India and hotel/incidental expenses are to be borne by Bidder.

1.4 Pre-Bid Meeting

For the purpose of clarifications of doubts of the Bidders on issues related to the RFP, ReBIT intends to hold a pre-bid meeting on the date & time as indicated in the RFP. Only authorized representative of Bidder(s) (maximum two) will be allowed to attend the Pre-bid meeting.

Any modification of the RFP, which may become necessary as a result of the Pre- bid meeting will be made available by ReBIT exclusively through the issue of a Corrigendum, which will be published on ReBIT's website www.rebit.org.in/procurement and through Procurement@rebit.org.in

One or more pre-bid conferences may be held for clarifying issues/clearing doubts (if any), about the specifications and other allied technical/commercial details of the equipment, product and services projected in the tender document and for ensuring that the technical requirements provide a level playing field. The date, time and place of the pre-bid conference will be as indicated in the RFP document.

ReBIT shall not be obligated to respond to any or all of the queries.

1.5 Two-part Bid (Technical + Commercial)

The Bid shall be submitted in two parts:

Part I: Technical Bid. No price information should be provided in Part-I.

Part II: Price Bid

1.5.1 Part I: Technical Bid

- i. Bids of those bidders which meet the **Minimum Eligibility Criteria (Annexure G)** will be considered for technical evaluation.
- ii. The Technical Bid submitted should be complete in all respects and contain all information asked for in this document. It should not contain any price information.
- iii. The following original documents are required to be submitted along with the technical bid:
 - a. The documents as requested in **Annexure – A** are to be submitted.
 - b. All the Annexures should be submitted on letter head of the Bidder's company and duly signed with the seal of the company. Self-attested photocopies of relevant documents/certificates are to be submitted as proof in support of various information submitted in the aforesaid annexure and other claims made by the Bidder.
 - c. The Bidder should ensure that all the annexures are submitted as prescribed by the ReBIT. In case it is not in the prescribed format, it is liable to be rejected.

1.5.2 Part II: Price Bid

The Price Bid must not contradict the Technical Bid in any way and should include the cost of all the items offered. The suggested directive for Commercial offer is as follows:

- i. The Price Bid should be submitted as per **Annexure – H** by way of entering the values in the format (not in handwritten). This must contain all price information, prices should be exclusive of GST (for all products, services, implementation, certificates etc.). However, all the Tax details to arrive at the final payable to the vendor should be mentioned in Price Bid.
- ii. The Bidders should not offer any conditional offers to the ReBIT while giving the price information. The offer should strictly be in conformity with the items as specified by ReBIT. No additions or deletions to the **Annexure H** is allowed. Any deviations may lead to disqualification of the bid.
- iii. 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. Only fixed price commercial bids indicating total prices for all the deliverables and services specified in this RFP will be considered.
- iv. The prices mentioned in **Annexure H** should be CIF - ReBIT office, Navi Mumbai.
- v. ReBIT will not pay any Labour charges for transportation, Road Permit, installation of hardware, if any. All such costs, if any, should be absorbed in the Total Costs.
- vi. All out of pocket expenses, travelling, boarding and lodging expenses for the entire project period and subsequent agreement is included in the prices and the Bidder shall not be entitled to charge any additional costs on account of any items or services or by way of any out-of-pocket expenses, including travel, boarding and lodging etc.

1.6 Submission of bids

- i. The Bidders must submit bid, all documents as per requirement of RFP published through procurement mailbox and ReBIT portal.
- ii. Original DD/BG for EMD must be submitted physically in sealed cover at the following address on or before scheduled date and time.

To,
The CEO, Reserve Bank Information Technology Pvt. Ltd.
502, Building No 1, Mindspace Juinagar, Nerul,
Navi Mumbai – 400706

ReBIT may, at its discretion, extend the deadline for submission of bids by releasing corrigendum to this tender document.

All submissions will become the property of ReBIT. Recipients shall be deemed to license and grant all rights to ReBIT to reproduce the whole or any portion of their submission for the purpose of evaluation, to disclose the contents of the submission to other Recipients who have registered a submission and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission.

2. Bid Evaluation

2.1 Bid Opening and Evaluation Process

The objective of the evaluation process is to evaluate the bids received to select the best-fit solution at a competitive price based on technical and commercial parameters. The evaluation will be undertaken by a committee formed for the purpose by ReBIT in the following manner.

2.2 Minimum Eligibility Criteria

Only those Bidders who fulfil the eligibility criteria mentioned in Annexure-G are eligible to respond to this RFP. Document(s) in support of the eligibility criteria are required to be submitted along with the Technical Bid. Bids received from the Bidders who do not fulfil any of the eligibility criteria Mentioned are liable to be rejected.

- i. ReBIT will follow a three-step evaluation and selection process.
- ii. First, the minimum eligible criteria (MEC) will be checked and bids of those bidders which meet MEC will be considered for technical bid evaluation (2nd step).
- iii. The price bids of only technically qualified Bidders (3rd step) shall be opened on the notified date and time and reviewed to determine whether the price bids are substantially responsive.
- iv. During the period of evaluation, Bidders may be asked to provide more details and explanations about the information provided in the proposals. Bidders should respond to such requests within the time frame indicated in the letter/e-mail seeking explanation, if the Bidder does not comply or respond by the date, their bid will be liable to be rejected.
- v. ReBIT may, at its discretion, waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation and financial impact, provided such waiver does not prejudice or affect the relative ranking of any Bidder. Wherever necessary, observations on such minor issues (as mentioned above) ReBIT may conveyed to the Bidder, asking them to respond by a specified date also mentioning therein that, if the Bidder does not respond by the specified date, their bid will be liable to be rejected.
- vi. The Bidder at no point of time can excuse themselves from any claims by ReBIT whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation, etc. as mentioned in this RFP.
- vii. The selection of successful Bidder will be based on **Lowest Commercial Bid** offered by eligible technically qualified bidder.

The decision of ReBIT regarding the evaluation and selection of the Bidder would be final.

2.3 Technical Bid Evaluation

- i. Bids of those bidders who meet the minimum eligibility criteria as per **Annexure G** will be considered for technical evaluation.
- ii. The technical bids will be opened by ReBIT online as per the bid opening date and time specified in the RFP.
- iii. Initial proposal scrutiny will be held, and proposals will be treated as non-responsive and rejected, if proposals are:
 - a) Not submitted in the format specified in this RFP
 - b) Received without letter of authorisation
 - c) Non-compliant with any of the clauses specified in this RFP
 - d) Have lesser than prescribed validity period
 - e) Submitted with incomplete information, subjective, conditional offers and partial offers
 - f) Submitted without the documents required under this RFP, including EMD.
- iv. Eligible technical proposals shall be evaluated by ReBIT according to the technical evaluation process defined in this RFP. ReBIT may, at its discretion, seek clarifications or ask the Bidder to make technical presentations on any aspect.
- v. The evaluation will be undertaken by a committee formed for the purpose by ReBIT, which consists of senior ReBIT officials and may also consist of external experts. The decision of ReBIT regarding the evaluation and selection of the Bidder would be final.
- vi. ReBIT, at its discretion, may reject the proposal of the Bidder without assigning any reason whatsoever, if in ReBIT's opinion, the Solution Sizing was not made appropriately to meet the performance criteria as stipulated by ReBIT.
- vii. The following criteria shall be used for the evaluation of technical proposals

2.3.1 Technical Evaluation Scoring Matrix

#	Evaluation Criteria	Scoring Logic	Weightage
1	Technical Presentation • Proposal detailed Approach / Methodology and work plan as per the scope of work/ Deliverables • Investigation Skills • Understanding of Organisational Dynamics • Knowledge of POSH Law • Overall Quality of proposal presentation	➤ Poor = 5 Marks ➤ Average = 10 Marks ➤ Excellent = 20 Marks ➤ Outstanding = 30 Marks Technical document: The Bidder should submit and share a presentation of a detailed plan.	30
2	Educational Qualification • Degree in Law, PHD, Social Work, Gender Studies, experience working in NGOs committed to the cause of women, or areas of Human Resources.	➤ Poor = 5 Marks ➤ Average = 10 Marks ➤ Excellent = 15 Marks Technical documents: The Bidder should submit relevant qualification certificates.	15
3	Training/Consulting Expertise • Training Approach / Plan / Deliverables	➤ Average = 5 Marks ➤ Excellent = 10 Marks	10
4	Professional Experience Experience in handling sexual harassment cases, working with NGOs, or legal expertise in BFSI/IT/ITeS/ PSUs / BSE / NSE/NPCI/RBI/Central Government/State-Government organizations in India during the last 5 years (as on the date of opening of proposals)	➤ Min 3 completed assignments = 10 Marks ➤ 4 completed assignments =15 Marks ➤ 5 completed assignments =25 Marks Technical documents: The Bidders shall submit a copy of the Work Order (confirming year, contract value, scope of work, along with reference details) along with the Satisfactory Certificate from the Client or Self-Declaration of Completion of the Project/Assignment. In case of non- submission, the same will not be considered.	20
5	No. of Years of relevant experience in conducting POSH	➤ Upto 05 years -= 5 Marks ➤ 06 to 10 years- 10 Marks ➤ 11 to 15 years- 15 Marks . Technical documents: The Bidders shall submit a copy of Work Order (confirming year, contract value, scope of work, along with reference details)	15
6	Customer reference: Customer reference Feedback from existing / past customer	➤ Customer reference =3 Marks ➤ Customer references=6 Marks ➤ 3 or more customer references=10 marks	10
	Total		100

2.4 Price Bid Evaluation

- i. The Price bids of only bidders who score **at least 70 marks** in technical evaluation shall be opened on the notified date and time and reviewed to determine whether the price bids are substantially responsive.
- ii. If a Bidder quotes NIL price/consideration, the bid shall be treated as unresponsive and will not be considered.
- iii. Price bid evaluation shall be considered as follows 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 item-wise quoted amounts and the total quoted amount, the item-wise rate will govern.
 - c. If there is a discrepancy between the percentage and the amount, the amount calculated as per the stipulated percentage basis shall prevail
 - d. If there is a discrepancy between the 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.
- iv. 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 ReBIT will be free to accept the Total Bid amount as mentioned in the field **“Total Cost of Contract” in Annexure-H, analysing the cost provided in Annexure-H.**
- v. If the Bidder does not accept the arithmetical corrections made by ReBIT, its proposal will be rejected.
- vi. Items described in the technical proposal but not priced in the price bid shall be assumed to be included in the prices of other activities or items.
- vii. The selection of the successful Bidder will be based on a reasonable and acceptable Lowest Commercial Bid offered by an eligible technically qualified bidder.
- viii. If the lowest price is not reasonable, ReBIT may at its discretion, undertake negotiation OR ask the bidder to participate in a Reverse auction.
- ix. In case of Reverse Auction, bidders have to submit revised competitive cost in line with the ReBIT benchmark price
- x. For the purpose of undertaking reverse auction/spot bidding, ReBIT shall hold a meeting on the date & time to be decided post commercial bid evaluation among all the qualified bidders.

The decision of ReBIT regarding the evaluation and selection of the Bidder would be final.

Section II: Scope of work and key deliverables

3. Scope of Work and Project Milestone

3.1 General scope and terms

The objective is to appoint an External Member to a Prevention of Sexual Harassment (POSH) committee.

The engagement aims to:

- Ensure compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).
- As mandated by the Government of India, organizations are required to conduct training sessions for employees under this Act. Regular POSH training and sensitisation programs have proven to be effective in fostering an inclusive workplace while ensuring compliance.
- Establish and promote an inclusive, gender-neutral work environment where all employees feel safe, can thrive, participate, and grow.

ReBIT expressly stipulates that Bidder's selection under this RFP is on the express understanding that this RFP contains only the broad provisions for the entire assignment and that the deliverables and the services in connection therewith are only a part of the assignment. The Bidder shall be required to undertake to perform all such tasks, render requisite services and make available all such resources as may be required for the successful completion of the entire assignment at no additional cost to the ReBIT, notwithstanding what is stated here and what is not stated.

The Bidder has to envisage all necessary services to be provided and ensure the same is delivered to ReBIT. ReBIT will not accept any plea of the Bidder later for omission of critical services on the pretext that the same was not explicitly mentioned in the RFP.

The Bidder agrees to use its best efforts to assess, understand and provide the services as per ReBIT's requirement. The broad scope of work includes (but is not limited to) the following:

3.2 Scope of Work

The Scope of work would include:-

- On-boarding of/acting as an External Member on the POSH Internal Committee of ReBIT
- Submitting deck of standard/premium POSH Posters - Digital
- POSH Monthly eMailers
- Quarterly meetings with Internal Committee (Duration: 30 minutes to 1 hr)
- Case investigations and final report writing post investigation over phone/email/video conference
- Updating the Company on any amendments to the relevant law

Elaborating the Work

1. Policy & Framework

- Drafting, reviewing, and updating POSH policy in line with statutory requirements.
- Ensuring alignment with organizational HR policies and Code of Conduct.

2. Constitution & Training of ICC (Internal Complaints Committee)

- Assistance in formation/reconstitution of ICC as per the Act.

- Training ICC members on roles, responsibilities, and procedures.
3. Awareness & Capacity Building
 - Conducting employee sensitization workshops and awareness sessions.
 - Developing e-learning modules, posters, and communication material.
 4. Complaint Handling & Case Management
 - Guidance on complaint intake, investigation protocols, and documentation.
 - Advisory support for resolution, reporting, and maintaining confidentiality.
 5. Reporting & Documentation
 - Assistance in preparing annual reports and submissions to authorities.
 - Maintaining compliance records and audit trails.
 6. Monitoring & Advisory
 - Periodic compliance reviews and gap assessments.
 - Advisory on evolving legal requirements and best practices.
 7. Risk Mitigation
 - Identifying vulnerabilities in workplace practices.
 - Recommending corrective measures to ensure compliance and safeguard reputation.

4. Contract Period

The total duration of the contract is 12 months. After reviewing the bids, ReBIT will select the successful bidder and award the contract. Additionally, this contract may be extended for another 2 years based on the performance of the external member. Performance will be reviewed annually, and the company will ensure continuity.

- **Term of Office under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:** Internal Committee Members can hold office for a maximum of three years from the date of nomination.

Section III: General Terms and Conditions

5. Language of Bid

The language of the bid response, supporting documents and any communication with ReBIT must be English only.

6. Cost of Bidding

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

7. Authorization to Bid

The proposal / bid being submitted would be binding on the Bidder. As such, it is necessary that authorized signatory of the firm or organization sign the bid documents. The signatory should be either CEO or authorised by the CEO or the Board of the organization. The Bidder shall provide proof of signature identification for the above purposes as required by ReBIT

- i. All pages of the bid shall be initialled by the person or persons signing the bid.
- ii. Bid form shall be signed in full & official seal affixed.

A copy of the board resolution along with a copy of power of attorney (POA), wherever applicable, showing that the signatory has been duly authorized to sign the Bid document.

8. Period of Validity of Bids

Bids should remain valid for the period of at least 180 days from the submission date of bid. In case the last date of submission of bids is extended, the Bidder shall ensure that validity of bid is reckoned from modified date for submission. Further extension of the validity of the bid will be decided by ReBIT in case of need. Any extension of validity of Bids will not entitle the Bidder to revise/modify the Bid document.

Finalized prices shall remain valid for contract period from the last date of submission of commercial bid. The commercial offer shall be on a fixed price basis, no upward revision in the price would be considered. ReBIT reserves the right to call for fresh quotes at any time during the Bid validity period, if considered, necessary.

9. Clarifications and Amendment in RFP Documents

Queries / clarifications will not be entertained over the phone. Bidders requiring any clarification of the RFP may notify ReBIT in writing strictly as per the format given in **Annexure-E** at the address/by e-mail given in this document within the date/time mentioned in the schedule of events.

It may be noted that no query of any Bidder shall be entertained / received after the mentioned date. Queries raised by the prospective Bidder(s) and ReBIT's response will be available at ReBIT website.

The Bidder is requested to collate and submit queries together to seek clarifications / responses from ReBIT. The Bidder should ensure that all the queries and clarifications are communicated in email on or before the date given in the schedule of events of this RFP document. Bidders are requested to visit ReBIT's website or check mails for clarifications and other communications.

Any modification of the RFP, which may become necessary as a result of the queries, shall be made available by ReBIT exclusively through the issue of an Addendum/Corrigendum, will be published on ReBIT's website <https://rebit.org.in/procurement>.

Prior to the last date for bid-submission, ReBIT may, for any reason, whether at its own initiative or in response to clarification(s) sought from the prospective Bidders, modify the RFP contents/ covenants by amendment. Clarification /amendment, if any, will be notified on ReBIT's website. No individual communication would be made in this respect. In order to provide Bidders reasonable time to take the amendment into account for preparing their bid, the ReBIT may, at its discretion, extend the last date of submission of bids.

10. Modification and Withdrawals of Bid

No modification in the Bid shall be allowed, after the deadline for submission of Bids. No Bid shall be withdrawn in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the forfeiture of EMD submitted by the Bidder.

11. Rejection of Bid

ReBIT reserves the right to accept or reject any Bid in part or in full or to cancel the RFP process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the ReBIT's action

ReBIT reserves the right to disqualify the Bidder/(s), if Bidder/(s) have not completed any project successfully in ReBIT in stipulated time i.e. Supply, Installation, Setup, Implementation etc in the past or having poor performance record.

12. Conflict of interest

The decision of ReBIT require that selected bidders under contracts provide professional, objective, and impartial advice and at all times hold the ReBIT's interest paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

Bidders shall not be engaged for any assignment that would conflict with their prior or current obligations to ReBIT, or that may place them in a position of not being able to carry out the assignment in the best interest of ReBIT. Without limitation on the generality of the foregoing, bidders, and any of their associates shall be considered to have a conflict of interest and shall not be engaged under any of the circumstances set forth below: -

(i) If a consultant combines the function of consulting with those of contracting and/or supply of equipment; or

(ii) If a consultant is owned by a contractor or a manufacturing firm for the projects(s) under assignment. The consultant should include relevant information on such relationships along with a statement in the Technical proposal cover letter to the effect that the consultant will limit its role to that of a consultant and disqualify itself and its associates from work, in any other capacity or any future project within the next three years (subject to adjustment by ReBIT in special cases), that may emerge from this assignment (including bidding or any part of the future project). The contract with the consultant selected to undertake this assignment will contain an appropriate provision to such effect; or

(iii) If there is a conflict among consulting assignments, the consultant (including its personnel) and any subsidiaries or entities controlled by such consultant shall not be engaged for the relevant assignment.

13. Award of contract

On completion of evaluation of bids, ReBIT will determine the successful Bidder, and contract will be awarded accordingly.

However, ReBIT shall be under no obligation to accept the lowest price bid or any other offer received in response to this Tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. ReBIT reserves the right to make any changes in the terms and conditions of purchase. ReBIT will not be obliged to meet and have discussions with any Bidder, and / or to listen to any representations unless there is change in the terms and conditions of purchase.

ReBIT shall award the Contract, subject to approval from the approval authority to the Bidder whose bid has been determined to be substantially responsive and has been determined to be the shortlisted Bidder. Provided further that the Bidder is determined to be qualified to perform the contract satisfactorily and their credentials have been verified.

Prior to the expiration of the period of bid validity, the successful Bidder shall be notified in writing by letter or by email. Within 15 days of receipt of the notification of award, the successful Bidder

shall execute a contract with ReBIT in accordance with the terms and conditions of this RFP. For execution of contract agreement promptly after the successful Bidder is notified, the Bidder will be sent the contract incorporating all agreements between the parties. The supplier should acknowledge and unconditionally accept, sign, mention the date and return the contract within 5 days from the date of issue of contract.

The selected 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. The stamp paper and franking needs to be done in Mumbai only.

14. Payment Terms and Milestone

ReBIT will endeavour to make all payments for the products / services delivered to it, based on completed milestones.

Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT).

Any delay in achievement of milestones/ deliverables/ activities from Bidder shall automatically result in delay of corresponding payment from ReBIT

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).

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 disputed invoice(s), ReBIT will make payment within forty-five (45) working days of the settlement of such disputes.

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 and the Invoice would be governed by the terms contained in the Contract concluded between ReBIT and the Bidder". The bidder should ensure that the project does not suffer for this reason.

15. Liquidated Damages (LD)

If Successful Bidder fails to deliver any or all of the Service(s) / Systems or perform the Services within the time period(s) specified in the RFP/Contract / Agreement, ReBIT shall, without prejudice to its other rights and remedies under and in accordance with the RFP/Contract / Agreement, levy Liquidated Damages (LD) from payments, which are due to the Successful Bidder. For the calculation of LD:

- i. In case of delay by the Bidder in any stage of the project milestone, the financial Penalty as per the ReBIT's discretion will be imposed on the Bidder at 1% of the total contract value per week of delay, to a maximum of 10% of the total contract value as per the agreement between the ReBIT and the successful Bidder.
- ii. ReBIT reserves its right to recover these amounts by any mode, such as adjusting from any payments to be made by ReBIT to the company.
- iii. Part of a month will be treated as a month for this purpose.
- iv. However, ReBIT may, at its discretion, waive the liquidated damages in case the delay cannot be attributed to the Bidder.
- v. ReBIT may also withhold the amount to be recovered from the payment due from other projects held by the same Bidder.
- vi. Any such recovery or liquidated damages shall not in any way relieve the successful Bidder from any of its obligations to complete the works / service(s) or from any other obligations and liabilities under the Contract/Agreement/Purchase Order.
- vii. ReBIT reserves the right to condone the delay, if it is not attributable to the successful Bidder.

If the Bidder fails to complete the due performance of the contract in accordance with the specification including SLAs and conditions of the offer document, ReBIT reserves the right either

to cancel the order or to recover a suitable amount as deemed reasonable as Penalty / Liquidated Damage for non-performance.

16. Taxes and Duties

The Bidder shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents hold themselves out as employees or agents of ReBIT, nor seek to be treated as employees of ReBIT for any purpose, including claims of entitlement to fringe benefits provided by ReBIT, or for any kind of income or benefits. The Bidder alone shall file all applicable tax returns for all its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services and the Bidder will make all required payments and deposits of taxes in a timely manner.

The amount payable by 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.

* 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 the GST laws.

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.

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, 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 provided that such invoice is dated after such fees have become due and payable under this RFP and subsequent agreement.

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 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.

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, 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, ReBIT shall adjust the amount out of the payments due to the Bidder from REBIT along with the interest calculated as per the rate prevailing at the time of actual payment

The Bidder shall be liable to pay all applicable corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India.

Wherever the laws and regulations require deduction of such taxes at the source of payment, Purchaser shall affect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Purchaser as per the laws and regulations in force. Nothing in the Contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder in respect of this Contract.

17. Termination

- i. ReBIT reserve the right to terminate the contract in case of any the following (but not limiting to):
 - a) Deficiency in the Product / Solution / Service in terms of, uptime (basis the SLA reports), reporting, enhancements (updates and Upgrades are not received as per the frequency defined in Technical Specification sheet, escalations are required to be done frequently, etc.
 - b) Breach of terms & conditions in NDA, leakage of ReBIT's Intellectual Property due to misconfiguration, wrong configuration, no-action or limited action on available threat Intelligence or threat advisories.
 - c) Deletion, modification, tampering of ReBIT's logs.
 - d) Non-adhering to regulatory compliance for ReBIT data.
 - e) Leakage of any confidential information.
 - f) In case of the bidder going insolvent, getting blacklisted, involvement in fraud, etc.
- ii. ReBIT reserves the right to cancel the contract of the selected Bidder and recover expenditure incurred by ReBIT if the progress regarding execution of the contract, made by the selected Bidder is found to be unsatisfactory for any reason. After the award of the contract, if the selected Bidder does not perform satisfactorily or delays execution of the contract, ReBIT reserves the right to get the balance contract executed by another party of its choice by giving one months' notice for the same. In this event, the selected Bidder is bound to make good the additional expenditure, which ReBIT may have to incur to carry out bidding process for the execution of the balance of the contract. This clause will survive even where, for any reason, the contract is cancelled. ReBIT reserves the right to recover any dues payable to the selected Bidder from any amount outstanding to the credit of the selected Bidder, including the pending bills, if any, under the contract or any other contract/order.
- iii. On termination of the project/Contract, the Bidder commits to provide all necessary support in transitioning the project to new incumbent identified by ReBIT, handover all documentations, provide team support during the handover period and ensure a seamless and smooth transition.
- iv. ReBIT reserves its right to cancel the Purchase Order / Contract at any time by assigning appropriate reasons and recover expenditure incurred by ReBIT in addition to recovery of liquidated damages in terms of the contract, in the event of one or more of the following conditions:
 - a) Delay in commencement of the project beyond one week after the assignment order or beyond the date given by ReBIT in the purchase order.
 - b) Delay in completion of Acquired Services.
 - c) Serious discrepancies noted in the inspection.
 - d) Breaches in the terms and conditions of the Order.
- v. ReBIT reserves the right to cancel the contract placed on the selected Bidder and recover expenditure incurred by ReBIT on the following circumstances:
 - a) Non submission of acceptance of order within 7 days of order / notification of award.
 - b) FDelay in delivery beyond the specified period.
 - c) Delay in completing implementation/customization and acceptance tests/ checks beyond the specified periods.
 - d) Serious discrepancy in functionality to be provided or the performance levels which have an impact on the functioning of the solution.
 - e) Excessive delay in execution of order placed by ReBIT.
 - f) The selected Bidder commits a breach of any of the terms and conditions of the bid.
 - g) The Bidder goes into liquidation voluntarily or otherwise.
 - h) The services provided by the selected Bidder is found to be unsatisfactory. Non-satisfactory performance of the selected Bidder during implementation and operation. The progress regarding the execution of the order accepted by the selected Bidder is found to be unsatisfactory or delay in execution of the contract, ReBIT reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected Bidder is bound to make good the additional expenditure, which ReBIT may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.
 - i) An act of omission by the Bidder, its employees, its agents, or employees of the consortium in the performance of the services provided by this contract.

- j) Material discrepancies in the Deliverables and Services noted in the implementation of the Project. ReBIT reserves the right to procure the same or similar product from the alternate sources at the risk, cost and responsibility of the selected Bidder.
- k) Selected Bidder is found to be indulging in frauds.
- l) ReBIT suffers a reputation loss on account of any activity of successful Bidder and penalty is levied by regulatory authority.
- m) In the event of subcontract or assignment contrary to the terms of agreement.
- vi. ReBIT shall serve the notice of termination to the Bidder at least 30 days prior of its intention to terminate services.
- vii. ReBIT reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected Bidder, including the pending bills and security deposit, if any, under this contract.
- viii. In addition to the cancellation of contract, ReBIT reserves the right to appropriate the damages through encashment of Bid Security /Performance Guarantee given by the Bidder. ReBIT reserves right to exit at any time after giving notice period of one month during the contract period.

18. Sub-Contracting

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

19. Adherence of Cyber Security Policy

Bidders are liable for not meeting the security standards or desired security aspects of all the ICT resources as per ReBIT's IT/Information Security / Cyber Security Policy. Relevant extracts from the IT /Information Security/ Cyber Security Policy will be shared with successful Bidder. Bidder should ensure Data Security and protection of facilities/application managed by them.

The deputed persons should be aware about ReBIT's IT/IS/Cyber security policy and must maintain the utmost secrecy & confidentiality of the ReBIT's data including process performed at ReBIT premises. At any time, if it comes to the notice of ReBIT that data has been compromised / disclosed/ misused/misappropriated due to any gap in compliance to the above-mentioned policies then ReBIT would take suitable action as deemed fit and selected vendor would fully be required to compensate ReBIT of loss incurred by ReBIT.

Bidder must agree and provide undertaking not to disclose any ReBIT information and will maintain confidentiality of ReBIT information as per policy of ReBIT and will sign "Non-Disclosure Agreement" document provided by ReBIT.

The legal and regulatory requirements, including data protection, intellectual property rights, copy right, all the relevant regulations for sub-contracting; including the controls that need to be implemented shall be included in the supplier agreement.

All information resources (online/in-person) of the vendors and its partners shall be made accessible to ReBIT as and when sought. Credentials of vendor/third party personnel accessing and managing the ReBIT's critical assets shall be maintained and shall be accordance with ReBIT's policy.

ReBIT shall evaluate, assess, approve, review, control and monitor the risks and materiality of vendor/outsourcing activities and Bidder shall ensure to support baseline system security configuration standards. ReBIT shall also conduct effective due diligence, oversight and management of third-party vendor's/service providers & partners.

Vendor risk assessment will be carried out for the selected partner as detailed in Section 24 below..

Appropriate management and assurance on security risks in outsourced and partner arrangements shall be ensured.

20. Confidentiality

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

- i. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by ReBIT
- ii. To only make copies as specifically authorized by the prior written consent of ReBIT and with the same confidential or proprietary notices as may be printed or displayed on the original;
- iii. To restrict access and disclosure of Information to such of their employees, agents, strictly on a “need to know” basis, to maintain confidentiality of the Information disclosed to them in accordance with this Clause and
- iv. To treat all Information as Confidential Information.
- v. The Selected Bidder shall be required to sign a Non-Disclosure Agreement with ReBIT as per prescribed format provided in Annexure O within 15 days of issuing the purchase order/notification of award.

21. 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.

22. Indemnification

- i. Bidder shall indemnify, protect and save ReBIT and hold ReBIT harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings, (including reasonable attorney fees), relating to or resulting directly or indirectly from
 - a. an act or omission of the Bidder, its employees, its agents, or employees of the consortium in the performance of the services provided by the Bidder,
 - b. breach of any of the terms of this RFP or breach of any representation or warranty by the Bidder
 - c. Use of the deliverables and or services provided by the Bidder,
 - d. Infringement of any patent trademarks copyrights etc. or such other statutory infringements in respect of all components provided to fulfil the scope of this project. Bidder shall further indemnify ReBIT against any loss or damage to ReBIT's premises or property, ReBIT's data, direct financial loss, loss of life, etc., due to the acts of the Bidder's employees or representatives. The Bidder shall further indemnify ReBIT against any loss or damage arising out of loss of data, claims of infringement of third- party copyright, patents, or other intellectual property, and third-party claims on ReBIT for malfunctioning of the equipment or software or deliverables at all points of time, provided however,
 - i. ReBIT notifies the Bidder in writing in a reasonable time frame on being aware of such claim,
 - ii. The Bidder has sole control of defence and all related settlement negotiations,
 - iii. ReBIT provides the Bidder with the assistance, information and authority as it deems fit to perform the above.
- ii. It is clarified that the Bidder shall in no event enter into a settlement, compromise or makes any statement (including failure to take appropriate steps) that may be detrimental to the ReBIT's (and/or its customers, users and service providers) rights, interest and reputation.
- iii. Bidder shall be responsible for any loss of data, loss of life, etc., due to acts of Bidder's representatives, and not just arising out of gross negligence or misconduct, etc., as such liabilities pose significant risk.
- iv. Bidder should take full responsibility for its and its employee's actions. Further, since the ReBIT's data could be integrated / used under Bidder provided software, the Bidder should be responsible for loss/compromise or damage to ReBIT's data and for causing reputation risk to ReBIT.
- v. The Bidders should indemnify ReBIT (including its employees, directors or representatives) from and against claims, losses, liabilities, penalties, fines and suits arising from:
 - a. IP infringement under any laws including Copyrights Act 1957 & IT Act 2000 and such other statutory acts and amendments thereto.
 - b. Negligence and misconduct of the Bidder, its employees, and agents.

- c. Breach of any terms of RFP, Representation or Warranty.
- d. Act or omission in performance of service.
- e. Loss of data due to any of the reasons mentioned above.
- f. Non-compliance of the Bidder with Laws/Governmental /regulatory Requirements.
- vi. In the event that ReBIT is called as a defendant for IPR infringement of patent, trademark or industrial design rights arising from use of any of the components of the supplied solution, the Bidder on its own expense will undertake to defend ReBIT.
- vii. It will be the Bidder's responsibility to rapidly do away with third-party claims. The Bidder will also pay any compensation arising from the infringement claims and ReBIT will in no manner be responsible for such payments. In addition, the Bidder will bear all the related expenses and legal fees.
- viii. On its part, ReBIT will immediately relay to the Bidder any such claims and offer assistance within reasonable limits to rid the claim.
- ix. Once the components delivered at ReBIT premises, The Bidder must undertake to indemnify that all the components delivered are free of defects, are brand new and original. If at some stage it is discovered that the components do not meet these criteria, ReBIT has the right to cancel the order and the Bidder will have to refund the total amount received from ReBIT along with the interest and separate penalties. Similar conditions apply to software; as well the system software must be licensed and original.
- x. The Bidder claims and represents that it has obtained appropriate rights to provide the Deliverables and Services upon the terms and conditions contained in this RFP.
 - a. The Bidder shall be responsible at its own cost for obtaining all necessary authorizations and consents from third party licensors of Software used by Bidder in performing its obligations under this Project.
 - b. If a third party's claim endangers or disrupts ReBIT's use of the Deliverables, Bidder shall at no further expense, charge, fee or cost to ReBIT, obtain a license so that ReBIT may continue use of the Deliverables in accordance with the terms of this RFP.
 - c. Bidder shall indemnify and keep fully and effectively indemnified ReBIT from all legal actions, claims, or damages from third parties arising out of use of software, designs or processes used by Bidder or his subcontractors or in respect of any other services rendered under this RFP.

23. Responsibility for Completeness

Any supplies and services, which might not have been specifically mentioned in this tender but, are necessary for the installation, Configuration, testing, commissioning, performance or completeness of the order, shall be provided / made available as per the time schedule for smooth and efficient operation and maintenance of the system under Indian conditions.

The Bidder shall be responsible for any discrepancies, errors and omissions in the technical details submitted by him/them, irrespective of whether these have been approved, reviewed or otherwise, accepted by ReBIT or not. The Bidder shall take all corrective measures arising out of discrepancies, errors and omissions in drawing and other information as mentioned above within the time schedule and without extra cost to ReBIT.

24. Vendor Security Risk Assessment

i. General Security Requirements

- a) Vendor / Bidder should have the security controls in place to protect sensitive and/or confidential information shared with the vendor.
- b) Ensure that any agent, including a bidder / vendor, to whom ReBIT provides access to information systems, agrees to implement reasonable and appropriate safeguards to ensure the confidentiality, integrity, and availability of the information systems.
- c) Vendors will not copy any ReBIT's data obtained while performing services under this RFP to any media, including hard drives, flash drives, or other electronic device, other than as expressly approved by ReBIT.
- d) All personnel who will be part of this engagement deployed at ReBIT's premises will need to adhere to ReBIT's security policy.
- e) All personnel who will be part of this engagement will need to sign NDA with ReBIT.
- f) Vendor / Bidder should carry out Background checks which includes Address, Education, past employment and criminal checks for all personnel that will be deployed at ReBIT for

the implementation.

- g) Vendor shall disclose the origin of all software components used in the product including any open source or 3rd party licensed components.
- h) ReBIT has right to perform Vendor Audit.

ii. Security for Support & Maintenance

- Vendor should follow all the process defined by ReBIT like Incident, Change, Release and Patch Management.
- Configuration items such as computers and other devices, software contracts and licenses, third party tools and business services which are related to this project should be disclosed.
- All user and technical access will be granted as per the Role Matrix approved by ReBIT. All access will be reviewed as per defined frequency and during control points e.g. when a team-members leave team or organization.
- The security requirements for vendors mentioned in these sections will be evaluated during the Vendor Security Risk Assessment. This assessment will be conducted on periodic basis.

25. 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 ReBIT 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.

26. Vicarious Liability

The Bidder shall be the principal employer of the employees engaged by the Bidder and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the contract. No right of any employment shall accrue or arise, by virtue of engagement of employees by the Bidder, for any assignment under the contract. All remuneration, claims, wages dues etc., of such employees of the Bidder shall be paid by the Bidder alone and the ReBIT shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of the Bidder's employees. The Bidder shall agree to hold the ReBIT, its successors, assigns and administrators fully indemnified, and harmless against loss or liability, claims, actions or proceedings, if any, that may arise from whatsoever nature caused to the ReBIT through the action of Bidder's employees.

27. Non-Payment of items/activities fees

If any of the items/activities as mentioned in the price bid and as mentioned in Commercial Bid are not taken up by the ReBIT during the course of this assignment, the ReBIT will not pay the items/activities fees quoted by the Bidder in the Price Bid against such activity/item.

28. 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.

29. Non-Solicitation

The Bidder, during the term of the contract and for a period of one year thereafter shall not without the express written consent of the ReBIT, directly or indirectly:

Recruit, hire, appoint or engage or attempt to recruit, hire, appoint or engage or discuss employment with or otherwise utilize the services of any person who has been an employee or associate or engaged in any capacity, by the ReBIT in rendering services under the contract; or

Induce any person who is / have been an employee or associate of the ReBIT at any time to terminate his/ her relationship with the ReBIT.

30. No Employer-Employee Relationship

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.

A self-declaration is required from the Bidder as part of the technical bid.

31. Ownership

The RFP and all supporting documentation are the sole property of ReBIT and should NOT be redistributed without written consent of ReBIT.

Violation of this would be breach of trust and may, inter-alia causes the Bidders to be irrevocably disqualified.

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

The Bidder shall not, without the prior written consent of ReBIT, store, copy, distribute or retain any such documents

The bid proposal and all supporting documentation submitted by the Bidder shall become the property of ReBIT. Unless ReBIT agrees to the Bidder's specific requests, in writing, the proposal and documentation are not to be returned.

32. Tender/RFP Cancellation

ReBIT reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

33. Publicity

Any publicity by the Bidder in which the name of ReBIT is to be used, will be done only with the explicit written permission of ReBIT.

34. Dispute Resolution

In the event of any dispute, disagreement 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.

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.

35. Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only.

Section IV: Annexures

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.	☐	☐
Annexure B: Proposal Submission Covering Letter	☐	☐
Annexure C: Self Declaration of Relatives in ReBIT	☐	☐
Annexure D: Self-Declaration to comply with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	☐	☐
Annexure E: Bidders Query Format	☐	☐
A copy of board resolution along with a copy of power of attorney (POA wherever applicable) showing that the signatory has been duly authorized to sign the Bid document.	☐	☐
Demand Draft/BG towards the Earnest Money Deposit.	☐	☐
Annexure F: Bidder's Details on Bidder's letter head	☐	☐
Annexure G: Specific response with supporting documents in respect of Minimum Eligibility Criteria	☐	☐
Annexure I: Specific response with supporting documents in respect of Bidder's Experience with the submission of relevant PO's	☐	☐
Annexure L: Proposed Team Profile	☐	☐
Annexure O: Confidentiality & Non-Disclosure Agreement	☐	☐
Annexure P: Customer Feedback References		
Annexure Q: Escalation Matrix	☐	☐
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.	☐	☐

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 H: Commercial Bid Format (in pdf and excel format) Note: 1. No portion of the commercial bid shall be mentioned/indicated in any form in the technical submission. 2. Rate for every line item has to be filled. Bidders need to mention "Rate included" in line items wherever they feel so. The same will then be referred during the invoicing. 3. No deviation from mentioned specification is allowed. 4. No alteration in the mentioned specification is allowed.	☐	☐

Annexure B: Bid Submission Form

[Insert: Location, Date]

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

Dear Sir / Madam,

We, the undersigned, hereby offer to provide professional services for _____
_____in accordance with your Request for
Proposal ReBIT/CPO/_____ dated _____ 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 for the validity as mentioned in the RFP and our Offer shall
remain binding on us and may be accepted by ReBIT any time before expiry of the offer.

We undertake, if our Proposal is accepted, to start the services within the timelines as mentioned
in the RFP from the Contract signature date.

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.

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.

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 ReBIT or
its appointed representatives.

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.

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.

ReBIT is not bound by any other extraneous matters or deviations, even if mentioned by us
elsewhere either in our proposal or any 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.

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.

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".

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.

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: 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

Yours faithfully,

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 D: Self Declaration Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

(On letterhead of the Bidder)

Strictly Private and Confidential

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

[Date]

Dear Sir / Madam,

Sub: Request for Proposal ref. no. ReBIT/CPO/_____.

Further to our proposal, in response to the Request for with reference number RFP (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 Committee (IC) centrally 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 Internal Committee (IC) 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 Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Contact Details:

[Please mark this letter with your company seal]

Annexure E: Bidders Queries Format

Contact Details		
Name of Organization submitting request (Enter Full Legal Entity name)	:	
Full formal address of the organization	:	
Tel	:	
Fax	:	
Email	:	
Name & position of person submitting request		
Name	:	
Position	:	

#	Clause no.	Page no.	Clause	Query	ReBIT Response

Yours faithfully,

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 F: 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: o Document evidencing the person(s) duly authorised to commit the Bidder or a Power of Attorney	
7. Details for EMD Refund a) Account No. b) Name of account holder c) Name of Bank d) IFSC Code	

Yours faithfully,

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 G: 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	Criteria	Minimum Requirement	Documentation Required	Compliance Status (Yes/No)
1	Registration Certifications & License	The Bidder must be an entity registered with the Registrar of Companies under the Indian Companies Act and must provide the following details: a. Details of Registration of the firm /organization - whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc. - Name of Registering Authority, Date, and Registration number, etc. b. GST registration number	a. Copy of Certificate of incorporation (firm / organization - whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc.) has to be provided. b. Copy of GST Certificate	
2	Turnover	The bidder should have a minimum average annual turnover of INR 25 Lakhs in last 3 financial years i.e. 2022-23, 2023-24 and 2024-25.	a. Copy of Audited Balance Sheet with Profit & Loss Statements of last three financial years i.e., 2022-23, 2023-24 and 2024-25.	
3	Net worth	The Bidder should have a positive net worth at the time of bidding or as on 31 st March 2025.	b. Certificate from CA must be submitted mentioning Average Annual turnover, positive net worth and positive profit after tax for last three financial years i.e., 2022-23, 2023-24 and 2024-25.	
4	Profit After Tax	The Bidder should have a positive profit after tax in last three (3) financial years, i.e. 2022-23, 2023-24 and 2024-25.		
5	Resource availability	The Bidder should have a minimum of 5 years of overall experience, and have been in existence and providing similar services with at least one consultant/resource with a minimum of 3 years of experience in similar work.	The bidder should submit the resource profile. and a relevant document showing the organization experience in similar work.	
6	Experience	The bidder should have provided similar services to at least 3 organizations in the last 3 FY years in the BFSI/IT/ITeS/ PSBs / PSUs / BSE / NSE/NPCI / RBI/ Central Government/ State Government organisations in India.	Bidder should submit a minimum of 3 PO's or contract document but not limited to, for similar work.	

7	Legal Liability	a. The Bidder should not be currently blacklisted from any of the government, semi-government institutions, public/private companies etc. in India and abroad. b. The Bidder must warrant that there is no legal action been taken against them for any cause in any legal jurisdiction. 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 action(s).	A self-attested declaration has to be submitted on the bidder's letterhead.	
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- All documentary evidence should be duly signed and stamped by the Bidder.

Note:

1. All the experience details shall be provided in the format provided at Annexure I.
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.

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 H: Commercial Bid Format

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.

(On letterhead of the Bidder)

The total cost of the Contract should be calculated in the format below.

Total cost shall be calculated for 1 year; however, the payment will be released as per the payment milestones mentioned.

Annexure H – Total Cost of Contract

Sr. #	Items Description/Component	UoM	Total Cost INR (Excl. of GST)
1	Appointment of an External Member on a Prevention of Sexual Harassment (POSH) committee (including remuneration, professional Fees and reimbursable Expenses and other charges)	Lumpsum	
GST @18% INR			
Total Cost (Incl. of GST) INR			

Note:

1. Bidder shall submit a single consolidated total cost, which shall be inclusive of all costs such as manpower, travel, boarding, lodging, TA/DA and any other incidental expenses. No additional charges shall be payable separately by ReBIT under any circumstances.
2. Bidder must also provide the detailed cost bifurcation/break-up of the total quoted price, clearly indicating the individual cost component. The cost break up is required for evaluation and analysis purposes only, and the total quoted price shall remain firm and binding.
3. If the bidder fails to submit the price in the above format, the bid may be rejected.
4. Bidder has to mention unit cost (all inclusive) in INR. GST Rates are to be provided separately.
5. No additional charges / cost shall be paid by ReBIT except GST.
6. If vendor fails to submit the price in the above format, the bid may be subject to rejection.
7. The fees payable by ReBIT to Bidder will 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. 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.

Yours faithfully,

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 I: Bidder's Experience

(On letterhead of the Bidder)

#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	
12	Any other Supporting Document	

Yours faithfully,

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 O: 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 process and contract engagement for the subject RFP ReBIT/_____, 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 implementation.

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.
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 the scope envisaged under this RFP document 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;

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

Yours sincerely

Signature and Stamp of Company

Authorised Signatory (same as signing the proposal)

Name:

Position:

Date:

Annexure P: Customer Feedback Reference

Sr. No.	Customer/policy holder References Name	Contact person Name	Email I'd	Mobile No.
1				
2				
3				
4				
5				

Authorised Signature [In full and initials]:

Annexure Q: Escalation Matrix

Bidder is required to share the Escalation Matrix on company's letter head.

Level	Name	Designation	Mobile	Email-ID
L1				
L2				
L3				
L4				
CEO/Head of Organisation				

Signature and Stamp of Company

Authorised Signatory (same as signing the proposal)

Name:

Position:

Date: